

ADMINISTRATIVE POLICY

1 Policy

- 1.1 It is the policy of OPTIONS to fully cooperate and accurately provide information when there is any sort of an investigation, search warrant, or subpoena. Such actions will be consistent with OPTIONS' Code of Ethics. The policy below is not intended to interfere with any activity on the part of any regulatory or empowered party. It is intended to protect the confidentiality of persons receiving services. Any information released should be truthful and accurate.
- 1.2 Any time an employee is presented with a subpoena, he/she shall immediately contact the CEO or his designee, **prior to releasing any information or documents**. Information shall not be released without permission from the CEO or his designee.
- 1.3 Any time an employee is presented with a search warrant, he/she shall immediately contact the CEO or his designee. It is the preference that the CEO, or his designee give permission prior to a search being conducted. However, it is understood this may not be possible.
- 1.4 Any time an investigation is being initiated by a regulatory or empowered party, employees will immediately contact the CEO or his designee **prior to releasing any information or documents**. Information shall not be released without permission from the CEO or his designee.

POLICY DATE: January 2005