



Jefferson Parish Office of Inspector General



Inspector General Report

January 2024

Kim Raines Chatelain, Inspector General

**INSPECTOR GENERAL REPORT
TO THE ETHICS AND COMPLIANCE COMMISSION
Wednesday, January 17, 2024**

I. JPOIG Operations

A. Budget

1. Budget to actual report through 4th Quarter. *See attached.*

B. Compliance

1. Completed staff evaluation for Jim Mitchell per JPOIG policy.
2. Letter requesting Peer Review by Association of Inspectors General has been made. Peer Review to be scheduled per availability of AIG at an agreed upon date this year.
3. UPDATE: Status of proposed amendments to the Inspector General ordinance, presentation of Digest and proposed motion provided to Council.

C. Procurement

None.

D. Recruitment and retention

Outstanding offer and acceptance to new Auditor.



E. Professional Development

None.

II. JPOIG Reports

JPOIG	Type	Description	Draft(s)	Published
#2018-0013	Investigation	Lafitte-Crown-Barataria VFC Full-time Residents of Fire Stations	10/18/2023	01/11/2024
#2022-0024	Audit	Marrero Harvey VFC	10/17/2023	01/18/2024
#2022-2029		Live Oak VFC	11/20/2023	01/24/2024



January 11, 2024

Why We Did This Investigation

We received an anonymous TIP that families, adults, and children, were living at Lafitte/Barataria/Crown Point Volunteer Fire Company (LBCP VFC) fire stations. Relatedly, the JPOIG investigated whether individuals, and specifically volunteers and family members, have been identifying fire stations as personal residences or otherwise indicating occupancy for personal purposes. The scope period of the investigation was 01/01/2020 through 12/31/2022.

What We Recommend

- The LBCP VFC should cease the practice of permitting individuals to reside full-time at the fire stations; and
- The LBCP VFC should cease any practice, if such exists, of permitting firefighters' children to visit firefighters at the stations for prolonged visits or overnight.
- The LBCP VFC and the Parish should review property holdings to ensure that all immovable property is properly titled per the CEA, Section 1, Paragraph 2 (d).

What We Found

The JPOIG's investigation revealed the following:

- ❖ The JPOIG substantiated allegations that some LBCP VFC employees and/or volunteers were living at fire stations full-time.
- ❖ The JPOIG further substantiated that some LBCP VFC employees and/or volunteers have identified fire stations as personal residences.
- ❖ The JPOIG was unable to substantiate the allegation that children were living at fire stations.

The LBCP VFC is a non-profit located within Jefferson Parish's Fire Protection District No. 4 which is situated on the West Bank. District No. 4 generates approximately \$773,000 a year in tax revenue for fire prevention and suppression. The primary source of the operating dollars for the LBCP VFC come from these tax dollars which the Parish pays to the LBCP VFC under the terms of a contract. The LBCP VFC occupies fire stations which are owned by the Parish and/or supported with public funds.

The JPOIG interviewed Chief Linton Duet, Fire Chief of the LBCP VFC who confirmed that individuals were either currently living full-time at the fire stations (they do not have a permanent residence other than the fire station), or had done so in the past. Of the individuals identified by Chief Duet as living full-time at the station, nine were "volunteers."

Information provided by Chief Duet was confirmed through a combination of payroll records, fire fighter rosters, and other public records. Voter registration records, court records, and bankruptcy records confirmed paid and/or volunteer firefighters claimed a station address as their permanent residence, and one fireperson registered the station as a business address with the Louisiana Secretary of State.

The Parish, through the Parish President, responded that "full time residency comports with LBCP obligations" under its contract with the Parish, but the response fails to articulate, relate, or quantify the value gained. The response also disagrees with the facts confirmed by Chief Duet and the JPOIG contending "only one (1) resident operator resides at a District station, (specifically) Station No. 41."

Visit us at: www.JPOIG.net



[Twitter.com/JPOIG](https://twitter.com/JPOIG)

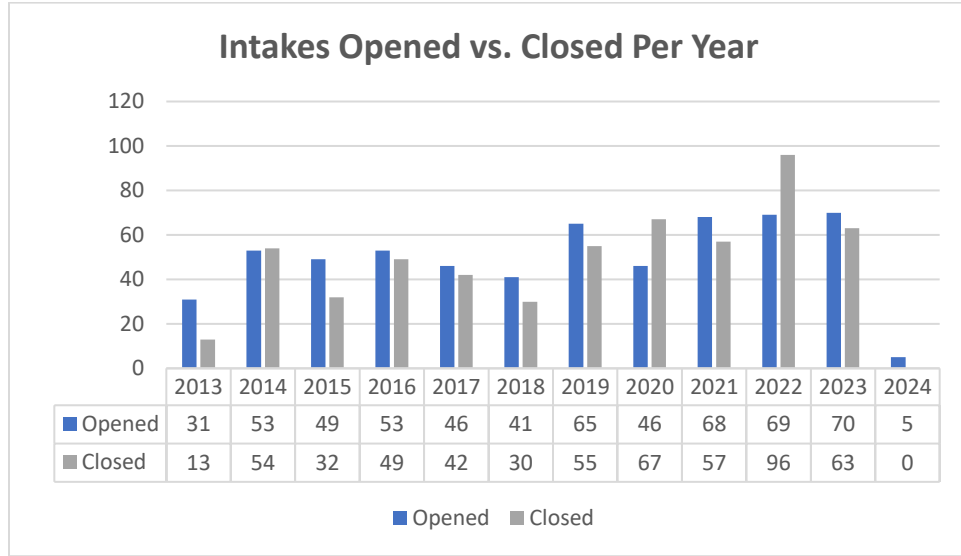


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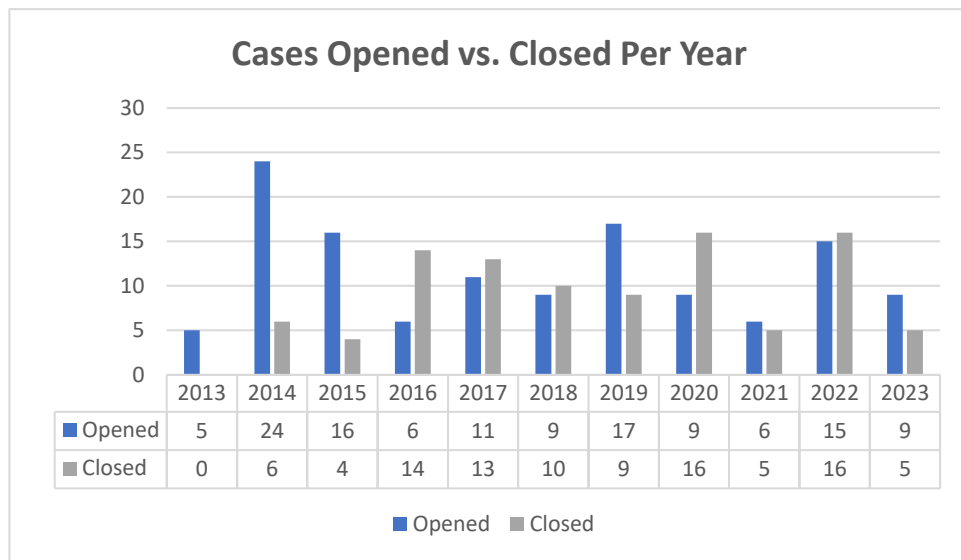


