



STATE OF NEW YORK  
OFFICE OF THE STATE INSPECTOR GENERAL  
**Final Report**  
**August 3, 2009**

## SUMMARY OF FINDINGS/RECOMMENDATIONS

The New York State Inspector General found that New York State Crime Victims Board (CVB) Senior Auditor Julie Moran improperly used CVB letterhead to correspond with Schenectady City Court regarding a personal legal matter. The Inspector General referred this matter to the CVB for appropriate disciplinary action and to the New York State Commission on Public Integrity for its review regarding a possible violation of Public Officers Law § 74.

The CVB informed the Inspector General that it has initiated disciplinary action against Moran.

## ALLEGATION

The Inspector General received a complaint from the CVB that Senior Auditor Julie Moran used CVB letterhead to submit documents to Schenectady City Court during a personal legal dispute. The chief clerk at the Schenectady City Court had alerted the CVB of the inappropriate use of the letterhead on correspondence sent to the court on three occasions in 2007 and 2009.

## SUMMARY OF INVESTIGATION

The Crime Victims Board provides compensation to innocent victims of crime; funds direct services to crime victims through a network of community-based programs; and advocates for the rights of victims of crime. Senior Auditor Julie Moran has been employed by CVB since August 2005 and is assigned to the CVB's Albany office.

The Inspector General obtained and reviewed the three letters referenced in the complaint. The letters, dated May 10, 2007, November 7, 2007 and February 20, 2009, were on official CVB letterhead and contained Moran's signature above the words "Senior Auditor & Investigator" on two of the letters, and "Investigator/Senior Auditor" on the other. The letters were addressed to Schenectady City Court, which was presiding over two personal financial matters involving Moran: a default judgment against Moran for unpaid credit card debt and an action in small claims court. Moran used the CVB

letterhead to write cover letters regarding attached documents or forthcoming documents. In two of the letters, Moran indicated that she was, “[w]orking with legal staff” at the CVB. Two of the three letters were mailed in official CVB envelopes, listing the CVB’s Albany office as the return address. Moran’s CVB e-mail account also contained correspondence between Moran and a private attorney, formerly employed by CVB, who represented her.

Moran admitted to the Inspector General that she wrote and signed the three letters to the court on CVB letterhead. CVB’s general counsel informed the Inspector General that CVB employees are only permitted to use CVB letterhead for official CVB business. In an effort to justify her use of official letterhead, Moran claimed that she had been a victim of identity theft. However, CVB confirmed that Moran was not registered with the agency as a crime victim, and her court matter was not related to any CVB business. When asked if she used CVB letterhead to send correspondence to the court in her capacity as an auditor with the CVB, Moran refused to answer.

Moran stated that her attorney did not assist her with the letters on CVB letterhead, nor did anyone else. The Inspector General found no evidence indicating that Moran received assistance from CVB “legal staff” as she claimed in her letter to the court, or any other person employed by CVB at the time.

Moran’s conduct violated CVB policy as delineated in Employee Handbook § 4.20, which prohibits the misuse of state equipment and supplies. Section 4.20 states the following:

Equipment, materials, supplies, and other State property are entrusted to your care for use in your work. . . .  
Unauthorized removal of money or property belonging to New York State or fellow employees on company property perpetrated during the course of employment may result in termination. Some common types of employee theft are: stealing money, pilferage of company goods or services (i.e.: removal of office supplies, computers, misuse of telephones, etc.). [Emphasis added].

In addition to violating CVB policy, Moran’s February 20, 2009, letter to the court also violated an Executive Order issued by Governor Paterson on June 18, 2008. Executive Order 7, “Prohibition Against the Personal Use of State Property,” in relevant part provides that “State supplies, equipment, computers, personnel and other resources may not be utilized for non-governmental purposes, including for personal purposes or for outside activities of any kind.” It further specifically states that “official stationery may not be used for non-governmental purposes, nor may State government resources be used to mail personal correspondence.” Pursuant to Executive Order 7, “[a]ny violation of this order may result in dismissal or other appropriate sanction as determined by the appointing authority of the individual committing such violation.”

In addition to the aforementioned applicable policy and Executive Order, Public Officers Law § 74(3)(d) states that “[n]o officer or employee of a state agency . . . should use or attempt to use his official position to secure unwarranted privileges or exemptions

for himself or others.” Moran’s improper use of official letterhead and her inclusion of her official title, coupled with her assertions to the court that she was “working with” CVB legal staff could be viewed as an effort to utilize her public position to garner an advantage in her personal legal proceedings. Therefore, the Inspector General is forwarding a copy of this report to the New York State Commission on Public Integrity, which has jurisdiction to adjudicate violations of Public Officers Law § 74.

## FINDINGS AND RECOMMENDATIONS

The Inspector General found that CVB Senior Auditor Julie Moran misused CVB letterhead and envelopes in correspondence with Schenectady City Court on three occasions regarding a personal legal matter. The Inspector General referred this matter to the CVB for appropriate disciplinary action and to the Commission on Public Integrity for its review regarding a possible violation of Public Officers Law § 74.

The Crime Victims Board informed the Inspector General that it has initiated disciplinary action against Moran.