

# MACOMB COUNTY HUMAN RESOURCES POLICY

## LAW ENFORCEMENT INVESTIGATIONS AND CONTACTS

Whenever an Elected Official/Department Head or an employee of Macomb County is contacted by a Federal, State or local law enforcement agency for any reason, including inquiries concerning a County employee, a County department, an investigation of a crime that may have been committed on County property, or a request to review or copy records, it is the obligation of the Elected Official/Department Head and/or employee having knowledge of same, to do the following:

Upon being contacted by a law enforcement agency, the employee shall immediately, before responding, contact his/her Elected Official/Department Head/designee who will contact Corporation Counsel to report the contact.

The Elected Official/Department Head shall speak to one of the attorneys on staff. The Elected Official/Department Head will be advised on how to proceed with the law enforcement agency. In the event no attorney is available for consultation, unless unusual circumstances exist, the Elected Official/Department Head should not speak to the law enforcement agency, but should instead refer all inquiries to Corporation Counsel.

The Elected Official/Department Head shall follow the directives of Corporation Counsel, including making a written report to Corporation Counsel, if requested to do so.

Any questions concerning this Policy should be directed to Corporation Counsel.

This Policy applies only to contacts made with employees in the scope and course of their duties for the County, and employees are not to contact Corporation Counsel regarding personal legal issues. In the event that the employee contacted by a law enforcement agency is the focus of the criminal investigation, the employee must immediately report to Corporation Counsel that such contact has been made.

Approved:

  
Office of County Executive

7-8-14  
Date