

# **MONTHLY REPORT**

**DECEMBER 2023**



# **OIG**

**NEW ORLEANS  
OFFICE OF INSPECTOR GENERAL**

**EDWARD MICHEL, CIG  
INSPECTOR GENERAL**

# ADMINISTRATION DIVISION

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# 2,001

Number of registered Twitter followers

## ADMINISTRATION

The Office Manager is responsible for the following ongoing tasks:

- Human Resources
  - Coordinating the hiring process
- Finance
  - Managing and refining the OIG budget
- Procurement Process
  - Communicating with OIG vendors
  - Processing requisitions to create purchase orders
  - Overseeing the timely payment of OIG expenditures
- Operations
  - Coordinating with the OIG's landlord and various City departments on administrative matters

## INFORMATION SECURITY

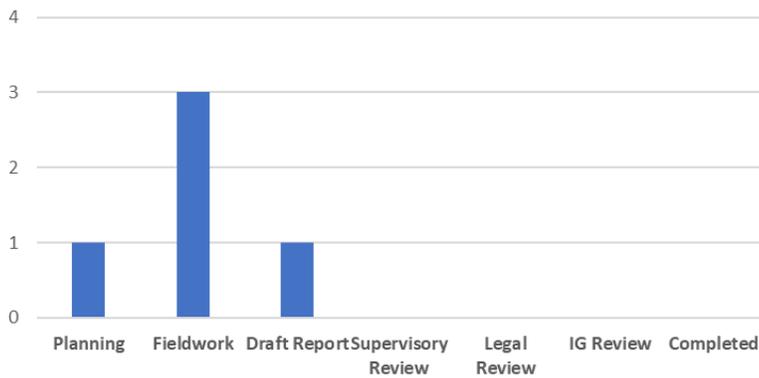
The OIG Information Security Specialist is responsible for the following tasks to maintain the OIG's information technology (IT) integrity

- Technical Support
- Hardware and Software Updates
- Communication and Coordination
- Consultation for IT Purchases

# AUDIT & REVIEW DIVISION

The Audit and Review Division conducts financial audits, attestations, compliance, and performance audits of City programs and operations. Auditors test for appropriate internal controls and compliance with laws, regulations and other requirements.

**STATUS OF ONGOING AUDIT PROJECTS**



The Audit and Review Division has the following projects in process:

- Orleans Parish Sheriffs Office
- Safety and Permits Third Party Contractors
- New Orleans East Hospital Credit Card

## **Project Phase Descriptions:**

**Planning** - includes background research, data gathering, initial interviews, and/or internal controls assessment.

**Fieldwork** - includes data and statistical analyses, interviews, testing of procedures, onsite observations, and/or physical inspections.

**Draft Report** - includes data and statistical reviews, documenting fieldwork results, initial report writing, revisions and internal Quality Assurance Review (QAR) prior to supervisory review.

**Supervisory Review** - includes the review by both Deputy Inspector General and First Assistant Inspector General to ensure sufficiency and appropriateness of evidence, adequate fieldwork procedures, and proper conclusions, content, presentation and readability.

**Legal Review** - Report review by in-house General Counsel and/or outside Legal Counsel to ensure appropriate and proper legal citations and/or interpretations.

**IG Review** - Report review by the Inspector General based on corrections and recommended changes resulting from the Legal Review.

**30-Day Comment Period** - 30-day deadline for the department to review the draft report and submit management responses for inclusion in the final report.

# MEASURING PROGRESS

## AUDIT AND REVIEW DIVISION

The following information provides a summary of the Audit Division's project phase and a summary of the audit objectives.

| Project Name | Project Phase <sup>1</sup> | Anticipated <sup>2</sup><br>Completion Date |
|--------------|----------------------------|---|
|--------------|----------------------------|---|

|                                |           |         |
|--------------------------------|-----------|---------|
| Orleans Parish Sheriffs Office | Fieldwork | Ongoing |
|--------------------------------|-----------|---------|

**Summary of Objectives:** The purpose of the audit is to evaluate the operating effectiveness of the Orleans Parish Sheriff Office's controls and expenditures related to payroll and paid details.

|  |          |         |
|--|----------|---------|
| Safety and Permits Third Party Contractors | Planning | Ongoing |
|--|----------|---------|

**Summary of Objectives:** The purpose of the audit is determine the adequacy of S&P policies and procedures related to Third Party Inspections and verify that residential inspections performed by Third Party Inspectors were in compliance with those policies and procedures.

