



Administrative Policies and Procedures

**JEFFERSON PARISH
OFFICE OF INSPECTOR GENERAL'S
ADMINISTRATIVE POLICIES AND PROCEDURES**

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Office of Inspector General

Administrative Policies and Procedures

Acknowledgement Receipt

I, _____ acknowledge by my signature below that I have been made aware of the JPOIG Administrative Policies and Procedures and any supplemental policies incorporated by reference therein. I understand that I am responsible for reading, understanding and abiding by these policies. I understand that if at any time I have questions, I will consult with my immediate supervisor.

I acknowledge that these policies and procedures, nor my compliance therewith, is to be construed as a contract of employment, to create any such contractual obligations for the JPOIG, or to create or abridge any rights otherwise provided by local, state or federal law. I understand that nothing in these policies and procedures should be construed as a guaranty of any particular term or condition of employment or of any particular position or otherwise confer the expectation of continued employment. Further, that my signature on this document does not modify my employment status as an “at will” employee.

I have received a copy of the JPOIG Administrative Policies and Procedures, and I am aware that these policies and procedures may be viewed in their entirety on the Office of Inspector General Department home page of the Parish’s internet site found at www.jeffparish.net. Employees requiring assistance under the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) should direct requests to the Jefferson Parish ADA Coordinator at (504)736-6086.

Employee Signature _____ Date: _____

Supervisor Signature _____ Date: _____



MISSION

The Jefferson Parish Office of Inspector General (“JPOIG”) provides a full-time program of investigation, audit, inspections and performance review of parish government operations.¹ The purpose of these programs is to assist government in improving operations and deterring and identifying fraud, waste, abuse and illegal acts and to provide increased accountability of parish government, its departments, agencies, special districts and entities receiving funds through the parish.² The JPOIG achieves this mission through:

- Administrative and Criminal Investigations
- Audits of Parish programs and operations
- Reviews of Parish programs, operations and policies³

Based upon these activities, the JPOIG issues final reports of findings and recommendations to the Jefferson Parish Ethics and Compliance Commission.⁴

¹ JPCO §2-155.10(7).

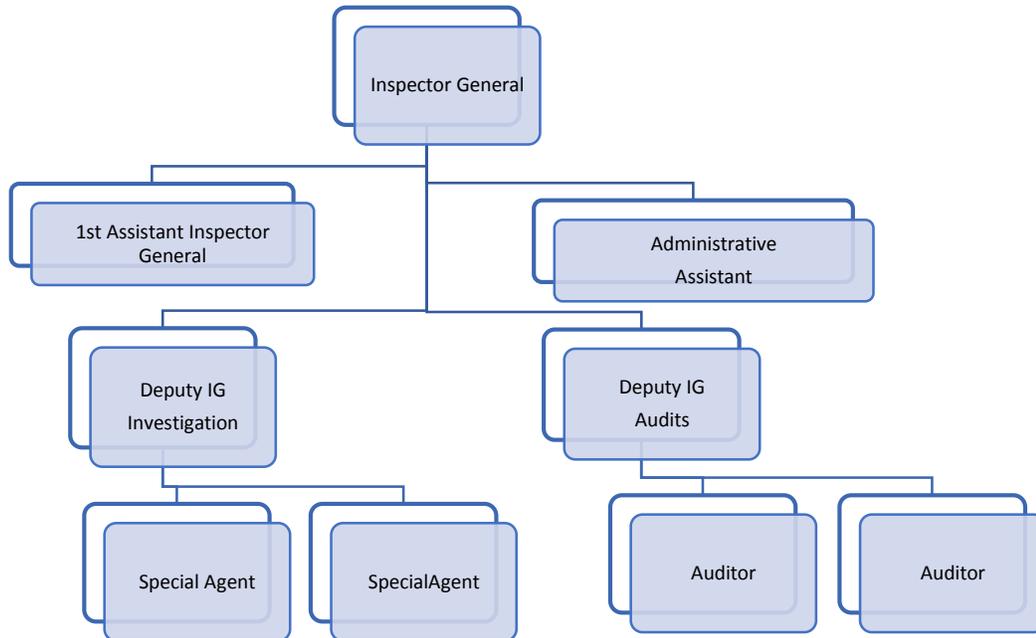
² The proper operation of democratic government requires that elected officials and public employees be accountable for their actions, that governmental decisions are made in a transparent manner subject to complete ethical and operation review, that public office and employment serve the highest standards of honesty and competence, and that there be public confidence in the integrity of government. La.R.S. 33:9611.

³ Standards for initiating and conducting audits, investigations, inspections and performance reviews by the office of inspector general will conform to the Principles and Standards establish by Association of Inspector General (“AIG Standards”). *See* JPCO 2-155.10(13). *See also* AIG Standards, Organizing.

⁴ JP Charter §4.10.



ORGANIZATIONAL CHART



The JPOIG is a department within Jefferson Parish government created by charter and is operationally independent from the legislative and executive branches of the parish. “Operationally independent” means that neither the parish council, parish president, nor any employee of the parish shall prevent or impair, or prohibit the inspector general from initiating, carrying out, or completing any audit, investigation, inspection or performance review.⁵

⁵ See JP Charter §4-09 and JPCO §2-155.10(7)

INTRODUCTION AND DISCLAIMER

The following Administrative Policies and Procedures (APPs) set forth the policies governing JPOIG employee conduct.⁶ The APPs are established pursuant to the authority conferred upon the Inspector General.⁷ The Inspector General reserves the right to amend these APPs or any provision therein, in whole or in part.

The purpose of the APPs is to establish a uniform system for developing, maintaining and communicating specific policies and procedures that are unique and essential to the operational effectiveness and efficiency of the JPOIG. Employees of JPOIG are entitled to be informed of those duties and responsibilities unique to their positions. These policies and procedures may be more restrictive than those imposed upon other Parish employees or Parish officials. Where JPOIG APPs specifically conflict with Parish ordinances and policy governing employee conduct, JPOIG APPs shall take precedence.⁸ In the absence of specific JPOIG policy, JPOIG employees shall be subject to Parish ordinances and policies in the same manner as if such policies were set forth herein.

The APPs are not to be construed as a contract of employment, to create any such contractual obligations for the JPOIG or the parish, and do not create or abridge any rights otherwise provided by state or federal law. Nothing in these APPs should be construed as a guaranty of any particular term or condition of employment or of any particular position or otherwise confer the expectation of continued employment.

EMPLOYEE RESPONSIBILITIES

The APPs and any future modifications or additions shall be provided to all JPOIG personnel, who shall be responsible for becoming familiar with, and abiding by, these policies and procedures. Introductory training shall be provided to all incoming JPOIG personnel as part of their orientation.

JPOIG employees who violate the policies and procedures, as well as supervisors who accommodate such violations, may be subject to formal disciplinary action, up to and including termination of employment.

REVISIONS

The most current edition of the APPs supersede all prior editions, manuals, policies or documents, as well as, any prior formal or informal procedure, advisory, guidance, or practice that may conflict with the APPs. Revisions and additions to the APPs will be made as necessary and distributed to all personnel. The APP's will be reviewed in their entirety every two years by the 1st Assistant Inspector General who will solicit and consider the input of all JPOIG staff. Any

⁶ The term "JPOIG employee" and "JPOIG personnel" are used throughout the APPs and include: all full or part-time employees, detailed law enforcement officers, and interns (paid and unpaid). Detailed law enforcement officers are expected to be aware of JPOIG policies, but certain policies may not apply to them due to their collective bargaining agreement or departmental policies and procedures.

⁷ JP Charter Article 4, Section 4.09; JPCO §2.155.10(15).

⁸ "parish policy" means "Jefferson Parish Administrative Management Policies."

suggested revisions or additions shall be submitted to the Inspector General for review and possible enactment.

JEFFERSON PARISH ADMINISTRATIVE MANAGEMENT POLICIES

The Parish Department of Human Resources is responsible for dissemination of the Parish Administrative Management Manual and related supplemental policies. These policies are established by the Parish President who, as chief administrator, is responsible for the administration and supervision of parish departments, offices, agencies and special districts in a manner consistent with parish ordinances, state and federal law.⁹ Except as otherwise specifically provided by these APPs, JPOIG employees are responsible for reading, understanding and abiding by the Parish Administrative Management Policies, and supplemental policies related thereto.

The Jefferson Parish Administrative Management Policies manual may be viewed in their entirety on the Human Resource Management Department home page of the Parish's internet site found at www.jeffparish.net. Adoption and compliance with these policies by JPOIG employees should not be misconstrued as an abrogation of the power conferred upon the Inspector General to establish personnel procedures, but an acknowledgment that centralization of certain functions of Human Resources is in the best interest of operational efficiency.

⁹ JP Charter Article 3, Section 3.03.

PROFESSIONAL STANDARDS OF CONDUCT

I. Introduction

Accountability is the key to maintaining the public’s trust. Inspector generals are entrusted with fostering and promoting accountability and integrity in government. In order to earn and maintain the public’s trust the JPOIG will adhere to the basic principles of integrity, objectivity, independence, professionalism, competence, courage, trust, honesty, fairness, forthrightness, public accountability and respect for others.¹⁰

II. Purpose

The purpose of this policy is to set forth the basic principles by which JPOIG employees shall abide and that collectively serve to support the mission of the JPOIG. This policy is not intended to be definitive of every action or behavior required or proscribed of an employee; rather, these principles shall serve as the framework underlying all actions and decisions of JPOIG employees.

III. Policy

These principles shall guide and govern each employee in fulfilling the employee’s duties and responsibilities to the JPOIG, including but not limited to employee conduct and work-related decisions:

- | | |
|------------------------|--|
| Accountability | Completing all assigned tasks and performing those duties necessary to comply with policy and procedure. |
| Objectivity | Avoiding conflicts of interest and bringing to attention any situation that may cause, or appear to cause, a conflict of interest. |
| Independence | Protecting integrity of the JPOIG by maintaining confidentiality of information and sources of information as required by law. |
| Professionalism | Conducting business with competence and forthrightness. |
| Fairness | Treating others with respect and decency. |
| Trustworthiness | Acting in a reliable and dependable manner. |
| Ethics | Adhering to or exceeding those ethical standards set forth in the Louisiana Code of Governmental Ethics. |

¹⁰ See AIG Standards, Statement of Principles for Offices of Inspector General. See also JPCO §2.155.10(13), Professional standards. Standards for initiating and conducting audits, investigations, inspections, and performance reviews by the office of inspector general will conform to the Principles and Standards of Offices of Inspectors General (Green Book) promulgated by the Association of Inspectors General.

Compliance Following all municipal, state and federal laws and regulations, and all JPOIG policies and procedures related to employee's duties and responsibilities.

