



North Carolina
Department of Transportation
Office of Inspector General

Charter

Mission

To provide independent and objective audits, reviews, consulting and investigations to the North Carolina Department of Transportation (NCDOT) for increased accountability, oversight and the prevention and detection of fraud, waste, abuse and misconduct.

Independence

Independence and objectivity are crucial to the duties of the Office of Inspector General (OIG). To provide for organizational independence the Inspector General (IG) reports to the Secretary.

OIG professional staff shall have an impartial, unbiased attitude and avoid conflicts of interest. They shall also be free of organizational, internal and external impairments that would affect their ability to make independent, objective evaluations of the agency's operations, personnel conduct and outside vendors/contractors.

Standards

In the performance of its responsibilities, the OIG adheres to the *North Carolina Internal Audit Act*, *North Carolina Internal Audit Manual*, *NCDOT Code of Ethics*, *OIG Code of Ethics*, *Government Auditing Standards of the U.S. Government Accountability Office* and *Information Systems Audit Standards*.

Authority

The North Carolina Department of Transportation (NCDOT) OIG is established pursuant to the requirements of NC Internal Audit Act, North Carolina General Statute § 143-745. The IG and staff of the OIG are authorized to:

- Obtain the necessary assistance and cooperation of personnel in NCDOT.
- Administer oaths or affirmations and take testimony.
- Have unrestricted, free and prompt access to all functions, records, plans, documents, analyses, audits, reviews, files, contracts, memoranda, property, personnel and personnel records to the extent permitted by law.
- Have unrestricted, free and prompt access to all emails, information on audio/video/computer tape/disk/drive, internet usage, personnel and personnel records to the extent permitted by law. (This includes electronic devices such as smart phones and PDAs provided for employee use by NCDOT).
- Obtain the services of Certified Public Accountants, qualified management consultants, or other professional experts necessary to independently perform the functions of the office.

Further, this Charter establishes the authority of the Investigations Branch to conduct interviews and investigations related to fraud, waste, abuse and misconduct of employees and vendors with contracts and agreements with the Agency and extending to the public entities doing business with the Department and benefiting from funds provided by North Carolina revenues or funds provided by Federal Agencies.

Records Disclosure

OIG audit, review, investigation and other reports shall be public records to the extent they do not include information that has been made confidential and exempt from release. During the course of audit, review and investigation activities, no information will be made available for outside review. Names and identities of individuals making complaints and information protected by whistleblower or other legislation will not

be disclosed without written consent of the individual unless required by law or judicial process. The Inspector General and staff shall maintain the confidentiality of any public records that are made confidential by law.

Responsibilities

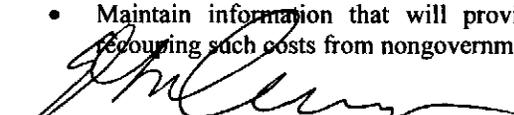
The OIG will:

- Annually perform or assist in the performance of a risk assessment.
- Prepare an annual audit plan showing work objectives and staff resources.
- Submit an annual report of work statistics and accomplishments to the Secretary and the Audit Committee.
- Annually confirm the existence and effectiveness of internal controls over financial reporting, compliance and operations in accordance with the State Governmental Accountability and Internal Control Act.
- Comply with the oversight requirements of the NC Office of Internal Audit.
- Comply with G.S. 136-41.1 – 136.41.4, State Street Aid (Powell Bill).
- Ensure that the identity of anyone submitting a complaint is not disclosed unless required to do so under a criminal investigation by law enforcement agencies.
- Ensure that no employee or vendor who provides information to the OIG will face reprisals or threats of reprisal unless it is determined the information was willfully provided with knowledge it was false or was with the intent to misinform.
- Immediately make the Secretary aware of particularly serious or flagrant problems, abuses, or deficiencies in programs and operations or violations of policy and law.

Duties

The OIG will:

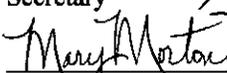
- Perform audits required by the North Carolina Internal Audit Act, G.S. 143-745.
- Review the reliability and validity of information provided by the Department regarding performance measures and standards.
- Gather and provide information and evidence, cooperate, and coordinate with appropriate law enforcement officials on matters related to criminal activities.
- Receive and investigate complaints from any source or upon its own initiative concerning alleged fraud, waste, abuse and deficiencies.
- Audit, inspect, evaluate, and investigate the activities, and records of individuals, companies, organizations and agencies with contracts, procurements, grants, agreements and other financial arrangements with the Department.
- Conduct investigations into misconduct, illegal activities, waste or abuse.
- Issue reports, make recommendations for corrective action and compel responsible business units to respond to such recommendations.
- Engage in prevention activities including training and education as well as the review of rules, regulations, policies, procedures and transactions.
- Operate and promote a departmental hotline.
- Allocate resources, set frequencies, select subjects, determine scopes of work and apply the techniques required to accomplish audit objectives.
- Maintain information that will provide investigation cost information for the purposes of recouping such costs from nongovernmental entities involved in willful misconduct.


Chairperson, NCDOT Board of Transportation

12/4/13
Approval Date


Secretary

12/12/13
Approval Date


Inspector General

4 December 2013
Approval Date