

I. EMPLOYMENT POLICIES

F. REPORTING FRAUD, THEFT AND MISUSE OF CITY ASSETS

It is the duty of each employee who knows of any fraud, theft or misuse of City assets, including cash, supplies, equipment, services, etc., to report the same to the appropriate City officials. The report may be made orally or in writing. The “appropriate City officials” may include any one of the following:

- The employee’s immediate supervisor;
- The employee’s department head;
- Director of Finance;
- Assistant City Manager; or
- City Manager.

No person filing a report under this policy shall be subject to retribution or retaliation of any kind for doing so.