



A CITY OF ATLANTA GUIDE

To Appropriately Participate in Independent
Administrative Investigations



ETHICAL GOVERNMENT

Department of Labor and Employment Services

MESSAGE FROM LEADERSHIP

The City of Atlanta's Guide to Appropriately Participate in Independent Administrative Investigations introduces the first Employee Responsibilities, Standards, and Rights to ensure ethical engagement with the Office of the Inspector General and the Office of Ethics. This recommendation comes from the Office of the Inspector General–Office of Ethics (OIG-OE) Task Force. With approval from the City Council and the full support of Mayor Dickens, this initiative reflects our commitment to integrity, fairness, and employee empowerment.

The Employee Responsibilities, Standards, and Rights provide clear guidance on employee rights, protections, and available resources, fostering a culture of trust and accountability. It ensures consistency and transparency across departments, supporting our vision of effective and equitable governance.

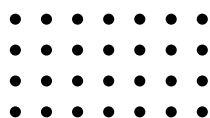
We thank the OIG-OE Task Force for their dedication and the Mayor and City Council for championing this important milestone. Your work inspires progress and makes Atlanta stronger every day.

Together, we will continue to uphold the highest standards of ethical public service.

With gratitude and appreciation,
City of Atlanta Leadership Team



Understanding Ethical Government **Structure & Partners**



ETHICAL GOVERNMENT STRUCTURE AND PARTNERS

- **Mayor Dickens' Four Pillars for Moving Atlanta Forward Initiative**
- **Our Ethical Ecosystem**
- **Partners**

City of Atlanta Department of Human Resources

City of Atlanta Office of Ethics

City of Atlanta Office of Inspector General

Mayor Dickens' Four Pillars



ONE SAFE CITY

The One Safe City plan is a balanced approach that mobilizes the entire government and engages our partners, communities and residents. It addresses the root causes of crime as well as targets gangs, drugs, illegal guns and repeat offenders. One Safe City is working to keep all our neighborhoods safe and welcoming for residents, visitors and businesses.



A CITY OF OPPORTUNITY FOR ALL

We want to ensure that all Atlantans share in Atlanta's growth and prosperity. We invest in our young people, care for the most vulnerable and create opportunities for all to advance. This means a focus on education, workforce development, equity programs, affordable housing and other initiatives to support our residents.



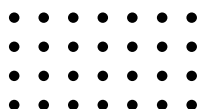
A CITY BUILT FOR THE FUTURE

We are making smart investments to improve Atlanta's existing infrastructure while developing and implementing new infrastructure projects to meet the needs of today and prepare for the needs of the future. From new investments in transportation that build a safe, equitable mobility network throughout Atlanta, to resilience and sustainability actions that can be taken at the local level to combat the global climate crisis, we believe investing in infrastructure is essential for fostering economic growth and improving Atlanta's competitiveness on the world stage.



EFFECTIVE AND ETHICAL GOVERNMENT

Atlanta's success is directly tied to how much confidence residents and businesses have in City policies and practices. We want to foster a culture of integrity and innovation in the City. This includes transparency, efficiency and accountability for City actions and decision-making. It also means delivering on City services and programs, being responsive to resident needs and providing timely, reliable information.



OUR ETHICAL ECOSYSTEM



MAYOR



The Mayor serves as the chief executive officer of the city responsible for overseeing day-to-day operations, appointing key city officials (subject to City Council approval), proposing legislation and the City budget. The Mayor has the authority to veto ordinances and resolutions adopted by City Council.

CITY COUNCIL



The City Council serves as the legislative body of the city responsible for adopting legislation including the mayor's budget proposals, and appointments. They have the power to override the Mayor's veto with a two-thirds majority vote.

ETHICS



The Ethics Office is charged with bringing the City into compliance with the Code of Ethics and instilling a culture of ethics and integrity within city government.

OIG



Office of the Inspector General act as independent offices within City government, responsible to investigate City fraud, waste, abuse and corruption.

CITY AUDITOR



The City Auditor's Office assists the Mayor, City Council and citizens in ensuring that our local government is accountable, transparent, and cost-effective by providing audit and integrity services.

HR



The HR department designs and manages the City's Human Resources programs and fosters the development of innovative policies and practices, including ethical workplace practices.

