

Introduced _____
Public Hearing _____
Council Action _____
Executive Action _____
Effective Date _____

County Council of Howard County, Maryland

2024 Legislative Session

Legislative Day No. 8

Bill No. 47 -2024

Introduced by: Liz Walsh

SHORT TITLE: Inspector General – Establishment

AN ACT establishing the Office of the Inspector General; specifying the selection, term, qualifications, and responsibilities of the Inspector General; providing for the referral of certain matters; specifying the funding and powers of the Office of the Inspector General; requiring certain reports; establishing the Inspector General Advisory Board; specifying the composition, powers, and duties of the Inspector General Advisory Board; specifying the selection, term, and responsibilities of the Inspector General Advisory Board; and generally relating to the Office of the Inspector General.

Introduced and read first time _____, 2024. Ordered posted and hearing scheduled.

By order _____
Michelle Harrod, Administrator

Having been posted and notice of time & place of hearing & title of Bill having been published according to Charter, the Bill was read for a second time at a public hearing on _____, 2024.

By order _____
Michelle Harrod, Administrator

This Bill was read the third time on _____, 2024 and Passed ____, Passed with amendments _____, Failed _____.

By order _____
Michelle Harrod, Administrator

Sealed with the County Seal and presented to the County Executive for approval this _____ day of _____, 2024 at ___ a.m./p.m.

By order _____
Michelle Harrod, Administrator

Approved by the County Executive _____, 2024

Calvin Ball, County Executive

NOTE: [[text in brackets]] indicates deletions from existing law; TEXT IN SMALL CAPITALS indicates additions to existing law; ~~Strike out~~ indicates material deleted by amendment; Underlining indicates material added by amendment.

1 **Section 1. Be It Enacted** by the County Council of Howard County, Maryland, that the Howard County
2 Code is amended as follows:

3 *By amending:*

4 *Title 1 – Human Resources*

5 *Subtitle 3. – Pay Plan*

6 *Sec. 1.306. Executive exempt.*

7
8 *By adding:*

9 *Title 22. General Provisions.*

10 *Subtitle 12. Office of the Inspector General*

11 *Sec. 22.1200. Establishment.*

12 *Sec. 22.1201. Purpose.*

13 *Sec. 22.1202. Appointment.*

14 *Sec. 22.1203. Powers And Duties.*

15 *Sec. 22.1204. Responsibilities.*

16 *Sec. 22.1205. Referral of Matters.*

17 *Sec. 22.1207. Budget.*

18 *Sec. 22.1208. Administration and Operation.*

19 *Subtitle 13. Inspector General Advisory Board*

20 *Sec. 22.1300. The Inspector General Advisory Board.*

21
22 **HOWARD COUNTY CODE**

23 **Title 1. Human Resources**

24 **Subtitle 3. – Pay Plan**

25 **Sec. 1.306. Executive exempt.**

26 (a) *Positions Defined.*

27 (1) The positions listed in this section shall be in the Executive exempt service. An Executive
28 exempt employee serves at the pleasure of the appointing authority. Appointing authorities
29 for Executive exempt positions are established as provided in this section.

30 (2) (i) An Executive exempt employee receives fringe benefits as provided by the Personnel
31 Officer.

32 (ii) The starting salary for an Executive exempt employee shall be set by the appointing
33 authority and may not exceed the maximum base hourly rate of pay for the position.

1 (iii) An exempt employee is paid an annual salary based on the hourly rates established in
2 the pay plan. An Executive exempt employee shall perform the duties assigned and shall
3 work the hours necessary to perform those duties.

4 (3) An Executive exempt employee is eligible for an employee performance award.

5 (4) The County Executive shall determine the level of education and experience necessary to
6 meet the minimum qualifications for Executive exempt positions for which the County
7 Executive is the appointing authority.

