

 Department of Children & Family Services <i>Building a Stronger Louisiana</i>	Division/Section	Family Support
	Chapter No./Name	07 - Administrative Procedures Manual
	Part No./Name	E-CONFIDENTIALITY
	Section No./Name	E-900 Violation of Confidentiality
	Document No./Name	E-910 Violation of Confidentiality
	Effective Date	September 1, 2010

Louisiana R.S. 46:56 provides that any person who violates confidentiality "shall be fined not more than two thousand five hundred dollars or imprisoned for not more than two years in the parish jail, or both, nor less than five hundred dollars or ninety days on each count."

*** DCFS **** employees who violate confidentiality are subject to disciplinary actions and/or criminal penalties described above.

Disciplinary action should be used to deal with simple violations of confidentiality. *** DCFS **** policy and procedures on disciplinary actions should be followed.

Employees whose violations involve collusion with outside parties for profit or for the systematic release of confidential information should not be disciplined immediately. Information regarding the violation shall be submitted through appropriate channels to the *** DCFS **** General Counsel for review and possible referral to the District Attorney for prosecution. No action shall be taken against the employee until a response is received from the General Counsel.

Questions regarding appropriate action to take when confidentiality has been violated should be referred through channels to the *** DCFS **** Human Resource Section or the *** DCFS **** General Counsel.