


CITY OF BOCA RATON ADMINISTRATIVE POLICY
Reporting Procedures for Notification to the Inspector General

Issue Date: August 5, 2014

Pursuant to Section 2-423(4), Palm Beach County Code: "The ... municipal ... administrator ... shall promptly notify the inspector general of possible mismanagement of a contract (misuse or loss exceeding five thousand dollars (\$5,000.00) in public funds), fraud, theft, bribery, or other violation of law which appears to fall within the jurisdiction of the inspector general ... The ... municipal ... administrator ... shall coordinate with the inspector general to develop reporting procedures for notification to the inspector general."

This Administrative Policy, in furtherance of the above specified requirements of the Palm Beach County Code, provides for reporting procedures for notification to the inspector general. City employees who wish to report mismanagement of contract (exceeding \$5,000.00 as noted above), fraud, theft, bribery, or other violations of law any of which appear to fall within the jurisdiction of the inspector general, may notify their supervisor, department head, the City Manager, or the inspector general. Employees may report to whomever they think is appropriate for the matter or with whom they are most comfortable. (This policy shall not prohibit or excuse an employee from making other required reports regarding a matter in accordance with any other applicable requirements.) The City Manager shall notify the inspector general of the aforementioned alleged violations which appear to fall within the jurisdiction of the inspector general. For more information on compliance, definitions, and general questions, employees may contact the City Manager's office or the office of the inspector general, or visit www.pbcgov.org/oig. A copy of this policy shall be provided to the inspector general.



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CITY MANAGER