




INVESTIGATIVE NOTES

Date:
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By Direction Of:


Lucas M. Miller, State Inspector General

A. Purpose.

To establish the Office of State Inspector General's (OSIG) policy and procedures regarding the use and retention of Investigative Notes for the Bureau of Fraud Prevention and Prosecution (BFPP), the Bureau of Special Investigations (BSI), and the Bureau of Law Enforcement Oversight (BLEO). Failure to abide by this policy may result in discipline up to and including termination.

B. Definition(s).

Investigative Notes – Contemporaneous written record of information obtained during interviews with subjects, witnesses and collateral contacts used for the basis of an investigation.

C. Policy.

Investigative Notes play a significant role in every investigation. They provide a short, written record of interviews with subjects, witnesses and collateral contacts and are used for the basis of an investigation. The importance of taking complete notes during such interactions cannot be understated. The notes are used to recall facts and details obtained during the interview for inclusion in the report of investigation. All original Investigative Notes must be preserved electronically during the course of an investigation. It is the policy of the OSIG to retain all original Investigative Notes in the local case file until the case is closed/adjudicated.

- For BFPP Field Investigations, Investigative Notes include any handwritten notes or statements and the OSIG 10.
- For BFPP Fraud Investigations, Investigative Notes include any handwritten notes or statements and the OSIG 611.
- For BSI Special Investigators, Investigative Notes include any handwritten notes or statements and memos created during the course of the investigation.
- For BLEO Special Investigators, Investigative Notes include any handwritten notes or statements and memos created during the course of the investigation.

D. Procedures.

Investigative Notes should be written in legible handwriting and in ink. No doodling, inappropriate, or derogatory comments are permitted on Investigative Notes. The first page of the notes should be identified with the name of the OSIG sworn law enforcement staff authoring the notes, the case number, and the date and time.

Investigative Notes are considered part of the case file. As such, they must be maintained throughout the course of an investigation.

1. BSI and BLEO Investigations

For the BSI and BLEO, a case is considered closed when a final report has been issued, unless a law enforcement referral was made during the investigation. In this instance, all original Investigative Notes must be maintained until the law enforcement case is closed. BSI will upload all Investigative Notes into the Case Management Tracking System (CMTS) as soon as possible throughout the course of the investigation.

2. BFPP Investigations

For Field Investigations, an investigation is considered closed when the investigation is sent to headquarters. For Fraud Investigations, a case is considered adjudicated when it is disposed of by formal court judgement. Electronic copies of Investigative Notes are acceptable for any appeals or additional court proceedings. BFPP will scan and upload all Investigative Notes into the Office of State Inspector General Avoidance and Recovery System (OARS) as soon as possible throughout the course of the investigation.

E. Additional Information.

Any questions regarding this policy should be directed to your immediate supervisor.
