

TOWN OF MANGONIA PARK OFFICE OF INSPECTOR GENERAL REPORTING POLICY

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PURPOSE:

The Palm Beach County Office of Inspector General Florida Ordinance includes certain reporting requirements. It requires the Town Manager to report certain specified acts or omissions to the Office of Inspector General (OIG). It also designates the Inspector General as “an appropriate local official” for purposes of whistleblower reporting and protection under Florida law. Furthermore, it makes it a crime for any person to attempt to retaliate, punish, harass, or penalize anyone for communicating with or cooperating with the Office of Inspector General. This policy explains the procedures for Town employees to report appropriate matters to the OIG.

I. UPDATES:

Future updates will be the responsibility of the Town Manager, in coordination with the Inspector General.

II. AUTHORITY

The Palm Beach County Office of the Inspector General Ordinance; and Sections 112.3187 – 112.31895, Florida Statutes.

III. POLICY

- 1) Town employees shall promptly notify their department head, and also may notify the OIG, of possible mismanagement of a contract (misuse or loss exceeding \$5,000 in public funds), fraud, theft or bribery.
- 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) If the matter being reported appears to involve the employee’s department head, the employee may report directly to the Town Manager. An employee may make his or her report to either the OIG or management 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, and may also notify the OIG. If the matter being reported appears to involve the Town Manager, the employee may report directly to the Office of Inspector General.
- 4) Whistle-blower Allegations – In accordance with this Policy and the Florida Whistle-blower Act (Sections 112.3187 – 112.31895, Florida Statutes), if a municipal employee reports any of the following, he or she may be entitled to “whistle-blower” protection.
 - 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 and 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 the Florida Whistle-blower Act (Sections 112.3187 – 112.31895, Florida Statutes) governs the provision of “whistle-blower” protection when reporting a matter to the Inspector General.

IV. METHODS OF REPORTING

The OIG reporting form can be found at: <http://www.pbcgov.com/OIG/rwfa.htm>

An employee can file a report by:

1. Email to the OIG at (inspector@pbcgov.org);
 2. Fax to the OIG at (561) 233-2375;
 3. U.S. mail to the OIG at P.O. Box 16568, West Palm Beach, FL 33416; or
 4. OIG Hotline toll free at (877) 283-7068 or (561) 233-2350
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APPROVAL:

TOWN MANAGER