

From: Center for Judicial Accountability, Inc. (CJA) <elena@judgewidth.org>
Sent: Wednesday, November 3, 2021 11:47 AM
To: 'foil@ig.ny.gov'
Cc: 'inspector.general@ig.ny.gov'; 'INTAKEUNIT'
Subject: FOIL: The Inspector General's written procedures for intake, processing, & tracking complaints
Attachments: Investigative Manual 200.00.pdf; 7-11-13-complaint-to-inspector-general-form-2pp.pdf

TO: FOIL-Records Access Officer/New York State Inspector General

The [written testimony](#) that former Inspector General Letizia Tagliaferro submitted to the Senate Committee on Ethics and Internal Governance for its August 25, 2021 hearing on “New York State’s System of Ethics Oversight and Enforcement” stated:

“The Inspector General’s Case Management Unit (CMU) is responsible for receiving and processing complaints and allegations made to the Offices of the Inspector General. The CMU fields all complaints and then reviews and processes each to determine jurisdiction. Each complaint is logged in to a centralized database and then addressed and/or investigated by investigative and legal staff. The CMU may also refer matters to other agencies as appropriate and supports the investigative work of the entire office. ...

If a specific matter falls outside of the office’s jurisdiction (i.e., a federal or local government agency), the CMU will advise the complainant of such and will make a referral to the proper entity to review their matter. Some complaints are ultimately determined to be best handled by the executive agency or authority complained of and are therefore referred to those entities to address via existing internal processes. However, even in these cases the Office of the Inspector General tracks and monitors each referral to ensure that the agency/authority responds in an appropriate manner.

...

... The CMU classifies each complaint into one of 22 categories...”

This largely repeats, *verbatim*, what is set forth in what the written testimony identifies, with hyperlinking, as “the Office for the Inspector General’s [inaugural annual report](#)” – which is the annual report for 2020.

Pursuant to FOIL (Public Officers Law Article VI), this is to request:

- (1) the Office of the Inspector General’s written procedures for intake, processing, and tracking complaints – presumably comparable to the New York City Department of Investigation’s above-attached Investigative Manual, Section 200, entitled “Complaint Intake: Opening and Tracking Procedures”, which it furnished me in response to a FOIL request;

- (2) records reflecting when the Office of the Inspector General first promulgated such written procedures for intake, processing, and tracking complaints and all subsequent modifications and refinements – and, if such promulgated procedures were not in place in July 2013, records reflecting the procedures at that time;

- (3) all records available to me pertaining to the complaint I filed with the Office of the Inspector General, *via* its website, on July 11, 2013 against the 2011 Commission on Judicial Compensation, whose seven members I identified, and against the Division of the Budget, specifying Director Robert Megna, Chief Budget Examiner Susan Knapp, and “Other High-Level Professional Staff”. The print-out I made at that time of my completed complaint form is attached – and the referred-to webpage from which the July 11, 2013 complaint is accessible is here: <http://www.judgewatch.org/web-pages/judicial-compensation/ny-inspector-general.htm>.

Thank you.

Elena Sassower, Director
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