CITIZENS



Citizens have the right to attend public meetings, participate in hearings, and provide input on city policies and decisions. They serve as watchdogs by staying informed, advocating for their interests, and holding city officials accountable through civic engagement and media scrutiny.

KEY PARTNERS
in the Ecosystems

Human Resources; the Office of Ethics, and the Office of the Inspector General

Department of Human Resources



MISSION

The Department of Human Resources partners with city agencies and employees to hire, compensate, support, and develop a diverse workforce that is dedicated to delivering high-quality services to the community. The department designs and manages the City's Human Resources programs and fosters the development of innovative policies and practices.



ACQUIRING AND RETAINING TOP TALENT BY:

Promoting employee health and financial wellness

- Creating a learning environment that sustains a culture of excellence
- Promoting fairness and equitable treatment for all applicants and employees
- **Ensuring compliance with employment-related laws and regulations**
- Developing a culture of performance

For more information, visit the official website for the City of Atlanta's Department of Human Resources, found at: <https://www.atlantaga.gov/government/departments/human-resources>

The Ethics Office



INDEPENDENT CITY OFFICE

Headed by the City Ethics Officer.

Appointed by the Governing Board of the Office of the Inspector General and Ethics Office for a period of five years, subject to confirmation by the City Council and approval by the mayor.

The Office of Ethics provides:



1. General and targeted ethics training to city officials, employees, and contractors on the City's code of ethics;
2. Written and oral ethics advice to city officials and employees;
3. Investigates complaints falling under the jurisdiction of the Code of Ethics;
4. Prosecutes violations of the Code of Ethics;
5. Coordinates the City's ethics and compliance hotline (Integrity Hotline) and manages the City's financial disclosure system.

For more information, visit the official website for the City of Atlanta's Office of Inspector General, found at: <https://atlantaethics.org>.

The Office of the Inspector General



WHY IT WAS CREATED

Created to increase the strength of the city's ability to address fraud, waste, abuse, and corruption.

- Empowered to identify and investigate fraud, waste, abuse, and corruption; works through two divisions

Independent Procurement Review

- Responsible for performing pre-audits of the City's solicitations worth more than one million dollars.

Compliance

- Created to increase the strength of the city's ability to address fraud, waste, abuse, and corruption.




STRUCTURE

Independent city office, headed by the Inspector General, appointed by the by the Governing Board of the Office of the Inspector General and the Ethics Office, subject to City Council and Mayoral confirmation, for a period of 5 years

For more information, visit the official website for the City of Atlanta's Office of Inspector General, found at: <https://atloig.org>.

What's The Difference?



The differences between the functions of the Department of Human Resources, the Ethics Office, the City Auditor's Office, and the Office of the Inspector General:



DEPARTMENT OF HUMAN RESOURCES

Hires, compensates, supports, and develops a diverse workforce that is dedicated to delivering high-quality services to the community.

The department designs and manages the City's Human Resources programs and fosters the development of innovative policies and practices, including ethical workplace practices.

ETHICS OFFICE

Provides ethics training for new hires, current employees, contractors and officials

Advises city employees and officials on ethics related topics and manages the City's financial disclosure system.

Coordinates the City's ethics hotlines and investigates matters that fall under its jurisdiction.

OFFICE OF THE INSPECTOR GENERAL


Investigates complaints of fraud, waste, abuse, and corruption as well as investigations related to adherence to the city's laws, rules and regulations.

Performs pre-audits of the City's solicitations worth more than one million dollars.

CITY AUDITOR'S OFFICE

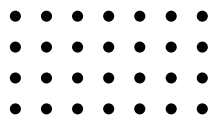
Assists the Mayor, City Council and citizens in ensuring that our local government is accountable, transparent, and cost-effective by providing audit and integrity services.

Publish reports and other forms of communication.





Employee
Responsibilities,
**Standards, &
Rights**



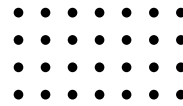


EMPLOYEE BILL OF RIGHTS

Employee Responsibilities, Standards, & Rights regarding participation in the Investigative Processes of the Ethics Office and the Office of the Inspector General (OIG).

