

MANAGING DIRECTOR'S DIRECTIVE NO. 17

INVESTIGATIONS

1. Matters to be Investigated by Department or Agency Directors.

All thefts or losses of supplies or inventory of minor value shall be investigated by the Director of the Department or Agency effected.

2. Matters to be Referred Immediately to the Police Department.

All incidents of the occurrence or appearance of the perpetration of any criminal act involving or occurring on a place of City employment shall be reported immediately to the Police Department. Reports should be made by telephone to the Police Department or in person to a Police Officer available in the immediate area.

3. Suspected Criminal Activity.

Where a City officer or employee may be suspected by any officer, employee, or citizen of the City of any criminal offense against the City, e.g. larceny, theft, embezzlement, fraudulent conversion, extortion, unlawful solicitation, etc., the procedure shall be as follows:

- a. Reports - A report in writing or otherwise identifying any suspected criminal activity shall be submitted to the Integrity Unit in the relevant Managing Director's agency. A written statement or copy of such reports shall be submitted immediately to the Managing Director, the relevant agency or department Director, and the Office of Performance Assessment. All such copies and reports shall be transmitted in sealed envelopes marked "confidential".

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- b. Investigation - The Managing Director shall coordinate all investigations of all reports received by each integrity Unit regarding suspected criminal activity in Managing Director's Office agencies with the Office of Performance Assessment. Where appropriate, the Managing Director's Office with the Office of Performance Assessment shall refer such matters to the District Attorney, Police Department, or other investigative or prosecutorial authorities.
- c. Cooperation - The Director of the Office of Performance Assessment and the Managing Director's Office shall timely advise the Directors of all relevant Departments and Agencies of any proposed investigation involving that Department or Agency.
- d. Nondisclosure - No City officer or employee shall disclose to any person information or reports concerning suspected criminal activity except as described above or as necessary or required by departmental or criminal investigations.
- e. Termination of Files - Within 90 days following the termination of any investigation where no disciplinary or criminal action is taken or recommended, all references and documents describing or relating to the relevant allegations of suspected criminal activity shall be expunged from all City files and destroyed.

  
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Managing Director