

Minneapolis
City of Lakes

City of Minneapolis

350 South 5th Street
Minneapolis MN 55415

ATTACHMENT B

Dear City of Minneapolis employee,

As government employees, we are stewards of the public trust. While we firmly believe that City employees exhibit the highest level of integrity, we also know that any instance of wrongdoing can taint good employees by association.

While the most effective way to earn and maintain the public's respect is to always act with integrity, there may be times when it's also necessary to speak up about illegal or unethical activity. As a best practices measure, Minneapolis elected officials directed the City to implement a confidential hotline to allow employees to report concerns about possible workplace fraud, theft or violations of our Ethics in Government or Respect in the Workplace policies.

This hotline, called the Ethics Report Line, is operated by an independent company to ensure a confidential option for reporting concerns. The toll-free hotline can be accessed 24 hours a day, seven days a week by calling 1-877-563-1075. If you call, a specially trained interviewer will document your concern, assign a report number and relay information to the appropriate City staff member for follow-up. You can also report concerns by visiting www.reportlineweb.com/Minneapolis.

As has been our past practice, you are always encouraged to first talk directly to your supervisor or manager about a workplace concern. You also have the option of contacting Susan Trammell, Minneapolis Ethics Officer, at (612) 673-3230 or susan.trammell@ci.minneapolis.mn.us.

While we wish to reiterate that we believe that honest, ethical work is the norm among City employees, we must also work together to prevent wrongdoing before it harms the City's image and reduces our ability to accomplish our mission.

Thank you,

R.T. Rybak
Mayor

Barbara Johnson
City Council President



The Network's Web-based report service works in a similar fashion. The Web site visitor is guided through a series of online questions designed to elicit the same information an interviewer would gather.

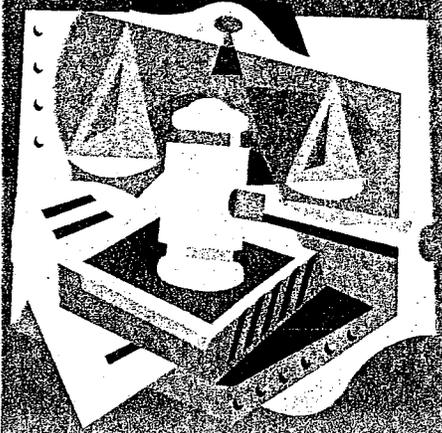
Examples of concerns

- Violations of government regulations
- Violations of the City's Ethics in Government policy
- Destroying, altering or falsifying City records
- Withholding properly requested public records
- Theft or fraud
- Creating or ignoring safety or environmental hazards
- Using or selling illegal drugs
- Misuse of City property or facilities
- Alcohol use while on duty
- Bribery
- Conflict of interest
- Threats to personal safety
- Accounting or auditing irregularities
- Harassment, discrimination or other violations of the City's Respect in the Workplace policy



City of Minneapolis Employees

Stewards of the Public Trust



Minneapolis City employees provide residents and visitors with a wide range of needed and valued services. Whatever duties you perform, your job also makes you an ambassador and representative of the City of Minneapolis. In short, you and your coworkers are stewards of the public trust.

When residents see dedicated employees acting with the highest level of integrity, they can rightly take pride in their City and the work that you do.

Although it's extremely rare, any instance of wrongdoing taints good employees by association. Wrongdoing harms the City's image and reduces our ability to accomplish our mission.

Earning the public's trust

The most effective way to earn and maintain the public's respect is to always act with integrity. If you are ever unsure about a particular action, ask yourself:

- Does it violate City policy?
- Is it illegal?
- Could it erode the public's trust in us?
- Could it harm a co-worker?
- Could it harm the people we serve or the companies we do business with?



If you answer "yes" to any of these questions, you could be risking your job. If the answers are unclear, check the City's policies, talk with your supervisor or manager, or contact the City's Ethics Officer. Wrongdoing also can result in serious personal and professional consequences, including discipline, job loss or even imprisonment. Additionally, the City of Minneapolis could face costly lawsuits as a result of wrongdoing by one of its employees.

