

## **Receipt and Investigation of Allegations of Misconduct**

The purpose of this guidance document is to ensure the appropriate handling of allegations of misconduct against Department licensees. Allegations of violations of applicable law or regulations by licensees of the Department will be received and logged in by the Enforcement Division. Only sworn personnel duly authorized by the Director pursuant to Virginia Code § 54.1-2506 may conduct investigations of alleged violations.

Department staff (other than Enforcement staff) who receive or become aware of information indicating a violation of law will refer such information to the Enforcement Division as soon as possible.

Enforcement staff will make an initial determination of whether the matter warrants investigation in accordance with Virginia Code § 54.1-2506.01.

Enforcement will refer any matters that do not appear to warrant investigation to the appropriate Board in writing. If the Board determines that it does have jurisdiction and the matter requires investigation, the case will be returned to Enforcement, along with an explanation of the Board's recommendation. Upon receipt of the Board's recommendation, the Enforcement's Case Intake Unit will initiate investigation of the alleged misconduct.

### References

[Va. Code § 54.1-2506.01](#)