8 (b) *Appointing Authorities.* Appointing authorities for Executive exempt employees are as provided in
9 this subsection:

10 (1) *County Executive.* The County Executive is the appointing authority for the:

11 Executive Assistant I, serving the Office of the County Executive;

12 Executive Assistant II, serving the Office of the County Executive;

13 Administrative Assistant, serving the Office of the County Executive;

14 Administrative Analyst II, serving the Office of the County Executive;

15 Chief Administrative Officer;

16 Chief of Staff;

17 Deputy Chief of Staff;

18 Director of Community Resources and Services;

19 Director of Corrections;

20 Director of Finance;

21 Chief of Fire and Rescue Services;

22 Director of Housing and Community Development;

23 Director of Inspections, Licenses and Permits;

24 Director of Planning and Zoning;

25 Chief of Police;

26 Director of Public Works;

27 Director of Recreation and Parks; and

28 Director of Technology and Communication Services.

29 (2) *County Executive and County Council.* The County Executive, with the concurrence of the
30 County Council is the appointing authority for: Technical Services Supervisor, serving as
31 the Cable Administrator; and County Solicitor.

32 (3) *Chief Administrative Officer.* The Chief Administrative Officer, with the approval of the
33 County Executive, is the appointing authority for the following positions:

34 Administrative Assistant, serving the Office of the Chief Administrative Officer;

1 Administrative Analyst II, serving the Office of the Chief Administrative Officer;
2 Administrator of the Office of Community Sustainability;
3 Administrator of the Office of Transportation;
4 Executive Assistant I, serving the Office of the Chief Administrative Officer;
5 Executive Assistant II, serving the Office of the Chief Administrative Officer;
6 Budget Administrator;
7 Deputy Chief Administrative Officer;
8 Human Services Manager II, serving as the Workforce Development Administrator;
9 Human Resources Administrator;
10 Human Services Manager II, serving as the Administrator of the Office of Human Rights
11 and Equity;
12 Labor relations coordinator; and
13 Public Information Administrator.

14 (4) *Chief of Police*. The Chief of Police, with the approval of the County Executive, is the
15 appointing authority for the:
16 Police Major;
17 Assistant Administrator;
18 Police Information Specialist; and
19 Police Services Support Supervisor III, serving as the Animal Control Administrator.

20 (5) *Fire and Rescue Services*. The Fire Chief (also sometimes referred to in County law as the
21 Director of Fire and Rescue Services or the Chief, Fire and Rescue Services), with the
22 approval of the County Executive, is the appointing authority for the: Deputy Chief;1 the
23 Medical Director, the Administrator of the Office of Emergency Management, and the
24 Assistant Administrator.

25 (6) *Community Resources and Services*. The Director of Community Resources and Services,
26 with the approval of the County Executive, is the appointing authority for the:
27 Human Services Manager II, serving as the Deputy Director of Community Resources
28 and Services;
29 Human Services Manager II, serving as the Administrator on Aging and Independence;
30 Human Services Manager I, serving as the Administrator of the Office of Children and
31 Families;
32 Human Services Manager I, serving as the Administrator of the Office of Community
33 Partnerships; and
34 Human Services Manager I, serving as the Consumer Protection Administrator.

- 1 (7) *Public Works*. The Director of Public Works, with the approval of the County Executive, is
2 the appointing authority for the:
3 Deputy Director of Public Works;
4 Engineering Manager II, serving as the Chief, Bureau of Engineering;
5 Engineering Manager II, serving as the Chief, Bureau of Environmental Services;
6 Engineering Manager II, serving as the Chief, Bureau of Highways;
7 Engineering Manager II, serving as the Chief, Bureau of Facilities; and
8 Engineering Manager II, serving as the Chief, Bureau of Utilities.
- 9 (8) *County Solicitor*. The County Solicitor, with the approval of the County Executive is the
10 appointing authority for the:
11 Deputy Attorney, serving as the Deputy County Solicitor;
12 Principal Attorney, serving as a Senior Assistant County Solicitor I;
13 Senior Attorney, serving as a Senior Assistant County Solicitor II;
14 Attorney, serving as an Assistant County Solicitor II;
15 Entry Level Attorney, serving as an Assistant County Solicitor I; and
16 Administrative Assistant, serving as Secretary to the County Solicitor.
- 17 (9) *Planning and Zoning*. The Director of Planning and Zoning, with the approval of the
18 County Executive, is the appointing authority for the Deputy Director of Planning and
19 Zoning.
- 20 (10) *Finance*. The Director of Finance, with the approval of the County Executive, is the
21 appointing authority for the Deputy Director of Finance.
- 22 (11) *Technology and Communication Services*. The Director of Technology and
23 Communication Services, with the approval of the County Executive, is the appointing
24 authority for the Deputy Director, Technology and Communication Services.
- 25 (12) *County Council*. The County Council is the appointing authority for the:
26 Administrator to the County Council; and
27 County Auditor.
- 28 (13) *Housing and Community Development*. The Director of Housing and Community
29 Development, with the approval of the County Executive, is the appointing authority for
30 the Human Services Manager II, serving as the Deputy Director of Housing and
31 Community Development.
- 32 (14) *County Council Member*. The County Council Member is the appointing authority for the
33 Special Assistant and District Aide serving that Member.