LinkedIn.com/Company/JPOIG

III. Milestones



11/13/2023 - 1/11/2024				
Intakes Opened	Date Complaint was Received		Intakes Closed	Date Intake was Closed
2023-000000064	11/15/2023		2023-000000019	11/15/2023
2023-000000065	11/20/2023		2023-000000025	12/28/2023
2023-000000066	12/6/2023		2023-000000060	11/15/2023
2023-000000067	12/6/2023		2023-000000061	11/15/2023
2023-000000068	12/7/2023		2023-000000069	12/28/2023
2023-000000069	12/8/2023			
2023-000000070	12/20/2023			
2024-000000001	1/1/2024			
2024-000000002	1/3/2024			
2024-000000003	1/3/2024			
2024-000000004	1/4/2024			
2024-000000005	1/10/2024			
Cases Opened	Date Case was Opened		Cases Closed	Date Case was Closed
			2022-000000038	12/28/2023



IV. Audits

JPOIG #	Description	Planning	Field Work	Report/ Review	Draft Report	Non-Parish Draft	Public
<i>Follow-up Audits</i>							
<i>Audits</i>							
2022-0024	Live Oak VFC						
2022-2029	Marrero Harvey VFC						
2023-0006	East Bank Consolidated Fire (Payroll-Sick Leave)						
<i>Examination/Review</i>							
2024-0001	Jefferson Facilities, Inc. and Jefferson Redevelopment, Inc.						

V. Evaluations/Inspections

JPOIG #	Description	Planning	Field Work	Report/ Review	Draft Report	Non-Parish Draft	Public
2021-0019	VFC and EBCFC Drug Policies and Testing						
2022-0020	Personnel: Classified Service						

VI. Investigations

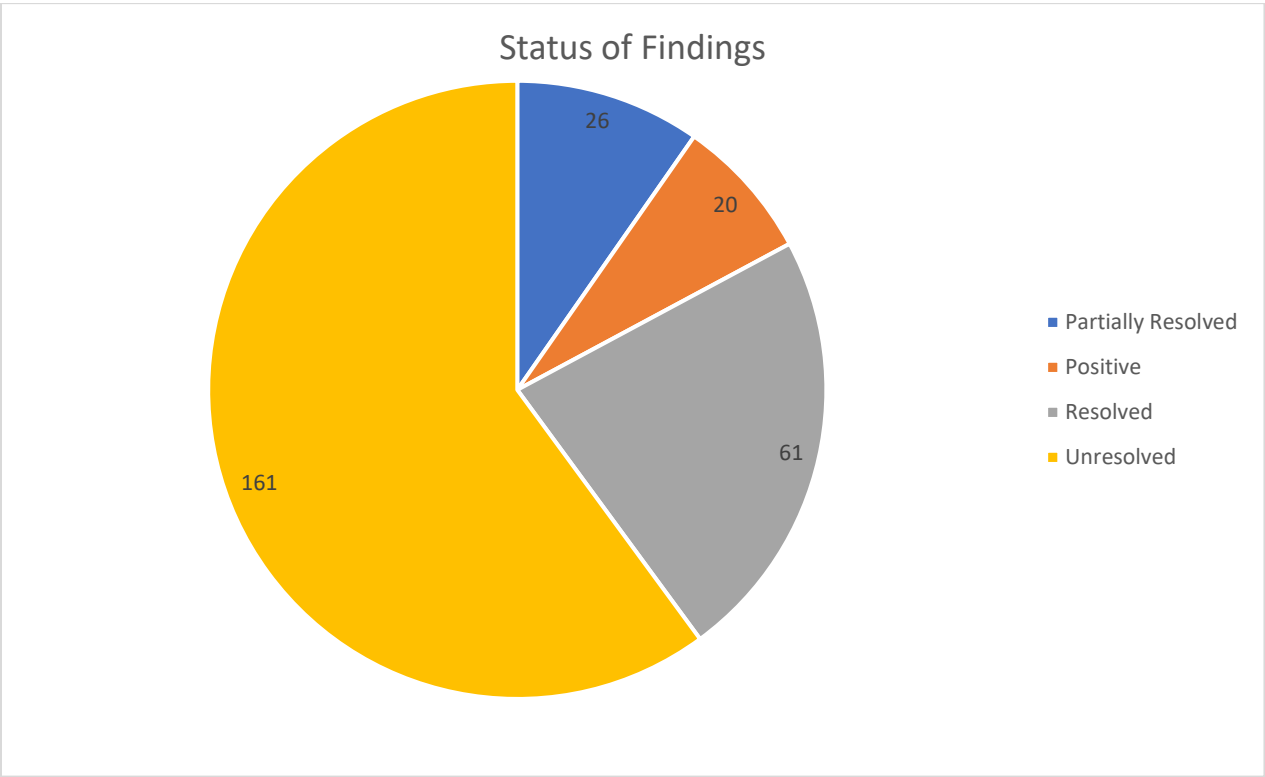
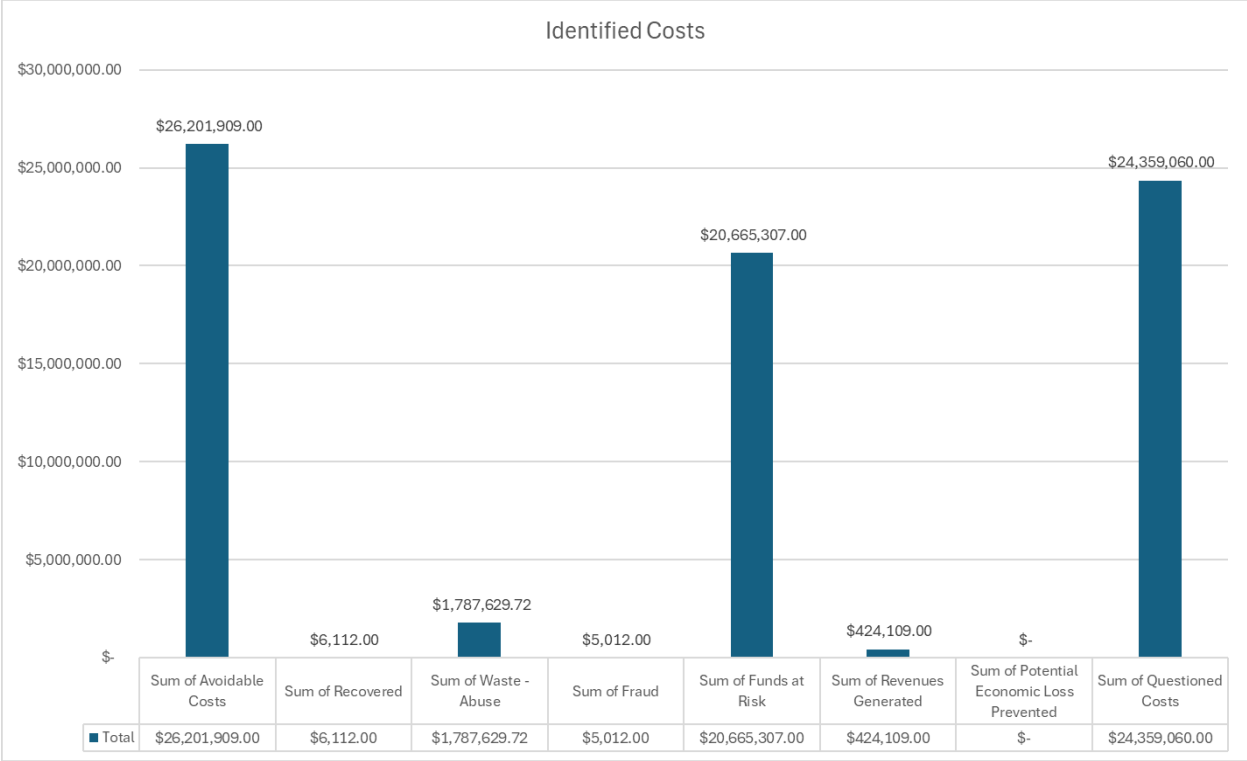
Investigations (As of 1/11/2024)	
Open Intakes:	38
Open Cases:	22

