



ETHICSPPOINT®

Incident Management

Case

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Case 455-Fraud

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Opened

06/08/2025

Days Open

Less than 24 hours

Last modified

06/09/2025

Intake Method

Hotline Web

Status

In Process

Alert Status

None

Case Details

Reported tier information

Case type:
Allegation

Intake method:
Hotline Web

Location

Organization/Building name:

City of Las Cruces, NM

Branch Number:

1

Location name:

City Hall

Location/Address:

City Hall - 1

700 N. Main Street

City:

Las Cruces

State/Province:

NM

ZIP/Postal code:

88001

Country/Territory:

United States

Location Name:

City Hall

Reporter Information**Reporter anonymous:**

Yes

Case Information**Relationship to the Company or Organization?**

Employee

Please identify the person(s) engaged in this behavior:

Jo Richards - HR Director

Do you suspect or know that a supervisor or management is involved?

No

Is management aware of this problem?

Do Not Know / Do Not Wish To Disclose

What is the general nature of this matter?

I am raising serious concerns about the conduct of the City's Human Resources Director and the resulting negative impact on the organization. The Director is frequently absent from the office, does not respond to Teams messages or emails, and has a pattern of missing meetings she is expected to attend—delegating attendance to subordinates or simply not engaging

What do you estimate the monetary value of this matter to be?

USD USD5000-USD24999

How long do you think this problem has been going on?

More than a year

How did you become aware of this violation?

I observed it

Case Details:

I am raising serious concerns about the conduct of the City's Human Resources Director and the resulting negative impact on the organization. The Director is frequently absent from the office, does not respond to Teams messages or emails, and has a pattern of missing meetings she is expected to attend, delegating attendance to subordinates or simply not engaging, particularly with certain department heads.

More critically, she is personally responsible for reviewing and approving essential personnel actions in Munis, including position control forms, internal investigations, and disciplinary matters, but is causing severe and unnecessary delays. These delays are not the result of systemic issues, but rather her own inaction and avoidance of duty. I have been informed that HR staff have resorted to finding workarounds, such as forwarding Munis approvals without her involvement, because of her repeated inaccessibility and lack of follow-

through.

These actions represent a dereliction of her executive responsibilities and appear to constitute time fraud. There is no indication that she is regularly using annual or sick leave to account for her absences, and yet she remains unavailable and unproductive for significant periods. I strongly recommend the City investigate whether the Director is logging into required systems, such as Munis and her City computer, during working hours, and determine whether her approvals are being bypassed or carried out by other staff due to her inaction.

Based on a review of the City of Las Cruces Personnel Manual, I believe her conduct violates Section 503, Attendance and Punctuality; Section 605, Payment for Services Not Rendered; Section 603, Work Rules; and Section 611, Employee Ethics Policy.

Her conduct demonstrates waste, fraud, and abuse, and I respectfully urge immediate action to investigate these matters and ensure she is held accountable in accordance with City policy.

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