


David Whitaker, Esq.
Director
Irvin Corley, Jr.
Executive Policy Manager
Marcell R. Todd, Jr.
Director, City Planning
Commission
Janese Chapman
Director, Historic Designation
Advisory Board

John Alexander
LaKisha Barclift, Esq.
Paige Blessman
M. Rory Bolger, Ph.D., FAICP
Lisa DiChiera
Eric Fazzini, AICP
Willene Green
Christopher Gulock, AICP
Derrick Headd
Marcel Hurt, Esq.

City of Detroit
CITY COUNCIL
LEGISLATIVE POLICY DIVISION
208 Coleman A. Young Municipal Center
Detroit, Michigan 48226
Phone: (313) 224-4946 Fax: (313) 224-4336

.Kimani Jeffrey
Anthony W. L. Johnson
Phillip Keller, Esq.
Edward King
Kelsey Maas
Jamie Murphy
Latawn Oden
Dolores Perales
Analine Powers, Ph.D.
W. Akilah Redmond
Rebecca Savage
Sabrina Shockley
Renee Short
Floyd Stanley
Thomas Stephens, Esq.
Timarie Szwed
Theresa Thomas
Ian Tomashik
Ashley A. Wilson

TO: Honorable City Council

FROM: David Whitaker, Director 
Legislative Policy Division

DATE: June 21, 2024

RE: **Appointment of Inspector General**

On August 19, 2024, the appointment of the City's current Inspector General (IG) will expire. Pursuant to section 7.5-302 of the 2012 Charter of the City of Detroit, the Inspector General's appointment is for a six-year term. The IG is not eligible for reappointment and may be removed for cause by a two-thirds vote of City Council members serving.

The Legislative Policy Division (LPD) has drafted a job description posting and a resolution outlining the hiring process for the appointment of a new Inspector General for your consideration. LPD suggests that a notice of the position be posted on the City's job posting site, the employment search engines utilized by the City's Human Resources Department and the Association of Inspectors General website.

City of Detroit
Human Resources Department

Title: INSPECTOR GENERAL

SUMMARY:

The Detroit City Council is seeking highly qualified applicants for the appointive position of Inspector General, established by section 7.5-301 of the 2012 Charter of the City of Detroit. The purpose of the Office of Inspector General is to ensure honesty and integrity in City government by rooting out waste, abuse, fraud, and corruption. The successful candidate will be responsible for managing the Office of Inspector General for the City of Detroit. The appointment term is six (6) years. Salary range is \$154,877 - \$222,939.

MAJOR JOB DUTIES:

The Office of Inspector General (OIG) is responsible for investigating any public servant, City agency, contractor or subcontractor providing goods and services to the City, and any person or business entity seeking contracts.

- Establish the Office of Inspector General and hire the initial staff including attorneys, investigators, and auditors, as prescribed by the City Charter;
- Be responsible for the selection, placement, promotion, training, development, discipline, and appraisal/evaluation of OIG personnel;
- Plan, organize, assign, direct, review and coordinate the activities of the OIG professional staff;
- Design, implement, and maintain fraud detection tools and procedures;
- Conduct investigations and audits where warranted based either upon complaints or well-founded suspicion of waste, abuse, fraud, or corruption;
- Review reports of suspected fraud to determine need for further investigation;
- Prepare written reports of investigation findings;
- Issue quarterly reports to the City Council and Mayor concerning results of investigations and audits undertaken by the OIG;
- Establish and maintain cooperative relationships with governmental officers and agencies;
- Coordinate investigative efforts with law enforcement officers and attorneys when necessary;
- Maintain appropriate confidentiality with respect to investigative files and proceedings;
- Directs the preparation and management of the Department's budget;
- Represents the department in public and official contacts.

QUALIFICATIONS:

- A minimum educational background of a bachelor's degree from an accredited institution of higher learning;
- At least ten (10) years of experience in any one, or combination of, the following fields:
 - a. As a federal, state, or local law enforcement officer;
 - b. As a federal, state, or local government attorney, including a public defender;
 - c. As a federal or state court judge;

- d. Progressive supervisory experience in an investigative public agency similar to an inspector general's office;
- e. Has managed and completed complex investigations involving allegations of fraud, theft, deception, and conspiracy; and
- f. Has demonstrated the ability to work with local, state, and federal law enforcement agencies and the judiciary.

KNOWLEDGE OF:

- The 2012 Charter of the City of Detroit;
- General legal requirements and obligations owed by public servants to the public, pursuant to State law;
- The City of Detroit's Ethics Ordinance, applicable policies, procedures, and standards of conduct pertaining to the ethical conduct of public servants;
- Current investigative practices, tools, and techniques used in the investigation of public corruption, waste of government assets, abuse of public trust, and fraud and self-dealing in government.

Note:

- Appointee is not eligible for reappointment after completion of term.
- Appointee shall not hold any other city, county, or state office during term and may not hold any elective city office until two (2) years after leaving position.

Appointee shall not solicit votes or raise monetary or in-kind contributions for any candidate for an elective office.

June 2024

RESOLUTION BY THE DETROIT CITY COUNCIL:

**RESOLUTION ADOPTING A PROCESS TO APPOINT
AN INSPECTOR GENERAL**

WHEREAS, The Inspector General is appointed by City Council to a six-year term (Detroit City Charter 7.5-302). The term of the current Director will expire on August 19, 2024; and

WHEREAS, City Council intends to post the position to consider qualified applicants for the appointment to a new six-year term, through adoption of a process of appointment in a fair, just, and reasonably expeditious manner; and

WHEREAS, City Council has developed a process that will allow all interested and qualified members of the community to apply for the opening. **NOW THEREFORE BE IT**

RESOLVED, That the Detroit City Council shall utilize the following process to fill the position of the Inspector General for a term of six years beginning with the appointment of the successful applicant:

1. The position will be posted electronically on employment websites, general employment websites, and through the City's internal communication network. The Legislative Policy Division (LPD) will accept applications responsive to the postings, submitted to a dedicated email address, through Friday, July 12, 2024, at 5:00 p.m.
2. Applications **must be submitted electronically** during the stated application period. **Other applications, resumes or- other materials received after the application period or through other channels will not be considered.** All persons seeking appointment shall submit a cover letter, writing sample and resume by the due date. An applicant may submit supporting documents; however, none are required; and
3. LPD shall canvas all applicants to determine that each has met the minimum qualifications for the position. LPD shall forward all qualified candidates' resumes/applications to City Council along with a list of candidates who failed to meet the qualifications with the corresponding reasons; and
4. Each Council Member may submit up to two (2) names from the qualified applicants' pool for further consideration in the interview phase of the process. The interview choices should be submitted to LPD by July 19, 2024 at 5:00 p.m. LPD shall provide a report indicating results of the submissions and a list of those who will be interviewed; and
5. All interviews shall be conducted in open session within the Committee of the Whole to be scheduled on or before July 30, 2024; and
6. Once the interviews have concluded, City Council shall, during a meeting, implement a run-off voting system to select a candidate; and **BE IT FURTHER**

RESOLVED, The Detroit City Council directs this application process be posted on the City's website and the appropriate electronic employment sites.

June 21, 2024

◀ -