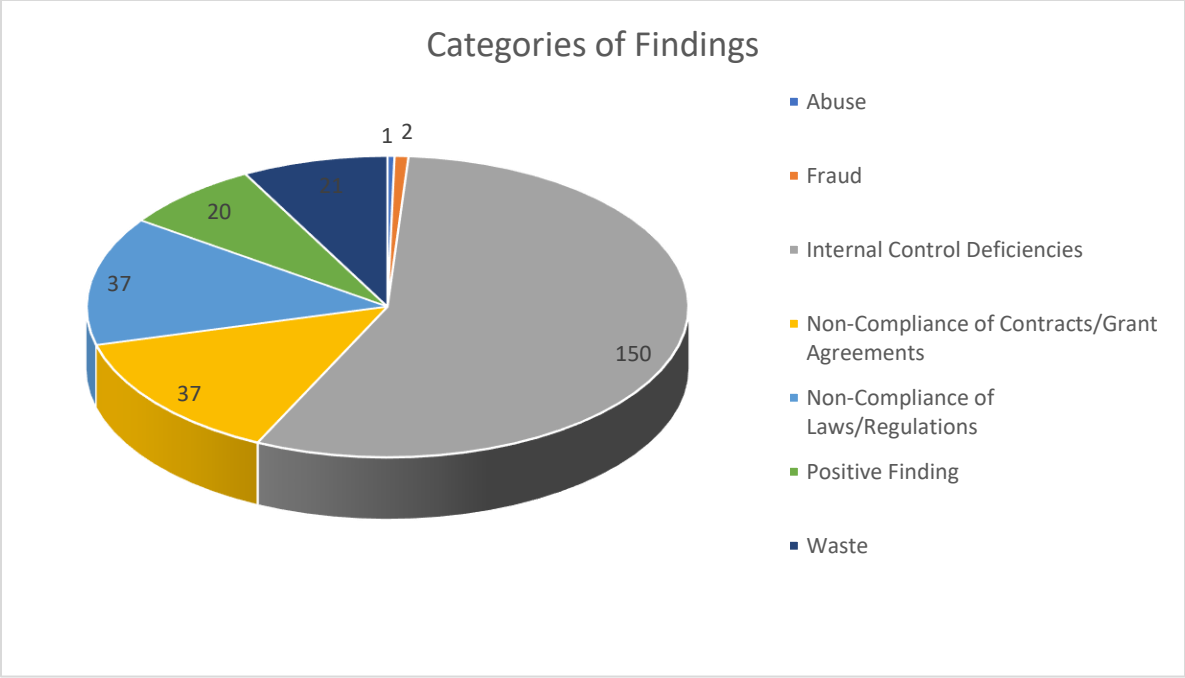
VII. Implementation of Recommendations/Findings Tracker

Previously, we reported that we will be deploying a Findings Tracker. Deploying as a Findings Tracker is our best option for capturing important historical data, while focusing on resolution of Findings going forward. We are in our final stages of integrating and validating data which has been related to individual cases in our Case Management System and validated across the following fields:

- Individual findings
- Status of individual findings
- Costs association with individual findings
- Individual recommendations
- Total recommendations per case
- Total responses per case
- Total costs associated per case

Below are sample charts depicting how this data can be shared with the public. We hope to have this ready to deploy in the first half of 2024.





VIII. Public outreach and engagement

JEFFERSON PARISH

Jefferson Parish volunteer firefighters found to be living at firehouses, investigators say

by: Yassin Garaad
Posted: Jan 11, 2024 / 10:36 AM CST
Updated: Jan 11, 2024 / 10:36 AM CST

SHARE    

JEFFERSON PARISH, La. (WGNO) — An investigation alleges that volunteer firefighters within Jefferson Parish's Fire Protection District No.4 have been living in firehouses.

Jefferson Parish Inspector General Kim Raines released the findings on Wednesday, Jan. 11. of an investigation that found nine full-time volunteers using fire stations as their permanent residence.

[Claiborne Avenue Bridge closed due to police activity](#) ➤

After receiving an anonymous tip, Raines investigated Lafitte-Barataria-Crown Point Volunteer Fire Company fire stations.




Jefferson OIG investigates after tip families were living at volunteer fire depts.



By FOX 8 Staff
Published: Jan. 11, 2024 at 7:11 AM CST | Updated: 1 hour ago
   

IX. Social Media

The status for social media is presented below for the period 11/13/2023-1/11/2024.

Social Media Platform	Engagement (since 5/15/2023)
Facebook 706 Total Followers 	<ul style="list-style-type: none">• Gained 14 Followers• 13 Posts/Re-Posts• Reached a total of 2,503 viewers across app posts• Page Visits: 847
Twitter 119 Total Followers 	<ul style="list-style-type: none">• Gained 4 Followers• 9 Tweets• 312 Tweet Impressions• 33 Engagements
Linked-In 280 Total Followers 	<ul style="list-style-type: none">• Gained 21 Followers• 10 Posts/Reposts• 2,002 Post Impressions

