

CITY OF NEW ORLEANS  
CHIEF ADMINISTRATIVE OFFICE

POLICY MEMORANDUM NO. 50

June 12, 1984

**TO:** All Departments, Boards, Agencies and Commissions

**FROM:** Erroll G. Williams, Chief Administrative Officer

**SUBJECT:** OFFICE OF MUNICIPAL INVESTIGATION

**1. PURPOSE.**

This memorandum is revised to incorporate a copy of the Policies and Procedures Manual for the Office of Municipal Investigation (OMI).

**2. JURISDICTION OF OMI.**

The Office of Municipal Investigation was established by Councilmanic Ordinance No. 8130 M.C.S., a copy of which is attached for reference. OMI has exclusive jurisdiction to investigate complaints of alleged illegal or improper conduct which may result in the suspension, dismissal or prosecution of the accused municipal employee.

**3. OMI POLICIES AND PROCEDURES MANUAL.**

Attached for reference is a copy of the Policies and Procedures Manual for OMI. A review of the manual will be beneficial to understanding the responsibilities and authority of the agency.

**4. REFERRING COMPLAINTS.**

Departments receiving a citizen complaint of alleged illegal or improper conduct shall immediately refer the complaint tot eh Office of Municipal Investigation. The Citizen Action Center shall also refer complaints of alleged illegal or improper conduct to OMI.

**5. INVESTIGATION BY OMI.**

When OMI receives a complaint directly, it shall investigate, provided that the complaint involves illegal or improper conduct. Complaints involving "minor discrepancies" will be referred to the appropriate department for administrative action. If a citizen is not satisfied after the affected department has completed its investigation of a "minor discrepancy", OMI may investigate or refer the complaint to the Citizen Action Center for mediation. When OMI's inquiry is completed, the affection department and the Chief Administrative Officer will be notified of the findings.

6. INQUIRIES.

All questions shall be referred directly to OMI at 587-1613 or Room 401,  
at 2400 Canal Street.

EGW:KS:ch

Attachment