

RESOLUTION #2011-108

**A RESOLUTION TO RENAME AND AMEND
THE WASTE AND FRAUD HOTLINE USE POLICY**

WHEREAS, in passing Resolution #2010-169 the City of Rapid City Common Council established a Waste and Fraud Hotline use Policy (the “Policy”); and

WHEREAS, the City of Rapid City continues to contract for a service that allows employees of the City to make anonymous reports regarding matters affecting the City; and

WHEREAS, the Rapid City Common Council deems it to be in the best interests of the City to make certain amendments to the Policy to allow City employees to report potential fraud, waste, employment concerns, and suggestions for improvements to City operations, processes, policies and procedures; and

WHEREAS, the Rapid City Common Council further deems it to be in the best interests of the City to change the name of the Policy to reflect the change in the Policy guidelines.

NOW, THEREFORE, BE IT RESOLVED by the City of Rapid City that there is hereby established an amended Policy, which reads in its entirety as follows:

1) The name of the anonymous reporting system shall be the Rapid City Employee Hotline; and the system may be used by the employees of the City of Rapid City to report fraud, waste, employment concerns, or to report a suggestion(s) for improvement(s) in current operations, processes, and/or procedures of the City.

~~1) — The Mayor, City Council President, City Council Vice President, City Attorney and the Community Resources Director shall be the points of contact for the Fraud & Waste Hotline.~~

~~2) Upon receipt of an allegation employee submission from the Fraud & Waste Hotline Rapid City Employee Hotline, the Community Resources Director shall decide the proper routing for the submission, and shall ensure the submission is dealt with in a timely and proper manner. ~~the Mayor, City Council President, City Council Vice President, 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~~ submission, the course of action taken, and the results of the course of action.~~

4) In the event that the ~~allegation~~ submission alleges misconduct by ~~either the City Attorney or the Community Resources Director~~, the Finance Officer shall replace ~~City Attorney or the 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 5) The Council shall be notified of ~~allegations~~ submissions made via the ~~Fraud & Waste Hotline~~ Rapid City Employee Hotline as required by the Council Notification Policy.

7 6) On a quarterly basis, a summary of the number of ~~complaints~~ submissions received and a summary of the dispositions shall be provided to the Council.

Dated this _____ day of _____, 2011.

CITY OF RAPID CITY

Sam Kooiker, Mayor

ATTEST:

Finance Officer

(SEAL)