**Footnotes:**

**1** - Project phase determination is based on the objective(s), scope, and methodology for each project. It is not determined by a standard set of hours and/or phase deadline.

**2** - The completion date may be re-evaluated if necessary.

|                                       |           |         |
|---------------------------------------|-----------|---------|
| New Orleans East Hospital Credit Card | Fieldwork | Ongoing |
|---------------------------------------|-----------|---------|

**Summary of Objectives:** The purpose of the audit is to determine whether New Orleans East Hospital credit card purchase were business-related and allowed by law, and that these purchases followed relevant agency policies.

**Footnotes:**

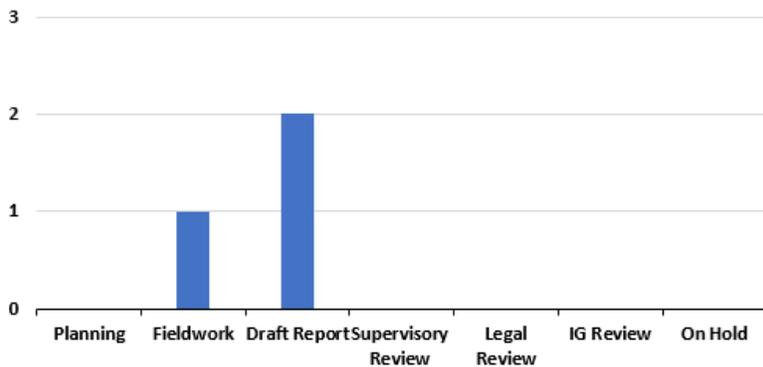
**1** - Project phase determination is based on the objective(s), scope, and methodology for each project. It is not determined by a standard set of hours and/or phase deadline.

**2** - The completion date may be re-evaluated if necessary.

# INSPECTIONS & EVALUATIONS DIVISION

The Inspections and Evaluations Division works to increase the efficiency, effectiveness, transparency, and accountability of City programs, agencies, and operations. Evaluators conduct independent, objective, empirically based and methodically sound inspections, evaluations, and performance reviews.

**STATUS OF ONGOING EVALUATION PROJECTS**



The Inspections & Evaluations Division has the following projects in process:

- OPCD Hexagon Contract
- City of New Orleans Employee Time and Attendance Reporting
- EMD Fuel Dispensing Follow-Up
- Sewerage and Water Board Water Loss Control

## **Project Phase Descriptions:**

**Planning** - includes background research, data gathering, initial interviews, and/or internal controls assessment.

**Fieldwork** - includes data and statistical analyses, interviews, testing of procedures, onsite observations, and/or physical inspections.

**Draft Report** - includes data and statistical reviews, documenting fieldwork results, initial report writing, revisions and internal Quality Assurance Review (QAR) prior to supervisory review.

**Supervisory Review** - includes the review by both Deputy Inspector General and First Assistant Inspector General to ensure sufficiency and appropriateness of evidence, adequate fieldwork procedures, and proper conclusions, content, presentation and readability.

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**30-Day Comment Period** - 30-day deadline for the department to review the draft report and submit management responses for inclusion in the final report.

# MEASURING PROGRESS

## INSPECTIONS AND EVALUATIONS DIVISION

The following information provides a summary of the Inspections and Evaluations Division's project phase and a summary of the each project's objectives.

| Project Name | Project Phase <sup>1</sup> | Anticipated <sup>2</sup><br>Completion Date |
|--------------|----------------------------|---|
|--------------|----------------------------|---|

|  |                                   |                   |
|--|-----------------------------------|-------------------|
| City of New Orleans<br>Employee Time and<br>Attendance Reporting | Release Date<br>December 14, 2023 | December 15, 2023 |
|--|-----------------------------------|-------------------|

**Summary of Objectives:** To determine whether the City has policies, procedure, and controls to ensure that Time and Attendance is reported accurately.

|                       |           |         |
|-----------------------|-----------|---------|
| OPCD Hexagon Contract | Fieldwork | Ongoing |
|-----------------------|-----------|---------|

**Summary of Objectives:** The purpose of the evaluation is to analyze the process used to procure Hexagon On Call Records, review the use of public funds in the project, and assess whether the product was suitable to meet public needs.

|                                  |          |         |
|----------------------------------|----------|---------|
| EMD Fuel Dispensing<br>Follow-Up | Drafting | Ongoing |
|----------------------------------|----------|---------|

**Summary of Objectives:** This follow-up evaluation seeks to determine if the City implemented the corrective actions to which it agreed in June 2016 in response to the OIG's initial evaluation, and whether the deficiencies identified in the original report still exist.

|  |          |         |
|--|----------|---------|
| Sewerage & Water Board<br>Water Loss Control | Drafting | Ongoing |
|--|----------|---------|

**Summary of Objectives:** To evaluate S&WB's policies and practices related to water loss control management.

**Footnotes:**

1 - Project phase determination is based on the objective(s), scope, and methodology for each project. It is not determined by a standard set of hours and/or phase deadline.

