

## MADISON COUNTY POLICY AND PROCEDURES

**Subject:**        **Compliance Policy:**  
                         Response to Governmental Investigations

**Issued:**        December 17, 2012

**Approved:**    December 27, 2012

### **Purpose:**

Federal and State law enforcement and regulatory agencies routinely conduct interviews to gather information during compliance audits, inquiries, and investigations. It is important that **Madison County** (sometimes referred to as “County” or “the County”) responds to any official requests for information consistently and appropriately. Therefore, this policy is established to provide guidance on how to handle any unannounced visits by government representatives. This policy does not address visits by regulatory agencies to perform program certification or quality assurance functions.

### **Policy:**

1. **Madison County** is committed to appropriately responding and not interfering with any lawful audit, inquiry, or investigation.
2. Employees will remain courteous and professional when dealing with investigators or agents.

### **Procedures:**

1. Announcement of an impending visit by any government investigator or auditor should be immediately reported to the Assistant to the Chairman of the Board of Supervisors, who is responsible to notify the Compliance Officer and legal counsel as identified in the Compliance Plan.
2. Procedures for handling the receipt of a search warrant or subpoena are covered by separate policies. Please refer to specific policies.

### **Visits to any of Madison County’s facilities:**

1. If an individual arrives at any County facility and identifies himself or herself as a government auditor, investigator, or other representative, treat him or her with respect and courtesy. Request identification (do not attempt to photocopy credentials, as this is a violation of Federal law) and the reason for the visit.
2. Ask the individual to wait in an unused office or a location where business is not conducted.
3. Immediately contact the County Attorney, who will contact the Compliance Officer and Assistant to the Chairman of the Board of Supervisors identified in the Compliance Plan. The Assistant to the Chairman of the Board of Supervisors will identify one employee to be responsible for responding to the agent’s questions.
4. Await direction from legal counsel. Do not submit to questioning or an interview. Do not provide documents or other information.

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5. Refer to policy on Search Warrants, if applicable.
6. Other than providing information to direct the agents to information requested, do not submit to any form of questioning or interviewing.