

M – 3.2: Responsibilities for Reporting Compliance Issues

POLICY: See M 3.2 Employee Responsibilities for Reporting Compliance Issues at www.cosdcompliance.org.

PROCEDURES:

Employee Responsibilities:

1. Immediately report knowledge of suspected actual or potential violations of law, regulations, County or HHS policy and procedure, County Code of Ethics, or HHS Code of Conduct to:
 - a. A supervisor, manager, or other management staff within employee's chain of command; or
 - b. HHS Compliance Office
 - i. Phone: 619-338-2807
 - ii. Email: Compliance.HHSA@sdcounty.ca.gov; or
 - c. Countywide Compliance Hotline: 866-549-0004

NOTE: Reports made through thru Compliance.HHSA@sdcounty.ca.gov or the Countywide Compliance Hotline may be submitted anonymously to the extent any contact information provided is not identifying.

All reports made regarding suspected compliance issues will be handled confidentially to the extent practical and permitted by law.

No employee will be subject to retaliation for reports of suspected compliance issues.

Management Responsibilities:

1. Take appropriate measures to ensure HHS employees:
 - a. Have an obligation to raise compliance concerns and issues to the appropriate parties;
 - b. Should always seek clarification and guidance on compliance related issues from management or the Compliance Office; and
 - c. May report compliance related issues without fear of retaliation.
2. Maintain an open door policy to support reporting of compliance related issues or concerns.
3. Ensure reports of compliance related concerns are handled confidentially to the extent practical and permitted by law.
4. Refer compliance related concerns to HHS Compliance Office.

Compliance Office Responsibilities:

1. Provide governance and oversight for the methods of reporting compliance related concerns as listed above.
2. Coordinate and document prompt review, investigation of all compliance related concerns.

QUESTIONS/INFORMATION: HHS Compliance Officer at 619-338-2807