

VILLAGE OF TEQUESTA

PERSONNEL POLICY

TITLE: Reporting Matters to the Office of the Inspector General

POLICY: 3.16

EFFECTIVE: January 10, 2013

REVISED: NEW

REFERENCE: Sec. 112.3187 – 112.31895, Florida Statutes

PAGES: 2

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- II. Authority
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PURPOSE:

The Palm Beach County Office of Inspector General Florida Ordinance includes certain reporting requirements. It requires the Village Manager to report certain specified acts or omissions to the Office of Inspector General (OIG). 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 Office of Inspector General. This policy explains the procedures for Village employees to report appropriate matters to the OIG.

I. UPDATES:

Future updates will be the responsibility of the Village Manager, in coordination with the Inspector General.

II. AUTHORITY

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

III. POLICY

- 1) Village employees shall promptly notify the OIG and/or their department head of possible mismanagement of a contract (misuse or loss exceeding \$5,000 in public funds), fraud, theft or bribery.
- 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) If the matter being reported appears to involve the employee’s department head, the employee may report directly to the Village 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 Village Manager.
- 4) Whistle-blower Allegations – In accordance with this Policy 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.

IV. METHODS 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) 233-2375;
 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
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APPROVAL:


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