

# ***THE TOWN OF LAKE CLARKE SHORES EMPLOYEE HANDBOOK***



***December 2012***

# OFFICE OF INSPECTOR GENERAL

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(Section added 12/12)

Pursuant to Article XII, Section 2-423 (4) Office of the Inspector General (OIG), Palm Beach County Code of Ordinances require the following:

1. Town employees shall promptly notify the OIG and/or their department head of possible:
  - a. Mismanagement of a contract (misuse or loss exceeding \$5,000 in public funds)
  - b. Fraud
  - c. Theft
  - d. Bribery

If the matter appears to involve the department head, the employee may promptly report it to the Town Administrator. An employee may make his or her report to either the OIG or the Town Administrator orally or in writing. If a department head receives such a report from an employee, or otherwise becomes aware of a situation, the department head shall promptly report the situation in writing to the OIG, with a copy to the Town Administrator.

2. In addition to the above, an employee may directly report to the OIG any other conduct which may fall within the Inspector General's jurisdiction.
3. Whistle-blower Allegations – In accordance with this Ordinance and the Florida Whistle-blower Act, if an employee reports any of the following directly and in writing to the Inspector General, he or she *may* be granted “*whistle-blower*” protection by the Inspector General:
  - a. Any violation or suspected violation of any federal, state, or local law, rule, or regulation committed by an employee or agent of an agency or independent contractor which creates and presents a substantial specific danger to the public's health, safety, or welfare.
  - b. Any act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, suspected or actual Medicaid fraud or abuse, or gross neglect of duty committed by an employee or agent of an agency or independent contractor.

**Employees should note that reporting a matter to the Inspector General pursuant to the Whistle-blower Act does not guarantee the employee “whistle blower” protection under the Act. That is a determination which will only be made by the Inspector General after evaluation of the complaint.**

Methods of Reporting - The OIG reporting form can be found at [www.pbcgov.com/OIG](http://www.pbcgov.com/OIG).

1. Email to the OIG at [inspector@pbcgov.org](mailto:inspector@pbcgov.org)
2. Fax to the OIG at (561) 233-0735
3. U.S. Mail to the OIG at PO Box 16568, West Palm Beach, FL 33416
4. OIG Hotline toll free at (877) 283-7068 or (561) 233-2350