

TO: ALL COUNTY PERSONNEL
FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR
PREPARED BY: COUNTY ADMINISTRATOR
SUBJECT: EMPLOYEE REPORTING OF A MATTER
TO THE OFFICE OF INSPECTOR GENERAL
PPM #: CW-O-086

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ISSUE DATE
March 1, 2018
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EFFECTIVE DATE
March 1, 2018
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PURPOSE:

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

UPDATES:

Future updates to this PPM will be the responsibility of the County Administrator.

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 County employee, official, contractor or any other parties doing business or in a financial relationship with the County.
County 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 PPM.

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, or
- 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 in doing. Any qualifying matter that is reported to departmental management shall promptly be referred to the OIG by management .

This PPM 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 be limited to providing statements, documents, records and other information.



VERDENIA C. BAKER
COUNTY ADMINISTRATOR

Supersession History:

1. CW-O-086, issued 9/21/10
2. CW-O-086, issued 8/15/12
3. CW-O-086, issued 1/3/13