



Office of Inspector General Palm Beach County

John A. Carey
Inspector General

MISSION STATEMENT

“Enhancing Public Trust in Government”

Under Article XII, Section 2-422, Palm Beach County Code, the Office of Inspector General (OIG) is created and established in Palm Beach County to:

- Provide independent oversight of County and Municipal operations;
- Detect and prevent fraud, waste, mismanagement, misconduct, and other abuses by elected and appointed officials and employees, agencies and instrumentalities, contractors, their subcontractors and lower tier subcontractors, and other parties doing business with the county or a municipality and/or receiving county or municipal funds;
- Promote economy, efficiency and effectiveness in government; and
- Conduct audits and investigations of, require production of documents from, and receive full and unrestricted access to the records.

COMPLAINT HANDLING:

- **Management Referral** - complaint(s) which are referred to management for their handling with no response to the OIG required.
- **Management Inquiry** - complaint(s) which are sent to management with a required response to the OIG. A review of the response by the OIG will determine whether an investigation will be initiated.
- **Limited Review** - a request by management for assistance which does not rise to a full investigation or management review.
- **Management Review** - a formal review of a specific program area to determine whether or not it is operating within established procedures. These may be initiated in response to a complaint or expressed concern that does not name a specific subject or at the request of management as a tool for program improvement.
- **Investigation** - a process by which information and case supporting material is obtained relevant to allegations, complaints, or violations otherwise suspected.
 - **IG Notification** - an official notification to management during or after an investigation is complete where additional information not relevant to the investigation was discovered, yet a possible violation of policy is suspected.

REPORTING TO THE OIG:

The county administrator and each municipal manager, or administrator, or mayor where the mayor serves as chief executive officer, shall promptly notify the inspector general of possible mismanagement of a contract (misuse or loss exceeding \$5,000 in public funds), fraud, theft, bribery, or other violation of law which appears to fall within the jurisdiction of the inspector general, and may notify the inspector general of any other conduct which may fall within the inspector general's jurisdiction.

WHISTLE-BLOWER DESIGNATION:

Prohibits agencies or government contractors from retaliating against employees who report suspected violations of law or rules which create a substantial danger to the public health, safety, or welfare, or who report a suspected act of gross mismanagement, malfeasance, neglect of duty, or gross waste of public funds.

CONTRACT OVERSIGHT RESULTS:

- ***Contract Oversight Observation*** – a letter to management identifying activities in the procurement process that do not comply with established policy and procedures. A response to the OIG is not required.
- ***Contract Oversight Notification*** – an official notification to management identifying material weaknesses in the procurement process that may, or may not, comply with established policy and procedures. A response to the OIG is required.
- ***Contract Oversight Review*** – a detailed report based on an in-depth review of one or more procurement process/activity/area that identifies risk(s) and irregularities. These may be initiated in response to a complaint or expressed concern or at the request of management as a tool for program improvement. A response to the OIG is required.

Notification of procurement selection meetings (selection committees and sealed bid openings) should include an electronic copy of the advertisement and solicitation documents and be sent to: IGContracts@pbcgov.org.

OIG CONTRACT LANGUAGE:

When entering into contracts, entities under the OIG's jurisdiction should include language highlighting the OIG's role and authority. For example:

"The contractor is aware that the Inspector General of Palm Beach County has the authority to investigate and audit matters relating to the negotiation and performance of this contract, and in furtherance thereof may demand and obtain records and testimony from the contractor and its subcontractors and lower tier subcontractors. The contractor understands and agrees that in addition to all other remedies and consequences provided by law, the failure of the contractor or its subcontractors or lower tier subcontractors to fully cooperate with the Inspector General when requested may be deemed by the municipality to be a material breach of this contract justifying its termination."

OUTREACH TRAINING:

Our office will provide presentations designed to educate elected/appointed officials, municipal employees, contractors, and any other parties doing business with the municipality and/or receiving municipal funds on the role of the OIG, "red flags" to watch out for, as well as increase awareness of potential violations.

Narrated PowerPoint presentations for an overview of the office, investigations and how to prepare for an audit can be found at: <http://www.pbcgov.com/OIG>. Click on the Outreach, Investigations or Audit tab for each presentation.

HOW TO REPORT POSSIBLE VIOLATIONS TO THE OIG:

Forms are available on the OIG web site at: <http://www.pbcgov.com/OIG/complaints.htm>. There are three types; Employee Reporting Form, Citizen Reporting Form, and Vendor/Contractor Reporting Form, which can be submitted by email or fax.

Email: inspector@pbcgov.org

Phone: (561) 233-2350/Hotline: 877-283-7068/Fax: (561) 233-2375

Address: P.O. Box 16568

West Palm Beach, FL 33416