1 (15) *Administrator to the County Council.* The Administrator to the County Council, with the
2 approval of the County Council, is the appointing authority for the:
3 Deputy Administrator to the County Council;
4 Executive Assistant I, serving as the Assistant to the Administrator to the County
5 Council; and
6 Public Information Administrator, serving as the Public Information Officer to the
7 County Council.

8 (16) *County Auditor.* The County Auditor, with the approval of the County Council, is the
9 appointing authority for Deputy County Auditor.

10 (17) *Corrections.* The Director of Corrections, with the approval of the County Executive, is
11 the appointing authority for the:
12 Deputy Director of Corrections; and
13 Custody and Security Chief.

14 (18) *THE INSPECTOR GENERAL ADVISORY BOARD.* THE INSPECTOR GENERAL ADVISORY
15 BOARD IS THE APPOINTING AUTHORITY FOR THE INSPECTOR GENERAL.

16 (19) *THE INSPECTOR GENERAL.* THE INSPECTOR GENERAL IS THE APPOINTING AUTHORITY FOR
17 THE DEPUTY INSPECTOR GENERAL.

18
19 (c) *Pay Grades.* Class Codes and pay grades for Executive exempt positions are established or
20 amended by legislative action of the County Council on the pay plan. The pay plan adopted or
21 amended as an attachment to the Council bill on which the legislative action is taken, and is not
22 reprinted in this Code, but is maintained by the Office of Human Resources.

23
24 **Title 22. General Provisions**

25 **SUBTITLE 13. OFFICE OF THE INSPECTOR GENERAL**

26
27 **SEC. 22.1200. ESTABLISHMENT.**

28 THERE IS AN OFFICE OF THE INSPECTOR GENERAL, THE HEAD OF WHICH IS THE INSPECTOR
29 GENERAL.

30
31 **SEC. 22.1201. PURPOSE.**

1 THE PURPOSE OF THE OFFICE OF THE INSPECTOR GENERAL IS TO PROVIDE INCREASED
2 ACCOUNTABILITY AND OVERSIGHT IN THE OPERATIONS OF ANY DEPARTMENT, OFFICE, OR AGENCY
3 RECEIVING FUNDS FROM THE COUNTY GOVERNMENT BY IDENTIFYING:

- 4 (a) FRAUD, WASTE, ABUSE, AND ILLEGAL ACTS IN THE COUNTY GOVERNMENT; AND
- 5 (b) WAYS TO PROMOTE EFFICIENCY, ACCOUNTABILITY, AND INTEGRITY IN THE COUNTY
6 GOVERNMENT.

7
8 **SEC. 22.1202. APPOINTMENT.**

9 (a) *APPOINTMENT.*

- 10 (1) THE INSPECTOR GENERAL IS APPOINTED BY THE INSPECTOR GENERAL ADVISORY
11 BOARD. AN AFFIRMATIVE VOTE OF A MAJORITY OF CURRENT MEMBERS OF THE
12 INSPECTOR GENERAL ADVISORY BOARD SHALL BE NECESSARY TO APPOINT AN
13 INSPECTOR GENERAL.

