

RESOLUTION #2010-169

**A RESOLUTION ESTABLISHING A WASTE AND FRAUD
HOTLINE USE POLICY**

WHEREAS the City of Rapid City has contracted for a service that allows employees of the City to make anonymous reports of fraud and waste; and

WHEREAS the Rapid City Common Council deems it to be in the best interests of the City to establish a policy for address anonymous reports of fraud and waste.

NOW, THEREFORE, BE IT RESOLVED by the City of Rapid City that there is hereby established a waste and fraud hotline use policy as follows:

- 1) The Mayor, City Attorney and the Community Resources Director shall be the points of contact for the Fraud & Waste Hotline.
- 2) Upon receipt of an allegation from the Fraud & Waste Hotline, the Mayor, City Attorney, and Community Resources Director shall meet to determine a course of action to address the complaint. The course of action may be to:
 - a. Refer the matter to law enforcement for investigation;
 - b. Conduct an internal investigation of the allegations;
 - c. Ask for clarification or additional information through the Fraud & Waste Hotline; or
 - d. Determine that the complaint is unfounded and take no further action.
- 3) The Community Resources Director shall maintain a file with documentation of each complaint, the course of action taken, and the results of the course of action.
- 4) In the event that the allegation alleges misconduct by either the City Attorney or the Community Resources Director, the Finance Officer shall replace City Attorney or Community Resources Director, as appropriate, in carrying out the requirements of this policy.
- 5) In the event that the allegation alleges misconduct by the Mayor, the Council President shall replace the Mayor, in carrying out the requirements of this policy.
- 6) The Council shall be notified of allegations made via the Fraud & Waste Hotline as required by the Council Notification Policy.
- 7) On a quarterly basis, a summary of the number of complaints received and a summary of the dispositions shall be provided to the Council.

Dated this _____ day of _____, 2010.

CITY OF RAPID CITY

Mayor

ATTEST:

Finance Officer

(SEAL)