



DEPARTMENT OF ALCOHOL & DRUG SERVICES
POLICIES & PROCEDURES MANUAL

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SUBJECT: **STAFF DISCIPLINARY ACTIONS: MAINTAINING CLIENT CONFIDENTIALITY
DURING DISCIPLINARY PROCEEDINGS**

Policy

It is the policy of the Department of Alcohol and Drug Services to maintain the confidentiality of its clients. On occasion an investigation into staff conduct may result in disciplinary action. Under Merit System rules, some levels of disciplinary action entitle individuals to a hearing in which they may present materials in their defense. In some situations, a staff member may wish to introduce confidential client information as part of their defense. DADS supports the right of staff to mount a defense, but client confidentiality must be protected.

Procedure

Any individual wishing to use confidential client information in defense of a recommended disciplinary action must first notify his/her immediate supervisor. The information obtained for the defense of the staff member must be kept to the minimum necessary for the hearing. All information that might identify a client must be obliterated from any documents presented to the hearing officer or shared with the staff member's representative. If a circumstance should arise, where it appears necessary to contact a client or necessary to retain information, which might identify a client, the staff member or his/her representative should contact DADS' Privacy Officer, who in turn will consult with County Counsel. Any further steps will be taken only at the direction of County Counsel.