

**STATE OF LOUISIANA
OFFICE OF FINANCIAL INSTITUTIONS
BATON ROUGE, LOUISIANA**

January 23, 2012

**PROCEDURE NO. 2012-02
(OFI)**

OFI EXAMINER/INVESTIGATOR SAFETY PROCEDURE

- I. **PURPOSE:** To provide appropriate guidance for OFI Examiners/Investigators when conducting contacts/examinations.

- II. **APPLICABILITY:** All OFI examination and investigatory personnel.

- III. **GENERAL:** The agency believes in maintaining a safe and healthy working environment for its employees. This requires the continuous cooperation of all employees. If you are ever in doubt about the safety of your surroundings or feel uncomfortable or threatened, it is your responsibility to ask your DOM/ADOM or immediate supervisor for assistance. Examiners/Investigators who are concerned for their personal safety at any time should immediately seek to remove themselves from the situation and contact the DOM/ADOM or immediate supervisor and law enforcement, if appropriate. In such cases, the Main Office should be notified by the DOM/ADOM or immediate supervisor as soon as it is practical.

Examiners/Investigators should avoid placing themselves in a position which might expose them, their colleagues, or the public to unnecessary risk. Examiners are expected to continually be on the lookout for unsafe working conditions or practices. If you observe an unsafe condition, you should warn others, if possible, and report that condition to your DOM/ADOM or immediate supervisor immediately. If you have a question regarding the safety of your workplace and practices, ask your DOM/ADOM or immediate supervisor for clarification. DOM/ADOM or immediate supervisor should consider obtaining the assistance of another Examiner/Investigator or a law enforcement officer, if deemed appropriate.

The following list of safety suggestions should be considered when conducting contacts/examinations:

- Always let someone know where you are going and when you will be back.
- Always place examination appointments (name and location) on the DO or department calendar.
- Be aware of your surroundings at all times.
- Use discretion if an onsite situation escalates. It may be necessary to leave the premises and report back to the DOM/ADOM or immediate supervisor as soon as practical.

PROCEDURE NO. 2012-02 / Examiner/Investigator Safety Procedure

January 23, 2012

Page 2 of 2

- If necessary, obtain the necessary examination information and conduct the examination offsite.
- Have your keys in your hand as you approach your car so that it can be opened immediately.
- Lock your doors when driving and after parking.
- Keep your computer equipment and other valuables hidden.
- Try to park in well-lighted areas and near the entrance of a building.
- Carry a noise making device, such as a whistle, and use it if you feel you are in danger.
- If you suspect you are being followed, drive to a well-lighted place and call the police.

Again, the agency believes in maintaining a safe and healthy working environment for its employees.

John Ducrest
Commissioner

Date