14 (b) *QUALIFICATIONS.*

- 15 (1) THE INSPECTOR GENERAL SHALL BE APPOINTED WITHOUT REGARD TO POLITICAL
16 AFFILIATION AND MUST HAVE SUBSTANTIAL EXPERIENCE IN AUDITING, FINANCIAL
17 ANALYSIS, CRIMINAL JUSTICE LAW, MANAGEMENT ANALYSIS, PUBLIC
18 ADMINISTRATION, INVESTIGATIONS, OR ANOTHER APPROPRIATE FIELD.
- 19 (2) THE INSPECTOR GENERAL SHALL HOLD AT THE TIME OF APPOINTMENT, OR BE
20 REQUIRED TO OBTAIN WITHIN 7 MONTHS AFTER THE APPOINTMENT, CERTIFICATION
21 AS A CERTIFIED INSPECTOR GENERAL.

22 (c) *TERM.*

- 23 (1) NOTWITHSTANDING SECTION 1.306(A), THE INSPECTOR GENERAL SHALL SERVE A
24 TERM OF SIX YEARS COMMENCING FROM THE DATE OF APPOINTMENT.

25 (d) *REMOVAL.*

- 26 (1) NOTWITHSTANDING SECTION 1.306(A) AND PARAGRAPH (C) (1), THE INSPECTOR
27 GENERAL MAY BE REMOVED FROM OFFICE BY AN AFFIRMATIVE VOTE OF A TWO-
28 THIRDS MAJORITY OF THE CURRENT MEMBERS OF THE INSPECTOR GENERAL
29 ADVISORY BOARD FOR:
 - 30 (i) MISCONDUCT IN OFFICE;
 - 31 (ii) PERSISTENT FAILURE TO PERFORM THE DUTIES OF OFFICE; OR

1 (iii) CONDUCT PREJUDICIAL TO THE PROPER ADMINISTRATION OF JUSTICE.

2 (2) THE INSPECTOR GENERAL ADVISORY BOARD MUST NOTIFY THE COUNTY
3 EXECUTIVE AND THE COUNTY COUNCIL WITHIN 30 DAYS IN WRITING THE REASONS
4 FOR THE REMOVAL.

5 (e) *VACANCY OR INCAPACITY.*

6 (1) WHENEVER THE OFFICE OF THE INSPECTOR GENERAL REMAINS VACANT FOR 180
7 DAYS, OR WHENEVER THE INSPECTOR GENERAL IS INCAPACITATED OR OTHERWISE
8 UNABLE TO PERFORM THE DUTIES OF THE OFFICE FOR 180 DAYS, THE CHAIR OF
9 THE INSPECTOR GENERAL ADVISORY BOARD SHALL ISSUE A REPORT TO THE
10 COUNTY COUNCIL ON THE 181ST DAY, AND EVERY TWO MONTHS THEREAFTER
11 UNTIL THE VACANCY IS FILLED OR THE INSPECTOR GENERAL REPORTS TO WORK,
12 DESCRIBING THE EFFORTS TO FILL THE VACANCY OR THE STATUS OF THE ABSENT
13 INSPECTOR GENERAL.

14 (f) *PERFORMANCE REVIEW.*

15 (1) THE INSPECTOR GENERAL ADVISORY BOARD SHALL MEET AT LEAST ONCE
16 ANNUALLY TO REVIEW THE PERFORMANCE OF THE INSPECTOR GENERAL.

17
18 **SEC. 22.1203. POWERS AND DUTIES.**

19 (a) *HEAD OF OFFICE.* THE INSPECTOR GENERAL SHALL SUPERVISE AND DIRECT THE OFFICE OF
20 THE INSPECTOR GENERAL.

