

ADMINISTRATIVE POLICY #43

Internal Investigations

Introduction:

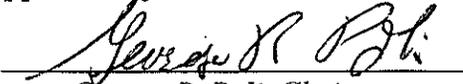
In keeping with the spirit and intent of the Seekonk Home Rule Charter Article Five, Section 3(C) Investigations and Article Six, Section 2(H), the Board of Selectmen do hereby adopt the following policy relative to the handling of Internal Investigations.

Policy:

1. Whenever the Town Administrator is presented with an issue that requires an Internal Investigation, the Town Administrator will notify all members of the Board of Selectmen of the impending action.
2. At the next possible meeting of the Board of Selectmen, the matter will be discussed under the appropriate authority of M.G.L., Chapter 39, Section 23.B in Executive Session to determine what further actions should be taken.
3. At the outset of an investigation, the Chief of Police will be consulted to determine if any of the alleged actions or improprieties would require investigation by his/her Department and/or an appropriate outside agency.
4. Throughout the course of any investigation, members of the Board of Selectmen and employees with knowledge of an ongoing investigation are obligated to confine the disclosure of any information concerning the investigation to authorized individuals only. Such authorized individuals acknowledge that the premature release of information associated with an investigation could have a detrimental effect on the results of the investigation and could potentially victimize any individual being investigated.
5. Upon the conclusion of an investigation, a determination will be made concerning the next course of action between the Board of Selectmen, the Town Administrator, and other investigating agents. If no action is required, the Board of Selectmen will determine if any official statement will be made concerning the alleged incident.

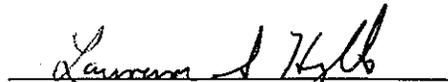
Approved by: **BOARD OF SELECTMEN**

Date: 7/11/01


George R. Poli, Chairman


Nathan J. Helgerson, Vice Chairman


Dana G. Beal, Clerk


Lawrence S. Havrylik, Member


Donald Kinniburgh, Member