THE CITY OF NEW YORK

HOUSING AND DEVELOPMENT ADMINISTRATION

OFFICE OF THE ADMINISTRATOR

DEPARTMENTAL MEMORANDUM

DATE: July 21

TO: All HDA Staff

FROM: Roger Starr, Administrator

SUBJECT: Reporting Incidents of Corruption and Wrongdoing

In June of 1974, I informed all HDA employees of the proper procedures to follow if they learned of any incidents involving corruption and wrongdoing.

At this time it is appropriate to re-emphasize those procedures.

"I herewith direct that all employees of HDA immediately notify the Office of the Inspector General, HDA, upon receipt of any allegation or indication of corruption or wrongdoing, either on the part of HDA personnel or within the private sector dealing with this Agency. Such notification will be carried out directly by the individual who becomes aware of corruption or wrongdoing, without discussing the particular matter with any other member of the staff of HDA.

"The employee concerned will telephone the Office of the Inspector General (566-4964 or 566-5454) and advise the investigator contacted that he has information which he wants to call to the attention of the Inspector General. He will then be governed by the instructions received from the Office of the Inspector General. Notification of the employee's supervisors and/or Department heads will be accomplished by the Office of the Inspector General. Any information mailed to the Office of the Inspector General via first-class mail or inter-office delivery should be addressed to the Inspector General, HDA, 2 Lafayette Street, New York City, NY 10007, and the envelope should be marked "CONFIDENTIAL".

"The Inspector General or his designated representative will review the information supplied and will notify the Department of Investigation in compliance with Paragraph "B" of Commissioner Scoppetta's Memorandum dated June 7, 1974.

"The Office of the Inspector General will conduct in-Agency investigation, on the referred matter, when directed to do so by the Department of Investigation, as well as investigations of complaints referred to HDA by the public and investigations developed by the Office of the Inspector General on its own initiative."

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