

Role and Responsibilities of the Integrity Officers

WHEREAS, the Integrity Officers ("IOs") Program, when established by the Managing Director's Office in 1985, lacked the required guidelines for Department/Agency Heads to direct the IOs in the performance of their assigned internal integrity-related duties; and

WHEREAS, there is a need for an Executive Order to define the functional guidelines for the IO Program and summarize the IOs' role and responsibilities in implementing departmental/agency integrity policies;

NOW, THEREFORE, I, Edward G. Rendell, Mayor of the City of Philadelphia, in accordance with Section 3-100 of the Philadelphia Home Rule Charter, do hereby order as follows:

SECTION 1. Mission of the IO

The IO position is established to assist Department/Agency Heads in meeting their broad responsibility for the development of policies, programs, and strategies to deal with all integrity-related matters. IOs are also required to conduct internal confidential investigations and/or provide oversight to non-criminal complaints of employee misconduct which are officially referred to the Department/Agency from the Office of the Inspector General ("OIG").

SECTION 2. Designation of Department IO

The Department/Agency Heads, in consultation with the OIG, shall appoint a Department official to the IO position. The IO should be a senior staff person or an official with direct access to the Department/Agency Head on personnel- or integrity-related matters. City employees/officials who have extensive experience and proven credibility in addressing issues of misconduct, ethics, and integrity should be considered as prime candidates for this important position. Departments with a larger employee population and/or a record of numerous reported integrity/misconduct complaints may require that additional staff be assigned to assist the IO in meeting his/her responsibility. Appointment of additional personnel will be at the discretion of the Department/Agency Head. The IO duties are collateral to the IOs' principal operational role within the Department.

The Department/Agency Head shall communicate his/her selection of the Department IO to all employees in the