



Town Hall

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Town Council

Jay G. Foy, Mayor
James E. Woods, Vice Mayor
Jerry E. Beavers
Lawrence Gordon
Mark C. Uptegraph

Town Administrator

Janice C. Rutan, CMC

Deputy Town Clerk

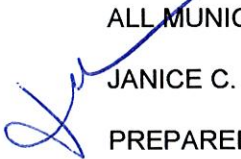
Jessica Shepherd, CMC

Director of Public Services

Joseph M. Roche

Building Official

Wayne Cameron

TO: ALL MUNICIPAL PERSONNEL
FROM:  JANICE C. RUTAN, TOWN ADMINISTRATOR
PREPARED BY: JANICE RUTAN, TOWN OF HAVERHILL
SUBJECT: REPORTING POSSIBLE WRONGDOING TO THE OFFICE OF INSPECTOR GENERAL

ISSUE DATE:
November 15, 2012

EFFECTIVE DATE:
November 15, 2012

PURPOSE:

The Office of Inspector General Palm Beach County, Florida, Ordinance contains certain provisions regarding reporting to the office of Inspector General (OIG). It requires that the Administrator, report 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).

UPDATES:

Future updates will be the responsibility of the Administrator in coordination with the Inspector General.

AUTHORITY:

The Office of the Inspector General, Palm Beach County, Florida Ordinance Sec. 112.3187 – 112.31895, Florida Statutes.

POLICY:

1. Town employees shall *promptly* notify their department head of possible:
 - a. Mismanagement of a contract (misuse or loss exceeding \$5,000 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

If the matter appears to involve the department head, the employee may *promptly* report it to the Administrator. An employee may make his or her report to the Town Administrator orally or in writing. If a department head receives such a report from an employee, or otherwise becomes aware of such a situation, the department head shall *promptly* report the situation in writing to the Administrator.

2. It will be the responsibility of the Town Administrator to make a determination on any complaint received and upon that determination, and if necessary report to the OIG any and all 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 <http://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.


Janice C. Rutan, Town Administrator