

TOWN OF OCEAN RIDGE
6450 NORTH OCEAN BOULEVARD
OCEAN RIDGE, FLORIDA 33435

www.oceanridgeflorida.com
(561) 732-2635 ♦ FAX (561) 737-8359

GEOFFREY A. PUGH
MAYOR, CHAIRMAN OF COMMISSION

KENNETH N. SCHENCK, JR.
TOWN MANAGER



COMMISSIONERS
GAIL ADAMS AASKOV
DR. LYNN L. ALLISON
JAMES A. BONFIGLIO
RICHARD J. LUCIBELLA


August 3, 2014

Mr. John Carey
Office of the Inspector General
Palm Beach County

Dear Mr. Carey,

Enclosed please find the adopted reporting procedures for the Town of Ocean Ridge. Please contact me if you need anything additional.

Sincerely,


Kenneth N. Schenck, Jr.
Town Manager

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RESOLUTION 2014-09

RESOLUTION NO. 2014-09 OF THE TOWN OF OCEAN RIDGE, FLORIDA, ACKNOWLEDGING THE RIGHT OF EMPLOYEES AND RESIDENTS TO CONTACT THE OFFICE OF THE INSPECTOR GENERAL (OIG) WHEN THEY BECOME AWARE OF MISMANAGEMENT IN ANY LOCAL GOVERNMENT

WHEREAS, the Office of the Inspector General was established in 2010 to “Enhance Public Trust in Government”. The OIG has complete independent oversight authority at both County and Municipal levels to ensure accountability and transparency to the citizens of Palm Beach County. Town Employees or residents who wish to report mismanagement of contracts, fraud, theft, bribery or other violations of the law which appear to fall within the jurisdiction of the OIG, may notify their supervisor, Town Manager or the OIG. For more information on compliance, definitions, general questions and full OIG duties, employees can contact the Office of the Inspector General, or visit their website at: www.pbcgov.org/oig ; and

WHEREAS, the Town of Ocean Ridge wishes to cooperate with the OIG in its goal to provide clean and honest government.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE TOWN OF OCEAN RIDGE, FLORIDA does hereby support the OIG in its goals and encourages anyone who has knowledge of wrongdoing to report the same to management or the OIG directly.

This Resolution shall be effective immediately upon its passage.

The passage of this Resolution was moved by Commissioner Bonfiglio, seconded by Commissioner Aaskov.

The Mayor thereupon declared this Resolution duly passed and adopted on this 7th day of July, 2014.

ATTEST:

KAREN HANCSAK, Town Clerk

TOWN OF OCEAN RIDGE
By: 
GEOFFREY A. PUGH, Mayor

TOWN OF OCEAN RIDGE POLICY AND PROCEDURES

Subject: REPORTING POLICY TO THE PALM BEACH COUNTY INSPECTOR GENERAL

Effective Date: May 27, 2014

Town Manager Approval:



Date:

7-14-14

POLICY: The Office of Inspector General (OIG) of Palm Beach County was established to "Enhance Public Trust in Government." The OIG has independent oversight at both the County and Municipal levels to ensure accountability and transparency. This policy explains the procedures for Town employees to report possible wrongdoing to the OIG.

SCOPE: This policy covers all employees of the Town.

PROCEDURE: Town employees shall report or cause to be reported to the OIG and/or Town Officials any matter that comes to their attention that they think meets the following criteria in accordance with this policy:

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

An employee who becomes aware of any matter that may be within the responsibility of the OIG shall promptly report their information/concerns in any of the following ways:

- to the Office of Inspector General, or
- to the Town Manager, or
- to the Employee's department head, or
- to a supervisor in the department's chain of command, which supervisor shall then be responsible for further informing department management, or
- any combination of the preceding.

The employee may choose whichever method they think is appropriate for the matter or is most comfortable in doing. Any qualifying matter that is reported to departmental management shall promptly be referred to the OIG by management.

All employees 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.

Information can be found at <http://www.pbcgov.com/OIG>.