21 (b) *DUTIES OF OFFICE.* THE INSPECTOR GENERAL IS RESPONSIBLE FOR:

22 (1) INVESTIGATING COMPLAINTS OF FRAUD, WASTE, ABUSE, AND ILLEGAL ACTS IN
23 COUNTY GOVERNMENT, INCLUDING:

24 (i) A VIOLATION OF A LAW, RULE, OR REGULATION BY A COUNTY OFFICIAL,
25 EMPLOYEE, OR CONTRACTOR WHILE CONDUCTING COUNTY BUSINESS OR
26 USING COUNTY PROPERTY;

27 (ii) A GROSS WASTE OF COUNTY FUNDS;

28 (iii) A GROSS ABUSE OF AUTHORITY BY A COUNTY OFFICIAL OR EMPLOYEE; OR

29 (iv) A SPECIFIC AND SUBSTANTIAL DANGER TO PUBLIC HEALTH OR SAFETY DUE TO
30 AN ACT OR OMISSION OF A COUNTY OFFICIAL, EMPLOYEE, OR CONTRACTOR;

31 AND

- 1 (2) PROMOTING EFFICIENCY, ACCOUNTABILITY, AND INTEGRITY IN COUNTY
2 GOVERNMENT.
- 3 (c) *JURISDICTION OF OFFICE.* THE INSPECTOR GENERAL MAY INVESTIGATE ALLEGATIONS THAT
4 INVOLVE COUNTY GOVERNMENT AND POTENTIAL VIOLATIONS OF LAWS OR REGULATIONS
5 BY ANY:
- 6 (1) COUNTY ELECTED OFFICIAL;
7 (2) COUNTY EMPLOYEE;
8 (3) MEMBER OF A BOARD OR COMMISSION ESTABLISHED BY THE COUNTY CHARTER,
9 COUNTY CODE, COUNCIL RESOLUTION, OR EXECUTIVE ORDER;
10 (4) COUNTY CONTRACTOR OR PERSON NEGOTIATING A CONTRACT WITH THE COUNTY;
11 (5) A PERSON SEEKING CERTIFICATION TO PROVIDE GOODS OR SERVICES TO THE
12 COUNTY; OR
13 (6) EXTERNAL RECIPIENT OF COUNTY FUNDS, BENEFITS, OR COUNTY SERVICES.
- 14 (d) *POWERS.* THE INSPECTOR GENERAL IS PROVIDED THE FOLLOWING POWERS TO ACCOMPLISH
15 THE INTENT OF THIS SUBTITLE:
- 16 (1) THE RIGHT TO OBTAIN FULL AND UNRESTRICTED ACCESS TO ALL RECORDS AND FILES
17 MAINTAINED BY ALL OFFICIALS, AGENTS AND EMPLOYEES OF THE COUNTY AND ALL
18 OFFICES, DEPARTMENTS, INSTITUTIONS, BOARDS, COMMISSIONS, COURTS AND
19 CORPORATIONS AND OTHER AGENCIES THEREOF, SHALL AT ALL TIMES BE OPEN TO
20 THE INSPECTION OF THE INSPECTOR GENERAL WHERE NECESSARY FOR THE CONDUCT
21 OF THE INSPECTOR GENERAL.;
- 22 (2) THE AUTHORITY TO ADMINISTER OATHS OR AFFIRMATIONS AND TAKE TESTIMONY
23 RELEVANT TO ANY INQUIRY OR INVESTIGATION UNDERTAKEN PURSUANT TO THIS
24 SUBTITLE;
- 25 (3) THE RIGHT OF ACCESS TO THE HEAD OF ANY PUBLIC ENTITY, WHEN NECESSARY FOR
26 PURPOSES RELATED TO THE WORK OF THE INSPECTOR GENERAL; AND
27 (4) THE POWER TO REQUIRE COUNTY EMPLOYEES TO COOPERATE WITH THE INSPECTOR
28 GENERAL'S INVESTIGATIONS.
- 29 (e) *SUBPOENAS.* THE INSPECTOR GENERAL MAY ISSUE A SUBPOENA TO REQUIRE:
30 (1) ANY PERSON TO APPEAR UNDER OATH AS A WITNESS; OR

1 (2) THE PRODUCTION OF ANY INFORMATION, DOCUMENT, REPORT, RECORD, ACCOUNT,
2 OR OTHER MATERIAL.

