

# INSPECTOR GENERAL CONTRACT RENEWAL EVALUATION 2013

IG Committee Member: \_\_\_\_\_

## PERFORMANCE DIMENSION

## RATING

### **IG Ordinance 2011-009 Directives & AIG Standards**

		Meets	Needs	Not Observed or
		<u>Expectation</u>	<u>Improvement</u>	<u>N/A</u>
1	Employs properly experienced staff and ensures their continued professional development where appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Establishes OIG internal personnel procedures, and takes personnel-related actions (e.g., hires, trains, disciplines, and reviews staff)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Publishes OIG annual report no later than December 31st of each year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Maintains a fiscal year that coincides with that of PBC BCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	On May 1st each year, submits to the BCC a budget request (including capital & operating expenses, anticipated revenues from external sources, funds received but not expended in current fiscal year)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	By April 1st each year, delivers preliminary budget request to the Palm Beach League of Cities, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Develops and adheres to written policies that correspond to accreditation standards of the Commission on Law Enforcement Accreditation, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Conducts audits in accordance with with current International Standards for the Professional Practice of Internal Auditing or where appropriate, in accordance with the accepted government auditing standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Conducts investigations that comply with General Principals & Standards for Offices of Inspectors General as published by the AIG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Establishes a "hotline" to receive complaints from both anonymous and identified sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(References: PBC IG Ordinance, Employment Contract, AIG Standards)

**Narrative:**

# INSPECTOR GENERAL CONTRACT RENEWAL EVALUATION 2013

IG Committee Member: \_\_\_\_\_

<u>PERFORMANCE DIMENSION</u>		<u>RATING</u>		
		<u>Meets Expectation</u>	<u>Needs Improvement</u>	<u>Not Observed or N/A</u>
<b>Leadership</b> <i>Behavioral Examples:</i>				
11	OIG activities contribute in a positive way to the mission of "Enhancing Public Trust in Government" <b>Narrative:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Initiates/supervises/coordinates investigations, audits, and contract oversight of parties under the OIG's jurisdiction <b>Narrative:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Promotes transparency by providing user-friendly access to OIG information and work products <b>Narrative:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Safeguards and protects confidential, privileged, or classified information in compliance with applicable laws, regulations, and standards <b>Narrative:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Leverages technology for effectiveness and efficiency <b>Narrative:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(References: PBC OIG Values, AIG Standards, IG Ordinance Sec. 2-422 and 2-429 (3), Employment Contract Paragraph 5 [A, B, E, J])

# INSPECTOR GENERAL CONTRACT RENEWAL EVALUATION 2013

IG Committee Member: \_\_\_\_\_

## PERFORMANCE DIMENSION

## RATING

<u>Meets Expectation</u>	<u>Needs Improvement</u>	<u>Not Observed or N/A</u>
------------------------------	------------------------------	--------------------------------

### **Professionalism**

*Behavioral Examples:*

16 Maintains independence




**Narrative:**

17 Impartial in fact and appearance




**Narrative:**

18 Exercises due professional care in performance of duties (e.g., thoroughness, compliance with legal requirements, appropriate techniques for circumstances involved, fairness in evidence gathering)




**Narrative:**

19 Conducts meetings efficiently




**Narrative:**

20 Follows Code of Ethics and established standards




**Narrative:**

21 Properly follows-up on problems and issues brought to the IG's attention




**Narrative:**

22 Performs duties with integrity




**Narrative:**

(References: PBC OIG Values, AIG Standards)

# INSPECTOR GENERAL CONTRACT RENEWAL EVALUATION 2013

IG Committee Member: \_\_\_\_\_

## PERFORMANCE DIMENSION

## RATING

<u>Meets Expectation</u>	<u>Needs Improvement</u>	<u>Not Observed or N/A</u>
------------------------------	------------------------------	--------------------------------

### **Accountability**

*Behavioral Examples:*

- 23 Complies with applicable professional standards, laws, rules, policies, and past practices in conducting audits and investigations




**Narrative:**

- 24 Consistently strives in daily activities to fulfill the OIG mission




**Narrative:**

- 25 Considers relative costs and benefits in planning and conducting activities




**Narrative:**

- 26 Monitors the costs of investigations undertaken and cooperates to recover costs from entities




**Narrative:**

(References: PBC OIG Values, AIG Standards, IG Ordinance Sec. 2-423 (1, 2, 13), Employment Contract Paragraph 5 [M])

# INSPECTOR GENERAL CONTRACT RENEWAL EVALUATION 2013

IG Committee Member: \_\_\_\_\_

## PERFORMANCE DIMENSION

## RATING

<u>Meets Expectation</u>	<u>Needs Improvement</u>	<u>Not Observed or N/A</u>
------------------------------	------------------------------	--------------------------------

### **Communication**

*Behavioral Examples:*

27 Responds to inquiries in a timely manner

**Narrative:**




28 Provides relevant and fact-based communications to those who require it in the format and timeframe needed to take action

**Narrative:**




29 Conveys findings clearly and concisely

**Narrative:**




30 Communicates respectfully via phone, email, written reports, and in person

**Narrative:**




31 Provides the public with adequate information concerning OIG activities and programs

**Narrative:**




32 Participates in public/community/civic meetings

**Narrative:**




(References: PBC OIG Values, IG Ordinance Sec. 2-423 (3, 9), Employment Contract Paragraph 5 [I])

# INSPECTOR GENERAL CONTRACT RENEWAL EVALUATION 2013

IG Committee Member: \_\_\_\_\_

## PERFORMANCE DIMENSION

## RATING

<u>Meets Expectation</u>	<u>Needs Improvement</u>	<u>Not Observed or N/A</u>
------------------------------	------------------------------	--------------------------------

### Reporting Procedures/Notifications Compliance

*Behavioral Examples:*

33 Provides required notice to the State Attorney and U.S. Attorney




**Narrative:**

34 Provides finalized reports and recommendations to board or appropriate municipality, and to the county Commission on Ethics




**Narrative:**

35 Prepares reports and recommendations for involved entities




**Narrative:**

36 Performs duties with respect toward affected parties




**Narrative:**

37 Produces comprehensive written annual reports that include: Audit and investigation summaries, descriptions of recommendations for corrective actions, significant abuses and deficiencies disclosed, reports of corrective actions not completed, etc.




**Narrative:**

38 Establishes methods to receive and process complaints




**Narrative:**

(References: PBC OIG Values, AIG Standards, IG Ordinance Sec. 2-423 (3, 6), 2-427, and 2-428, Employment Contract Paragraph 5 [A, N, O])

# INSPECTOR GENERAL CONTRACT RENEWAL EVALUATION 2013

IG Committee Member: \_\_\_\_\_

## PERFORMANCE DIMENSION

## RATING

<u>Meets</u>	<u>Needs</u>	<u>Not Observed or</u>
<u>Expectation</u>	<u>Improvement</u>	<u>N/A</u>

### **Outreach**

*Behavioral Examples:*

39 Develops, in coordination with County/Municipal administrators, public awareness strategies for varied audiences




**Narrative:**

40 Provides relevant statistics to the public regarding OIG activities




**Narrative:**

41 Provides examples on the OIG website that illustrate fraud, waste and abuse




**Narrative:**

42 Recommends corrective actions




**Narrative:**

(References: AIG Standards, IG Ordinance Sec. 2-423 (12) & 2-423.1, Employment Contract Paragraph 5 [L])