
December 28, 2004

ADMINISTRATIVE INSTRUCTION NO. 1-6 (Revised 2/17/11)

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

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

The independent Office of Internal Audit 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 and management studies to improve integrity.

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

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

David S. Campbell
Chief Administrative Officer
Date: 2/17/11