3
4 **SEC. 22.1204. RESPONSIBILITIES.**

5 (a) THE OFFICE OF THE INSPECTOR GENERAL MAY:

6 (1) EVALUATE AND INVESTIGATE ANY ENTITY, INCLUDING AN INDIVIDUAL, THAT HAS
7 A RELATIONSHIP WITH THE COUNTY GOVERNMENT, IF THAT RELATIONSHIP IS
8 FINANCIAL OR PROGRAMMATIC, INCLUDING CONTRACTS, PROCUREMENTS, OR
9 GRANTS;

10 (2) EVALUATE AND INVESTIGATE ANY FUNCTION, ACTIVITY, PROCESS, OR OPERATION
11 OF THE COUNTY GOVERNMENT;

12 (3) CONDUCT INVESTIGATIONS;

13 (4) PROVIDE INFORMATION AND EVIDENCE THAT RELATES TO CRIMINAL ACTS TO
14 APPROPRIATE LAW ENFORCEMENT OFFICIALS;

15 (5) RECEIVE AND INVESTIGATE COMPLAINTS FROM ANY SOURCE OR UPON ITS OWN
16 INITIATIVE CONCERNING ALLEGED FRAUD, WASTE, ABUSE, AND ILLEGAL ACTS;

17 (6) CONDUCT JOINT INVESTIGATIONS AND PROJECTS WITH THE COUNTY AUDITOR;

18 (7) CONDUCT JOINT INVESTIGATIONS AND PROJECTS WITH LAW ENFORCEMENT
19 AGENCIES;

20 (8) ESTABLISH POLICIES AND PROCEDURES TO GUIDE FUNCTIONS AND PROCESSES
21 CONDUCTED BY THE OFFICE;

22 (9) MAKE RECOMMENDATIONS TO THE COUNTY EXECUTIVE AND COUNTY COUNCIL
23 TO PROMOTE EFFICIENCY, ACCOUNTABILITY, AND INTEGRITY IN COUNTY
24 GOVERNMENT; AND

25 (10) DO ALL THINGS NECESSARY TO CARRY OUT THE FUNCTIONS IN THIS SUBTITLE.

26 (b) THE OFFICE OF THE INSPECTOR GENERAL SHALL PROVIDE SUPPORT TO THE COUNTY
27 ETHICS COMMISSION ESTABLISHED UNDER SECTION 22.203 OF THIS CODE, INCLUDING:

28 (1) THE INSPECTOR GENERAL, OR THE INSPECTOR GENERAL'S DESIGNEE, SERVING AS
29 THE CHAIR OF THE COMMISSION;

30 (2) DESIGNATING AN EXECUTIVE SECRETARY; AND

31 (3) ASSISTING THE COMMISSION IN CARRYING OUT ITS DUTIES.

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SEC. 22.1205. REFERRAL OF MATTERS.

(a) *REFERRAL OF MATTERS.* THE OFFICE OF THE INSPECTOR GENERAL SHALL REFER MATTERS, AS APPROPRIATE, FOR FURTHER CIVIL, CRIMINAL, AND ADMINISTRATIVE ACTION TO APPROPRIATE ADMINISTRATIVE AND PROSECUTORIAL AGENCIES.

(b) *DUTIES OF THE INSPECTOR GENERAL.*

(1) BEFORE THE INSPECTOR GENERAL REFERS A MATTER TO THE OFFICE OF THE STATE'S ATTORNEY FOR POSSIBLE CRIMINAL PROSECUTION, THE INSPECTOR GENERAL SHALL PROVIDE THE AFFECTED INDIVIDUAL OR ENTITY WITH A COPY OF THE REPORT OR RECOMMENDATIONS.

(i) THE PERSON OR ENTITY HAS 10 WORKING DAYS TO SUBMIT A WRITTEN EXPLANATION OR REBUTTAL OF THE REPORT OR RECOMMENDATIONS BEFORE THE MATTER IS REFERRED.

(ii) THE INSPECTOR GENERAL SHALL ATTACH ANY TIMELY SUBMITTED WRITTEN EXPLANATION OR REBUTTAL TO THE REPORT OR RECOMMENDATIONS PROVIDED TO THE STATE'S ATTORNEY.