Attachment A

4th Quarter Budget to Actual



2023 JPOIG BUDGET- Department 3562 - Office of Inspector General

Class	Account#	Account Desc	2023 Amended Budget	2023 First Quarter YTD	2023 Second Quarter YTD	2023 Third Quarter YTD	2023 Fourth Quarter YTD	% Used	2023 Amended Budget less YTD expense balance
69 - PerSer/Bf	7011	ADMINISTRATIVE SALARIES	904,731.00	210,527.85	395,364.90	620,764.88	822,825.14	91%	81,905.86
69 - PerSer/Bf	7011.3	ADMINISTRATIVE COMP	0.00	0.00	0.00	0.00	0.00	0%	0.00
69 - PerSer/Bf	7031	ACC LEAVE	0.00	0.00	0.00	0.00	0.00	0%	0.00
69 - PerSer/Bf	7033	EXPENSE ALLOWANCES	43,950.00	10,725.00	22,353.75	34,395.00	47,261.25	108%	(3,311.25)
70 - PerSer/Bf	7110.1	MEDICARE	13,435.00	3,117.63	5,873.92	9,222.65	12,261.03	91%	1,173.97
70 - PerSer/Bf	7110.2	FICA	0.00	0.00	0.00	173.87	305.10		(305.10)
70 - PerSer/Bf	7121.1	J P EMPLOYEES' RETIRE SYS	1,761.00	421.29	795.38	1,247.50	1,659.10	94%	101.90
70 - PerSer/Bf	7122.1	PAROCHIAL EMPLOYEES' RET	96,673.00	21,805.49	40,957.44	64,092.68	84,977.47	88%	11,695.53
70 - PerSer/Bf	7131.1	HEALTH-CURRENT EMPLOYEES	66,680.00	11,778.84	23,557.68	36,645.28	50,714.45	76%	15,965.55
70 - PerSer/Bf	7132.1	LIFE-CURRENT EMPLOYEES	1,323.00	300.24	605.49	922.15	1,258.42	95%	64.58
70 - PerSer/Bf	7133	PENSION FACTOR	2,098.00	472.92	888.29	1,390.04	1,842.95	88%	255.05
70 - PerSer/Bf	7134	POST EMPLOYEE BENEFITS	11,397.00	0.00	0.00	0.00	11,397.00	100%	0.00
70 - PerSer/Bf	7136	EMPLOYEE BENEFITS	195.00	55.25	113.75	172.25	230.75	118%	(35.75)
70 - PerSer/Bf	7140	UNEMPLOYMENT INSURANCE	463.00	110.87	209.34	328.34	436.63	94%	26.37
70 - PerSer/Bf	7150	WORKMEN'S COMPENSATION	0.00	0.00	0.00	0.00	0.00	0%	0.00
70 - PerSer/Bf	7161	TENURE PAYMENTS	180.00	0.00	0.00	0.00	1,255.00	697%	(1,075.00)
71 - PerSer/Oth	7022	CONTRACT PERSONNEL	0.00	0.00	0.00	0.00	0.00	0%	0.00
71 - PerSer/Oth	7163.1	PHYSICALS	450.00	60.00	60.00	120.00	280.00	62%	170.00
71 - PerSer/Oth	7163.2	DRUG TESTS	150.00	44.15	44.15	100.55	113.55	76%	36.45
72 - Supplies	7210	OFFICE SUPPLIES	5,482.00	444.80	1,268.94	3,494.02	4,506.54	82%	975.46
72 - Supplies	7211	POSTAGE	500.00	44.98	89.96	134.94	247.39	59%	207.63
72 - Supplies	7212	DUES & SUBSCRIPTIONS	22,000.00	4,731.92	9,944.45	13,955.23	21,530.31	98%	469.69
72 - Supplies	7214.1	PC SOFTWARE	5,000.00	0.00	0.00	1,091.40	2,305.90	46%	2,694.10
72 - Supplies	7214.2	ACCESSORIES	0.00	0.00	0.00	0.00	0.00	0%	0.00
73 - Prof/Tech	7311	INDIRECT COSTS	17,132.00	4,283.01	8,566.02	12,849.03	14,276.70	83%	2,855.30
73 - Prof/Tech	7312.1	ASSESSOR'S OFFICE	782.00	213.27	426.54	639.81	710.90	91%	71.10
73 - Prof/Tech	7312.2	SHERIFF'S OFFICE	776.00	211.65	423.30	634.95	705.50	91%	70.50
74 - Prof/Tech	7321	ATTORNEYS FEES	31,000.00	0.00	5,072.50	13,032.50	28,358.00	92%	2,642.00
73 - Prof/Tech	7331	PROFESSIONAL SERVICES	115,406.00	26,427.56	60,744.45	107,810.37	114,974.68	97%	3,423.52
73 - Prof/Tech	7332.1	COMPUTER SERVICE	9,498.00	2,590.35	5,180.70	7,771.05	8,634.50	91%	863.50
74 - Serv/Prop	7431.1	BUILDINGS & STRUCTURE	2,000.00	0.00	0.00	327.80	887.80	44%	1,112.20
74 - Serv/Prop	7442	BUILDINGS	100,000.00	24,672.00	49,344.00	74,016.00	98,688.00	99%	1,312.00
74 - Serv/Prop	7445	OFFICE EQUIPMENT RENTAL	5,000.00	995.11	2,024.51	2,959.34	3,942.45	80%	1,001.41
75 - Other Serv	7512.4	CENTRAL TELEPHONE SERVICE	659.00	315.50	411.22	443.95	443.95	67%	215.05
75 - Other Serv	7513	DATA LINES	1,000.00	240.32	480.50	640.58	787.84	79%	212.16
75 - Other Serv	7517	INTERNET ACCESS SERVICE	0.00	0.00	0.00	0.00	0.00	0%	0.00
75 - Other Serv	7531	INSURANCE	0.00	0.00	0.00	0.00	0.00	0%	0.00
75 - Other Serv	7532	INSURANCE POLICIES	13,000.00	7,938.00	6,269.40	11,724.40	11,724.40	90%	1,275.60
75 - Other Serv	7540	ADVERTISING	1,000.00	0.00	0.00	0.00	0.00	0%	1,000.00
75 - Other Serv	7551	CENTRAL PRINTING CHARGE	500.00	0.00	0.00	43.00	43.00	9%	457.00
75 - Other Serv	7562.1	AUTOMOBILE EXPENSES	0.00	0.00	0.00	0.00	0.00	0%	0.00
75 - Other Serv	7562.3	TRAINING AND TRAVEL COSTS	18,000.00	1,464.00	3,183.75	7,683.75	15,053.86	84%	2,946.14
75 - Gen'l Exp	7693	ELECTION EXPENSES	0.00	0.00	0.00	0.00	0.00	0%	0.00
76 - Gen'l Exp	7699.9	OTHER MISCELLANEOUS EXP	3,700.00	0.00	0.00	0.00	3,193.00	86%	507.00
77 - Cap Outlay	7743	OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0%	0.00
77 - Cap Outlay	7744	FURNITURE & FIXTURES	3,500.00	0.00	0.00	2,119.84	2,119.84	61%	1,380.16
77 - Cap Outlay	7746	COMPUTER EQUIPMENT	12,000.00	0.00	0.00	10,476.28	10,476.28	87%	1,523.72
77 - Cap Outlay	7748	VIDEO & AUDIO EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0%	0.00
TOTAL Office of Inspector General			1,511,421.00	333,992.00	644,254.33	1,041,423.43	1,380,428.68	91%	133,883.40

Attachment B

Proposed Amendment to JPCO 2-155.10



Sec. 2-155.10. Office of inspector general.

1. Inspector General Qualifications

PRESENT LAW:

(3) *Appointment.*

- (g) Highly qualified candidates, in addition to the minimal qualifications contained in this section, shall be a person who:
1. Has managed and completed complex investigations involving allegations of fraud, waste, abuse, illegal acts, theft, public corruption, deception and conspiracy;
 2. Has demonstrated the ability to work with local, state and federal law enforcement agencies and the judiciary; and/ or
 3. Has an advanced degree in law, accounting, public administration, or other relevant field; ;

PROPOSED LAW:

(3) *Appointment*

4. Has been certified as an inspector general, to include inspector general investigator, auditor, or evaluator by the Association of Inspectors General (AIG) or the Council of the Inspectors General on Integrity and Efficiency (CIGIE).

EFFECT OF PROPOSED LAW:

New language clarifies that "highly qualified" candidates possess certifications of inspectors general by the national Association of Inspectors General (AIG) or federal association of Council of the Inspectors General (CIGE). Adds CIGE as recognized entity for certifications. AIG is a non-profit, national association of inspectors general which provides training and resources to support the inspector general community within local, state, and federal government, and the military. CIGIE is an independent entity within the federal government which provides training opportunities and resources to support the inspector general community, primarily but not exclusively, within the federal government. Clarifies emphasis on experiences working as inspector general whether or not as the Inspector General.

IG Kim Chatelain is unaware of any opposition to this language expressed by past Council members or the Administration.

