



Town of Highland Beach

REPORTING WRONGDOING TO THE OFFICE OF THE INSPECTOR GENERAL

Policies & Procedures

PURPOSE & SCOPE

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 Town Manager or Mayor 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 Town Manager 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 the OIG and/or their departmental head of possible:
 - a. Mismanagement of 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 Town Manager. An employee may make his or her report to either the OIG or management 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 OIG, with a copy to the Town Manager.

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. Whistleblower Allegations - In accordance with this Ordinance and the Florida Whistleblower Act, if a municipal employee reports any of the following directly in writing to the Inspector General, he or she *may* be granted "*whistle-blower*" protection by the Inspector General:
 - a. A 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 suspended 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

Issue Date

June 13, 2012

Effective Date:

June 13, 2012

Signed:

Kathleen Weiser, Town Manager