

WELLINGTON POLICY

Subject: Reporting Possible Wrongdoing to the Office of the Inspector General

Date: October 2013

I. 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 Village 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 whistle-blower 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 the Inspector General (OIG).

II. Updates

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

III. Authority

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

IV. Policy

1. Suspicions of fraud, misappropriation of Village assets, unethical behavior of Village employees or other irregularities listed below may be reported to the Village of Wellington through the Audit and Compliance Department or directly to the Palm Beach County Office of the Inspector General:
 - 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.

Callers may remain anonymous if they wish. As directed by the Village of Wellington, an independent investigation may be performed by the proper law enforcement agency, the Audit and Compliance Department or other appropriate agency.

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. Whistle-blower Allegations -In accordance with this Ordinance and the Florida Whistleblower 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:

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- 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.