2 - The completion date may be re-evaluated if necessary.

# INVESTIGATION DIVISION

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## ADMINISTRATIVE INVESTIGATIONS (DECEMBER HIGHLIGHTS)

1.) On December 6, 2023, the OIG released a Report of Investigation regarding the released confidential materials in the NOPD Officer Jeffrey Vappie case conducted by the NOPD PIB. The OIG determined the following:

### **What the OIG Found:**

- The City Attorney asserted that the thumb drive containing the PIB recordings was mistakenly released to a third party, but the OIG was unable to further investigate this assertion because the alleged recipient asserted his Fifth Amendment privilege against self-incrimination and declined to be interviewed.
- The NOPD, City Attorney's Office and the Office of Independent Police Monitor (OIPM) neglected to attempt to recover the recordings.
- The OIPM did not initially cooperate with the OIG as required by City Code Section 2-1120 (20) and provide the OIG with all available information regarding the release.

### **What the OIG Recommended:**

- Access to information and recordings related to investigations should be provided to the City Attorney's office solely through evidence.com.
- PIB should establish a record management policy that includes language regarding the storage of all PIB files and establish procedures so that all interviews are handled in a consistent manner.
- PIB should have a separate case management system to maintain, store, and track all records related to PIB investigations.
- The City Attorney's Office should create an electronic log to document the receipt and release of any documents from PIB in order to further ensure the protection of sensitive information.
- The CAO should ensure that all City employees and departments should share with the OIG pertinent and vital information within the purview of the OIG as required by the City Code, Section 2-1120, in order to reduce the risk of overlapping operations and to ensure deconfliction.

# INVESTIGATION DIVISION

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## ADMINISTRATIVE INVESTIGATIONS (DECEMBER HIGHLIGHTS)

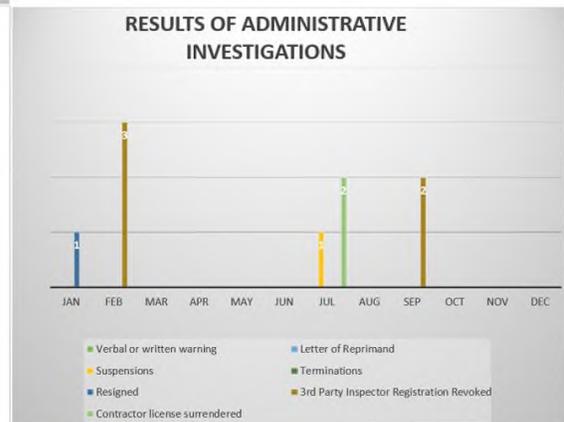
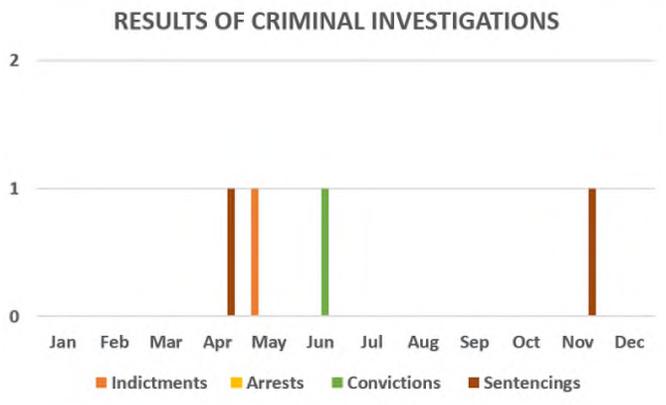
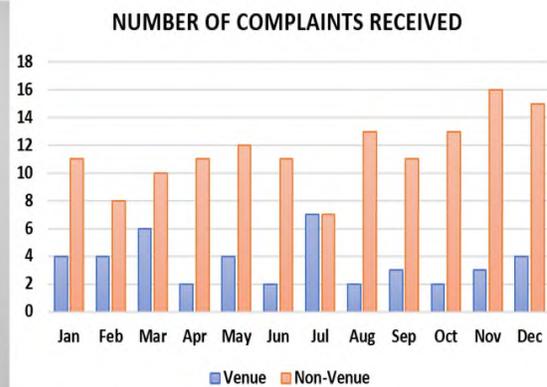
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- The OIPM should take steps to obtain the statutory authority to maintain certain information as confidential and therefore not subject to Public Records Law.
  - City employees should be reminded to install the City's device management application if they elect to use their personal cellular telephones and personal equipment while performing official duties as a City employee.
- 2.) Issued 2 Requests for Documents in ongoing investigations.
  - 3.) Issued a referral letter to Safety and Permits Department regarding a company allegedly operating without an occupational license.
  - 4.) Issued a referral letter to Department of Code Enforcement regarding a blighted property.

