



# North Carolina Department of Public Safety

## Private Protective Services Board

Roy Cooper, Governor  
Eddie M. Buffaloe, Jr., Secretary

Tamara Rabenold, Chair  
Paul Sherwin, Director

December 14, 2023

### MEMORANDUM FOR RECORD

SUBJECT: Report Disclosure Policy

The Private Protective Services Board voted during its meeting on Thursday, December 14, 2023, to enact the following policy regarding the disclosure of partial or entire investigative reports to complainants, respondents, witnesses, or other parties:

The respondent may be given the opportunity to review their written statement, as documented in the investigative report, *prior* to the report being finalized; and a copy of the entire final investigative report may be provided to the respondent *after* the report has been distributed to the Grievance Committee members. The investigator shall inform the respondent verbally or in writing that the investigative report is confidential and shall not be disclosed or shared with others.

The complainant may be given the opportunity to review their written statement, as documented in the investigative report, *prior* to the report being finalized. Complainants shall not be given a copy of the entire investigative report until *after* the complaint is heard by the Board. The investigator shall inform the complainant verbally or in writing that the complainant's statement is confidential and shall not be shared disclosed or with others.

Witnesses or other parties to the investigation may be given the opportunity to review their written statement, as documented in the investigative report, *prior* to the report being finalized. Witnesses or other parties shall not be given a copy of the entire investigative report until *after* the complaint is heard by the Board. The investigator shall inform all witnesses or other parties verbally or in writing that their statements are confidential and shall not be disclosed or shared with others.

Any investigation conducted pursuant to G.S. 74C is deemed confidential and is not subject to review under G.S. 132-1 (Public Records) until the investigation is complete and a report is presented to the Board. However, a report may be released to the licensee (or respondent) *after* the investigation is complete and *after* the report has been distributed to the Grievance Committee members. In addition, an investigative report may be released to any party, including complainants or witnesses, at any time for good cause, at the discretion of the Director or Grievance Committee chairperson.

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