



Office of the City Auditor Policies and Procedures

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Title: Protecting Informants

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I. Policy

Investigators within the City Auditor's Integrity Unit (CAIU) will do what is in their personal authority and within the law to protect the anonymity of informants and friendly witnesses to the best of their ability. Identities will not be divulged unless: permission is received from the informants, a legal process requires identification, or the informant acts in bad faith. When identities are divulged, the CAIU investigators will take measures to prevent any retaliatory actions against good faith informants and friendly witnesses.

II. Purpose

This policy provides for assurance that CAIU informants' and friendly witnesses' identities are protected to the best of the unit's ability. This is a necessary course in establishing the trust of City employees and concerned citizens who provide the CAIU with allegations and valuable information. In addition, those reporting to the CAIU in good faith need to be informed of the potential elements of CAIU protection, and the limits thereof.

III. Definitions

None

IV. Procedures

- A. When receiving initial calls from unidentified informants and friendly witnesses wishing to remain anonymous, the CAIU investigator will inform the caller of their protection according to City policies (if it's a City employee) and the Whistleblowers Act of 1994. The investigator will also inform the caller of:
1. the various levels of anonymity available,

2. the limitations associated with these options, and
 3. the CAIU investigator's personal/professional limitations of actual protection.
- B. Any questions concerning the investigator's uncertainty with protecting the informants' identity should be immediately directed to the Chief of Investigations.