Protecting the public trust

If you're aware of an illegal or unethical activity, don't ignore it. If possible, say something to the person. If the situation doesn't improve or you don't feel comfortable talking to the person, you can:

- Talk with your supervisor or manager.
- Contact the City's Ethics Officer, Susan Trammell, at (612) 673-3230 or susan.trammell@ci.minneapolis.mn.us.
- Call the Ethics Report Line at 1-877-563-1075.
- Visit the Ethics Report Line's Web site at www.reportlineweb.com/Minneapolis.

Ethics Report Line

The Ethics Report Line is operated by an independent company — The Network — to ensure a completely confidential process for City employees to report workplace concerns. The Network provides reporting services for hundreds of businesses and governmental entities worldwide.

How to reach the Ethics Report Line

- Call 1-877-563-1075
- Visit www.reportlineweb.com/Minneapolis.

What happens when you call the Ethics Report Line?

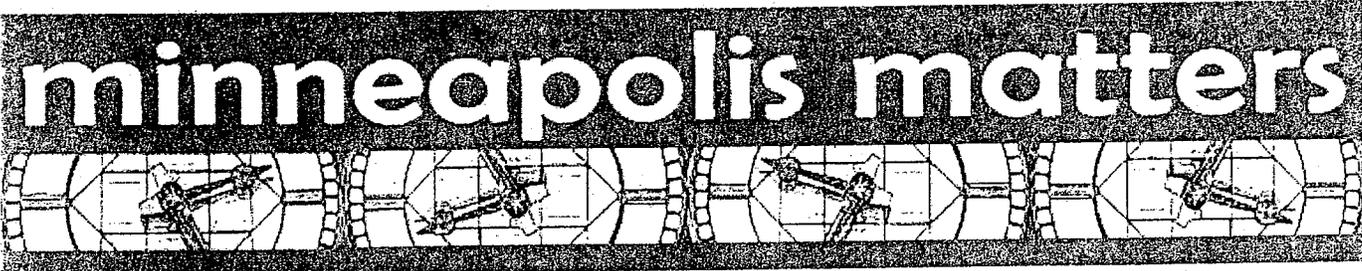
1. Your call is answered by a specially trained interviewer who documents your concern in detail. Your call is not recorded and you may remain anonymous.
2. The interviewer gives you a report number and a call back date.
3. The company relays information about your concern to the appropriate City staff member for follow-up or investigation.
4. You phone the Ethics Report Line on your scheduled call back date and give the operator your report number. At this time, an interviewer may ask you a few questions to clarify the issue or give you an update on the status of the investigation.
5. If you wish, you can always call back to provide additional information or to ask about the status of the investigation.
(Be sure to have your report number on hand.)



ATTACHMENT C

Trammell, Susan L.

From: Exchange Mail Administrator
 Date: Thursday, June 12, 2008 1:21 PM
 To: All Exchange Users; All MPD (Public Info Only)
 Subject: June 12, 2008 Minneapolis Matters - a biweekly newsletter for City employees



A newsletter for City of Minneapolis employees

June 12, 2008

City Hall green roof installation underway

The greening of City Hall's roof is moving forward. This week, workers began installing plants atop the building's 5,000 sq. ft. rooftop courtyard. When completed, the green roof will help reduce the urban heat island effect, lower the building's heating and cooling costs and reduce stormwater runoff. [Read more](#)



Workers are planting grasses, vines, shrubs and wildflowers in four inches of soil on the courtyard roof. The soil is specifically designed for rooftops and includes fungi that enhance root growth and function.

Work teams are inspecting Lowry corridor properties

Teams of employees are in the midst of a concerted effort to inspect every one of the 145 properties along the Lowry Avenue corridor from the Mississippi River to the western city limits. Staff members from the Problem Properties Unit,

New option for reporting law or policy violations

The City has a new way for employees to report concerns about possible workplace fraud, theft or policy violations. A new confidential hotline can be accessed 24 hours a day, seven days a week. [Read more](#)

July training opportunities

Excel computer skills, employee discipline practices and diverse communities are the topics of upcoming training programs. [Read more](#)

No falcon chick this year

From the time City Hall's peregrine falcon chick was first sighted and the day it was to be banded, the chick disappeared. The chick was the only bird that hatched from this year's crop of three eggs. It's unknown if cold weather, the hail storm or another factor caused the loss.

