

## Administrative Order



**Administrative Order No.:** 7-7

**Title:** Employees Having Knowledge of a Crime

**Ordered:** 10/22/1964

**Effective:** 10/22/1964

### **AUTHORITY:**

Section 4.02 of the Metropolitan Dade County Charter

### **POLICY:**

It is the policy of the Metropolitan Dade County Administration that county officials and employees under the jurisdiction of the County Manager who have knowledge or information which may constitute a crime shall report such information immediately and personally to the proper investigating authority.

The purpose of this administrative order is to establish a procedure for reporting such information.

### **PROCEDURE:**

#### **State Attorney:**

Any county official or employee who has information which may constitute a crime shall immediately report such information personally to the State Attorney, Eleventh Judicial Circuit of Florida, sixth floor, Metropolitan Justice Building, 1351 N.W. 12 Street, Miami, Florida.

The employee should report to the receptionist, identify himself as a county employee, and state that he desires to report a crime. He will then be referred to an Assistant State Attorney or the State Attorney.

**Grand Jury:**

If the employee prefers to report the matter to the Grand Jury, he shall proceed immediately to the offices of the Dade County Grand Jury, Room 513, Dade County Courthouse, identify himself as a county employee who desires to make a complaint or report a crime, and the Grand Jury Administrative Assistant will advise the employee as to the procedure for calling the matter to the attention of the Grand Jury.

All county officials or employees shall cooperate fully with the investigating authority.

**County Manager:**

After the official or employee has given his report to either the State Attorney or the Grand Jury, he should ask whether the information related may be reported to the County Manager for possible personnel action. If this is permitted, the employee should then report to the Office of the County Manager, Room 911, Dade County Courthouse, again identify himself as a county employee with confidential information, and request to see the County Manager personally.

This administrative order is hereby submitted to the Board of County Commissioners of Dade County, Florida.

Hoke Welch

Acting County Manager