# MEASURING PROGRESS

## INVESTIGATIONS DIVISION

The Investigations Division conducts criminal and administrative investigations involving City of New Orleans employees, contractors, and vendors that receive City funds. Investigators also work with local, state, and federal partners to conduct joint investigations. The Investigations Division is also available to provide fraud awareness training to City employees and to engage in other outreach programs with businesses and citizens.



Venue: Matters that the OIG has the jurisdiction to investigate

Non-Venue: Matters outside of the OIG's jurisdiction

# 2023 MONTHLY BUDGET

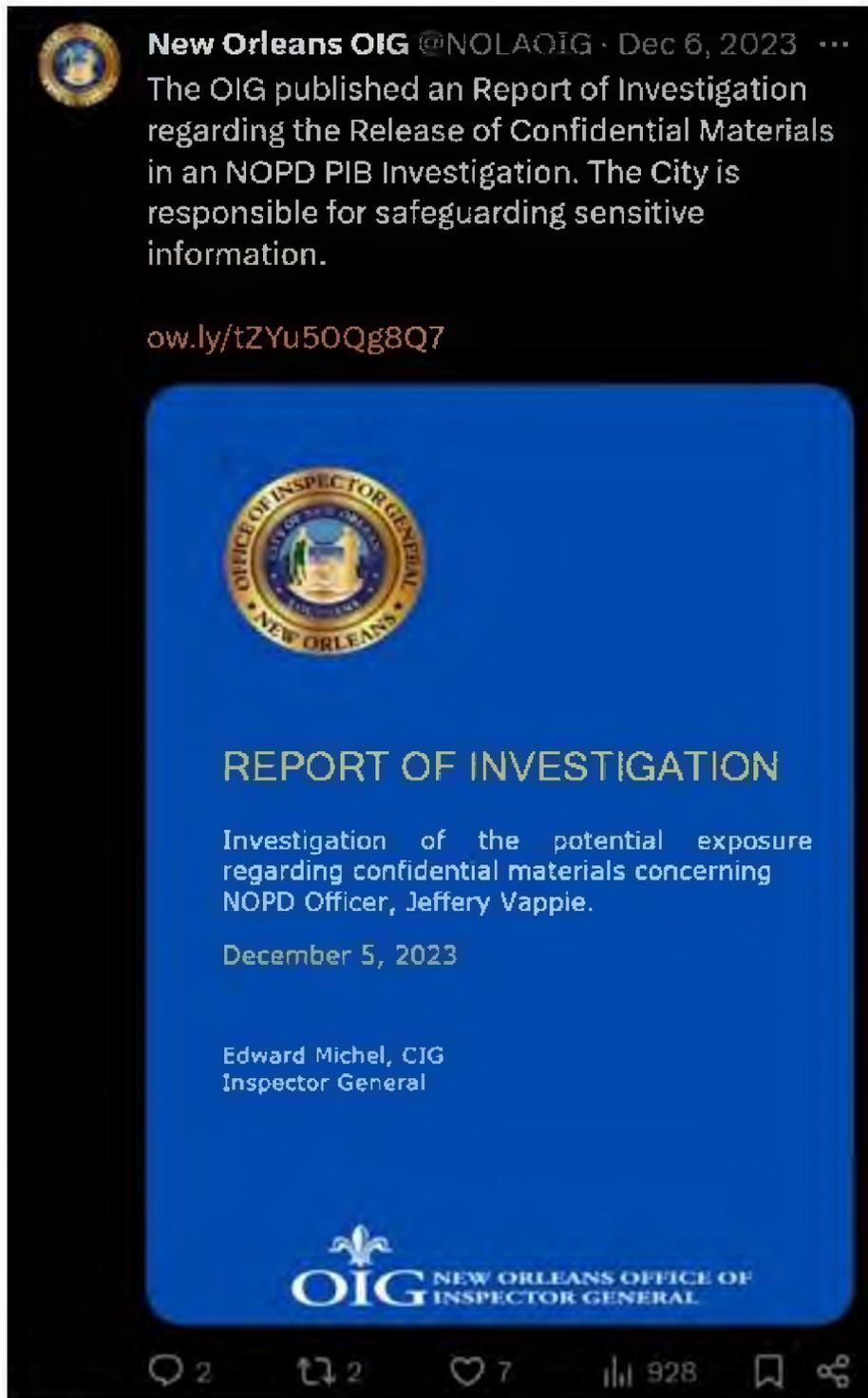
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**Total 2023 Appropriation \$ 4,120,437**

