



Medina County Policy Manual

Policy: Reporting Violations	Section: Work Rules	Number: 7.065
Issued: 09/17/07	Reviewed/Revised:	Page #: 1 of 2

I. Overview

- A. The Medina County Board of Commissioners is entrusted to comply with all applicable laws, ordinances and requirements inherent to their elected positions through their oversight of County business.
- B. Breach of this public trust is to be reported in accordance with the provisions of Ohio Revised Code 4113.52, *Right of employee to report violation of law by employer or fellow employee.*

II. Reporting Procedure

- A. Should you become aware of a violation of a state or federal law, an ordinance or regulation or a Board rule or policy which you reasonably believe is a criminal offense that is likely to cause an imminent risk of physical harm to any person, a hazard to the public health or safety or is a felony:
 - 1. You are to verbally notify your supervisor or other responsible county officer (i.e. County Administrator, Director Human Resources) of the violation and subsequently file with that individual a written report providing sufficient detail to identify and describe the violation.
 - 2. Upon notification, the employee reporting the violation should be assured of confidentiality to the extent available under the law. It is highly advisable that this assurance be provided in the form of a notice and be signed by the employee.
 - 3. If the violation is not corrected or a reasonable and good faith effort to correct the violation is not met within twenty-four hours after your oral notification or the receipt of your report, whichever is earlier, you may file a written report providing sufficient detail to identify and describe the violation with the Medina Prosecutor's office.

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4. You will be notified in writing within twenty-four hours after this oral notification was made, or report received, or by the close of business on the next regular business day following the day on which the oral notification was made, or the report was received, whichever is later, of any effort by the appropriate authority to correct the alleged violation or hazard or of the absence of the alleged violation or hazard.

B. If you become aware in the course of your employment of a violation by a ***fellow employee*** of any state or federal statute, any ordinance or regulation of a political subdivision, or any work rule or policy of the Medina County Board of Commissioners and you reasonably believe that the violation either is a criminal offense that is likely to cause an imminent risk of physical harm to persons or a hazard to public health or safety or is a felony, you are to orally notify that employee's supervisor or either the County Administrator or Director Human Resources of the employee's violation and subsequently file a written report that provides sufficient detail to identify and describe the violation.

III. Good Faith Effort

A. You are expected to make a reasonable and good faith effort to determine the accuracy of any information reported. If you fail to make such an effort, you may be subject to disciplinary action, including suspension or removal, for reporting information without a reasonable basis to do so.

B. The Medina County Board of Commissioners will not take any disciplinary or retaliatory action against you for making any report if you made a reasonable and good faith effort to determine the accuracy of any information so reported, or as a result of you having made any inquiry or taken any other action to ensure the accuracy of any information reported.