IV. Procedure

- A. Every JPOIG employee is responsible for conducting one's self in a manner consistent with the above Professional Standards. Any employee who fails to conduct one's self in a manner consistent with this policy may be subject to disciplinary action, even if such action was taken at the direction of a supervisor. Any attempt, whether or not such attempt is successful, by another that calls upon an employee to violate this policy will, itself, be considered a violation and an offense to the integrity of the JPOIG.
- B. Every JPOIG employee has an affirmative duty to promptly report any known or suspected violations of this policy. The failure to report itself is a violation of this policy and will be treated as such.
- C. Every JPOIG employee who holds a supervisory position has an affirmative duty to ensure that employees under their immediate supervision understand and comply with these Professional Standards at all times.
- D. Any questions should be directed to the 1st Assistant Inspector General.

CONFIDENTIALITY

I. Introduction

JPOIG employees, in furtherance of an authorized investigation, audit or performance review, may access records and data which contain information that is privileged, confidential or otherwise protected by law. JPOIG employees may, in the course of their work, learn about JPOIG investigative techniques or procedures and other confidential, privileged or personal information. JPOIG employees must exercise the highest degree of care and regard at all times to ensure this information remains fully protected and is not improperly disclosed to unauthorized individuals or entities.¹¹

II. Purpose

The purpose of this policy is to establish procedures to ensure that information accessed by JPOIG employees which is privileged, confidential and/or otherwise protected is guarded. This policy is not intended to address requests for information, or access to information, that is related to JPOIG personnel files; that is personal to the individual JPOIG employee, or that is for routine information which is, by its very nature, not privileged, confidential or otherwise protected from disclosure.

III. Policy

- A. JPOIG employees have an affirmative duty to guard against any unauthorized access, use or disclosure of information that is privileged, confidential or otherwise protected and which is viewed or gathered in the course of their JPOIG duties.
- B. JPOIG employees shall not comment on the existence or status of an investigation; investigatory procedures being utilized; or information being gathered except as investigative needs require or upon express permission of the Inspector General, the 1st Assistant Inspector General or the applicable Deputy Inspector General. (*See APP# 3.1 concerning requests for information*).
- C. Notwithstanding the above provision, JPOIG employees shall not disclose any information that may reasonably be considered confidential, privileged or otherwise protected, nor shall such information be referenced in a report, absent a specific review and determination by the 1st Assistant Inspector General or Inspector General as to the appropriate and legal use of the information.
- D. JPOIG employees should direct any questions about this policy to their direct supervisor.

¹¹ AIG Standards, Confidentiality

IV. Procedures

- A. JPOIG employees shall whenever practicable segregate, redact or otherwise protect information that is privileged, confidential or otherwise protected from disclosure. This may include, but is not limited to, storing information on a device which is password protected and ensuring that documents are not left unattended in publically accessible areas.
- B. Questions regarding this policy or information that is viewed or gathered by JPOIG employees which is privileged, confidential or otherwise protected by law shall be promptly directed to the 1st Assistant Inspector General.

CONFLICTS OF INTEREST DISCLOSURE AND RECUSAL

I. Introduction

Given the mission of the JPOIG and the importance of maintaining the public's trust, JPOIG employees must avoid any situation in which personal or financial interests might compromise integrity or independence of judgment. Even the perception of a conflict of interest must be avoided.

II. Purpose

This policy is intended to define "conflict of interest" as it specifically relates to employment with the JPOIG and to provide guidance for identifying and avoiding conflicts of interest. This policy also provides a procedure for disclosing conflicts of interest and avoiding conflicts of interest by recusal from participation. For purposes of this policy, "conflict of interest" shall mean any action, situation or relationship which might *reasonably* be questioned, and the employee will be recused from the JPOIG matter at issue. This policy is not intended to address "conflicts of interest" in terms of complying with the Louisiana Code of Governmental Ethics or to otherwise abridge any provision contained therein.

III. Policy

- A. An employee's primary duty is to advance the interests of the JPOIG in the course and scope of official duties, and to ensure that an employee's personal and financial interest do not compromise the employee's integrity or independence of judgment.
- B. Each employee has an affirmative obligation to disclose any non-JPOIG activities and relationships, including but not limited to other employment, board memberships, volunteer activities, personal and family relationships, which may create an actual or perceived conflict of interest between the employee's interest and that of the JPOIG.
- C. No JPOIG employee may directly or indirectly apply for, pursue or solicit employment with Jefferson Parish for the employee, or for the benefit of another individual, or with any entity reasonably known to be the subject of an on-going or potential investigation, audit, or performance review.

- D. No JPOIG employee shall hold, nor be a candidate for, any elective office. No JPOIG employee shall hold office in any political party or political committee, nor shall the employee participate in any political campaign of any candidate for public office, nor make any campaign contribution or campaign endorsement.¹²
- E. No former JPOIG employee shall, for a period of two years following termination of employment with JPOIG, assist another person, whether or not for compensation, in a transaction, or in an appearance in connection with a transaction in that the employee participated in at any time during their JPOIG employment and which involves the JPOIG. Further, no former JPOIG employee, for a period of two years after separation, may render on a contractual basis to, or for, the JPOIG any service rendered to the JPOIG during the period of employment. Nothing in this section is intended to abridge or abrogate the provisions of the Louisiana Code of Governmental Ethics, R.S. 42:1119.

IV. Procedure

A. Conflicts of Interest: Disclosure

1. Employees have an affirmative obligation to disclose any actual or perceived conflict of interest as it may arise to the 1st Assistant Inspector General, who shall thereafter recommend an appropriate course of action to the Inspector General.
2. Employees who wish to pursue employment opportunity with another Parish department shall notify the immediate supervisor in writing. The employee shall be screened from any further official contact with the related Parish department and all other official duties that may potentially give rise to a conflict of interest.
3. Employees have a duty to report any arrest and/or citation issued to them by any local, state, or federal agency including, but not limited to, civil, regulatory or criminal in nature. Civil motor vehicle related citations received off duty and involving a personal vehicle need not be reported.
4. Employees shall provide notice to the 1st Assistant Inspector General of any pending legal action in which the employee is a plaintiff, defendant or witness.

¹² See JPCO 2-155(10)(3)(i)

B. JPOIG Annual Disclosure

1. JPOIG employees shall complete annually the “JPOIG Potential Conflicts of Interest Disclosure” form identifying employment, business interest, positions-nonprofit, certain economic interest, certain sources of income and interests in certain immovable property.
2. The “JPOIG Potential Conflicts of Interest Disclosure” form shall be made available annually on or before January 31st, and it shall be completed on or before May 15th.
3. The “JPOIG Potential Conflicts of Interest Disclosure” form shall be reviewed by the 1st Assistant Inspector General, and in the case of the 1st Assistant Inspector General, reviewed by the Inspector General, on or before May 31st of each year for the purpose of identifying or assessing the risk of potential conflict of interest.
4. The 1st Assistant Inspector General shall maintain the confidentiality of information disclosed. Disclosure forms shall be retained by the JPOIG and shall be treated as part of the JPOIG employee’s personnel file.

C. Conflict of Interest: Self-Recusal and Inquiry

1. Any employee who identifies an unanticipated, potential or perceived conflict of interest shall report such conflict and request to be recused from participating in the matter. Recusal requires that the employee notify the 1st Assistant Inspector General and immediate supervisor in writing, providing sufficient information to afford JPOIG to take appropriate measures. Employee shall, upon request, provide supplemental information as deemed necessary. Information shall be received as a supplemental to the Annual Disclosure.
2. Upon notification or discovery of a potential, actual or perceived conflict of interest, the 1st Assistant Inspector General shall gather sufficient information to determine the presence of a conflict. The 1st Assistant Inspector General shall maintain the confidentiality of any information learned, and may only disclose information as necessary for the effective operation of the office. The 1st Assistant Inspector General will inform the affected employee and promptly document the date of any action. Notice of action taken shall be distributed on a need-to-know basis, and will only contain those facts necessary to ensure that the affected employee is effectively screened from the JPOIG matter at issue.

3. If no conflict is determined to exist, the 1st Assistant Inspector General will document the inquiry and determination in a written memorandum.
4. A record of all inquiries into conflicts of interest shall be maintained by the 1st Assistant Inspector General.

D. Conflict of Interest – Executive Staff

1. Inspector General – In the event that the Inspector General has a potential, actual or perceived conflict of interest, the conflict shall be reported to the 1st Assistant Inspector General and the Ethics and Compliance Commission. The 1st Assistant Inspector General shall upon notification render a confidential, summary memorandum to the Ethics and Compliance Commission outlining past policies, procedures and practices concerning conflicts of interest and resolution thereof.
2. 1st Assistant Inspector General – In the event that the 1st Assistant Inspector General has a potential, actual or perceived conflict of interest, the conflict shall be reported to the Inspector General who shall assess the conflict of interest in accordance with the procedures set forth above. The Inspector General shall maintain a record of the determination.

GIFTS AND GRATUITY

I. Introduction

Due to the sensitive nature of the JPOIG mission and the importance of maintaining public trust, employees must avoid any situation in which their personal or financial interests might cause loyalties to be divided. The perception of a conflict of interest could undermine public perception about the independence, fairness and/or integrity of the office as a whole. The receipt of anything of economic value, including by way of example, gifts and gratuity, can may compromise or cast doubt upon the integrity and objectivity of JPOIG, irrespective of such gift or gratuity may otherwise be permitted by law.¹³

II. Purpose

The purpose of this policy is to establish restrictions governing the receipt, solicitation or offering of anything of economic value, including but not limited to gifts, gratuity, by employees. This policy shall be interpreted and read as a supplemental policy to APP # 1.3, Conflicts of Interest and Recusal. Where applicable and appropriate, this policy adopts those procedures set forth at APP #1.3 for disclosing conflicts of interest and recusal. This policy is not intended to abridge or abrogate any provision of the state code of ethics.¹⁴

III. Policy

A. Receiving or soliciting gifts or gratuity from non-JPOIG employees, including other Parish employees.

1. Definitions of the following terms apply throughout this policy:

- a. "Gift" and "Gratuity" means anything of economic value for which the employee did not earn or acquire by giving consideration at fair market value.¹⁵
- b. "Prohibited Source" means any individual or entity who (1) has or seeks to have a business, financial or contractual relationship with JPOIG; (2) who has a financial interest that may be affected by the performance or non-performance of the functions of JPOIG; (3) an elected official or employee of the parish or of its special district; (4) an officer, member, agent, or employee of an entity

¹³ La.R.S. 42:1111 *et seq*; JPCO §23-112.

¹⁴ "state code of ethics" means the Louisiana Code of Governmental Ethics, R.S. 42:1111 *et seq*.

