

RESOLUTION NO. 107-15

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVIERA BEACH, PALM BEACH COUNTY, FLORIDA, ADOPT A POLICY GIVING THE RIGHT OF EMPLOYEES AND ELECTED OFFICIALS TO CONTACT THE OFFICE OF THE INSPECTOR GENERAL (OIG) WHEN THEY BECOME AWARE OF MISMANAGEMENT IN ANY LOCAL GOVERNMENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Office of the Inspector General (OIG) was established in 2010 to "Enhance Public Trust in Government", and

WHEREAS, the OIG has complete independent oversight authority at both County and Municipal levels to ensure accountability and transparency to the citizens of Palm Beach County. Riviera Beach City (City) employees or Elected Officials who wish to report mismanagement of contracts, fraud, theft, bribery or other violations of the law which appear to fall within the jurisdiction of the OIG, may notify their supervisor, City Manager or the OIG, and

WHEREAS, information on compliance, definitions, general questions and full OIG duties, employees can contact the Office of the Inspector General, or visit their website at www.pbcgov.org/oig, and

WHEREAS, the City of Riviera Beach wishes to cooperate with the OIG in its goal to provide clean and honest government.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RIVIERA BEACH, FLORIDA THAT:

SECTION 1. That the City of Riviera Beach does hereby support the OIG in its goals and encourages anyone who has knowledge of wrongdoing to report the same to management or the OIG directly.

SECTION 2. That the City Council adopts the policy.

Section 3. This Resolution shall take effect upon its passage and approval by the City Council.

PASSED AND APPROVED THIS 19TH DAY OF AUGUST, 2015.

APPROVED:

Thomas A. Masters
THOMAS A. MASTERS
MAYOR

Dawn S. Pardo
DAWN S. PARDO
CHAIRPERSON

ATTEST:

Claudene L. Anthony
CLAUDENE L. ANTHONY
CERTIFIED MUNICIPAL CLERK
CITY CLERK

Terence D. Davis
TERENCE D. DAVIS
CHAIR PRO TEM

Bruce A. Guyton
BRUCE A. GUYTON
COUNCILPERSON

Kashamba L. Miller
KASHAMBA L. MILLER
COUNCILPERSON

Cedrick A. Thomas
CEDRICK A. THOMAS
COUNCILPERSON

MOTIONED BY: B. GUYTON

SECONDED BY: T. DAVIS

D. PARDO AYE

T. DAVIS AYE

B. GUYTON AYE

K. MILLER AYE

C. THOMAS AYE

REVIEWED AS TO LEGAL SUFFICIENCY
Pamala H. Ryan
PAMALA HANNA RYAN, B.C.S.,
CITY ATTORNEY

DATE: 8/7/15



POLICY AND PROCEDURE

SUBJECT: REPORTING POLICY TO THE PALM BEACH COUNTY INSPECTOR GENERAL

DATE: August 1, 2015

NUMBER: FN-15-003

POLICY STATEMENT

The Office of Inspector General (OIG) of Palm Beach County was established to “Enhance Public Trust in Government.” The OIG has independent oversight at both the County and Municipal levels to ensure accountability and transparency. This policy explains the procedures for City of Riviera Beach (City) employees to report possible wrongdoing to the OIG.

SCOPE OF POLICY

This Policy covers all Employees, City Officials, and Elected Officials of the City.

PURPOSE OF THE POLICY

To provide Employees and Elected Officials guidelines for reporting wrongdoing to the OIG.

DEFINITIONS

- A. Bribery** - The offering, giving, receiving, or soliciting of something of value for the purpose of influencing the action of an official in the discharge of his or her public or legal duties.
- B. Fraud** – Wrongful or criminal deception intended to result in financial or personal gain.
- C. Mismanagement of contract** – Bad, negligent or reckless management, making poor decisions or not following Policies and Procedures which results in economic loss.
- D. Theft** - the taking and removing of property.

PROCEDURE

City Employees, City Officials, and Elected Officials shall report or cause to be reported to the OIG and/or City Officials as appropriate, any matter that comes to their attention that they think meets the following criteria in accordance with this Policy:

- Mismanagement of contract (misuse or loss exceeding \$5,000 in public funds)
- Fraud
- Theft (exceeding \$100.00)
- Bribery, or
- Any other violation of law which appears to fall within the jurisdiction of the Inspector General



POLICY AND PROCEDURE

SUBJECT: REPORTING POLICY TO THE PALM BEACH COUNTY INSPECTOR GENERAL

An Employee who becomes aware of any matter that may be within the responsibility of the OIG shall promptly report their information/concerns in any of the following ways:

- To the Office of Inspector General, or
- to the City Manager, or
- to the Employee's department head, or
- to a supervisor in the department's chain of command, which supervisor shall then be responsible for further informing department management, or
- any combination of the preceding.

The Employee may choose whichever method the employee thinks is appropriate for the matter or for which the employee is most comfortable in doing. Any qualifying matter that is reported to departmental management shall promptly be referred to the OIG by management.

All Employees are expected to fully cooperate with the OIG in the exercise of the OIG's functions and authority. Such cooperation shall include, but not limited to, providing statements, documents, records and other information.

Elected Officials should report information/concerns directly to the OIG.

Further information can be found at <http://www.pbcgov.com/OIG>

Departmental Sponsor: Finance

Policy Review Date: August 2018

References: N/A

Departments Affected: All Departments

Approved By:

A handwritten signature in blue ink that reads "Ruth C. Jones".