



CITY AUDITOR REPORT ETHICS HOTLINE ACTIVITY YEARLY ACTIVITY AS OF DECEMBER 22, 2021

BACKGROUND

As part of the City of Olathe’s commitment to government accountability and transparency, the City maintains a hotline for citizens and stakeholders to anonymously report potential ethics violations. Reports can be made by phone or online, and report filers are given a password to obtain updates and information on their cases. Ethics incident reports are investigated by designated City management personnel.

2021 HOTLINE ACTIVITY

To ensure the ethics hotline process is functioning, the Auditor periodically reviews hotline activity to determine reports are received, promptly investigated and resolved. Report activity for 2021 is summarized below. A change of responsibility/administration for hotline reports occurred this year due to management personnel changes. The change did not impact investigation and resolution of hotline reports. Investigation and resolution were discussed with management personnel responsible for hotline administration. **Timely resolution of hotline reports is occurring.**

2021 ETHICS HOTLINE ACTIVITY			
PRIMARY ISSUE	REPORTED VIA	ACTION TAKEN	STATUS
Social Media Policy	Hotline	Investigation determined no policy violation occurred; staff was counseled on the potential image and community impact of social media	CLOSED
Safety & Sanitation Issues	Hotline	Inspection of worksite practices resulted in suspension of fiber installation contractor until areas are restored and in satisfactory condition. To prevent future incidents, policy and procedure are under review.	CLOSED

HOTLINE AVAILABILITY

To ensure the hotline website is available for ethics reporting, the Auditor monitors web portal ‘uptime’ with an automated robotic monitor. **No significant website downtime occurred in 2021.** Phone hotline availability was tested by the Auditor via test phone calls; **the phone report line was operating and answered in these test calls.**