



CITY OF GREENACRES
ADMINISTRATIVE DIRECTIVES

Directive No.: 64
Issued: 8-7-14
Revised:

SUBJECT: Employee Reporting of Matters to the Office of Inspector General

REFERENCE: The Office of the Inspector General, Palm Beach County Code Chapter 2, Article XII.

PURPOSE: The Office of Inspector General (OIG) has the responsibility for investigating possible instances of fraud, waste, mismanagement, misconduct and other abuses by a City official, employee, contractor or any other parties doing business or that have a financial relationship with the City. This directive establishes a policy and procedure for reporting such matters to the OIG.

POLICY: City Employees shall report any fraud, theft, bribery, contract mismanagement (*misuse or loss exceeding \$5,000*), or other violations of law, which appear to fall under the jurisdiction of the OIG on matters related to City business in accordance with the procedure established herein.

PROCEDURE:

- A. An employee, who becomes aware of a matter that may be within the responsibility of the OIG, shall promptly report their concerns/information in any of the following ways:
1. to the Office Of Inspector General
www.pbcgov.com/OIG/rwfa.htm, 561-233-2350; or
 2. to the employee's department head; or
 3. to the Assistant City Manager or City Manager; or
 4. any combination of the preceding.

The employee may choose whichever method they think is appropriate for the matter. Any qualifying matter reported to management shall be promptly reported to the OIG.

- B. Staff Cooperation; All employees are expected to fully cooperate with the OIG in the exercise of the OIG's functions, authority and powers. Such cooperation shall include, but not be limited to, providing statements, documents, records, and other information.

Prepared By:


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8-7-14
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8/7/14
Date