



# Employee Policies and Procedures

## Title: Reporting Matters to the Office of the Inspector General

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### I. Purpose

The purpose of this policy is to detail the procedures for Town of Jupiter employees to report appropriate matters to the Office of the Inspector General (OIG). The authorizing ordinance of the Palm Beach County Office of Inspector General contains provisions regarding reporting to the Office of Inspector General (OIG). The Town Manager and/or Mayor are required to report certain specified acts or omissions to the Inspector General. The ordinance designates the Inspector General as "an appropriate local official" for purposes of whistle-blower reporting and protection under Florida law. It is a crime for any person to attempt to retaliate, punish, harass, or penalize another for communicating with or cooperating with the Inspector General.

### II. Definitions

None applicable

### III. Scope

This policy shall apply to all employees of the Town of Jupiter.

### IV. Authority

The Palm Beach County Office of the Inspector General Ordinance 2011-009; and Florida Statutes § 112.3187-112.31895.

### V. Policy

A. Employees shall promptly notify the OIG and/or their department head of possible:

1. Mismanagement of a contract (misuse or loss exceeding \$5,000 in public funds);
2. Fraud;
3. Theft;
4. Bribery, or;
5. Any other violation of law which appears to fall within the jurisdiction of the Inspector General.

B. Those reporting a potential issue may remain anonymous.

C. In addition to the above, an employee may directly report to the OIG any other conduct



that may fall within the Inspector General's jurisdiction.

- D. If the matter being reported appears to involve the employee's department head the employee may report directly to the Town Manager. The report may be made orally or in writing. If a department head receives such a report from an employee, or otherwise becomes aware of such a situation, the department head shall promptly report the situation in writing to the Town Manager's office, with a copy to the OIG.
- E. The OIG shall be notified in writing prior to any meeting of a selection committee where the selecting committee is meeting to discuss or evaluate responses to the procurement of goods and services for the Town.
- F. Whistle-blower Allegations - In accordance with this Policy and the Florida Whistle-blower Act, if an employee reports any of the following directly and in writing to the Inspector General, they may be granted "whistle-blower" protection by the Inspector General:
  - 1. 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 that creates and presents a substantial and specific danger to the public's health, safety, or welfare.
  - 2. 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. The Inspector General will only make that determination after evaluating the complaint.**

## **VI. Methods of Reporting**

- A. The OIG reporting form can be found at [www.pbcgov.com/OIG/rwfa.htm](http://www.pbcgov.com/OIG/rwfa.htm)
- B. An employee can file a report by:
  - 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 or in person at the OIG at 100 Australian Ave, 4<sup>th</sup> Floor, West Palm Beach, FL 33406; or
  - 4. OIG Hotline toll free at (877) OIG-TIPS or (877) 644-8477 or (561) 233-2350.