2. Inspector General Appointment

PRESENT LAW:

(3) *Appointment.*

- (h) A former or current elected official or employee of parish government may not be appointed inspector general within five (5) years following the end of such individual's period of service. Notwithstanding the foregoing restriction, employees of the office of inspector general who have served in the office for four (4) or more years may be immediately eligible for appointment to the position of inspector general. The inspector general shall hold at appointment, professional certification as a certified inspector general (CIG). Two (2) or more other professional certifications such as certified inspector general investigator (CIGI), certified inspector general auditor (CIGA), certified public accountant (CPA), certified internal auditor (CIA), certified governmental financial manager (CGFM), and certified fraud examiner (CFE) are recommended. A former or current elected official or employee of the state or its political subdivisions may not be appointed inspector general within five (5) years following that

individual's period of service. This shall not prohibit the reappointment of an inspector general currently holding the position of inspector general.

- (i) The inspector general shall not hold, nor be a candidate for, any elective office while inspector general, and no officer or employee of the office of the inspector general shall hold, or be a candidate for, any elective office while an officer or employee. The inspector general shall not hold office in any political party or political committee, nor shall he/she participate in any political campaign of any candidate for public office, nor make any campaign contribution or campaign endorsement, while inspector general. No officer or employee of the office of the inspector general shall hold office in any political party or political committee, or participate in any political campaign of any candidate for public office, or make any campaign contribution or campaign endorsement, while an officer or employee of the office of inspector general.

PROPOSED LAW:

(3) Appointment

- (h) A former or current elected official or employee of the state or its political subdivisions may not be appointed inspector general within five (5) years following that individual's period of service. Notwithstanding the foregoing restriction, employees of the office of inspector general, the state office of inspector general, or an office of inspector general of another political subdivision who have served in the any such office for four (4) or more years may be immediately eligible for appointment to the position of inspector general. ~~The inspector general shall hold at appointment, professional certification as a certified inspector general (CIG). Two (2) or more other professional certifications such as certified inspector general investigator (CIGI), certified inspector general auditor (CIGA), certified public accountant (CPA), certified internal auditor (CIA), certified governmental financial manager (CGFM), and certified fraud examiner (CFE) are recommended. A former or current elected official or employee of the state or its political subdivisions may not be appointed inspector general within five (5) years following that individual's period of service. Nothing in this section~~ This shall not prohibit the reappointment of an inspector general currently holding the position of inspector general.
- (i) The inspector general shall ~~hold at appointment,~~ obtain the professional certification as a certified inspector general (CIG) within one year of appointment. Two (2) or more other professional certifications such as certified inspector general investigator (CIGI), certified inspector general auditor (CIGA), certified public accountant (CPA), certified internal auditor (CIA), certified governmental financial manager (CGFM), and certified fraud examiner (CFE) are recommended.
- (j) The inspector general shall not hold, nor be a candidate for, any elective office while inspector general, and no officer or employee of the office of the inspector general shall hold, or be a candidate for, any elective office while an officer or employee. The inspector general shall not hold office in any political party or political committee, nor shall he/she participate in any political campaign of any candidate for public office, nor make any campaign contribution or campaign endorsement, while inspector general. No officer or employee of the office of the inspector general shall hold office in any political party or political committee, or participate in any political campaign of any candidate for public office, or make any campaign contribution or campaign endorsement, while an officer or employee of the office of inspector general.

EFFECT OF PROPOSED LAW:

New language permits employees of any office of inspector general in Louisiana to apply for position of Jefferson Parish Inspector General. It expands the potential pool of candidates for the position of Inspector General to include individuals working in the state inspector general office and the New Orleans inspector general office who possess desired certifications.

New language allows a candidate for inspector general to obtain certification as Inspector General within one year of appointment. Language requiring that candidate hold certification as Inspector General on appointment is removed.

The language which is stricken has moved to become Subparagraph (i). Former (i) has been renumbered to (j).

This amendment comports with the desires of the Ethics and Compliance Commission, who is the appointing authority for the inspector general. The Ethics and Compliance Commission, through its counsel, has expressed that requiring Certification as Inspector General upon appointment limits effect on the search of qualified applicants who are otherwise qualified and likely could achieve certification within one year of appointment.

IG Kim Chatelain is unaware of any opposition to this language expressed by past Council members or the Administration. She agrees with the wishes of the Ethics and Compliance Commission as the current language limits competition for potential candidates for the position of Inspector General, to include those with experience working as within the Inspector General community but who have not yet attained the specific certification of "Inspector General."

3. Inspector General Term of office

PRESENT LAW:

- (4) *Term of office.* The inspector general is appointed for a term of four (4) years, which term shall begin when the inspector general begins employment with the parish. One (1) subsequent four-year term may be renewed at the discretion of the appointing authority. An inspector general who has served more than one and one-half (1½) terms in two (2) consecutive terms shall not be eligible for reappointment as inspector general for the succeeding term.

PROPOSED LAW:

- (4) *Term of office.* The inspector general is appointed for a term of four (4) years., which term shall begin when the inspector general begins employment with the parish. One (1) subsequent four-year terms may be renewed at the discretion of the appointing authority. An inspector general who has served more than one and one-half (1½) terms in two (2) consecutive terms shall not be eligible for reappointment as inspector general for the succeeding term.

EFFECT OF PROPOSED LAW:

Amended language removes term limits which were added by amendment in December 2019.

JPCO 2-155.10 was originally adopted via Ordinance 24011 and provided at Sub-paragraph (4), *Term of office*:

The inspector general is appointed for a term of five years, which term shall begin when the inspector general begins employment with the parish. Subsequent four-year terms may be renewed at the discretion of the appointing authority.

The amended language returns the ordinance to its original language of four-year terms, but it eliminates the notion of an initial term of five years.

This amendment comports with the desires of the Ethics and Compliance Commission, who is the appointing authority for the inspector general. The Ethics and Compliance Commission, through its counsel, has expressed that term limits operate as a chilling effect on the search of qualified applicants who may not accept employment for a position term limited by eight years.

The proposed amendment removes a restriction. It does not preclude the Ethics and Compliance Commission from choosing to advertise the position after one or two terms if it feels it appropriate to solicit competition for the position.

IG Kim Chatelain is unaware of any opposition to this language expressed by past Council members or the Administration. The proposed amendment received questions, but no clear opposition. She takes no position on this proposed amendment beyond supporting the wishes of the Ethics and Compliance Commission.

4. Inspector General Reporting the results of inspector general findings

PRESENT LAW:

(9) *Reporting the results of inspector general findings.*

- (c) Such person or entity above, to include the person in charge of any parish department, agency, board, commission, the parish president, the parish council, or any member of the parish council or person in charge of any parish department, shall have thirty (30) working days to submit a written explanation or rebuttal of the findings before the report or recommendation is finalized, and such timely submitted written explanation or rebuttal shall be attached to the finalized report or recommendation. Such report may contain confidential information, information which would not be subject to public records request, and/or information which is subject to other agreements of confidentiality and nondisclosure, but to which the person is permitted to receive.
- (d) Such person or entity, other than those persons identified in sub-paragraph (c) above, shall receive a copy of the report after thirty (30) working days and shall have twenty (20) working days to submit a written explanation or rebuttal of the findings before the report or recommendation is finalized, and such timely submitted written explanation or rebuttal shall be attached to the finalized report or recommendation. Such report shall not contain confidential information, information which would not be subject to public records request, and/or information which is subject to other agreements of confidentiality and nondisclosure affecting the parish. "Person," for purposes of this section, does not include parish employees except as provided by subparagraph (c).

