Town of Ocean Ridge

Memorandum

Date: **July 17, 2014**

To: **Ocean Ridge Staff and Town Residents**

From: **Ken Schenck, Town Manager**

Re: **Reporting Procedures for the Office of Inspector General**

The Town has adopted Resolution 2014-06 informing the staff and the residents of their ability to inform the Office of Inspector General (OIG) if they believe there is any type of wrong doing within the Town's operations or personnel. The attached form describes the process in more detail. If there are any questions you are free to contact my office. Thank you.

TOWN OF OCEAN RIDGE
POLICY AND PROCEDURES

Subject: REPORTING POLICY TO THE PALM BEACH COUNTY INSPECTOR GENERAL
Effective Date: May 27, 2014

Town Manager Approval: _____ **Date:** 7-14-14

POLICY: 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 Town employees to report possible wrongdoing to the OIG.

SCOPE: This policy covers all employees of the Town.

PROCEDURE: Town employees shall report or cause to be reported to the OIG and/or Town Officials 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
- Bribery, or
- Any other violation of law which appears to fall within the jurisdiction of the 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 Town 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 they think is appropriate for the matter or 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 be limited to providing statements, documents, records and other information.

Information can be found at http://www.pbcgov.com/OIG.