
December 28, 2004
ADMINISTRATIVE INSTRUCTION NO. 1-6 (Revised 12/28/04)

SUBJECT: Objectives, Duties, and Responsibilities of the Office of Internal Audit and Investigations

The Office of Internal Audit and Investigations was established by City Ordinance the Accountability in Government Ordinance.

The independent Office of Internal Audit and Investigations assists the City Council, the Mayor and the Chief Administrative Officer in performing their oversight responsibilities for City functions and activities by conducting audits to assure accountability, management studies to improve integrity, and investigations to deter waste, fraud and mismanagement.

All officials, employees, vendors and contractors of the City shall timely furnish the Office of Internal Audit and Investigations with requested information and records in their custody regarding City activities. In addition, they shall provide access for the Office of Internal Audit and Investigations to inspect all property, equipment and facilities in their custody.

City employees and officials shall promptly notify the Office of Internal Audit and Investigations of known or suspected instances of theft or other disappearance of cash, checks or property, of misfeasance or nonfeasance, defalcations and non-compliance with laws and City regulations.

The Office of Internal Audit and Investigations shall adhere to professional standards in conducting its work and will be considered independent as defined by those standards.

James B. Lewis, Chief Administrative Officer

Date