PROPOSED LAW:

(9) *Reporting the results of inspector general findings.*

- (c) Such person or entity above, to include ~~the person in charge of any parish department, agency, board, commission, the parish president, the parish council, or any member of the parish council or person in charge of any parish department,~~ any parish employee, elected official, commissioner, board member and persons or entities with programmatic or financial relationship with parish government, shall have thirty (30) ~~working~~ days to submit a written explanation or rebuttal of the findings before the report or recommendation is finalized, and such timely submitted written explanation or rebuttal shall be attached to the finalized report or recommendation. ~~Such report may contain confidential information, information which would not be subject to public records request, and/or information which is subject to other agreements of confidentiality and nondisclosure, but to which the person is permitted to receive.~~
- (d) The report and recommendations shall be considered confidential, privileged, and protected from disclosure. The report shall not be disclosed, reproduced, distributed, disseminated, in whole or in part, by any recipient until such time as the report is finalized. Unauthorized disclosure, reproduction, distribution or dissemination of reports and recommendations may be subject to review and disciplinary action by the appropriate authority. ~~Such person or entity, other than those persons identified in sub-paragraph (c) above, shall receive a copy of the report after thirty (30) working days and shall have twenty (20) working days to submit a written explanation or rebuttal of the findings before the report or recommendation is finalized, and such timely submitted written explanation or~~

~~rebuttal shall be attached to the finalized report or recommendation. Such report shall not contain confidential information, information which would not be subject to public records request, and/or information which is subject to other agreements of confidentiality and nondisclosure affecting the parish. "Person," for purposes of this section, does not include parish employees except as provided by subparagraph (c).~~

EFFECT OF PROPOSED LAW:

Amended language in Subsection (c) proposes that all recipients of a draft report receive the report at the same time. The amendment achieves: (1) the timely publication of reports once complete. Consecutive response periods for Parish and non-Parish recipients of 30 and 20 working days, respectively, delays publication and compromises timeliness of report; (2) permits the Parish to communicate openly with Non-Parish recipients to consider and/or collaborate on corrective actions, when appropriate.

Amended language Subsection (c) clarifies who is entitled to receive and comment upon Inspector General reports. Language stricken is no longer needed if amended language is adopted.

New language in Subsection (d) establishes that Draft issued by the Inspector General to subjects, who are entitled to respond, reports are confidential. Presently, neither local ordinance nor state law provides that Inspector General draft reports are confidential.¹ Recently, there have been instances where non-Parish recipients have chosen to publicly discuss the contents of Inspector General draft reports notwithstanding efforts by the office to communicate and set expectations that the integrity of the comment period anticipates that reports should be kept confidential.

IG Kim Chatelain is unaware of any opposition to this language expressed by past Council members. IG Chatelain understands the Administration does not support amending the response period from 30 working to 30 days.

IG Kim Chatelain is unaware of any opposition to this language expressed by past Council members or the Administration regarding new language clarifying that draft reports are confidential until final and published in accordance with the ordinance.

5. Inspector General Authority

PRESENT LAW:

(11) *Authority.* The office of inspector general is authorized to engage in the following specific functions:

- (y) Whenever the inspector general, in the course of an investigation, audit, inspection, or review, seeks the production of records, information, data, memoranda, correspondence, documents, computer hard drives, e-mails, instant messages, recommendations, or any other material, the inspector general shall send a written request to the department having custody of those records. The parish attorney, or a designee from the parish attorney's office, shall be copied on all such requests. In the alternative, the

¹ By way of context and information, state law provides imposes specific obligations upon offices of inspectors general and ethics board to maintain the confidentiality of records received:

Any record or information obtained by the ethics entity, ethics review board, or office of inspector general which is confidential or privileged pursuant to any other provision of law shall remain confidential or privileged, and it shall be a misdemeanor punishable by a fine of not more than two thousand dollars or imprisonment for not more than one year, or both, for the ethics entity, ethics review board, or office of inspector general or any designated staff member or any other public official, corporation, or individual to make public any such information or record. (La.R.S. 33:9614, Confidentiality of certain records).

inspector general may send the written request directly to the parish attorney or his designee to assist in obtaining the information. All such written requests and the responses thereto are confidential and shall not be disclosed by any parish department or employee to any third parties or other parish employees.

PROPOSED LAW:

- (v) ~~Whenever the inspector general, in the course of an investigation, audit, inspection, or review, seeks the production of records, information, data, memoranda, correspondence, documents, computer hard drives, e-mails, instant messages, recommendations, or any other material, the inspector general shall send a written request to the department having custody of those records. The parish attorney, or a designee from the parish attorney's office, shall be copied on all such requests. In the alternative, the inspector general may send the written request directly to the parish attorney or his designee to assist in obtaining the information. All such written requests and the responses thereto are confidential and shall not be disclosed by any parish department or employee to any third parties or other parish employees.~~

EFFECT OF PROPOSED LAW:

Strikes language added via amendment in December 2019. Ordinance 25930. The present law requires the Inspector General provide "written request" to a Parish department and/or the Parish Attorney in order to receive the production of any records, information, data, memoranda, correspondence, documents, computer hard drives, e-mails, instant messages, recommendations, or any other material.

The office operated without this added "written notice" requirement from 2011 through 2019, and since its adopting in 2019, the office has complied. The requisite has proven to impair, impede, and compromise numerous investigations and has operated to discourage cooperation from Parish employees.

JPCO 2-155.10(19) *Cooperation* provides that it "shall be the duty of every parish officer, employee, department, agency, special district, board and commission; and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the inspector general in any investigation, audit, inspection, performance review, or hearing."

The Inspector General is currently experiencing greater cooperation from entities outside of the Parish, to include vendors, contractors and/or applicants, than it is from the Parish because of this section and other companionable sections which were added via amendment in 2019. To include by way of example, the following:

1. Amicably meeting with, interviewing, and/or supporting Parish employees in the course of an audit or investigation which results in the employee identifying readily accessible information to clarify an issue which is not readily shared, irrespective of the nature of the information, because of this provision.
2. Parish employees under the supervision of the Administration awaiting "approval" from the Parish Attorney to provide information requested by the Inspector General.
3. Risk of intentional or unintentional sharing of the nature of the Inspector General request for records between and among departments and across branches of government to the detriment of the integrity and confidentiality of the audit or investigation. Currently, we have to alert the Parish Attorney, who is under the supervision of the Parish President, of records in the custody of and controlled exclusively by Council or Council employees which is inconsistent with the independent and confidential nature of the work of the office.

The proposed amendment removes the mandate that requests be written and received by the Parish Attorney. The amendment does not otherwise dictate how information will be requested or accessed by the Inspector General. As a matter of practicality, request for records and access to information will be appropriately achieved through written request *OR* verbal request directed to the Council, Council staff, Parish

President, Administrative executive staff, department directors or others depending upon the nature of the information or access needed and the nature of the specific matter, ie. be it an investigation or audit.

IG Kim Chatelain is unaware of any opposition to this language expressed by past Council members, generally as to records. She is aware of questions specifically regarding e-mails and (cell) phone records. Since this ordinance was amended in 2019, the Parish has migrated to *Office 365*. Presently, the JPOIG provides specific search terms and parameters to the Director of EIS for any emails, with a copy to the Parish Attorney per the ordinance. The JPOIG will continue to provide specific search terms and parameters to the Director of EIS for any emails. The JPOIG has not had the occasion to seek information maintained on private cell phones, but should be occasion ever arise, the JPOIG understands any such request would be governed by separate state and federal laws. The JPOIG has not had the occasion to seek cell or physical phone records for any Parish owned phone. These requests would be directed to the Director of EIS.