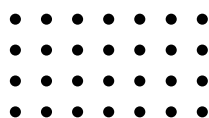
City of Atlanta Employees required to participate in the investigative processes have:

1. ***The Responsibility to Respond Promptly***
Employees are required to respond to requests made by the Ethics Office and the Office of the Inspector General without undue delay and no later than within three (3) days of the initial request.
2. ***The Right to Receive Respectful Treatment***
Employees have the right to receive courtesy, dignity, and respect throughout any investigative office including but not limited to the Ethics Office and the Office of the Inspector General.
3. ***The Right to Fair Interaction***
Employees have the right to fair, ethical, and professional interactions with the Ethics Office and the Office of the Inspector General.
4. ***The Responsibility to Participate and Allow Participation***
Upon notice from an employee that they have been required to participate in an Ethics Office or Office of the Inspector General investigative process, supervisors are required to allow the employee to fully participate therein, to include providing the opportunity to be interviewed during an employee's regularly assigned work hours.
5. ***The Right to Communicate in Appropriate Environments and During Scheduled Work Hours***
Employees have the right to be interviewed by the Ethics Office or the Office of the Inspector General in a City of Atlanta facility during the employee's scheduled work hours.
6. ***The Right to a Representative***
Employees have the right to have an attorney, union representative or other appropriate representation present during an interview conducted by the Ethics Office or the Office of the Inspector General.
7. ***The Right to Seek Clarification***
Employees have the right, following receipt of a notice to submit to an interview conducted by the Ethics Office or the Office of the Inspector General, to inquire whether they are the subject of an investigation, or whether they are only considered witnesses at the time of notice.
8. ***The Right to Review Inquiry Details***
Employees have the right to inquire what information is being requested in an interview with the Ethics Office or the Office of the Inspector General; and to request any data, recordings, or notes relevant thereto.
9. ***The Right to Refuse Submission of Personal Property Absent the Establishment of Clear and Proper Cause***
Employees have the responsibility to abide by the city's standard operating procedures for submitting city property related to Ethics Office or Office of the Inspector General investigations. Employees have the right to refuse submission of personal items, such as personal cell phones, computers, or tablets without clear and proper cause as well as clear procedures related to an Ethics Office or Office of the Inspector General investigation.
10. ***The Right to Appeal Or Quash Subpoena***
Employees have the right to appeal adverse decisions, and/or quash subpoenas issued by the Ethics Office or the Office of the Inspector General.



ETHICAL GOVERNMENT WORKBOOK

The following provides key examples to help employees appropriately comply with independent administrative investigations aligned with the Dickens' administration's high ethical standards. While these are not the only requirements and responsibilities required to participate in independent investigations, this quiz/survey is intended to provide employees with knowledge of how to participate in independent investigations.



Test Your OIG Knowledge

Example 1

Jane Smith, a City of Atlanta employee, is contacted that she is required to present at the Office of the Inspector General at 8PM on a Sunday evening. Ms. Smith notifies the representative that the time requested is NOT in her normal work schedule. She cannot leave home as she and her family are getting ready for school and work tomorrow, and they have company over.

Q1.

Is Jane required to present at the OIG Offices at 8PM on Sunday?

Select one:

- a.** No. She is not required to be present at the Office of the Inspector General outside of her assigned work hours.
- b.** Yes. She is required to present at the Office of the Inspector General as requested regardless of whether the time is within her assigned work hours.

Q2.

Is John required to let the representative into his home and answer questions immediately?

Select one:

- a.** No, he can request that the interview be conducted at a City of Atlanta facility and have representation present during work hours.
- b.** Yes, he must comply with an interview at the place and time of the Office of the Inspector General representative's choosing.

Example 2

John Johnson, a Commissioner with the City of Atlanta, is contacted by the Office of the Inspector General at his home during work hours. John is on scheduled PTO. He is instructed to let the investigator into his home and submit to questioning immediately. He politely declines and informs the individual that he will present during his next scheduled workday. John tells the representative that he would like an attorney present during questioning and that he will present with his representative.

Test Your OIG Knowledge

Example 3

You receive a call from an investigator in the Office of the Inspector General about an inquiry.

They inform you that you are required to present to their office to discuss the matter. You ask if you are allowed to have representation present.

Q3.

Which answer would be correct?

Select one:

- a.** The Office of the Inspector General informs me that they are not required to allow you to have representation present.
- b.** The Office of the Inspector General informs me that I may have representation during the meeting.
- c.** All of the above

Q4.

Is James required to comply with the Office of the Inspector General's request?

