



ADMINISTRATIVE ORDERS OF THE CITY MANAGER

ADMINISTRATIVE ORDER 5.15
TO: All City Employees
FROM: Marsha I. Grigsby, City Manager 
SUBJECT: H.B. 66 – Ohio Auditor of State’s Fraud Reporting System
DATE: April 5, 2012
New Administrative Order

I. PURPOSE

The purpose of this Administrative Order is to comply within H.B. 66 (Ohio Revised Code 117.103) regarding the Ohio Auditor of State’s fraud reporting system. This bill creates a fraud reporting system under the auspices of the Ohio Auditor of State and requires, under Ohio Revised Code 117.103 (B) (1), that public employers provide notification regarding the Ohio fraud-reporting system and the means of reporting fraud under this system to all existing employees and future new hires. Furthermore, public employers are required to document the acknowledgement of the receipt of such notice by their employees.

II. BACKGROUND

In 2003, the Ohio Auditor of State created the Auditor of State’s fraud hotline. The hotline was established as a way for all Ohioans to report potential fraud throughout government. House Bill 66 makes several changes to the Auditor of State’s fraud hotline. The bill requires the Auditor of State to maintain a system for the reporting of fraud, including the misuse of public funds by any public official or office. The system allows all Ohio citizens the opportunity to make anonymous complaints through a toll-free telephone number, the Auditor of State’s website, or through the United States mail.

The Auditor of State is required to keep a log of all complaints filed. The log is a public record under Section 149.43 of the Ohio Revised Code and must contain the following: the date the complaint was received, a general description of the nature of the complaint, the name of the public office or agency with regard to which the complaint is directed, and a general description of the status of the review by the Auditor’s office. Information in the log may be redacted if Section 149.43 of the Revised Code or another statute provides an applicable exemption. During the course of the Auditor of State investigations, information will be redacted pursuant to Section 149.43 (A) (2) in order to conduct thorough investigations.

On the bill's effective date, May 4, 2012, public offices, must make their employees aware of the fraud-reporting system. Public offices also must provide information about the fraud reporting system to all new hires. All new hires must confirm that they received this information within thirty days after beginning employment. Section 117.103 of the Ohio Revised Code requires the Auditor of State to confirm that public offices have so notified new employees.

Finally, the legislation also extends the current whistle-blower protections contained in Section 124.341 of the Ohio Revised Code to employees who file a complaint with the new fraud reporting system. If an employee becomes aware of a situation and reports it to the Auditor of State's fraud reporting system, the employee is protected against retaliatory or disciplinary actions.

III. POLICY

Pursuant to H.B. 66 (Ohio Revised Code 117.103), effective May 4, 2012, all current City of Dublin employees and future new hires shall be provided notification regarding the Ohio fraud-reporting system and the means of reporting fraud under this system. In addition, also pursuant H.B. 66, the City shall document the receipt of such notice by such employees and future new hires via a formal acknowledgement form. All new hires shall complete the required acknowledgement form within 30 days of their date of appointment.

In compliance with the requirements of H.B. 66, following is information regarding the Ohio Auditor of State's fraud reporting system and the means of reporting fraud under such system:

The Ohio Auditor of State's office maintains a system for the reporting of fraud, including misuse of public funds by any official or office. This system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll-free number, the Auditor of State's website, or through the United States mail.

Auditor of State's fraud contact information:

Telephone: 1-866-FRAUD OH (1-866-372-8364)

U.S. Mail: Ohio Auditor of State's office
Special Investigations Unit
88 East Broad Street
P.O. Box 1140
Columbus, OH 43215

Web: www.ohioauditor.gov

IV. EMPLOYEE ACKNOWLEDGEMENT FORM

All current City employees and future new hires shall be required to acknowledge, via the attached Acknowledgment Form, that they have received the above referenced notification and information regarding the Ohio Auditor of State's fraud reporting system.



**ADMINISTRATIVE ORDER 5.15
ACKNOWLEDGMENT FORM**

**ACKNOWLEDGEMENT OF RECEIPT OF AUDITOR OF STATE'S FRAUD
REPORTING SYSTEM INFORMATION**

I hereby acknowledge that I have received a copy of City Administrative Order 5.15 providing notice of and containing information regarding Ohio Auditor of State's fraud reporting system, including the means by which to report fraud. I also hereby acknowledge that I have read and understand this information.

Print Employee Name

Date

Employee Signature