¹⁵ "Gift" or "Gratuity" does not include promotional items as is defined by La.R.S. 42:1111 and interpreted by the Louisiana Board of Ethics. "Gifts" and "Gratuity" may include food and drink, whether or not consumed as a personal guest of the provider, when valued at greater than \$20.00 per individual for purposes of this policy. *See* La.R.S. 42:1115.1.

who receives funds through the parish.

- c. "Relative" means the employee's spouse or domestic partner, the parents of the employee and the employee's spouse or domestic partner, employee's children and step-children, the employee's siblings and the siblings of employee's spouse or domestic partner; grandparents; other relatives living in the same household. "Domestic partner" means an interpersonal relationship between two individuals who live together and share a common domestic life but who are not joined by marriage.
2. Except as otherwise provided, employees may not:
 - a. Solicit or accept any gift or gratuity from any prohibited source as defined above;
 - b. Solicit or accept any gift or gratuity, anonymously, from any person or entity which the employee should reasonably believe to be a prohibited source; or
 - c. Solicit or accept any gift or gratuity for appearing or participating in speaking engagements; lectures, debates or organized discussion forums related to or which may be reasonably perceived to be related to duties and position with JPOIG.
 3. Employees may accept gifts given for special occasions unless otherwise prohibited by the state code of ethics.
 4. Subject to the requirements of subsections (3), (5) and (6), the restrictions in subsection (A) do not apply to the following:
 - a. Any opportunity, benefit, loan, or service that is available to the public on the same terms;
 - b. Anything for which the employee gives consideration at fair market value;
 - c. Any gift from a personal friend, unless the employee should reasonably believe that such gift is related to employee's duties or position with JPOIG;
 - d. Any bequest, inheritance, or other transfer at death;
 - e. Awards for meritorious public service;
 - f. Any food, refreshment, lodging, and transportation which would otherwise be permitted under state ethics laws;
 - g. Any food, refreshment, lodging, transportation, or other benefit resulting from outside business or employment activities of the

administration or supervision whether for the supervisor's personal benefit or for the benefit of another.

3. No employee may give anything of economic value as a gift or gratuity, nor solicit another for such purposes, to any supervisor within their channel of administration or supervision except as specifically permitted herein.
4. Notwithstanding the above restrictions, the following is permitted:
 - a. On an occasional basis, including any occasion on which gifts are customarily given or exchanged, the following may be received and shared:
 - i. Food and drink;
 - ii. Personal hospitality at a residence which is of a type and value otherwise considered reasonable among friends; or
 - b. Voluntary gifts of reasonable value appropriate to an occasion maybe given, shared or exchanged among employees irrespective of position within their channel of administration:
 - i. In recognition of special occasion of personal significance such as marriage, illness, or the birth or adoption of a child; or
 - ii. In recognition of a promotion, retirement, resignation, transfer, etc.

C. Disposition of improper gifts.

1. Employees who receive an improper gift does not violate this policy if the employee promptly takes action to return the prohibited gift to its source and to notify the 1st Assistant Inspector General of the receipt of the gift and the action taken to return it.
 - a. Employees returning an improper gift must do so as soon as possible along with a letter providing details of the time place and manner in which the gift was provided and received, and indicating that the JPOIG gift policy prohibits the gift from being accepted.
 - b. Any gift consisting of a perishable item or any gift from an anonymous source must be donated to a not-for-profit charitable organization in the name of the person providing the gift or anonymously.

- c. Employees may not take a tax deduction or other form of benefit for passive donation of such a prohibited gift or gratuity.
- 2. A copy of the letter must be forwarded to the 1st Assistant Inspector General and will be included in the employee's personnel file.

NON-PARTISAN AND NON-DISCRIMINATORY

I. Introduction

The JPOIG is an independent oversight entity for the Parish and conducts its work in a non-partisan and non-discriminatory manner.

II. Purpose

The purpose of this policy is to provide an unequivocal assertion of the JPOIG's commitment to a non-partisan and non-discriminatory workplace and operation.

III. Policy

- A. The JPOIG is a non-partisan, independent Parish department. Political affiliation and/or views will not be considered in hiring, assignment of work, performance evaluations or discipline (including termination).
- B. The JPOIG is committed to the principles of equal employment opportunity/affirmative action in all areas of its employment process, including but not limited to recruitment, hiring, promotion, discipline, discharge and the awarding of benefits for all qualified applicants. Therefore, race, color, religion, gender, marital status, age, national origin, ancestry, physical or mental disability, veteran's status, or citizenship status will not be considered in any employment decision or service provided by the JPOIG.
- C. In addition, it is the policy of the JPOIG that its personnel and applicants for employment will be free from any harassment based on race, color, religion, gender, marital status, national origin, ancestry, physical or mental disability, age, or sexual orientation.
- D. Furthermore, the JPOIG prohibits partisan or discriminatory factors to influence its actions, decisions or judgments concerning an investigation, audit, program review or recommendation for disciplinary or administrative actions.
- E. Complaints should be directed to the Inspector General or the 1st Assistant Inspector General.

WORK SCHEDULE AND AVAILABILITY

I. Introduction

Offices of Inspector General are expected to exercise the same, or higher, level of prudence in utilizing the public's resources. Achieving the mission of the JPOIG demands flexibility of work schedule but anticipates work to be accomplished in a regular work week. Thus, there is an attendant duty to reconcile operational needs with accountability for public resources.

II. Purpose

The purpose of this policy is to establish a regular work week for JPOIG employees and to provide a policy that permits flexibility of work schedule to ensure that operational needs of department are met with the greatest measure of efficiency in use of time.

III. Policy

A. Standard Work Schedule

1. Employees are expected to work whenever required to satisfy needs of service, which sometimes requires irregular hours and days.
2. Subject to the needs the above, a regular work week for JPOIG employees consists of not less than thirty-five (35) hours each week exclusive of meal period(s) and declared holidays.¹⁷
3. A regular work week coincides with normal hours of office operations which is Monday through Friday 8:30 a.m. until 4:30 p.m.¹⁸
4. The regular work week does not permit time to be "made-up" should the employee fail to meet hours of work under regular work schedule, e.g. an employee is not permitted to work solely for the purpose of "restoring" time lost due to absence from the job.

¹⁷ January 1 (New Year's Day); Mardi Gras, Good Friday, July 4 (Independence Day); First Monday in September (Labor Day), November 11 (Veteran's Day); Fourth Thursday in November (Thanksgiving Day); Fourth Friday in November (Day after Thanksgiving Day); December 25 (Christmas); any other holiday which may be declared by the Parish Council or the Parish President. Should any holiday fall on a day that is not a scheduled working day, then next following or immediately preceding working day, whichever is closer, shall be observed as a holiday. *See, generally* JPCO 18483. Subject to authority conferred by JP Charter 4.09, *Inspector General* and JPCO 2-155.10(15).

¹⁸ JPCO §2.155.10(15); JPOIG adopts Parish periods of payroll. A work week consists of seven (7) consecutive calendar days beginning at 12:01 on a Saturday and ending at 12:00 midnight on Friday.

5. Employee work week is subject to adjustment and modification by the supervisor to meet project assignments and operational needs and concerns. Here, “supervisor” refers to the principal employee who is assigned to provide direction to an employee with respect to the employee’s performance of ordinary, work-related tasks, duties and responsibilities, or another employee who shares in the provision of said direction up to and including the Inspector General.

B. Alternative Work Schedules

1. As operational needs demand, JPOIG employees may be called upon to work or otherwise be permitted to work an alternative work schedule when directed or approved by supervisor.
2. Supervisors are expected to adjust work schedules whenever possible to achieve maximal efficiency of use of employee time. Supervisors are encouraged to work with employees for this same purpose. Alternative Work Schedules are not guaranteed.
3. It is the shared responsibility of the supervisor and employee to ensure that alternative work schedules are approved and fully documented.
4. Approval of alternative schedule does not diminish expectation and duty of each employee to work whenever and whatever hours are required to satisfy needs of service which encompasses an affirmative obligation to be accessible and available by telephone or other means of communication.

C. Availability Out-side Regular Work Schedule

1. Employees serving in JPOIG Executive Staff are subject to being contacted at any time and shall be responsive when contacted. Employees are expected to be reachable out-side of regular work hours via phone or electronic mail and are responsible for regularly checking devices unless prior notice has been provided to the Inspector General that employee is unreachable.
2. Staff employees may be required to be reachable out-side of regular hours. It is the responsibility of each Deputy Inspector General to communicate with each employee who is required to be reachable out-side of regular hours via telephone or by electronic mail. An employee notified of such designation (may be on an operational basis) is responsible for checking devices at least once per day for communication, unless identified circumstances dictate greater availability.

3. This policy is not intended to impede travel out-side of regular work schedule and should not be interpreted to limit employee to a particular geographic region. Employee is encouraged to communicate to supervisor any travel which would prevent communication with the JPOIG.

TIME AND ATTENDANCE

I. Introduction

Accountability is a key to maintaining the public's trust. The JPOIG is committed to maintaining accurate time and attendance records.

II. Purpose

The purpose of this policy is to establish the JPOIG system for maintaining accurate time and attendance records of all JPOIG employees.

III. Policy

A. Attendance

1. Each employee has an obligation to correctly and accurately report and attest to hours worked each pay period on the prescribed JPOIG form.
2. Except as may be protected by applicable law or otherwise permitted by policy, employees shall maintain a pattern of regular and reliable attendance.
3. Employees shall report ready for work in a timely manner. Employees reporting to work are expected to be at the office or on the job ready to begin work and shall normally remain on duty until the end of the work day.
4. Unless prior approval has been given by supervisor, an employee who for any reason fails to report to work shall immediately notify the employee's supervisor of the reason for the absence or tardiness.
5. Authorized absences shall be accounted and reported on prescribed form.
6. Unauthorized absences shall be considered an absence without approval and reported as "Absent Without Leave."

B. Unearned Compensation

1. Unearned compensation is a prohibited donation of public funds.¹⁹

¹⁹ While La.R.S. 42:60 concerning recoupment of overpayments pertains to state employees, the statute is used as a guideline for local agencies to recover overpayments. La.R.S. 42:460 makes no reference to authorization by an

2. Unearned compensation results from, but is not limited to, overpayment of wages, miscalculations of leave and erroneous refunds of deductions.²⁰
3. Employees have an affirmative obligation to review wage statements for accuracy of accounting. Upon learning of an overpayment or possible overpayment, employee shall notify supervisor and JP Department of Accounting, Payroll Division and JP Human Resource by electronic mail with copies to 1st Assistant Inspector General and Inspector General.
4. It is the joint and shared responsibility of employee and the JPOIG to work with JP Department of Accounting, Payroll Division and JP Human Resource to resolve any issue of unearned compensation.
5. Recoupment of overpayments shall be in accordance with public policy per Administrative Management Policy.

employee. Recoupment of an overpayment is distinguishable from those payroll deductions contemplated by La.R.S. 42:456 which do require prior authorization by an employee. La. Atty. Gen. Op. 2007-0080 (12/14/2007).