| <b>Expenditures</b>      | <b>Spent YTD</b>    |
|--------------------------|---------------------|
| <b>Personnel</b>         | <b>\$ 2,586,266</b> |
| <b>Operating</b>         | <b>\$ 624,054</b>   |
| <b>Total</b>             | <b>\$ 3,210,320</b> |
| <b>Remaining Balance</b> | <b>\$ 910,117</b>   |

# OIG ON SOCIAL MEDIA

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 **New Orleans OIG** @NOLA\_OIG · Dec 6, 2023 · ...

The OIG published an Report of Investigation regarding the Release of Confidential Materials in an NOPD PIB Investigation. The City is responsible for safeguarding sensitive information.

[ow.ly/tZYu50Qg8Q7](https://ow.ly/tZYu50Qg8Q7)



## REPORT OF INVESTIGATION

Investigation of the potential exposure regarding confidential materials concerning NOPD Officer, Jeffery Vappie.

December 5, 2023

Edward Michel, CIG  
Inspector General

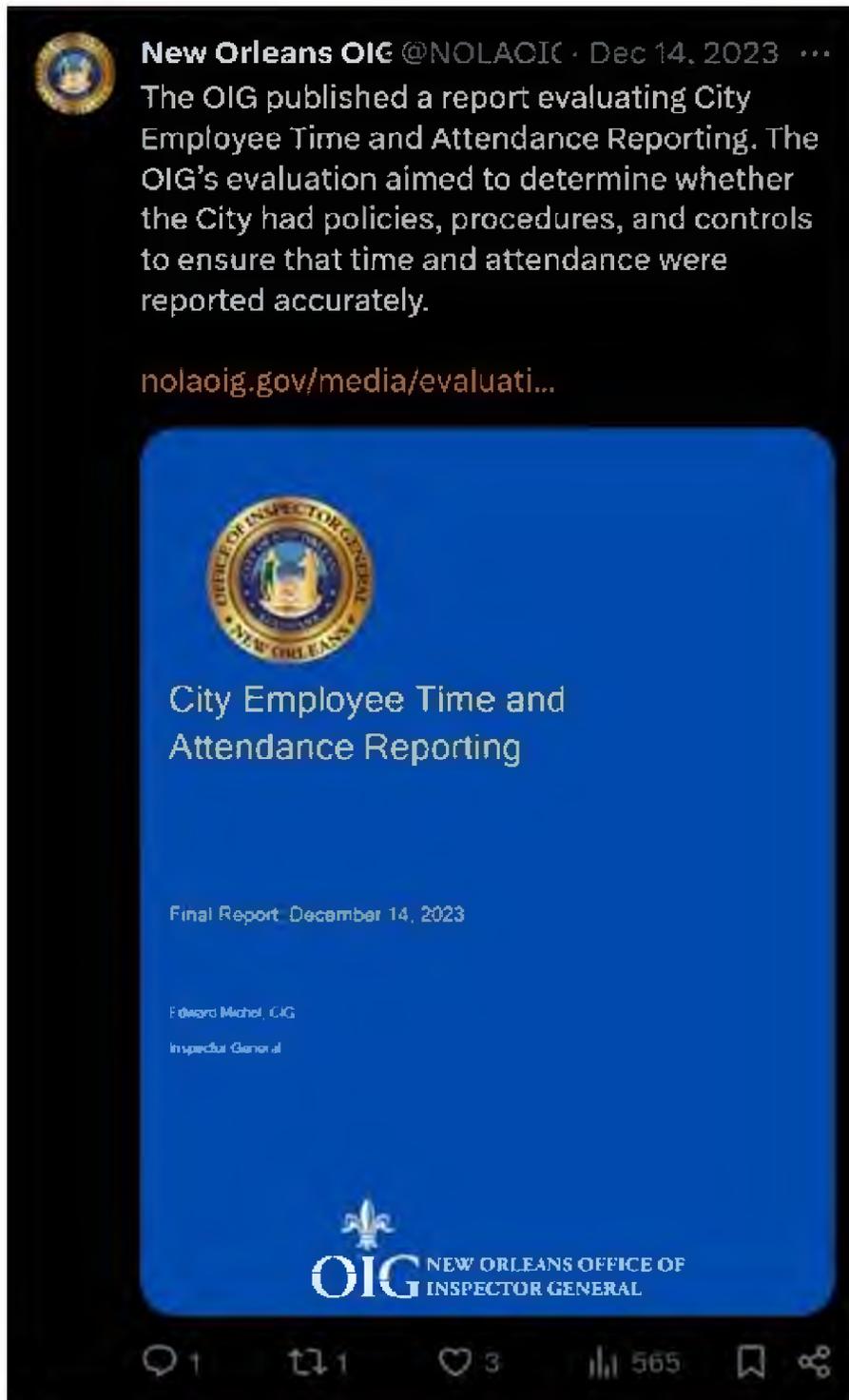