IG Chatelain understands the Administration does not support this proposed amendment, specifically desiring that requests be written and received by the Parish Attorney.

6. Inspector General Powers

PRESENT LAW:

- (12) *Powers.* The office of inspector general shall have access to all records, information, data, reports, plans, projections, matters, contracts, memoranda, correspondence, audits, reviews, papers, books, documents, computer hard drives, e-mails, instant messages, recommendations, and any other material of the parish council, office of the parish president, all parish departments, agencies, boards, commissions, or of any individual, partnership, corporation, or organization involved in any financial or official capacity with parish government that the inspector general deems necessary to facilitate an investigation, audit, inspection, or performance review. The inspector general shall have access to all employees of the parish. At all times the inspector general shall have access to any building or facility that is owned, operated or leased by the parish or any department, agency, board, commission, or any property held in trust to the parish.
- (a) Whenever the inspector general, in the course of an investigation, audit, or review, seeks the production of any of the records or materials listed in [subsection] 12 above, the inspector general shall send a written request to the department having custody of those records. The parish attorney, or a designee from the parish attorney's office, shall be copied on all such requests. In the alternative, the inspector general may send the written request directly to the parish attorney or his designee to assist in obtaining the information. All such written requests and the responses thereto are confidential and shall not be disclosed by any parish department or employee to any third parties or other parish employees.

PROPOSED LAW:

- (12) *Powers.* The office of inspector general shall have access to all records, information, data, reports, plans, projections, matters, contracts, memoranda, correspondence, audits, reviews, papers, books, documents, computer hard drives, e-mails, instant messages, recommendations, and any other material of the parish council, office of the parish president, all parish departments, agencies, boards, commissions, or of any individual, partnership, corporation, or organization involved in any financial or official capacity with parish government that the inspector general deems necessary to facilitate an investigation, audit, inspection, or performance review. The inspector general shall have access to all employees of the parish. At all times the inspector general shall have access to any building or facility that is owned, operated or leased by the parish or any department, agency, board, commission, or any property held in trust to the parish.
- ~~(a) Whenever the inspector general, in the course of an investigation, audit, or review, seeks the production of any of the records or materials listed in [subsection] 12 above, the inspector general shall send a written request to the department having custody of those records. The parish attorney, or a designee from the parish attorney's office, shall be copied on all such requests. In the alternative, the~~

~~inspector general may send the written request directly to the parish attorney or his designee to assist in obtaining the information. All such written requests and the responses thereto are confidential and shall not be disclosed by any parish department or employee to any third parties or other parish employees.~~

EFFECT OF PROPOSED LAW:

Strikes language added via amendment in December 2019. Ordinance 25930. For complete discussion, see Effect of Proposed Law above under Inspector General Authority)

7. Inspector General Subpoena power and access to information

PRESENT LAW:

(18) *Subpoena power and access to information.*

- (c) The inspector general may, by written request with a copy to the parish attorney or his designee, seek information, cooperation, and assistance from any parish department, agency, special district, board, or commission. Upon receipt of a request for such information, cooperation, and assistance from the inspector general, each person in charge of any parish department, agency, special district, board, or commission, or shall furnish the inspector general or his authorized representative with such information, cooperation, and assistance.

PROPOSED LAW:

- (c) The inspector general may, ~~by written request with a copy to the parish attorney or his designee, seek~~ information, cooperation, and assistance from any parish department, agency, special district, board, or commission. Upon receipt of a request for such information, cooperation, and assistance from the inspector general, each person in charge of any parish department, agency, special district, board, or commission, or shall furnish the inspector general or his authorized representative with such information, cooperation, and assistance.

EFFECT OF PROPOSED LAW:

Strikes language added via amendment in December 2019. Ordinance 25930. For complete discussion, see Effect of Proposed Law above under Inspector General Authority)

On motion of _____, the following ordinance was offered:

SUMMARY NO. 26242 ORDINANCE NO.

An ordinance amending Chapter 2 of the Code of Ordinances, Article V, relative to amending Section 2-155.10, regarding qualifications, term limits, and investigative powers of the Office of Inspector General.

WHEREAS, Section 4.09 of the Jefferson Parish Charter authorizes the Parish Council to “provide a term of office and other responsibilities and duties” of the Office of Inspector General.

THE JEFFERSON PARISH COUNCIL HEREBY ORDAINS:

SECTION 1. Section 2-155.10 of the Code of Ordinances be and is hereby amended to read as follows:

Sec. 2-155.10. - Office of inspector general.

. . .

(3) *Appointment.*

- (a) The appointing authority for the inspector general shall be the ethics and compliance commission.
- (b) The ethics and compliance commission shall convene within sixty (60) days of a vacancy in the position of inspector general to initiate the national search for the inspector general.
- (c) The appointing authority shall conduct a nationwide search to fill the position of inspector general. The appointing authority will also recommend the annual salary of the inspector general and approve the annual salary each year thereafter.
- (d) In case of a vacancy in the position of inspector general, the chairperson of the appointing authority may appoint a first assistant inspector general, deputy inspector general, or other office of inspector general management personnel as interim inspector general until such time as a successor inspector general is appointed. The appointing authority may by majority vote of all members overrule the chairperson's appointment and appoint an alternative candidate with majority approval.
- (e) The inspector general is to be selected without regard to political affiliation and on the basis of integrity, capability for strong leadership, and demonstrated ability in accounting, auditing, financial analysis, law, management analysis, public administration, investigation, criminal justice administration or other closely related fields. In addition, the inspector general should possess demonstrated knowledge, skills, abilities and experience in conducting audits, investigations, inspections, and performance reviews.
- (f) Qualified candidates for inspector general shall be a person who:
 - 1. Has at least five (5) years of experience in any one (1), or combination, of the following fields:
 - i. As an inspector general;
 - ii. As a federal law enforcement officer;
 - iii. As a federal or state court judge;
 - iv. As a licensed attorney with expertise in the areas of audit and investigation of fraud, mismanagement, waste, corruption, and abuse of power;
 - v. As a senior-level auditor or comptroller;
 - vi. Supervisory experience in an office of an inspector general or an investigative public agency similar to an office of inspector general.
 - 2. Has a four-year degree from an accredited institution of higher learning.
- (g) Highly qualified candidates, in addition to the minimal qualifications

contained in this section, shall be a person who:

1. Has managed and completed complex investigations involving allegations of fraud, waste, abuse, illegal acts, theft, public corruption, deception and conspiracy;
2. Has demonstrated the ability to work with local, state and federal law enforcement agencies and the judiciary; and/ or
3. Has an advanced degree in law, accounting, public administration, or other relevant field; ;
4. Has been certified as an inspector general, to include inspector general investigator, auditor, or evaluator by the Association of Inspectors General (AIG) or the Council of the Inspectors General on Integrity and Efficiency (CIGIE).