Coming up

June 13, 18, 20 & 25 Gov't Ctr Plaza performances
 June 18 City Hall tour
 June 19 Gardening demo
 June 19 Farmers Market
 June 22 Police band performance

Last chance to register for Weight Watchers

Business Licensing, Food Safety, Construction Code Services, Environmental Management, Fire and Zoning are all participating. [Read more](#)

Minneapolis helps with tornado clean-up

Five Minneapolis CERT members went to Hugo, Minn. to participate in the May 31 clean-up event aimed at helping the community recover from the recent tornado that flattened 50 homes and damaged another 450 houses in the Saint Paul suburb. [Read more](#)

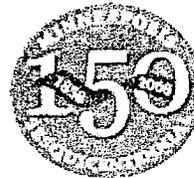
'Cop on Top' raises money for Special Olympics

A few Minneapolis police officers who took turns sitting atop a grocery store rooftop last weekend raised more than \$2,000 for the Special Olympics. [Read more/view photo](#)

RNC seeks volunteers

The folks organizing the Republican National Convention have recruited about 4,000 volunteers, but they still need another 6,000 people to help with transportation, answer visitors' questions, work with security teams and support convention operations. [Read more](#)

If you're looking to lose a few pounds, there are only a few days left to join the noontime Weight Watchers program. If the enrollment target isn't reached within the next week, a summer session will not be offered



Minneapolis 150 Fast Fact

The name "Minneapolis" wasn't the first suggestion for our community's name. Names that didn't make the cut included Albion, All Saints, Lowell, Brooklyn, Addiseville and Winona. [Read more](#)

Today's tip

Make preparing for your annual performance review a bit easier by jotting notes to yourself each time you close out a project or receive a compliment on your efforts. [Read more](#)

About this newsletter

Minneapolis Matters is published bi-weekly by the Communications Department as a service to City of Minneapolis employees. To suggest a news topic, please e-mail lynn.schwartz@ci.minneapolis.mn.us.

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Ethics Report Line makes it easier to report concerns about law or policy violations

Although City employees could always report concerns about illegal or unethical activity to their supervisor or the City's Ethics officer, the City has introduced a new option for reporting possible workplace fraud, theft or policy violations.

The new service, called the Ethics Report Line, utilizes an outside vendor to provide an intake process for workplace concerns. The reporting service is operated by The Network, an independent company that provides confidential reporting services for hundreds of businesses and governmental entities worldwide.

The additional reporting option was introduced at the direction of the City Council and Mayor as a best practices measure. City leaders recognize that honest, ethical work is the norm, but also want to ensure that employees have a safe and easy way to report policy violations or suspected fraud, waste or abuse.

The confidential toll-free hotline can be accessed 24 hours a day, seven days a week by calling 1-877-563-1075 or visiting www.reportlineweb.com/Minneapolis.

If you call the Ethics Report Line, a specially trained interviewer will document your concern and assign a report number to the issue. The concern is then relayed to a City staff member for follow-up or investigation. You will also be given a date to call back for an update on the investigation. At this time, the interviewer may need to ask clarifying questions. When you contact the Ethics Report Line, you can choose not to provide your name and your call is not recorded.

The Network's Web-based report service works in a similar fashion. The Web visitor is guided through a series of online questions designed to elicit the same information that an interviewer would gather.

Ethics Report Line is an extension of the reporting process that has been in place here for a number of years. The way the City investigates concerns and handles illegal or unethical activity is unchanged.

- Ethics in Government concerns will continue to be directed to the City's Ethics Officer
- Respect in the Workplace concerns will be continue to be handled by Human Resources
- Reports of possible fraud or waste will continue to be reviewed by the Director of Internal Audit.

Employees are always encouraged to first talk directly to their supervisor or manager about a workplace concern. The option to contact the City's Ethics Officer also remains available. Susan Trammel is the Minneapolis Ethics Officer and she can be reached at (612) 673-3230 or susan.trammel@ci.minneapolis.mn.us.

Problems that merit contacting a supervisor or calling the Ethics Report Line include:

- Violations of government regulations
- Violations of the City's Ethics in Government policy
- Destroying, altering or falsifying City records
- Withholding property requested public records
- Theft or fraud
- Creating or ignoring safety or environmental hazards
- Using or selling illegal drugs
- Misuse of City property or facilities
- Alcohol use while on duty
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June 12, 2008

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