

Hotline Update

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**CITY OF ROANOKE
AUDIT COMMITTEE
MARCH 7, 2018**

Purpose of Hotline

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- **To Provide Open Channels of Communication**
- **To Promote a Positive Work Environment**
- **To Foster a Culture of Integrity and Ethical Decision Making**

Closed Investigations

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TYPE	ALLEGATION(S)	RESULT
Workplace Environment #17-305	<p>Employee concern about the unusual and erratic behavior of a coworker not being effectively addressed by management and risking the safety of other employees. Auditing worked in conjunction with Human Resources [HR] and departmental management in addressing the concern. We also reviewed records and surveyed employees to evaluate the authenticity of reported distress.</p> <p>Management and HR worked with the employee to assess the situation and provide resources for assistance. As the employee was exhibiting unusual behavior, an assessment was made by an outside mental health specialist who advised that the employee did not appear to pose a threat to the safety of others. Management continues to monitor the situation and provide additional resources, as needed.</p> <p>[1 report]</p>	Substantiated

Closed Investigations

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TYPE	ALLEGATION(S)	RESULT
Small Purchases #17-306	Concern that project materials were bought piecemeal to avoid competitive bidding regulations. We reviewed current contracts with and associated payments to the specified vendor. We noted that on two occasions the incorrect purchase order [PO] type was entered into the Advantage Financial System. After the first payments, each of these PO's had to be closed and new ones entered. This administrative error could make it appear as if multiple smaller agreements had been made, which was not the case. Supporting documentation was on file for all payments. (1 report)	Unsubstantiated
Theft #18-303	Concern alleging theft of personal property by a private citizen. Forwarded to Roanoke Police Department. [1 report]	Other

Closed Investigations

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TYPE	ALLEGATION(S)	RESULT
Environmental Concern #17-308	Employee concern regarding potentially improper disposal of chemicals at a City facility. Auditing contacted the City's Environmental Administrator, who then inspected the equipment referenced in the report and spoke to employees at the facility. No evidence of either equipment leakage or improper chemical disposal was identified. [1 report]	Unsubstantiated
Substance Abuse #18-304, 18-305, & 18-306	Concerns alleging illegal drug activity by private citizens. Forwarded to Roanoke Police Department. [3 reports]	Other

End of Update