



Village of North Palm Beach

Subject: Section 8 Office of
Inspector General
Date: August 18, 2015

POLICY AND PROCEDURES MANUAL REVISION

8.1 INSPECTOR GENERAL REPORTING POLICIES AND PROCEDURES

A. **Purpose and Scope:** The Palm Beach County Inspector General Ordinance contains certain provisions regarding the reporting of specified acts or omissions to the Office of the Inspector General ("OIG"). The Ordinance requires the Village Manager to report specified acts or omissions and designates the Inspector General as "an appropriate local official" for the purposes of whistleblower reporting and protection under Florida law. The Ordinance further 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 by which Village employees may report possible wrongdoing to the OIG.

B. **Authority:** Palm Beach County Inspector General Ordinance (as codified in Article XII of Chapter 2 of the Palm Beach County Code of Ordinances).

C. **Policy:**

1. **Reporting Generally:** Village employees shall promptly notify the OIG and/or their department head of possible:

- a. Mismanagement of a contract (misuse or loss exceeding \$5,000 in public funds);
- b. Fraud;
- c. Theft; or
- d. Bribery.

If the matter appears to involve a department head, an employee may promptly make his or her report directly to the Village Manager. Any employee may make his or her report to either the OIG or members of Village Administration orally or in writing. If a department head receives such a report, or otherwise becomes aware of such a situation, the department head shall promptly report the situation to the Village Manager, who shall forward the report to the OIG.

In addition to the foregoing, an employee may directly report to the OIG any other conduct which may fall within the Inspector General's jurisdiction.

2. **Whistleblower Allegations:** In accordance with the Palm Beach County Inspector General Ordinance and Florida law, if a Village employee reports any of the following directly and in writing to the OIG, he or she may be granted "whistleblower protection" by the OIG:

- a. Any violation or suspected violation of any federal, state or local law, rule or regulation committed by an employee or agent of the Village or an independent contractor which creates and presents a substantial and specific danger to the public 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 the Village or an independent contractor.

Note: Reporting a matter to the OIG does not guarantee the employee "whistleblower protection" and this determination will be made by the OIG only after its evaluation of the complaint.


3. **Methods of Reporting to OIG:** The OIG reporting form can be found at: <http://www.pbcgov.com/OIG/rwfa.htm>.

A Village employee may file a report with the OIG by:

- a. E-mail (inspector@pbcgov.com)
- b. Fax (561-233-2370);
- c. Mail (P.O. Box 16568, West Palm Beach, FL 33416); or
- d. Telephone (877-283-7068 or 561-233-2350).

D. **Updates:** Future updates will be the responsibility of the Town Manager in coordination with the OIG.

Approved


James P. Kelly
Village Manager