



Office of the City Auditor Policies and Procedures

Number: 4.4.0**Title:** Planning an Investigation

Original Date:**Revision Date:****Approved by:**

10/01/1999

[Helen Niesner]

I. Policy

Those agreeing to initiate an investigation will agree upon investigation plans. Actions taken in conformance with the initial plan, additions and changes to the plan, will be communicated to all investigators and will be documented as needed. Strict security will be observed to safeguard the confidentiality of planned investigative actions.

II. Purpose

This policy will ensure that investigations will be undertaken with clear objectives in mind and investigation progress will be consistent with successful resolution of all cases. Security is observed to both maximize case resolutions and protect innocent individuals.

III. Definitions

None

IV. Procedures

- A. Information evaluation will be based upon a discussion of the known facts of the case and the availability of evidence needed in order to prove a case. Initial investigative steps will be based upon this discussion and responsibility for conducting those steps will be assigned.
- B. Throughout the case investigators will continually reassess their procedures to ensure successful resolution of all cases.