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2010

1.0 PURPOSE:

To set forth the policy of the City of West Allis and to establish responsibilities and procedures regarding the City of West Allis Accountability Hotline.

2.0 ORGANIZATIONS AFFECTED:

This policy applies to all City of West Allis departments, boards, and commissions.

3.0 POLICY:

The City of West Allis will provide an accountability hotline program that provides a means of reporting comments about City operations. Comments might include conflicts of interest, improper use of a government office, waste or abuse of public funds, neglect of duty, mismanagement, fraud, theft, bribery, kickbacks, false accounting or recordkeeping, embezzlement, false claims, contract or procurement violations, misuse of City property, and ethics violations.

4.0 REFERENCES:

City of West Allis "Code of Ethics."

5.0 PROCEDURES:

5.1 GENERAL POLICY:

5.1.1 The Accountability Hotline is available to receive messages 24 hours a day 7 days a week and will be checked for calls on a regular basis. The hotline is set up to take messages without leaving a record of the accountability number of the person calling into the hotline. All calls will be logged in an Accountability Hotline Notebook so that results may be tracked. Confidentiality will be maintained to the extent possible during processing and investigations. Police matters will be referred to the normal, already established police complaint system.

5.2 RESPONSIBILITY:

- 5.2.1 It shall be the responsibility of the Executive Administrative Assistant to monitor the hotline for messages and notify the Accountability Hotline Monitoring Team (AHMT) that a call or calls have been received and are ready for listening. The Executive Administrative Assistant shall not listen to any messages her (him) self.
- 5.2.2 It shall be the responsibility of the Mayor, City Administrative Officer, and City Attorney to listen and log all calls in a joint effort to ensure the proper checks and balances. This AHMT will ensure that all calls deemed to be legitimate will be assigned a case number and investigated. Feedback will be provided if the caller decides to leave their personal information. Anonymous calls will be provided generic status reports through numeric identification.

5.3 INVESTIGATIONS:

- 5.2.1 In the event an employee is involved in a reported message, any investigation of alleged wrong doing will be handled by means of its severity and will be conducted in accordance to City of West Allis policies and ordinances and/or State of Wisconsin laws. Such investigations will be carried out by the Supervisor, City Attorney, Human Resources Manager, Ethics Board, or the Police Department, as determined to be appropriate for the matter.