²⁰ Deduction means any voluntary/involuntary reduction in gross pay (e.g. health insurance, taxes).

COMPENSATORY TIME

I. Introduction

Official duties of a time-sensitive nature may necessitate JPOIG employees work outside and in addition to regular hours of work for which employees may receive, but are not entitled to, compensatory time unless otherwise required by federal or state law.

II. Purpose

The purpose of this policy is to ensure that JPOIG employees may be fairly compensated for hours worked and to otherwise ensure compliance with federal labor laws where applicable. The policy is not intended to alter in any way the expectation that JPOIG employees are to work whenever and whatever hours are required to satisfy needs of service, and by no means guarantees approval of compensatory time irrespective of hours worked unless otherwise required by federal labor laws.

III. Policy

A. Overtime

As a matter of policy, the JPOIG does not compensate employees with overtime pay for hours worked out-side and in addition to regular hours of work. The JPOIG may compensate employees with compensatory time.

B. Compensatory time

1. "Compensatory time" means an arrangement by which eligible employees are entitled to time off in lieu of overtime pay.
2. Employees may accrue compensatory time for hours actually worked in excess of 35 hours, exclusive of meal times, providing regular hours are accurately reported and additional hours are deemed essential to operations.
3. Employees are not entitled to monetary compensation for any unused compensatory time unless otherwise required by state or federal law. Any compensatory time which is not used in compliance with this policy shall be loss.

C. Accrual and approval of compensatory time

1. Compensatory time may only accrue under the following conditions. Absent these conditions, employees will not be compensated for additional hours worked.

- a. Employee is called upon by supervisor to work hours beyond and in addition to regular hours of work which are 8:30 a.m. until 4:30 p.m. to complete a time-sensitive project or otherwise meet operational concerns.
 - b. Employee has maintained an accurate record of all hours worked, and employee actually works greater than thirty-five (35) hours, exclusive of meal periods and use of other leave.
 - c. Accrual of compensatory time cannot otherwise be avoided by adjusting or modifying a work schedule given the current operational needs or concerns of the department and which would dictate additional work hours by employees.
2. Compensatory time may only be accrued upon the approval of and accompanying valid signature of the respective supervisor on the affected employee's Bi-Weekly Time Sheet. Here, "supervisor" means Inspector General in case of 1st Assistant Inspector General and Deputy Inspectors General, and it means Deputy Inspector Generals in the case of persons directly under their respective supervision.
 3. Employee may accrue up to but not exceed eighty (80) hours of compensatory time which shall be used in the manner prescribed below in D. 1-4.

D. Use of compensatory time

1. Employees shall use compensatory time before annual leave, but may utilize compensatory time and annual leave consecutively.
2. Employee must request use of compensatory time in writing. If utilizing compensatory time and annual leave consecutively, requests for leave shall be made separately and for specified days and/or hours.
3. It is the shared responsibility of each employee and supervisor to ensure that use of compensatory time authorized and accurately reported.
4. Use of compensatory time by staff employee is subject to approval by Deputy Inspector General and Inspector General. Use of compensatory time by Deputy Inspector General is subject to approval of Inspector General and must be reported to 1st Assistant Inspector General.²¹

²¹ See JPCO §2.155.10(15).

ANNUAL LEAVE AND LEAVE REIMBURSEMENT

I. Introduction

JPOIG employees may earn annual leave in tandem with regular hours work. This leave shall be earned and reimbursed in a like manner to Parish employees in the unclassified service. Adoption by JPOIG of the Parish's leave policies for unclassified employees should not be misconstrued as an abrogation of authority conferred upon the Inspector General to establish personnel procedures, but an acknowledgment that consistency with regard to benefits is in the best interest of JPOIG employees without compromising the independence of the department.

II. Purpose

This purpose of this policy is to generally set forth leave benefits of JPOIG employees, which benefits are like those of Parish employees of the unclassified service, approved by ordinance of the Parish Council.²²

III. Policy

A. Annual Leave, Accrual

1. JPOIG executive staff, staff auditors and staff investigators will be advanced 13 days of annual leave upon employment against which earned leave will subsequently be charged. Executive staff includes the Inspector General, the 1st Assistant Inspector General, and the Deputy Inspector Generals. After the initial twelve (12) month period, all career JPOIG employees shall earn leave as provided below.
2. JPOIG employees shall earn and accumulate Annual Leave with pay as follows:
 - a. Employee with fewer than five (5) years of continuous service shall accumulate at the rate of one-half (1/2) of a working day per bi-weekly pay period worked;
 - b. Employee with more than five (5) years but fewer than ten (10) years of continuous service shall accumulate at a rate of five-eighths (5/8) of a working day per bi-weekly pay period worked;
 - c. Employee with ten (10) or more years of continuous service shall accumulate at the rate of three-quarters (3/4) of a working day per bi-weekly pay period worked;

²² JPCO §2.155.10(15); *see source generally* JPO 18483, Jefferson Parish Executive Pay Plan.

- d. Unused annual leave shall be accumulated for each employee and shall be carried forward from one calendar year to the next; however, the maximum amount of accumulated leave which may be carried over is forty (40) days.
3. Each employee shall be entitled to use at least the amount of leave accumulated during that calendar year and may, with approval of supervisor, use any amount not in excess of the total accumulated and unused. Leave may only be used at the time or times approved by supervisor, based upon the operational needs of the department.
4. Employee shall be permitted to use accumulated Annual Leave in case of illness where the employee has used all accumulated Sick Leave.
5. The Inspector General may grant an employee Leave Without Pay for a period not to exceed an aggregate of ninety (90) working days within a period of twelve (12) consecutive months, whenever such leave is considered to be in the best interest of the service.
6. Employees shall not accrue Annual Leave for any bi-weekly pay period during which the employee is on Leave Without Pay or is Absent Without Leave for more than one (1) working day.
7. Employees shall be permitted to use accumulated Annual Leave in order to comply with Family and Medical Leave Act of 1993, as amended. Absence from service which is covered under Family and Medical Leave Act of 1993, as amended, shall be reported as such on Leave request.

B. Annual Leave, Earned and Unused

1. Upon termination of employment, employee may be compensated for accumulated, unused annual leave, if funds are available, in the manner set forth herein.
2. Under no condition shall the compensation of accumulated, unused annual leave be considered as salary or wages for work performed, for purposes of retirement benefit computation, or for any other purpose; the compensation being merely a payment of the terminal leave benefit.
3. Unused Annual Leave shall be compensated at the rate of pay in effect at the time the leave accrued. In determining compensation, leave is presumed to be used in the order in which it accrues.
4. For budgetary purposes, requests for compensation must be submitted to the Inspector General, or his designee, in writing not later than October 1 of the year preceding the year in which compensation is anticipated.

Compensation may be denied by the Inspector General in any case in which such request is not timely submitted.

5. Upon termination of employment, death or entry into active duty with Armed Forces of the United States, the employee shall be paid for all unused Annual Leave accrued to the employee's credit subject to the following:
 - a. An employee is not under any circumstances entitled to be compensated for accumulated leave in excess of 20 days or 140 hours, whichever is the greater.
 - b. An employee who is granted advanced leave upon employment and employment terminates within first twelve months and before leave is earned shall reimburse the JPOIG the difference between leave earned and leave used except and unless in the event of death of the employee.
 - c. An employee who terminates service with JPOIG without giving at least ten (10) working days' notice may not be paid any unused accumulated Annual Leave less than ten (10) days or seventy (70) hours except in the case of good cause shown by employee for failing to give notice and at the discretion of the Inspector General.
 - d. An employee whose service with JPOIG is terminated by the Inspector General shall be compensated for unused, accumulated leave in accordance with this policy except that the JPOIG may withhold payment in any amount necessary to offset the cost to the JPOIG for damages which may have been caused by the employee or for failure of the employee to return in good condition any JPOIG property, including but not limited to JPOIG equipment, and materials which were issued or entrusted to employee's care and control.

SICK LEAVE

I. Introduction

JPOIG employees may earn sick leave in tandem with regular hours work. This leave shall be earned and reimbursed in a like manner to Parish employees in the unclassified service. Adoption by JPOIG of the Parish's leave policies for unclassified employees should not be misconstrued as an abrogation of authority conferred upon the Inspector General to establish personnel procedures, but an acknowledgment that consistency with regard to benefits is in the best interest of JPOIG employees without compromising independence of department.

II. Purpose

This purpose of this policy is to generally set forth leave benefits of JPOIG employees, which benefits are like those of Parish employees of the unclassified service, approved by ordinance of the Parish Council.²³

III. Policy

A. Sick Leave, Accrual

1. JPOIG executive staff, staff auditors and staff investigators shall be advanced 13 days of sick leave upon employment against which earned leave will subsequently be charged. Executive staff includes the Inspector General, the 1st Assistant Inspector General, and the Deputy Inspector Generals. After the initial twelve (12) month period, all career JPOIG employees shall earn leave as provided below.
2. JPOIG employees earn and accumulate Sick Leave at the rate of one-half (1/2) of a working day, or 3.5 hours, per bi-weekly pay period worked.
3. Central payroll's records, which are maintained by the Parish Payroll Department, shall be used in determining and recording Sick Leave. Use of Sick Leave shall be reported to the Parish Payroll Department.
4. The Inspector General may grant an employee Leave Without Pay for a period not to exceed an aggregate of ninety (90) working days within a period of twelve (12) consecutive months, whenever such leave is considered to be in the best interest of the service.

²³ JPCO §2.155.10(15), *see source, generally* JPO 18483.

5. Employee shall not accrue Sick Leave for any bi-weekly pay period during which the employee is on Leave Without Pay or is Absent Without Leave for more than one (1) working day.
6. Employees shall be permitted to use accumulated Sick Leave in order to comply with Family and Medical Leave Act of 1993, as amended. Absence from service which is covered under Family and Medical Leave Act of 1993, as amended, shall be reported as such on Leave request.

