



General Counsel & Sr. Vice Chancellor for Legal Affairs

535 East 80th Street
New York, NY 10075
General Tel: 646-664-92002
Direct Tel: 646-664-9210
Fax: 646-664-2964
Frederick.Schaffer@cuny.edu

July 1, 2013

To: Council of Presidents

From: Frederick P. Schaffer 
General Counsel and Senior Vice Chancellor for Legal Affairs

Re: Protocol for Reporting and Responding to Fraud/Theft Allegations

I am re-issuing this memo to update contact information. A number of instances of fraud or theft by CUNY employees at our campuses have come to the attention of the Office of the General Counsel, Internal Audit and University Public Safety. It is critical that we address suspected incidents promptly, thoroughly and impartially throughout the University. Accordingly, if there is a suspicion that there has been theft of CUNY or Research Foundation funds or property on your campus, or falsification of official records, or any other scheme to defraud the College or University, by an employee or student, you must immediately contact:

Bill Barry, University Director of Public Safety (212-541-0407);
Gordon Taylor, University Director of Internal Audit (646-746-4283); and
Rick Schaffer, General Counsel (646-664-9210) or Jane Sovern, Deputy General
Counsel (646-664-9209) or Marcia Isaacson, University Chief Compliance
Officer (646-664-9206).

University Public Safety will work from the outset with the campus Director of Public Safety to contact and communicate with the NYPD and other law enforcement agencies. University Internal Audit will conduct necessary financial investigations. After investigation, University Internal Audit, Public Safety and General Counsel, in consultation with the College, will determine appropriate next steps, including referral for criminal prosecution and/or instituting disciplinary charges against an employee or student. Barring extraordinary circumstances, the University will refer instances of fraud or theft to the appropriate law enforcement authorities. The General Counsel's office will serve as liaison with the District Attorney or other prosecutor's office.

Additionally, to avoid compromising investigations, all public communications concerning these matters must be coordinated with my office and the Office of University Relations.

This process will ensure not only that investigations are conducted quickly, fairly and efficiently, but also that these cases are being handled consistently throughout the University.

c: Chancellor's Cabinet
Administrative Council
Directors of Public Safety
Council of Personnel Officers/Labor Designees
Legal Affairs Designees
Richard Rothbard, President of CUNY Research Foundation