

# DRAFT: OFFICE OF INSPECTOR CONTRACT RENEWAL DISCUSSION

## PERFORMANCE DIMENSION

## RATING

### **IG Ordinance 2011-009 Directives**

	<u>Meets Expectation</u>	<u>Does Not Meet Expectation</u>	<u>Not Observed or N/A</u>
Employs/removes OIG staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establishes OIG personnel procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Publishes OIG annual report no later than December 31st of each year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains a fiscal year that coincides with PBC BCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On May 1st each year, submits to the BCC a budget request (including capital & operating expenses, antipated revenues from external sources, funds received but not expended in current fiscal year)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
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"/>
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"/>
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"/>
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)

**Narrative:**

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**Narrative (continued):**

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<p><b>Leadership</b> <i>Behavioral Examples:</i></p> <p>OIG activities contribute in a positive way to the mission of "Enhancing Public Trust in Government"</p> <p><b>Narrative:</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Initiates/supervises/coordinates investigations, audits, and contract oversight of parties under the OIG's jurisdiction</p> <p><b>Narrative:</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Promotes transparency by providing user-friendly access to OIG information and work products</p> <p><b>Narrative:</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Safeguards and protects confidential, privileged, or classified information in compliance with applicable laws, regulations, and standards</p> <p><b>Narrative:</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Leverages technology for effectiveness and efficiency</p> <p><b>Narrative:</b></p>	<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])

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### Professionalism

*Behavioral Examples:*

Maintains independence




**Narrative:**

Impartial in fact and appearance




**Narrative:**

Operates with self-control




**Narrative:**

Conducts meetings efficiently




**Narrative:**

Follows Code of Ethics and established standards




**Narrative:**

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




**Narrative:**

Performs duties with integrity




**Narrative:**

(References: PBC OIG Values, AIG Standards)

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**Accountability**

*Behavioral Examples:*

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




**Narrative:**

Consistently strives in daily activities to fulfill the OIG mission




**Narrative:**

Considers relative costs and benefits in planning and conducting activities




**Narrative:**

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])

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### Communication

*Behavioral Examples:*

Responds to inquiries in a timely manner




**Narrative:**

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




**Narrative:**

Conveys findings clearly and concisely




**Narrative:**

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




**Narrative:**

Provides the public with adequate information concerning OIG activities and programs




**Narrative:**

Participates in public/community/civic meetings




**Narrative:**

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

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### Reporting Procedures/Notifications Compliance

*Behavioral Examples:*

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




**Narrative:**

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




**Narrative:**

Prepares reports and recommendations for involved entities




**Narrative:**

Performs duties with respect toward affected parties




**Narrative:**

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:**

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])

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## PERFORMANCE DIMENSION

### Outreach

*Behavioral Examples:*

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

**Narrative:**

Provides relevant statistics to the public regarding OIG activities

**Narrative:**

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

**Narrative:**

Recommends corrective actions

**Narrative:**

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

	RATING		
	<u>Meets Expectation</u>	<u>Does Not Meet Expectation</u>	<u>Not Observed or N/A</u>
Develops, in coordination with County/Municipal administrators, public awareness strategies for varied audiences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides relevant statistics to the public regarding OIG activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides examples on the OIG website that illustrate fraud, waste and abuse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recommends corrective actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>