B. Sick Leave: Earned and Unused

1. Earned and accumulated Sick Leave may be carried forward from one year to the next if unused without limitation.
2. All unused Sick Leave will remain to an employee's credit as long as the employee remains within the service of the Parish, including but not limited to that of the JPOIG.
3. All unused Sick Leave shall remain to an employee's credit during any period of absence due to Military Leave
4. After having attained seven (7) years of creditable service to qualify for a current or deferred retirement benefit under the Parochial Employee's Retirement system and/or the Employee's Retirement System of Jefferson Parish, an employee who voluntary terminates Parish service, including but not limited to service in the JPOIG, may be compensated up to but not more than forty (40) days or 280 hours, whichever is the lesser.
5. All unused Sick Leave credits shall be certified to the retirement system for credit as provided by applicable law. To this end, an employee may waive the entitled payments for Sick Leave credits.
6. Sick Leave credits to be reimbursed or certified as provided herein shall be limited only to that Sick Leave which is earned under provisions of this rule. No such payment or certification shall be made for any other Sick Leave advanced or bestowed under any other authority.²⁴

²⁴ Source JPO 18483, Jefferson Parish Executive Pay Plan

IV. Procedure

- A. Employee shall request use of Sick Leave on the “Leave” form prescribed by JPOIG. Leave shall also be reported on employee Time and Attendance Sheet for the effected pay period.
- B. Records of used Sick Leave shall be maintained within JPOIG personnel files.
- C. An employee shall furnish notice or report, as appropriate, to the employee’s immediate supervisor of the need for and cause of absence from work due to employee’s illness or injury, unrelated to employment, and when appropriate, the prognosis. Sick Leave may only be used due to illness or injury suffered by employee and which is unrelated to employment. It is the responsibility of the supervisor to approve Sick Leave, and forward original signed and approved Sick Leave notice to 1st Assistant Inspector General.
- D. Records of Sick Leave used shall be maintained within JPOIG personnel files.²⁵

²⁵ JPCO §2.155.10(15); *see source, generally*, JPO 18483, Jefferson Parish Executive Pay Plan

OTHER LEAVE

I. Introduction

JPOIG employees may take leave with or without pay. This leave is to ensure compliance with applicable law. This leave shall be earned and reimbursed in a like manner to Parish employees in the unclassified service. Adoption by JPOIG of the Parish's leave policies for unclassified employees should not be misconstrued as an abrogation of authority conferred upon the Inspector General to establish personnel procedures, but an acknowledgment that consistency with regard to benefits is in the best interest of JPOIG employees without compromising independence of department.

II. Purpose

This purpose of this policy is to generally set forth leave benefits of JPOIG employees, which benefits are like those of Parish employees of the unclassified service, approved by ordinance of the Parish Council.²⁶

III. Policy

A. Civil Leave

1. An employee shall be given paid time off when:
 - a. Performing jury duty;
 - b. Subpoenaed to appear before a court, public body, commission, or board in a capacity other than as a party to a cause or action;
 - c. Performing emergency civilian duty in connection with national defense;
 - d. Ordered to appear for a medical or other examination by the Selective Service System or by a branch of the Armed Forces of the State or the United States;
 - e. Voting or serving as an election official in either a primary, general, or special election in Jefferson Parish.
 - f. Taking an examination for licensure or credentialing that will benefit the JPOIG if approved in advance.

²⁶ ; JPCO §2.155.10(15), *see source, generally* JPO 18483.

2. When an employee is authorized or assigned to attend a convention, a conference, or a training program directly related to employee's position or to the functions and operations of JPOIG. The employee shall be considered on duty and no leave shall be reported for or charged against the employee.

B. Funeral Leave

1. When there is a death in an employee's immediate family, the employee may take two (2) days of leave which shall not be charged to the employee's Annual or Sick Leave. "Immediate family" for purposes of leave includes employee's parents, parents of spouse, employee's grandparents, siblings and spouses of siblings, spouse's siblings and their spouses, children and spouses of children, employee's and spouse's step-parents, and employee's and spouse's step-children.
2. Employee shall furnish notice of the need for absence, including the relationship of the deceased and such other information as may reasonably be required to justify the leave requested

C. Maternity Leave

1. Female employees who are unable to work due to pregnancy or childbirth illness are entitled to Sick Leave under JPOIG Sick Leave policy subject to conditions and limitations set forth therein.
2. An employee, although able to work, may desire leave of absence for purposes of personal convenience due to pregnancy or childbirth. In any such case, the employee may take leave of absence from employment without pay.

D. Leave Of Absence Without Pay

Inspector General may grant an employee Leave Without Pay for a period not to exceed an aggregate of ninety (90) working days within a period of twelve (12) consecutive months, whenever such leave is considered to be in the best interest of the service of JPOIG.

E. Family and Medical Leave

Employee shall be entitled to and shall be granted Sick Leave, Annual Leave, and/or Leave Without Pay for Family and Medical Leave purposes in order to comply with the Family and Medical Leave Act of 1993, as amended.

**JPOIG LEAVE AND COMPENSATORY EARNED FORM
APP #2.3 thru 2.6**

JPOIG Leave Request/Time Earned

Name: _____ Date: _____

Date: _____ Starting Time: _____ Days: _____ Hrs: _____

Date: _____ Ending Time: _____



Leave Used

- | | | |
|---------------------------------------|-----------------------------------|------------------------------------|
| <input type="checkbox"/> Annual | <input type="checkbox"/> Injured | <input type="checkbox"/> Holiday |
| <input type="checkbox"/> Sick | <input type="checkbox"/> Personal | <input type="checkbox"/> Emergency |
| <input type="checkbox"/> Compensatory | <input type="checkbox"/> Other | |

Compensatory Earned

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> Approved Case Work | <input type="checkbox"/> Held Over |
| <input type="checkbox"/> Court | <input type="checkbox"/> Other _____ |

Remarks: _____

Signature

Approved by Supervisor/Co-Sign

JPOIG Leave Request/Time Earned

Name: _____ Date: _____

Date: _____ Starting Time: _____ Days: _____ Hrs: _____

Date: _____ Ending Time: _____

Leave Used

- | | | |
|---------------------------------------|-----------------------------------|------------------------------------|
| <input type="checkbox"/> Annual | <input type="checkbox"/> Injured | <input type="checkbox"/> Holiday |
| <input type="checkbox"/> Sick | <input type="checkbox"/> Personal | <input type="checkbox"/> Emergency |
| <input type="checkbox"/> Compensatory | <input type="checkbox"/> Other | |

Compensatory Earned

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> Approved Case Work | <input type="checkbox"/> Held Over |
| <input type="checkbox"/> Court | <input type="checkbox"/> Other _____ |

Remarks: _____

Signature

Approved by Supervisor/Co-Sign

PERSONAL PROPERTY AND ALLOWANCE

I. Introduction

Offices of Inspector General are expected to exercise the same, or higher, level of prudence in utilizing the public’s resources. Operational efficiency of the JPOIG demands both flexibility and accountability. The JPOIG will provide employees with essential supplies and equipment necessary to perform their official duties. However, the JPOIG may compensate employees for the use of personal property in the course and scope of employment.²⁷

II. Purpose

The purpose of this policy is to set forth guidelines and expectation of employees regarding personal property and associated compensation.

III. Policy

A. Personal Vehicles, allowance

1. Employees may be expected to travel in order to perform official duties for the JPOIG. Employee shall maintain a valid Louisiana driver’s license at all times.
2. Employees may be compensated for necessary travel in one of two ways: (1) employee will be compensated monthly for documented travel at the current mileage allowance used by the Internal Revenue Service; (2) employee may receive a monthly allowance for travel.
3. Employees receiving monthly allowance for travel will not be reimbursed for travel in the absence of an extenuating and documented cause. Allowance shall be determined at time of employment and shall be considered a benefit related to service for JPOIG.
4. Employees receiving compensation for travel and use of personal vehicle shall maintain and provide proof of current, liability insurance as required by state law.
5. Monthly allowance shall be suspended whenever the employee fails to maintain or provide proof of insurance or is on extended leave of absence from duty for a period in excess of thirty (30) days.²⁸

B. Personal cell phone, allowance

1. Employees are expected to work whenever required to satisfy needs of service, and employees are expected to be readily accessible outside of regular working hours or when working out-of-office.

²⁷ JPCO §2.155.10(15); *see source generally* JPO 18483, Jefferson Parish Executive Pay Plan.

²⁸ *See* JPCO 23-60 et seq.

2. Employees are required, as a condition of employment, to secure and maintain at the employee's cost a reliable, cellular mobile device by which employee's may be reached by JPOIG and through which employee can receive electronic mail. The employee must be available and on-call for duty as needed.
3. An employee's cell phone is the personal property of the employee, and neither the JPOIG nor the parish, will compensate the employee for the acquisition, loss or damage to the cellular phone whether or not such loss or damage occurs in the course and scope of job duties, nor does the JPOIG or the Parish assume any responsibility or liability for contractual obligations assumed by employee in connection with cellular service.
4. Employee shall utilize protocols outlined in the JPOIG's Information and Electronic Data policy, where appropriate, to safeguard and protect the access, receipt or transmission of JPOIG data and information by cellular device including but not limited to:
 - a) password protecting the cellular phone;
 - b) limiting access and use of the cellular phone by another; and
 - c) leaving cellular phone unsecure and unprotected.
5. JPOIG information and data which may be accessed or transmitted via cellular phone shall be considered as confidential and privileged as if such material were accessed through JPOIG information and technology equipment. Employees should assume that data created, captured, transmitted or stored on cellular phone may be subject to disclosure insofar as data created, captured, transmitted or stored is related or reasonably related to employment with the JPOIG.
6. Employees will receive a monthly allowance for complying with policy, said allowance shall be considered a benefit related to service for JPOIG. The amount of the allowance shall be determined at the time of employment. The allowance shall be suspended whenever the employee is on extended leave of absence from duty for a period in excess of thirty (30) days.

C. Other personal property

1. Personal property or equipment should not be used in lieu of JPOIG property absent express permission.
2. Personal property, absent the above, should not be used or relied upon to perform job duties for the JPOIG.
3. Personal property should not be stored at the JPOIG absent express authorization from the Inspector General.
4. Employee will not be compensated for the use, damage or loss of personal property under any circumstances whether or not such use was permitted by the JPOIG.

IT EQUIPMENT AND ELECTRONIC DATA

I. Introduction

Offices of Inspector General are expected to exercise the same, or higher, level of prudence in utilizing the public's resources. Employees will be assigned or have access to information technology (IT) resources and equipment necessary to perform job duties. Fact finding and gathering of information is integral to the JPOIG's operations. It is incumbent upon the employee to protect the propriety of facts and information gathered, stored and/or accessed through technology.

II. Purpose

The purpose of this policy is to provide strict guidelines regarding the use of JPOIG and/or Parish technology and communication systems, to provide strict guidelines regarding computers, storage devices, and/or mobile devices (including, but not limited to, smart phones tablets and other mobile devices) present at the work place, whether or not such equipment is owned by the JPOIG or the Parish, which may be used to access JPOIG or Parish information technology or is otherwise supported by JPOIG's network system, including internet access.

