

FY 2021 Recommendations

1. **AGENCY:** Office of Homeland Security (OHS)

ALLEGATION: Case #20-0461e – OHS employee is not performing their duties while working overtime and is also entering incorrect work hours in the electronic time keeping system.

DISPOSITION: Unsubstantiated

RECOMMENDATIONS: Director of OHS create an agency policy and appropriate oversight for the use of overtime in the Audio Unit, to include sufficient measures to document employee work hours and legitimate business purposes to support the approved overtime.

ACTION(S) TAKEN or RESPONSE(S): OHS implemented a policy as of July 31, 2020 to address employee time keeping. OHS will conduct periodic audits of timecards to ensure compliance with the policy.

2. **AGENCY:** Fire Department (Fire/EMS)

ALLEGATION: Case #21-0251e – Volunteer Fire/EMS employee is conducting business with the County and creating a prohibited conflict of interest.

DISPOSITION: Outside Scope of the Board of Ethics

RECOMMENDATIONS: Although the Respondent is not a County employee, the individual is in the process of accepting a position on a County commission, which is governed by the County's Code of Ethics. Accordingly, the Respondent should be advised to obtain an advisory opinion from the Board of Ethics to address any potential conflicts of interest and ensure compliance with the Code of Ethics.

ACTION(S) TAKEN or RESPONSE(S): Respondent has not requested an advisory opinion to-date.

3. **AGENCY:** Office of Central Services (OCS)

ALLEGATION: Case #21-0259e – OCS employee circumvented County policy by contacting a developer and offering to assist with revising a development plan, previously denied by the County. Additionally, the employee used a personal email to solicit donations from a County vendor.

DISPOSITION: Substantiated

RECOMMENDATIONS: Because there was a reasonable basis to believe a violation of the County's Code of Ethics has occurred, the Agency was afforded adequate time to address the incident to determine the appropriate discipline.

ACTION(S) TAKEN or RESPONSE(S): OCS issued appropriate employee discipline to include directing the employee to complete ethics training.

4. AGENCY: Department of Permitting, Inspections, and Enforcement (DPIE)

ALLEGATION: Case #21-0282e – DPIE inspector is working unapproved secondary employment and used their position to attempt to have a fine for a violation reduced.

DISPOSITION: Substantiated

RECOMMENDATIONS:

- 1) Respondent should be directed to complete a secondary employment request no later than ten (10) days from closeout of the matter.
- 2) Director should review all permits associated with the company where the employee works to determine whether respondent had any involvement during the permitting process involving the company.
- 3) Director should investigate the matter further to determine whether additional violations of the County Code exist.

ACTION(S) TAKEN or RESPONSE(S):

- 1) Respondent was directed to complete a secondary employment application, which was denied for conflicts of interest.
- 2) DPIE completed an internal investigation of the inspector and discovered a conflict of interest.
- 3) DPIE met with OHRM to review disciplinary actions.