


BRIGHAM CITY CORPORATION ADMINISTRATIVE POLICIES AND PROCEDURES	
{Subject} <u>Fraud Hotline Policy</u>	{Effective Date} June 30, 2020
{Category} Risk Management	{Sub-Category} Fraud Risk
{Action} New	{Distribution} City Wide <input checked="" type="checkbox"/>
{Approval Signature & Title} Mayor Tyler M. Vincent  MAYOR	{Pages} 1

Purpose

In accordance with The Utah State Office of the State Auditor Fraud Risk Assessment; a Fraud email Hotline will be setup and advertised on the Brigham City Website to allow the public, employees, and vendors/contractors, to report improper governmental activities including:

- Violations of a law, rule, regulation, or policy applicable to the City
- Theft or Fraud
- Abuse of authority
- Unethical conduct
- Gross mismanagement
- Waste of misuse of public funds, property, or manpower

Submitting a Compliant

Individuals wanting to submit a tip or complaint can send an email to fraudhotline@bcutah.org.

Tips or complaints regarding regular City operations that do not involve the above bulleted items should not use the hotline email. Those tips or complaints should be communicated directly to the responsible City department. Any criminal activity and/or emergencies should be communicated directly to the police department or 911.

Tips/complaints should be submitted with sufficient information to allow a proper investigation. This should include specifics on who, what, where, when as well as any other details such as information on other witnesses, documents, and pertinent evidence.

Due to limited resources, the City is unable to accept and investigate complaints that are not supported by evidence or a means to investigate it further.

Anonymous tips/complaints will be considered; however, the City may not investigate when evidence may be difficult to obtain and verify.

Procedure

1. Complaint/tips will be screened and evaluated by the City Attorney's office. Any complaints detailing an actual or potential criminal offense will be referred to the property law enforcement agency. If the City Attorney or any of his/her staff are the subject of the complaint, it will be immediately forwarded to the City Administrator or Mayor.
2. The City Attorney's office will review complaints/tips to determine if there is a factual basis and legal justification to conduct a preliminary investigation into any alleged improper governmental activity.
3. If upon evaluation further investigation is merited, the City Attorney will prepare a report outlining the factual allegations of the tip/complaint, the preliminary investigation of said tip/complaint and then a recommendation.
4. If a City Administrator or Mayor are the subject of the complaint they may not be included in this process. In that specific instance, the City Attorney will inform the City Council upon completion of their report/recommendation.

The City Council, City Administrator or Mayor upon receipt of a report will:

- Continue or Discontinue the investigation
 - Refer the investigation to an outside entity
 - Sets the timeline and scope of the investigation
 - Sets the budget of the investigation
5. The investigator and the City Attorney will provide City management a report of the findings. City Management will take any necessary action.
 6. City management will provide a report to the City Council. Information will also be provided to the complainant if requested.
 7. The City Recorder will retain a record of all complaints/tips in accordance with the applicable Utah State law retention schedule.

Whistleblower Protection

The City will not take any adverse action against any employees for reporting in good faith fraud or abuse of public funds. An employee is presumed to have communicated in good faith if they have given written notice or otherwise formally communicated the issue to the person in authority

Confidentiality

The identity of the complainant is considered protected information under the Utah government Records Access and Management Act (GRAMA) and will be kept confidential to the fullest extent possible. Utah Code sec. 67-3-1(15)