A. Policy Definitions

1. Information technology: the technology involving the development, maintenance and use of computer systems, software and networks for the processing and storing of data.
2. Electronic data: information and data created developed, processed, accessed, or stored in the course of official JPOIG work (e.g. documents, spreadsheets, email).
3. Information technology and electronic data equipment: Computer hardware and software, recording, and storage devices and cards acquired and maintained by or on behalf of the JPOIG that supports the use of technology by the JPOIG and includes, but is not limited to, computers, tablets, printers, scanners, cell phones, data storage devices and cards, peripheral devices servers, routers and switches or evolving technologies that perform or replace the functions performed by such IT equipment.
4. Personal technology and electronic equipment: Computer hardware and software, recording and storage devices personally acquired and maintained by JPOIG employees and includes, but is not limited to, personal computers, tablets, cell phones, data storage devices and cards, digital cameras.

B. JPOIG Information and technology equipment, assigned

1. JPOIG information and technology equipment shall be acquired by, or upon, the authorization of the Inspector General or designee, and shall be installed, configured and inventoried upon acquisition in accordance with parish policy.
2. JPOIG information and technology equipment is for the effective and efficient operation of the JPOIG and those uses related to JPOIG employment. Use of JPOIG information and technology equipment for strictly personal reasons is prohibited.
3. Employees may be assigned as primary user of specific information and technology equipment, such as desktop, laptop, tablet and printer, etc. Employees shall sign for each item of equipment, and shall maintain care, custody and control of the equipment until time as the equipment is returned to JPOIG. Employees may be held liable for loss or damage to equipment resulting from employee's failure to adequately guard against damage or loss, regardless of the reason or circumstance.
4. Employees may be assigned temporary use of specific information and technology equipment, such as cameras and storage devices. Employees shall sign for each item of equipment, and shall maintain care, custody and control of equipment until such time as the item is returned to JPOIG inventory for use by another employee. Employees may be held liable for loss or damage to equipment resulting from employee's failure to adequately guard against damage or loss, regardless of the reason or circumstance.
5. Loss or damage to information and technology equipment, including but not limited to a reasonable belief that integrity or stability of technology has been compromised, shall be immediately reported in writing to supervising Deputy Inspector General with a copy to 1st Assistant Inspector General.
6. Employees shall upon returning information and technology equipment to the JPOIG inspect and verify that equipment is returned in substantially the same condition as first assigned to the JPOIG employee. Receipt or return of equipment shall be verified by employee and supervising Deputy Inspector General
7. The JPOIG separately or through the Parish has licensed the use of certain commercial software application programs for JPOIG purposes. Third parties retain the ownership and distribution rights to such software. No employee may create, use or distribute copies of such software in a manner which does not comply with applicable licensing agreement or otherwise violates the terms of the license agreement.

C. JPOIG Information and technology equipment, uses

1. Uses. All forms of data created, entered, shared, transmitted, received or stored using JPOIG information and technology equipment is subject to being monitored, viewed or released except as may be otherwise prohibited or provided by law.

2. No expectation of privacy. Employees should assume that all forms of data created, entered, shared, transmitted, received or stored using JPOIG information and technology equipment will be monitored and viewed. Employees using JPOIG or Parish information and technology systems, including communication systems, to create, access, share, transmit or receive data or information that would otherwise be subject to any claim of confidentiality or privilege from disclosure hereby waive the right to assert such claim of confidentiality or privilege from disclosure unless related to JPOIG job duties and functions.
3. Electronic mail and electronic mail tampering. JPOIG e-mail and access to Parish e-mail is for the sole and exclusive purposes of communications and investigations in accordance with established policy and procedure of the JPOIG.
 - Transmission or receipt of e-mails for strictly personal reasons is considered a misuse of JPOIG information and technology.
 - Further, e-mail messages received shall not be altered without the sender's permission nor attachments placed on another's e-mail without the individual's persons consent except as is necessary to redact confidential and privileged information.
 - All JPOIG e-mails sent shall be in the form and format prescribed by the Inspector General and shall contain required disclosures and disclaimers.
4. Internet use and browsing. Internet access is restricted to uses which further effective and efficient operation of JPOIG, to provide enhanced services of the highest quality, and to further the JPOIG mission. Internet access is a JPOIG resource which is provided for employees to engage in necessary research, professional development and work-related communications. Internet access shall not be used for strictly personal purposes or reasons unrelated to JPOIG employment and job duties.
5. The following is a non-exclusive list of prohibited uses of JPOIG information and technology:
 - Causing congestion, disruption disablement, alteration or impairment through misuse of JPOIG or Parish technology and communication systems;
 - Installing software on JPOIG or Parish computer without verifiable license;
 - Installing software on JPOIG computers that is legally licensed to the user, but is not licensed to JPOIG;
 - Installing or reconfiguring hardware or software on JPOIG or Parish computers or network without approval;
 - Using systems to solicit or sell products or services that are unrelated to JPOIG operations;
 - Accessing networks, servers, drives, folders or files to which the employee

has not been granted access or authorization by Inspector General or his designee;

- Making unauthorized copies of JPOIG or Parish files, information or data;
- Destroying, deleting, erasing or concealing JPOIG or Parish files or other data, or otherwise making such files or data unavailable or inaccessible to the JPOIG or Parish or to another authorized user of the JPOIG or Parish system;
- Propagating any virus, worm, Trojan horse, or other program or code designed to disrupt, disable, impair, or otherwise harm either JPOIG or Parish technology and communication systems or those of any individual computer;
- Using abusive, profane, threatening, discriminatory or otherwise objectionable language through use of JPOIG or Parish technology and communication systems;
- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail (“spam”);
- Sending, receiving or accessing offensive materials, including but not limited to sexually explicit materials or materials whose content would otherwise be considered discriminatory or harassing;
- Engaging in unlawful or malicious activities;
- Engaging in recreational games, gambling or wagering activity through use of JPOIG or Parish technology and communication systems;
- Defeating or attempting to defeat security restrictions governing use of JPOIG technology and communication systems;
- Engaging in political or partisan activity;
- Maintaining, organizing, or participating in non-work related Web logs (“blogs”), Web journals, “chat rooms”, social media sites.

D. Information and technology, security

1. Employees shall utilize security protocols to safeguard and protect the JPOIG information and technology equipment, including but not limited to:
 - a. Choosing a secure password and regularly changing password be it JPOIG or Parish passwords;
 - b. Protecting and preserving security by keeping confidential passwords;
 - c. Logging of JPOIG and/or Parish computer and/or networks; and
 - d. Refraining from leaving computer unattended without enabling proper security.
2. Information and technology equipment should never be left unattended in unsecured spaces even if equipment has been powered off, including but not limited to passenger compartments of vehicles.

3. Employees shall log out of information and technology equipment at the end of each work day, and equipment shall be powered off unless otherwise notified in writing.

E. Information and technology, confidentiality

1. Employees have an affirmative obligation to adhere strictly to JPOIG Confidentiality as it relates to information and technology.
2. Employees may only access JPOIG or Parish electronic data files on an as-needed-as authorized basis based upon present job duties and assignments.
3. Employees shall not divulge the contents of any JPOIG electronic data to any person except as authorized based upon present job duties and assignments.
4. Employees shall not remove, cause to be removed, or make unauthorized copies of JPOIG electronic data.

F. Information and technology data, preservation

1. Employees shall save and store all JPOIG information and data on JPOIG network servers.
2. JPOIG information and data shall not be stored on any personally owned laptops, tablets, computer hard drive(s), or other mobile electronic devices.
3. Working copies of documents may be temporarily saved to other JPOIG issued laptops, tablets, or storage devices specifically authorized and approved for such purpose.
4. Employees shall ensure that all JPOIG information and data, including any information and data first stored on external storage devices, shall be stored, saved and/or backed-up on the JPOIG network server, and deleted from the JPOIG authorized devices on a regular and/or as needed basis.

G. Personal information and technology equipment

Personal information and technology equipment may not be connected or installed to any JPOIG equipment without prior written approval from supervising Deputy Inspector General or as otherwise authorized by policy.

IT EQUIPMENT AND ELECTRONIC DATA
(APP 2.8)

EMPLOYEE NAME _____ DAY _____

Date	Out	Ret	Description	Serial	Asset Tag

1. I understand that all of the equipment listed above is Jefferson Parish property.
2. I understand that equipment listed above is assigned to me and that I am the only one authorized to use this equipment.
3. I understand that I may not swap or exchange any of the equipment listed above with another JPOIG employee unless I am given authorization to do so in writing by a supervisor.
4. I understand that I may not add any software to the laptop computer unless I am given authorization to do so in writing by a supervisor.
5. I agree to act responsibly in carrying, transporting, maintaining, and using assigned IT equipment.
6. I agree that when I transport IT equipment, I will transport it in its carrying case if applicable.
7. I agree not to leave IT equipment in an unattended vehicle unless absolutely necessary; and if so, I agree to place the equipment in the locked trunk or compartment (not visible) of the vehicle while it is unattended.
8. I understand that if any of the equipment listed above is lost, stolen or damaged, I must immediately report this information to my immediate supervisor.

9. I understand that if the IT equipment is lost, stolen or damaged as a result of irresponsible or careless carrying, transporting, maintaining, or use, I may be held responsible for the cost of the repair and/or replacement.
10. I understand that a decision whether to hold a JPOIG employee responsible for any repair and/or replacement cost of a lost, stolen, or damaged IT equipment will be made by the Inspector General on a case by case basis, taking into account all of the circumstances.
11. I agree to abide by the IT security, confidentiality and use policies of the Parish and the JPOIG.
12. I agree that I will return all of the equipment listed above to the Inspector General's Office prior to leaving my employment with the Office or as requested by the Office. I understand that failure to return the equipment as required will result in a payroll deduction for the cost of replacement.

Inspector General's Office employee

Supervisor

Signature

Date

Signature

Date

Returned

Signature

Date

Signature

Date

APP # 2.9

JPOIG PROPERTY (Reserved)

IDENTIFICATION CARD AND ACCESS PRIVILEGES

I. Introduction

The JPOIG possesses investigative powers and privileges appurtenant to a law enforcement agency as a matter of state and local law.²⁹ With these powers and privileges, JPOIG employees have a concomitant obligation to accurately represent and identify themselves as JPOIG employees. Employees are issued an identification card and, in connection therewith, are given access to places and things in the course and scope of fulfilling official job duties for JPOIG. This credential is to be used only in connection with official duties.

II. Purpose

The purpose of this policy is to ensure that employee identification and access card(s) and are appropriately secured and used only in connection with official JPOIG duties.