(h) A former or current elected official or employee of parish government may not be appointed inspector general within five (5) years following that individual's period of service. Notwithstanding the foregoing restriction, employees of the Jefferson Parish office of inspector general or an office of inspector general of another political subdivision, who have served in the office for four (4) or more years and who are otherwise qualified, may be immediately eligible for appointment to the position of inspector general. ~~The inspector general shall hold at appointment, professional certification as a certified inspector general (CIG). Two (2) or more other professional certifications such as certified inspector general investigator (CIGI), certified inspector general auditor (CIGA), certified public accountant (CPA), certified internal auditor (CIA), certified governmental financial manager (CGFM), and certified fraud examiner (CFE) are recommended. A former or current elected official or employee of the state or its political subdivisions may not be appointed inspector general within five (5) years following that individual's period of service. Nothing in this section~~ This shall not prohibit the reappointment of an inspector general currently holding the position of inspector general.

(i) The inspector general shall obtain the professional certification as a certified inspector general (CIG) within one year of appointment. Two (2) or more other professional certifications such as certified inspector general investigator (CIGI), certified inspector general auditor (CIGA), certified public accountant (CPA), certified internal auditor (CIA), certified governmental financial manager (CGFM), and certified fraud examiner (CFE) are recommended.

(† j) The inspector general shall not hold, nor be a candidate for, any elective office while inspector general, and no officer or employee of the office of the inspector general shall hold, or be a candidate for, any elective office while an officer or employee. The inspector general shall not hold office in any political party or political committee, nor shall he/she participate in any political campaign of any candidate for public office, nor make any campaign contribution or campaign endorsement, while inspector general. No officer or employee of the office of the inspector general shall hold office in any political party or political committee, or participate in any political campaign of any candidate for public office, or make any campaign contribution or campaign endorsement, while an officer or employee of the office of inspector general.

(4) *Term of office.* The inspector general is appointed for a term of four (4) years. ~~which term shall begin when the inspector general begins employment with the parish. One (1) s~~Subsequent four-year terms may be renewed at the discretion of the appointing authority. ~~An inspector general who has served more than one and one-half (1½) terms in two (2) consecutive terms shall not be eligible for reappointment as inspector general for the succeeding term.~~

. . .

- (9) *Reporting the results of inspector general findings.*
- (a) The office of inspector general shall report its recommendations and results of its findings to the ethics and compliance commission.
- (b) Prior to concluding a report or recommendation, which contains findings as to the person or entity being reported or who is the subject of the recommendation, the inspector general shall provide the affected person or entity an opportunity to respond by providing a copy of the report or recommendation. Affected person or entity may include any parish employee, elected official, commissioner, board member and persons or entities with programmatic or financial relationship with parish government Person or entity, ~~for purposes of this section,~~ shall not include a person or entity incidentally named in a report but not the person or entity being reported or who is the subject of the recommendation.
- (c) ~~Such~~ The affected person or entity ~~above,~~ include the person in charge of any parish department, agency, board, commission, the parish president, the parish council, or any member of the parish council or person in charge of any parish department, shall have thirty (30) working days to submit a written explanation or rebuttal of the findings before the report or recommendation is finalized, and such timely submitted written explanation or rebuttal shall be attached to the finalized report or recommendation. ~~Such report may contain confidential information, information which would not be subject to public records request, and/or information which is subject to other agreements of confidentiality and nondisclosure, but to which the person is permitted to receive.~~
- (d) The report and recommendations shall be considered confidential, privileged, and protected from disclosure by a person or entity given the opportunity to respond. The report shall not be disclosed, reproduced, distributed, disseminated, in whole or in part, by any person or entity until such time as the report is finalized and published. Unauthorized disclosure, reproduction, distribution or dissemination of reports and recommendations may be subject to review and disciplinary action by the appropriate authority. ~~Such person or entity, other than those persons identified in sub-paragraph (c) above, shall receive a copy of the report after thirty (30) working days and shall have twenty (20) working days to submit a written explanation or rebuttal of the findings before the report or recommendation is finalized, and such timely submitted written explanation or rebuttal shall be attached to the finalized report or recommendation. Such report shall not contain confidential information, information which would not be subject to public records request, and/or information which is subject to other agreements of confidentiality and nondisclosure affecting the parish. "Person," for purposes of this section, does not include parish employees except as provided by subparagraph (c).~~

. . .

- (11) *Authority.* The office of inspector general is authorized to engage in the following specific functions:
- (y) ~~Whenever the inspector general, in the course of an investigation, audit, inspection, or review, seeks the production of records, information, data, memoranda, correspondence, documents, computer hard drives, e-mails, instant messages, recommendations, or any other material, the inspector general shall send a written request to the department having custody of those records. The parish attorney, or a designee from the parish attorney's office, shall be copied on all such requests. In the alternative,~~

~~the inspector general may send the written request directly to the parish attorney or his designee to assist in obtaining the information. All such written requests and the responses thereto are confidential and shall not be disclosed by any parish department or employee to any third parties or other parish employees.~~

- (12) *Powers.* The office of inspector general shall have access to all records, information, data, reports, plans, projections, matters, contracts, memoranda, correspondence, audits, reviews, papers, books, documents, computer hard drives, e-mails, instant messages, recommendations, and any other material of the parish council, office of the parish president, all parish departments, agencies, boards, commissions, or of any individual, partnership, corporation, or organization involved in any financial or official capacity with parish government that the inspector general deems necessary to facilitate an investigation, audit, inspection, or performance review. The inspector general shall have access to all employees of the parish. At all times the inspector general shall have access to any building or facility that is owned, operated or leased by the parish or any department, agency, board, commission, or any property held in trust to the parish.

~~(a) Whenever the inspector general, in the course of an investigation, audit, or review, seeks the production of any of the records or materials listed in [subsection] 12 above, the inspector general shall send a written request to the department having custody of those records. The parish attorney, or a designee from the parish attorney's office, shall be copied on all such requests. In the alternative, the inspector general may send the written request directly to the parish attorney or his designee to assist in obtaining the information. All such written requests and the responses thereto are confidential and shall not be disclosed by any parish department or employee to any third parties or other parish employees.~~

. . .

- (18) *Subpoena power and access to information.*

(c) The inspector general may, ~~by written request with a copy to the parish attorney or his designee, seek~~ information, cooperation, and assistance from any parish department, agency, special district, board, or commission. Upon receipt of a request for such information, cooperation, and assistance from the inspector general, each person in charge of any parish department, agency, special district, board, or commission, or shall furnish the inspector general or his authorized representative with such information, cooperation, and assistance.

The foregoing ordinance having been submitted to a vote, the vote thereon was as follows:

YEAS: ____ **NAYS:** ____ **ABSENT:** ____

This ordinance was declared to be adopted on the ____ day of _____, 20__, and shall become effective as follows, if signed forthwith by the Parish President, ten (10) days after adoption, thereafter, upon signature by the Parish President or, if not signed by the Parish President upon expiration of the time for ordinances to be considered finally adopted without the signature of the Parish President, as provided in Section 2.07 of the Charter. If vetoed by the Parish President and subsequently approved by the Council, this Ordinance shall become effective on the day of such approval.

REPORT FRAUD, WASTE, OR ABUSE

BY INTERNET:

Visit our website at www.jpoig.net, click
"Report Waste, Fraud or Abuse"

BY PHONE:

Call our tip line at (504) 528-4444

BY MAIL:

990 N. Corporate Drive, Suite 300
Jefferson, LA 70123

IN PERSON:

Contact us at (504) 736-8962 to schedule an appointment

JPOIG Social Media



[Twitter.com/JPOIG](https://twitter.com/JPOIG)



Channel: Jefferson
Parish Office of
Inspector General



[Facebook.com/JPOIG](https://facebook.com/JPOIG)



LinkedIn.com/Company/JPOIG



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