



***City of Albuquerque***  
**Office of Internal Audit and Investigations**  
**P.O. BOX 1293 ALBUQUERQUE, NEW MEXICO 87103**

## **Fairness and Confidentiality Statement**

You have been asked to provide assistance in an internal investigation currently being undertaken. You may be interviewed, asked to provide documents, computer files and other records, or asked to assist in some other way. Internal investigations are a key part of the City's commitment to conducting business with integrity. As a participant in an internal investigation, there are certain points you need to know:

1. Cooperate. You must cooperate fully, with complete candor, and respond to all questions and requests honestly and fully. You must be as truthful in your responses to the interviewer as you would be to your manager/supervisor, and being untruthful in the investigation will have the same consequences as being untruthful to your supervisor.
2. Keep it confidential. You must keep confidential the fact that an investigation is underway and anything discussed with you as part of the investigation. Do not discuss the investigation with anyone, except as directed by the person interviewing you. If you feel that you need to discuss the matter with someone, you should first discuss the matter with the Office of Internal Audit and Investigations.
3. No Retaliation. The City does not tolerate any type or threat of retaliation against anyone who reports a violation or cooperates in an investigation.
4. Don't ask "who"? Do not ask who has reported a violation, has cooperated in the investigation or for any details that are not relevant to your participation in the investigation. Any attempt to discover the identity of any such person is prohibited.
5. Don't play detective. Do not try to draw any conclusions as a result of your interview about "who has done what" other than as requested during the interview. We want to protect the reputation of anyone involved in the investigation.
6. No obstruction. Never attempt to interfere with or obstruct an investigation. Keep what information and/or documents are stored on your computer and keep all records relating to the investigation until advised to do otherwise.

7. Continuing duty. If you learn or remember anything additional relating to this investigation after your interview, or you have reason to believe any of the requirements noted here are being violated, call the Office of Internal Audit and Investigations.
8. Remember the Code of Conduct and the Accountability in Government Ordinance. This investigation is part of our commitment to the Code and Ordinance.

### **Fairness and Confidentiality Reminder Note**

Thank you very much for assisting the City with its investigation. If you learn or remember anything else that might be relevant to the investigation, or if you have any questions please contact the Office of Internal Audit and Investigations. Contact details are below. In the meantime, please remember 2 key matters:

- The importance of confidentiality, and
- The City does not tolerate retaliation against someone because they were involved in an investigation.

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