III. Policy

- A. Employees will be issued a Parish JPOIG Identification Card at the time of employment that includes the employee's photograph. Employees shall possess and display the identification card whenever the employee is in the course, scope or performance of assigned duties, tasks and responsibilities, except whenever the display of such may be adverse to the conduct of a specific duty or task or may pose a risk to the safety of an employee.
- B. Employee identification cards shall be displayed in a manner which facilitates easy viewing and ready recognition especially during the course, scope and performance of duty which necessitates the interaction with any non-employee of the Parish.
- C. Identification Cards, uses
 - 1. JPOIG identification cards may be used only by the person to whom it has been issued and only for authorized official use. Authorized official use includes, but is not limited to: identification at an interview, identification during surveillance, or to gain access to government facilities for the purpose of conducting official JPOIG business.
 - 2. Possession of a JPOIG identification card does not connote law enforcement or peace officer status or authority and does not constitute authority to carry firearms, notwithstanding any designation under state and local law.
 - 3. Employees shall not alter or change the identification card issued in any way including, but not limited to, affixing any unauthorized item or writing to it.

²⁹ La.R.S. 33:9612

4. Identification cards shall be kept secure, and shall not be maintained with key cards or other identification.

D. Identification cards, misuse

1. Employees shall not use or permit the use of their employee identification card or title to directly, or indirectly, participate in or allow any form of solicitation or demand wherein use is made of official position without proper authorization;
2. Employees shall not use or permit the use of their identification card or title for personal or financial gain or for the benefit of an individual or group of individuals;³⁰
3. Employees shall not display or use their identification card or otherwise use title to avoid consequences of an unlawful act;
4. Employees shall not display identification cards at a place of business in order to gain access at a reduced cost or no cost, or to receive any other privilege not available to the general public;
5. Employees shall not display identification card for personal reasons or when use of civilian identification card is required or appropriate.
6. Employees shall take all reasonable measures to secure or maintain control of identification card;
7. The misuse or unauthorized use of identification card or JPOIG credentials will result in discipline up to and including immediate discharge from employment.

E. Identification card, loss or theft

1. Employees shall make all reasonable efforts to prevent theft or loss of JPOIG identification card.
2. Employee shall promptly give written notice to Deputy Inspector General of Investigations of loss or theft of identification card upon determining that it is missing or cannot be located which notice shall include a description of the circumstances surrounding the loss.
3. The Deputy Inspector General of Investigations shall verify the facts surrounding the loss and shall submit a written report to the Inspector General that includes a determination as to whether or not the loss was avoidable and/or caused by the employee's negligence.
4. The Inspector General shall determine whether or not the loss of the identification card was reasonably avoidable.

³⁰ See La.R.S. 42:1116 and 42:1117.

- a. If determined be unavoidable, a replacement identification card shall be issued to the JPOIG personnel at no cost.
 - b. If determined have been reasonably avoidable by exercise of due care, the JPOIG employee will be required to pay the replacement cost if any.
- 5. Avoidable loss credentials may be considered as grounds for disciplinary action.
 - 6. A copy of the report, determination by Inspector General, and any subsequent action will be kept in employee file. Reports may be made to outside agencies as may be appropriate.

F. Identification cards, damaged or worn

Damaged or severely worn employee identification card shall be turned into the 1st Assistant Inspector General, and a replacement will be requested.

G. Identification cards, JPOIG property

Employee identification cards are the property of the JPOIG, and employees must immediately relinquish identification card to Inspector General, or designee, upon request and/or upon termination of employment.

APP # 2.11

(RESERVED)

MOVING VIOLATIONS AND PARKING TICKETS

I. Introduction

Maintaining the public's trust is integral to JPOIG mission. Employees shall obey all motor vehicle laws, vehicle registration laws and laws related to automobile insurance.

II. Purpose

The purpose of this policy is to provide guidelines for JPOIG with regard to moving violations, civil traffic citations and parking tickets, whether or not employees are cited inside or outside of regular working hours.

III. Policy

A. Valid Louisiana Driver's License

1. Employees shall maintain a valid Louisiana driver's license at all times.
2. Employees who must maintain a valid driver's license as a condition of employment must immediately notify their direct supervisor if their license has been suspended or revoked.

B. Moving Violations

1. JPOIG employee who receives a moving violation while operating a vehicle during working hours must prepare a memorandum to supervising Deputy Inspector General explaining circumstances in which violation was received, identifying any passengers in the automobile, and employee's intent regarding resolving the citation no later than the end of work day in which violation was received.
2. JPOIG employee who receives a moving violation outside of working hours shall prepare a memorandum to supervising Deputy Inspector General explaining circumstances in which violation was received, and employee's intent regarding resolving the citation.

C. Responsibility

Employees are personally responsible for resolving any citation, whether or not such citation was received while operating a personal vehicle or one acquired or leased by JPOIG.

APP # 2.13

(RESERVED)

SECONDARY EMPLOYMENT

I. Introduction

Maintaining public trust is integral to JPOIG mission. Employees must avoid any situation, including secondary or supplemental employment, which might compromise or appear to compromise the independence, fairness or integrity of the JPOIG or to otherwise compromise or appear to compromise an employee's ability to fully perform job duties for JPOIG.

II. Purpose

The purpose of this policy is to provide guidelines and boundaries to ensure that secondary or supplemental employment outside of JPOIG does not interfere with the employee's obligations to JPOIG and performance of duties. It is further the purpose of this policy to ensure that secondary or supplemental employment does not conflict with the employee's position with the JPOIG, obligations to the JPOIG, or performance of duties associated with the JPOIG within the context of the Parish.

III. Policy

A. Definitions

1. "Secondary" or "supplement" employment includes self-employment, consulting activities, and volunteer activities that, if compensated, could be consider outside employment. Volunteer activities may include, but are not limited to, bookkeeping, accounting, legal and the like performed for a church or other non-profit

B. Limitations on secondary or supplemental employment

1. JPOIG employment shall be the employee's primary employment taking precedence over any other occupation or profession.
2. Employees shall not have any secondary or supplemental employment without the express written approval of the Inspector General.
3. Employees have an affirmative obligation to disclose any actual or intended secondary or supplemental employment prior taking the engagement.
4. Failure to disclose secondary or supplement employment may result in disciplinary action, including termination of JPOIG employment.
5. Irrespective of disclosure and/or approval, no employee shall engage in secondary or supplemental employment or otherwise receive compensation

from any person, business, entity who is a prohibited source under the Code of Governmental Ethics.³¹

6. No employee shall utilize JPOIG property or equipment in furtherance of or in connection with secondary or supplemental employment, including but not limited to vehicles, office space, computer/data processing, hardware, software, terminals, telecommunications equipment and services.
7. No employee shall engage in secondary or supplemental employment activities while on duty with JPOIG.
8. No employee shall present themselves as a JPOIG employee while engaged in secondary or supplemental employment
9. Employee may not engage in secondary or supplemental employment outside of the JPOIG in any case where:
 - a. Work schedule conflicts with or interferes with employee's ability to comply with JPOIG work schedule;
 - b. Work would impair employee's ability to safely and effectively perform duties for JPOIG;
 - c. Work tends to compromise employee's judgment or actions relative to employee's obligations to the JPOIG or otherwise cast the JPOIG in unfavorable light.

IV. Procedure

- A. Employee has affirmative obligation to disclose secondary or supplemental employment to the Inspector General, or his designee, prior to accepting the engagement. Said disclosure shall be made in the form and manner prescribed by the Inspector General.
- B. Employee shall as a condition of continued employment with JPOIG refrain from engaging in any secondary or supplemental employment if the Inspector General, or his designee, determines secondary or supplemental is contrary to the interest or mission of JPOIG
- C. Employee shall confirm receipt of decision by Inspector General in writing.
- D. Irrespective of whether secondary or supplemental employment may from time to time be approved or authorized, no employee shall have any expectation that secondary or supplemental employment is permissible or permitted.

³¹³¹ La.R.S. 42:1111 *et seq.*

PROFESSIONAL DEVELOPMENT AND EDUCATION

I. Introduction

The Office of Inspector General must collectively possess a variety of knowledge, skills and experience needed to meet departmental mission. It must ensure that staff receive appropriate training and maintain appropriate professional licensure and certification.³² The JPOIG is committed to developing the professional skills of all JPOIG employees to enhance the efficiency and effectiveness of the department.

II. Purpose

The purpose of this policy is to establish guidelines for a program of professional development and education designed to improve public service through enhanced efficiency and effectiveness of employees, to build and retain a workforce of skilled professionals, and to ensure currency and relevancy of practices.

III. Policy

A. Employee Orientation

The Parish Department of Human Resource conducts an orientation for all new Parish employees on matters relating to employee benefits; job safety; and other matters pertinent to orienting the employee with parish government employment. JPOIG employees should attend new employee orientation.

B. Mandatory Education

1. Ethics Education. Employees shall receive one hour of approved training on the Louisiana Code of Governmental Ethics.³³
2. Sexual Harassment. Employees shall receive one hour of approved sexual harassment education and training each year.³⁴
3. Licensure and proficiency. Employees shall attend and fulfill mandated continuing education necessary to maintain licensure and a proficiency level sufficient to properly perform job duties and responsibilities as set forth in or contemplated by the position.

C. Professional Development

1. In-House Training

³² AIG Standards.

³³ La.R.S. 42:1170.

³⁴ La Senate Concurrent Resolution No. 107, SLS 12RS-390.

- a. The JPOIG will provide in-house training as appropriate and feasible.
- b. Employees will be given advance notice of in-house training sessions. Attendance at these sessions is mandatory unless informed otherwise by your immediate supervisor.
- c. JPOIG employees are encouraged to develop training blocks that share their expertise; identify and propose training blocks that can be presented by other industry professionals; or submit suggestions for in-house training topics.

2. Outside Training

- a. JPOIG employees who wish to attend an outside training opportunity (regardless of the source of the training) must seek approval from supervising Deputy Inspector General.
- b. Requests for outside training must be made in writing via memorandum submitted through their immediate supervisor to the Inspector General even if there is no cost.

D. Requests and Approval for Training

1. A written request must be submitted for all training even if it is free and/or can be completed in the office, e.g., webinar, podcast, or conference call.
2. Supervisors are required to review and approve requests for training occurring out of the office or that require payment. Approval will be based on the following factors:
 - a. Benefit of the training to the JPOIG operations and mission.
 - b. Value of the training to professional development.
 - c. Relativeness to JPOIG's evolving human resource management plans.
 - d. Serve the public interest.

E. Reimbursement

Reimbursement of approved training is contingent upon availability of funding. Employee may request reimbursement for cost of training, and training costs may be reimbursed according to this policy and other relevant policies.