**OIG** NEW ORLEANS OFFICE OF INSPECTOR GENERAL

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# OIG ON SOCIAL MEDIA

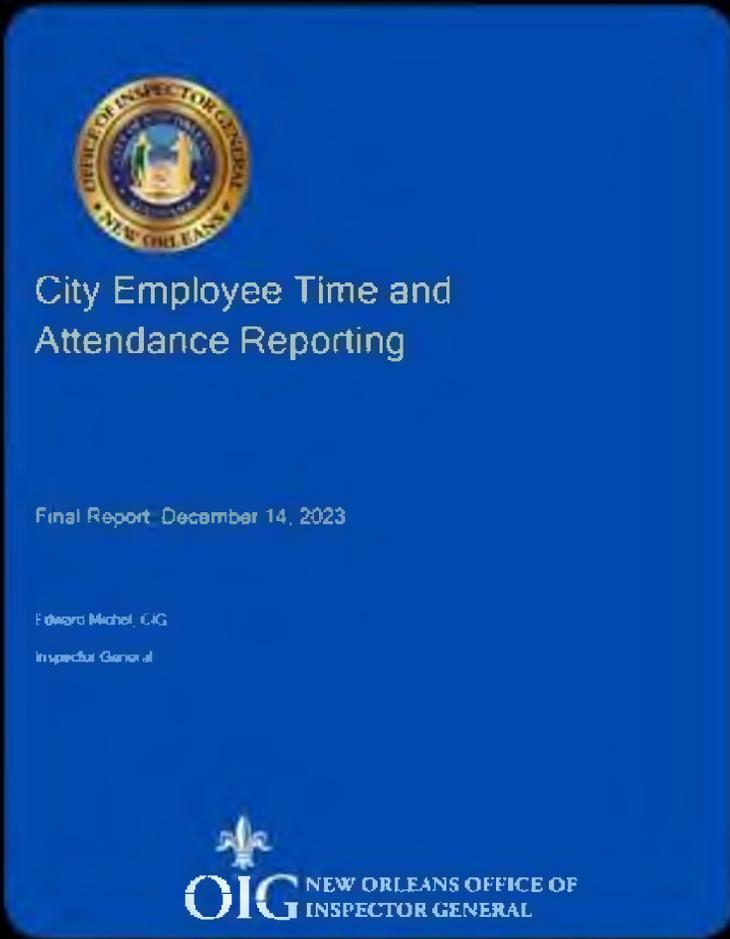
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 **New Orleans OIG @NOLAIG** · Dec 14, 2023 · · ·

The OIG published a report evaluating City Employee Time and Attendance Reporting. The OIG's evaluation aimed to determine whether the City had policies, procedures, and controls to ensure that time and attendance were reported accurately.

[nolaig.gov/media/evaluati...](https://nolaig.gov/media/evaluati...)



The report cover features the OIG seal at the top left. The title "City Employee Time and Attendance Reporting" is centered in white text. Below the title, it says "Final Report December 14, 2023". The author is listed as "Edmond Michel, CIG" and "Inspector General". At the bottom, the OIG logo and "NEW ORLEANS OFFICE OF INSPECTOR GENERAL" are displayed.

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