



City of South Bay

South Bay City Hall
335 SW 2nd Avenue
South Bay, FL 33493
Telephone: 561-996-6751
Facsimile: 561-996-7950

www.southbaycity.com

TO: All City Personnel

FROM: Leondrae D. Camel
Interim City Manager

PREPARED BY: Interim City Manager

SUBJECT: Employee Reporting of a Matter to the Office of
the Inspector General

Purpose:

This missive describes policies and procedures relating to an employee reporting a matter to the Office of the Inspector General (OIG).

Updates:

Future updates will be the responsibility of the City Manager.

Authority:

Office of Inspector General, Palm Beach County, Florida, Ordinance, as amended.

Policy:

The Inspector General has responsibility for investigating possible instances of fraud, waste, mismanagement, misconduct and other abuses by any City employee, official, contractor or any other parties doing business or in financial relationship with the City.

City employees shall report or cause to be reported to the OIG any matter that comes to their attention that they think meets the preceding criteria in accordance with this memorandum.

Reporting Procedure:

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:

1. to the Office of Inspector General
2. to the employee's department head, or
3. to a supervisor in the department's chain of command, which supervisor shall then be responsible for further informing department management, or
4. any combination of the preceding.

The employee may choose whichever method they think is appropriate for the matter or is most comfortable doing.

INTERNAL ONLY

Office of the Interim City Manager
Leondrae D. Camel

Any qualifying matter that is reported to departmental management shall promptly be referred to the OIG by management.

This memorandum shall not prohibit or excuse an employee from making other required reports regarding any matter in accordance with any other applicable requirements or laws.

Staff Cooperation

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.

Leondrae D. Camel
Interim City Manager