F. Employee Conduct

JPOIG employees who are selected for outside training must remember that they are representing the JPOIG and must conduct themselves in a professional manner. JPOIG employees are reminded to adhere to the office Confidentiality Agreement with regard to JPOIG business.

G. Follow-up

JPOIG employees attending and receiving outside training may be required to provide a summary of training either orally or in writing to JPOIG staff. Relevant training material, which is not prohibited from copying and internal use, should be made available to JPOIG employees.

VISITOR PROCEDURE

I. Introduction

The safety and security of JPOIG employees, as well as, those visiting JPOIG premises is inextricably connected to the integrity of operations of the JPOIG.

II. Purpose

The purpose of this policy is to establish guidelines for access to JPOIG premises, to establish policy regarding a visitor log and to provide for the confidentiality of such log. For purposes of this policy, JPOIG premises means that physical space utilized by JPOIG for daily operations, and any other space acquired for operations, but it shall not include common areas outside of space specifically occupied by JPOIG. This policy may be supplemented by notice posted on JPOIG premises.

III. Policy

A. Employee access

Employee access to JPOIG premises is provided and authorized by the Inspector General or the Inspector General's designee. All employees shall notify administrative staff in advance of any anticipated visitors, whenever feasible. Visitors shall be continuously escorted while on JPOIG premises and shall not be left unattended and/or monitored within JPOIG premises.

B. Visitors

Visitors for purposes of this policy does not include delivery persons, repair persons or personal guests of JPOIG employees. The JPOIG will maintain a record of visitors in accordance with the following procedure: The JPOIG visitor log shall be confidential and maintained as an official record of the JPOIG.³⁵

1. All visitors must be signed into the visitor log;
2. The logbook shall reflect the time of arrival, time of departure, and identify the JPOIG employee responsible for escorting to the visitor;
3. The log shall be maintained in such a manner as to preserve the identity of the visitor and confidentiality of the record.
4. Unless previously known to JPOIG employee, visitors are required to provide photo identification;

³⁵ JPCO 20155.10(8).

5. Visitors may not be left unescorted or monitored while on JPOIG premises. It is the responsibility of the JPOIG employee receiving the visitor to ensure that the visitor is not left unescorted while on JPOIG premises.
6. Visitors failing or refusing to cooperate with the set forth procedures shall be ordered to vacate the premise

C. Other persons

JPOIG will not maintain a record of delivery or repair persons or personal guests of employee absent facts or circumstances which dictate otherwise. When such facts and circumstances are present, the procedures set forth above for visitors shall be followed.

ACCESSING PARISH INFORMATION AND DOCUMENTS BY THE JPOIG

I. Introduction

The JPOIG shall have access to all records, information, data, reports, plans, projections, matters, contracts, memoranda, correspondence, audits, reviews, recommendations, and any other material of the parish council, office the parish president, all parish departments, agencies, boards, and commissions.³⁶

II. Purpose

The purpose of this policy is to set forth general protocols and procedures for accessing parish records, information, data, reports and the like by the JPOIG belonging to the parish council, office the parish president, all parish departments, agencies, boards, and commissions. This policy is not intended to address routine requests for administrative business of the JPOIG.

III. Policy

- A. Access to parish records, information, data, reports and the like by the JPOIG shall be for active audits, investigations, and performance reviews only by the JPOIG.
- B. Any parish record, information, data, report and the like obtained or retrieved by the JPOIG shall be maintained and retained by the JPOIG in accordance with applicable local, state or federal law.
- C. Parish records, information, data, reports and the like may only be accessed by a JPOIG employee acting pursuant to authorized audit, investigation or performance review activities.
- D. Parish records, information, data, reports and the like may only be used or referenced by the JPOIG in a report or written recommendation as permitted or not otherwise prohibited by local, state, or federal law.

³⁶ JPCO §20155.10(12)

IV. Procedure

A. Cooperation with the JPOIG

Parish officials, employees, commissioners and board members shall cooperate with the JPOIG in any audit, investigation or performance review.³⁷

B. Authorization and Record of Authorizations

1. Inspector General or Inspector General's designee shall authorize access and retrieval of parish records, information, data, and reports by JPOIG employees. Authorization to access records is provided concurrent with assignment of case number and as otherwise specified below.
2. Authorizations shall reference an active audit, investigation or performance review. Records of authorizations shall be maintained by the JPOIG.

C. Access to parish records, information, data, reports and the like, generally

1. Requests for parish records, information, data, reports and the like may be via electronic mail, written, or verbal. Absent exigent circumstances, reasonable notice will be provided of needed parish records, information data, reports and the like. When exigent circumstances present, access to records, information, data, reports and the like must be provided to JPOIG upon request.
2. Copies of records shall be the preferred method of obtaining records, information, data reports and the like shall. Review of original records may be required.
3. Upon determination by JPOIG employee that original document is integrally related to active audit, investigation or performance review, JPOIG shall be provided the original parish record, information, data, reports and the like but shall provide the custodian a copy until such time as the original may be returned. Receipt for originals shall be provided to custodian.

D. Access to electronic data (other than e-mails). Data which is stored electronically can present unique considerations. The proper method of retrieval is dependent on the role the data will serve i.e. background information or direct evidence of wrongdoing. While the decision is ultimately made by the auditor or investigator in conjunction with their respective supervision the following options should be considered.

1. Removal and retention in evidence of computers and/or hard drives.

³⁷ JPCO §2-155.10(19)

2. Data copied directly from the storage source by JPOIG employees, or designees, utilizing only JPOIG approved storage media and devices.
3. Data copied onto common media (may be provided by the JPOIG) by the representative of department responsible for the data.
4. Data is forwarded to the JPOIG in electronic format via email.

E. Access to parish e mails

1. Authorized JPOIG Personnel: The Inspector General or his designee shall coordinate the creation of the necessary training and account set-up to permit login and access to the Parish archival e-mail system with the Director of the Jefferson Parish EIS and designated staff and contractors. Only staff who have been provided with a system orientation and unique passwords are permitted to access the system.
2. Approval Process: Written approval is required by authorized OIG staff prior to accessing the Parish archival e-mail system in accordance with the following procedure:
 - a. The tracking number of the open investigation, audit, inspection or performance review.
 - b. The parameters of the queries to be run and the nexus between those parameters and the inquiry.
3. Recovery of Data: Authorized and approved OIG staff shall follow the procedures set forth below in recovering data from the Parish archival e-mail system:
 - a. OIG staff shall run the approved queries and review returns as deemed appropriate.
 - b. Any data determined to be potentially relevant to the case, including complete query responses, may be saved to an authorized JPOIG electronic storage for transportation purposes only.
 - c. The data shall be transferred to the OIG secure server within the folder designated for the specific case or within the case management system once the system is in place. Once recovered data may be viewed on a standalone terminal within the OIG. This terminal shall not be connected to the Parish or the internet.

4. Use of Data: Archival data recovered via this process must carefully reviewed to ensure that confidential information and/or attorney-client privileged information is handled in accordance with the lawful restrictions on that data.

F. Confidentiality and Privilege

1. All records of the JPOIG are exempt from public disclosure and shall be considered confidential, unless disclosure is required of the inspector general in the performance of official duties.
2. Communications, including legal communications, which are confidential or otherwise private shall be kept confidential except as otherwise provided or permitted by local, state or federal law.
3. JPOIG employees shall not disclose any information which may reasonably be considered confidential, privilege or otherwise protected, nor shall such information be referenced in a report, absent a specific review and determination by the 1st Assistant Inspector General the appropriateness of the use of information.

- G. JPOIG employees should direct any questions about this policy to their direct supervisor.

REQUESTS FOR INFORMATION OR DOCUMENTS TO THE JPOIG

I. Introduction

The confidentiality mandated by the JPOIG Ordinance and the nature of our mission, requires strict monitoring of information disclosure to outside entities. JPOIG personnel are obligated to maintain the confidentiality of investigative activity and information.

II. Purpose

The purpose of this policy is to establish a procedure for responding to requests from outside entities seeking documents or information gathered or maintained by the JPOIG.

III. Policy

The JPOIG may receive requests for information from several sources, including but not limited to:

- Persons involved in investigations (complainants, subjects, or witnesses),
- the general public through Freedom of Information Act requests,
- Subpoenas/court orders, media inquiries or from attorneys representing the Parish for cases in litigation.

Any questions regarding requests for records, information, materials or documents, should immediately be forwarded to the 1st Assistant Inspector General.

A. Requests by Persons/Entities involved in an Investigation

1. All requests for information or documents about an investigation by persons or entities involved in an investigation must be made in writing.
2. There is no special form and any written request that is legible should be accepted and directed as soon as possible to the 1st Assistant Inspector General.

B. Requests for public record, Louisiana Public Records Act

1. Louisiana Public Records Act generally permits access to *certain* public records. Requests for public records should be directed to:

**JEFFERSON PARISH OFFICE OF INSPECTOR GENERAL
5401 JEFFERSON HIGHWAY, SUITE C
JEFFERSON, LA 70123**

2. Requests received via email must be forwarded to the 1st Assistant Inspector General
3. Processing a written request for information
 - a. Requests for public documents or records must be date stamped or otherwise indicate the date and time of receipt on the request.
 - b. The 1st Assistant Inspector General shall maintain a log of public record requests and responses.
 - c. Every reasonable effort will be made to ensure compliance with the applicable provisions of the law.

C. Subpoenas or Court Orders

Subpoenas are official demands for testimony or information and can be issued by administrative bodies, prosecuting agencies or courts.

1. Service of Subpoena
 - a. JPOIG personnel are not authorized to accept a subpoena that is specifically directed to another JPOIG employee without prior approval of the Inspector General or the 1st Assistant Inspector General.
 - b. Subpoenas directed generally toward the JPOIG or Custodian of Records may be accepted by any JPOIG personnel.
2. Receipt of Subpoena/Court Order

All subpoenas and court orders must be forwarded to the 1st Assistant Inspector General as soon as they are received.

D. Media Inquiries

1. All requests for information from the news media must be immediately referred to the 1st Assistant Inspector General and/or the Inspector General.
2. JPOIG personnel are prohibited from contact with the media without the express prior consent of the Inspector General.

E. Requests from the Parish Attorney or outside counsel

1. All requests for information or documents must be forwarded to the 1st Assistant Inspector General.
2. No information may be released without review and approval from the Inspector General or 1st Assistant Inspector General.

F. Requests from Outside Law Enforcement Entities

All requests for information or documents should be forwarded to the 1st Assistant Inspector General for evaluation prior to release.

G. Informal requests for non-investigative documents or information.

JPOIG personnel must consult their immediate supervisor prior to releasing any non-investigative information or documents to ensure that such release will not adversely impact an investigation or other matter.