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From: Pamela Lopez [PLopez@LakeWorth.org]
Sent: Wednesday, May 30, 2012 1:17 PM
To: Inspector
Cc: Michael Bornstein
Subject: Reporting Possible Wrongdoing to the OIG
Attachments: adminreg.pdf

Attached please find the City's administration regulation regarding the above issue. This administrative regulation was discussed during the department head's weekly staff meeting and emailed to all departments for discussion with their staff members. Additionally, the Posters were provided to all department's for posting and our IT Department has been made aware of the compliance requirement to have a link to the OIG's website.

Reporting Possible Wrongdoing to the Office of the Inspector General

These procedures have been formulated to assist personnel reporting the wrongdoing to the Office of the Inspector General.

Purpose

The Office of Inspector General Palm Beach County, Florida, Ordinance contains certain provisions regarding reporting of possible wrong doing to the Municipal Manager, or Mayor certain specified acts or omissions to the Inspector General. It also designates the Inspector General as "an appropriate local official" for purposes of whistleblower reporting and protection under Florida law. Furthermore, it makes it a crime for any person to attempt to retaliate, punish, harass, or penalize anyone for communicating with or cooperating with the Inspector General. This policy explains the procedures for Municipal employees to report possible wrongdoing to the Office of Inspector General (OIG).

Policy

1. City employees shall *promptly* notify the OIG and/or their department head of possible:
 - a. Mismanagement of a contract (misuse or loss exceeding \$5000 in public funds)
 - b. Fraud,
 - c. Theft,
 - d. Bribery, or
 - e. Any other violation of law which appears to fall within the jurisdiction of the Inspector General.
2. In addition to the above, an employee may directly report to the OIG any other conduct which may fall within the Inspector General's jurisdiction.
3. Whistle-blower Allegations-In accordance with this Ordinance and the Florida Whistle-blower Act, if a municipal employee reports any of the following directly and in writing to the Inspector General, he or she *may* be granted "*whistle-blower*" protection by the Inspector General:
 - a. Any violation or suspected violation of any federal, state, or local law, rule, or regulation committed by an employee or agent of an agency or independent contractor which creates and presents a substantial and specific danger to the public's health, safety, or welfare.

- b. Any act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, suspected or actual Medicaid fraud or abuse, or gross neglect of duty committed by an employee or agent of an agency or independent contractor.

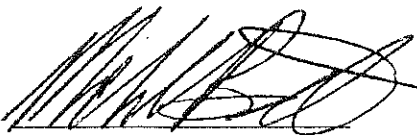
Employees should note that reporting a matter to the Inspector General pursuant to the Whistle-blower Act does not guarantee the employee "whistle-blower" protection under the Act. That is a determination which will only be made by the Inspector General after evaluation of the complaint.

Method(s) of Reporting

The OIG reporting form can be found at www.pbcgov.com/OIG/rwfa.htm

An employee can file a report by:

1. Email to the OIG at (inspector@pbcgov.org);
2. Fax to the OIG at (561) 233-0735;
3. U.S. mail to the OIG at P.O. Box 16568, West Palm Beach, FL 33416; or
4. OIG Hotline toll free at (877) 283-7068 or (561) 233-2350



Michael Bornstein
City Manager

5/30/12
Enacted