Select one:

- a.** Yes
- b.** No

Example 4

James Smith, a City of Atlanta employee, is contacted by the Office of the Inspector General during work hours, and they request his presence at their office. James asks what the matter is related to, and the Office of the Inspector General informs him of the matter, and the material requested. James asks for representation, which is granted. James decides later, that he does not want to present to the Office of the Inspector General inquiry, stating that he does not feel that the inquiry pertains to him.

Test Your OIG Knowledge

Example 5

You are notified by the Office of the Inspector General that you are required to respond to a matter that has been referred to their office. You respond that you will comply. You inform your supervisor that you have been contacted by the Office of the Inspector General's office for an interview. Your supervisor informs you that they will contact the Office of the Inspector General to inform them that they do NOT give permission to leave your duties to comply with their request.

Q5.

Is your supervisor correct in their action to deny the Office of the Inspector General your interview request?

Select one:

- a.** Yes
- b.** No

Q6.

What are your rights in this situation?

Select one:

- a.** You have the right to be questioned at work and not at your personal residence.
- b.** You have the right to respond within three (3) days.
- c.** You may request to have representation with you during the interview.
- d.** All of the above

Example 6

You are notified by the Office of the Inspector General that you are required to present to the office to discuss a matter that has been elevated to the Office of the Inspector General for review and investigation.

Test Your Knowledge

Now, let's see if we understand the Ethics Office

Q7. The Office of Ethics is responsible for:

- a.** Coordinates the City's ethics hotlines and investigates matters that fall under its jurisdiction.
- b.** Responsible for performing pre-audits of the City's solicitations worth more than one million dollars (as directed by the Inspector General)
- c.** Creating a learning environment that sustains a culture of excellence

Now, let's see if we understand the Department of Human Resources

Q8. The Department of Human Resources provides:

- a.** Written and oral ethics advice to city officials and employees.
- b.** Investigates complaints falling under the jurisdiction of the Code of Ethics.
- c.** Ensuring compliance with employment-related laws and regulations.

Now, let's see if we understand the Office of the Inspector General

Q9. Which best describes the Office of Inspector General?

- a.** The office that investigates complaints of waste, fraud, corruption and abuse and to conduct pre-audits of procurement activities in excess of \$1 million, as well as investigations related to adherence to the city's laws, rules and regulations.
- b.** The office that provides ethics training for new hires, current employees, contractors and officials
- c.** The department that hires, compensates, supports, and develops a diverse workforce that is dedicated to delivering high-quality services to the community.

Important Contacts

Ethics Office

- *Phone:* 404-330-6286
- *Email:* ethics@atlantaga.gov
- *Website:* <https://www.atlantaga.gov/government/mayor-s-office/ethics-office>

Ethics Hotline for Tips

- *Phone:* 1-844-884-0911 (TIPS Line)
- *Website:* <https://www.atlantaga.gov/government/mayor-s-office/ethics-office>

Inspector General Office

- *Phone:* 404-546-2271
- *Email:* OIG@atlantaga.gov
- *Website:* <https://www.atlantaga.gov/government/mayor-s-office/office-of-the-inspector-general>


Labor Liaison Officer (City of Atlanta)

- *Phone:* 470-576-0796
- *Email:* ADOLES-info@atlantaga.gov
- *Website:* <https://www.atlantaga.gov/government/mayor-s-office/office-of-labor-relations>

City Auditor (Office of the Auditor)

- *Phone:* 404-330-6750
- *Email:* auditor@atlantaga.gov
- *Website:* <https://www.atlantaga.gov/government/city-auditor>

Answer Key



Q1.	a
Q2.	a
Q3.	b
Q4.	a
Q5.	b
Q6.	d
Q7.	a
Q8.	c
Q9.	a



ETHICS IN ACTION

Andre Dickens
Mayor



Odie Donald II
Chief of Staff



LaChandra Burks
Chief Operating Officer



Calvin Blackburn
HR Commissioner



Patrese Hooker
City Attorney



Theresa Austin-Gibbons
ADOLES Interim Commissioner



Humeta Embry
Labor Liaison



Department of Labor and Employment Services

MORE INFORMATION ABOUT US



www.atlantaga.gov



ADOLES@atlantaga.gov



404-546-3000



818 Pollard Blvd SW
Atlanta, GA 30315