

### **.03 Confidentiality - Handling Special Cases - Roommate, Friend, or Business Associates**

Employees must NOT work or view a case of a roommate, friend, or business associate.

Employees must NOT inquire into any case using a computer system or [case file\(g\)](#) for any participant who is a roommate, friend, or business associate.

**WARNING**

All AZTECS inquiries are recorded.

Employees must NOT intervene in any way, or view a case of a roommate, friend, or business associate.

When an employee pulls a case of a roommate, friend, or business associate for the case read process, the employee must give the case to the LOM or APM for reassignment.