

**EXECUTIVE ORDER NO. 2-08**

**RELATING TO THE OFFICE OF THE CHIEF INTEGRITY OFFICER**

**BACKGROUND**

WHEREAS, the citizens of this City have bestowed a public trust in their government and have a right to expect that their government performs with honesty, integrity and transparency;

WHEREAS, the Board of Ethics administers and enforces all matters pertaining to ethics, conflicts of interest, financial disclosure, standards of governmental conduct, campaign finance, and political activities;

WHEREAS, the Office of Inspector General has the power to investigate matters of fraud, corruption and abuse within City government;

WHEREAS, it is important to provide proactive oversight and routine monitoring, and to develop preventive policies, procedures and protocols to insure honesty, integrity and transparency within the City government;

NOW THEREFORE, by the power vested in me as Mayor of the City of Philadelphia, it is hereby ordered:

**SECTION 1. Chief Integrity Officer**

There is hereby created within the Office of the Mayor the position of Chief Integrity Officer (CIO) who shall undertake the duties and responsibilities set forth herein to promote honesty, integrity and transparency in City government. The Chief Integrity Officer shall report directly to the Mayor.

**SECTION 2. Mission**

The CIO shall provide proactive oversight and routine monitoring, and develop preventive policies, procedures and protocols to promote honesty, integrity, and transparency in the day to day operations of City government; particularly in the areas of contracting for services, supplies, equipment and concessions; the disposition or sale of City-owned land, surplus property or equipment; the use of City buildings, facilities and equipment; and in the overall delivery of municipal services.

**SECTION 3. Responsibilities**

Specific responsibilities assigned to the CIO by the Mayor include:

- (1) Review, monitor and, if appropriate, investigate the advertising, consideration, and award of any and all City contracts for services, supplies, equipment

and concessions (including professional services contracts and competitively bid contracts) to ensure that all are awarded in accordance with the law and conducted in an open, honest and transparent manner; and, to make recommendations for reforms that enhance the openness, honesty and transparency in the contracting process.

(2) Review, monitor and, if appropriate, investigate the various procedures for the disposition or sale of City-owned land, surplus property and equipment to ensure that such actions are in compliance with the law and conducted in an open, honest and transparent manner; and to make recommendations for reforms that enhance the openness, honesty and transparency in the sale or disposition of City-owned land, surplus property and equipment.

(3) Review, monitor and, if appropriate, investigate the policies, procedures and practices of all City agencies, departments, boards, and commissions concerning the use of City buildings, facilities and equipment (including, but not limited to vehicles, computers and telecommunications facilities and equipment) to ensure that City buildings, equipment and facilities are used for the conduct of official City business rather than personal business; and to make recommendations for reforms that enhance the openness, honesty and transparency in the use of City buildings, facilities and equipment.

(4) Be a resource for and provide advice to City departments, agencies, boards and commissions to improve and strengthen policies, procedures and protocols to promote honesty, integrity and transparency within the government.

(5) If, in the course of reviewing, monitoring and investigating the day to day operations of City government, the CIO discovers improprieties by city officers or employees, businesses or vendors doing business with the city, or individuals seeking a particular municipal service or action, that may involve ethical violations or criminal or unlawful conduct, the CIO shall refer the matter to the City's Inspector General, the Ethics Board or otherwise in accordance with law for further investigation.

(6) If, in the course of reviewing, monitoring and investigating the day to day operations of City government, the CIO discovers situations where the City may appropriately seek redress for damages or losses caused by unlawful or unethical conduct by any person or entity, the CIO shall refer the matter to the Law Department for such action as the City Solicitor shall deem appropriate.

(7) Perform such other duties as directed by the Mayor.

#### **SECTION 4. Coordination and Cooperation**

(1) The CIO will coordinate with the City agencies, departments, boards and commissions and provide advice to improve and strengthen policies, procedures and protocols to promote honesty, integrity and transparency within City government. Where appropriate, the CIO will assist City agencies, departments, boards and commissions in the development and implementation of internal integrity plans specific to those agencies,

departments, boards and commissions. All City agencies, departments, boards and commissions are directed to cooperate with the CIO in the performance of the CIO's duties hereunder.

(2) The CIO will coordinate with the City-related agencies, authorities, and quasi-governmental entities (collectively, "City-related agencies") to improve and strengthen policies, procedures and protocols to promote honesty, integrity and transparency within their operations and their interaction with City government. The CIO will investigate and, if needed, recommend to the Mayor provisions to add to contracts with City-related agencies to require City-related agencies to cooperate with the CIO as fully as City agencies.

**SECTION 5. Coordination with Board of Ethics and Office of the Inspector General**

The CIO will cooperate fully with the Ethics Board and the Inspector General to promote the public trust and promote ethical compliance in the Mayor's office and by all departments, agencies, boards, and commissions. Any investigation by the CIO shall be conducted in such a manner as not to interfere with the performance of the Inspector General's duties. The CIO will work with the Ethics Board to formulate and conduct ethics training for City employees and for businesses seeking or doing business with the City.

**SECTION 6. Deputies**

Subject to the advance approval of the Mayor, the CIO may hire deputies to aid in carrying out the CIO's responsibilities hereunder.

**SECTION 7. Effective Date**

This Order shall take effect immediately.

Date: January 7, 2007

  
Michael A. Nutter, Mayor