



| SECTION 2.11A: Inspector General Reporting Procedures | | | |
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| Effective Date | 9/1/2015 | Revision Date | |
| Human Resources Administrator Approval: | | <i>Sheryl Stewart</i> | |
| City Manager Approval: | | <i>Don Ferris</i> | |

I. PURPOSE

This Section establishes the City’s policy regarding reporting procedures of possible mismanagement or violations within the jurisdiction of the Palm Beach County Office of the Inspector General (OIG).

II. SCOPE

This policy applies to all full and part-time employees as required by the OIG.

III. POLICY

Per Article XII, Section 2-422, Palm Beach County Code, the OIG was established in 2010 to “Enhance Public Trust in Government.” 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.

IV. PROCEDURES

1. City employees who wish to report possible mismanagement of contracts, fraud, theft, bribery, or other violations of the law which appear to fall within the jurisdiction of the OIG, shall notify their supervisor, department head, City Manager, or the OIG.
2. The City Manager shall notify the inspector general of the aforementioned possible violations, in accordance with Article XII, Section 2-423, Palm Beach County Code.
3. For more information on compliance, definitions, general questions and full OIG duties, employees can contact the Office of the Inspector General, or visit website, www.pbcgov.org/oig.