



Office of the City Auditor Policies and Procedures

Number: 4.5.0

Title: Allegation Referrals

Original Date:

Revision Date:

Approved by:

10/01/1999

[Helen Niesner]

I. Policy

The CAIU may refer allegations received that do not qualify under our integrity violation criteria.

II. Purpose

To provide for timely communication of information not subject to CAIU jurisdiction.

III. Definitions

Integrity violation criteria is defined in Policy 4.1.0

IV. Procedures

- A. When an information evaluation results in a decision that integrity violation criteria are not met, the allegation may be reported to City staff responsible for regulating the alleged behaviors. At least two members of the CAIU will evaluate the allegation and known information.
- B. The CAIU will make the referral upon agreement of a majority of the evaluating members. The decision to refer the case will be communicated to all investigators and will be documented as needed.
- C. Any known complaining witness may be contacted and asked for their agreement. However, the decision to refer is ultimately left to the discretion of the CAIU, especially for allegations involving public health or safety issues.