

TOWN OF LOXAHATCHEE GROVES ADMINISTRATIVE POLICY 1-14

SUBJECT: Administrative Policy 1-14 Reporting Policy to The Palm Beach County Inspector General

PURPOSE: To provide a policy relating to the reporting of certain specified acts or omissions to the Palm Beach County Office of the Inspector General (OIG).

BACKGROUND: Pursuant to Article XII. Inspector General, Sec. 2-423 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. **The County Administrator and each municipal manager or administrator or mayor where the mayor serves as Chief Executive Officer shall coordinate with the inspector general to develop reporting procedures for notification to the Inspector General.**

POLICY:

1. Town Management Employees and Town vendors shall promptly notify the Office of Inspector General and/or the Town Manager of possible: a) mismanagement of contract (misuse or loss exceeding \$5,000 in public funds), b) fraud, c) theft, d) bribery, or e) any other violation of law which appears to fall within the jurisdiction of the Inspector General.
2. Upon receiving any report from a management employee or vendor, the Town Manager shall promptly report the information/concern.
3. The management employee/vendor may choose whichever option they think is appropriate in reporting the matter.

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4. All management employees/vendors are expected to fully cooperate with the OIG in the exercise of the OIG's functions and authority. Such cooperation shall include but not be limited to providing statements, documents, records and other information.