(2) THE INSPECTOR GENERAL IS NOT REQUIRED TO COMPLY WITH PARAGRAPH (1) OF THIS SUBSECTION IF THE INSPECTOR GENERAL, IN CONJUNCTION WITH THE STATE'S ATTORNEY, DETERMINES THAT PROVIDING THE AFFECTED PERSON OR ENTITY WITH THE REPORT WILL JEOPARDIZE A PENDING CRIMINAL INVESTIGATION.

(c) *RECOMMENDATIONS.* THE INSPECTOR GENERAL SHALL RECOMMEND INTEGRITY PROGRAMS THAT EMPHASIZE DETECTION, PREVENTION, AND CORRECTION OF PROBLEMS RELATING TO FRAUD, WASTE, ABUSE, AND ILLEGAL ACTS WITHIN COUNTY GOVERNMENT.

SEC. 22.1206. REPORTS.

(a) *ISSUANCE OF ANNUAL REPORT.*

(1) WITHIN 60 DAYS AFTER THE END OF EACH FISCAL YEAR, THE INSPECTOR GENERAL SHALL ISSUE AN ANNUAL REPORT THAT SEPARATELY LISTS REPORTS AND OTHER INVESTIGATIVE OR ASSISTANCE EFFORTS COMPLETED DURING THE FISCAL YEAR.

- 1 (2) THE REPORT SHALL LIST THE ACCOMPLISHMENTS OF THE OFFICE OF THE INSPECTOR
2 GENERAL, INCLUDING ANY MONETARY SAVINGS ATTRIBUTABLE TO THE WORK OF
3 THE OFFICE.
- 4 (3) THE INSPECTOR GENERAL SHALL PROVIDE THE REPORT TO THE INSPECTOR GENERAL
5 ADVISORY BOARD, THE COUNTY EXECUTIVE AND, IN ACCORDANCE WITH § 22.1000
6 OF THE CODE, THE COUNTY COUNCIL.
- 7 (4) ON RECEIPT OF THE REPORT, THE COUNTY EXECUTIVE SHALL POST THE REPORT ON
8 THE COUNTY GOVERNMENT WEBSITE AND PUBLICIZE THE POSTING OF THE REPORT.
9

10 **SEC. 22.1207. BUDGET.**

- 11 (a) *INSPECTOR GENERAL TO PREPARE PROPOSED BUDGET.* THE INSPECTOR GENERAL SHALL
12 FORMULATE AND PREPARE ANNUALLY, A PROPOSED BUDGET TO FUND THE OPERATIONS OF
13 THE OFFICE AND SHALL TRANSMIT THE PROPOSED BUDGET TO THE INSPECTOR GENERAL
14 ADVISORY BOARD FOR ITS REVIEW.
- 15 (b) *INSPECTOR GENERAL ADVISORY BOARD TO APPROVE OR REVISE.*
- 16 (1) THE INSPECTOR GENERAL ADVISORY BOARD SHALL MEET TO REVIEW THE
17 PROPOSED BUDGET SUBMITTED BY THE INSPECTOR GENERAL FOR THE PURPOSE OF
18 ASSESSING AND DETERMINING WHETHER THE PROPOSED BUDGET PROVIDES
19 SUFFICIENT FUNDING TO MEET THE DUTIES OF THE OFFICE.
- 20 (2) THE INSPECTOR GENERAL ADVISORY BOARD SHALL, BY AN AFFIRMATIVE VOTE OF A
21 MAJORITY OF THE CURRENT MEMBERS, EITHER:
- 22 (i) APPROVE THE PROPOSED BUDGET AS SUBMITTED; OR
23 (ii) REVISE THE PROPOSED BUDGET IF THE ADVISORY BOARD DISAGREES WITH THE
24 SUBSTANCE OF ANY ITEM CONTAINED IN THE PROPOSED BUDGET, INCLUDING
25 ESTIMATES OF NEED AND AMOUNTS OF REQUESTED FUNDING.
- 26 (c) *SUBMISSION.*
- 27 (1) THE BUDGET APPROVED BY THE INSPECTOR GENERAL ADVISORY BOARD SHALL BE
28 SUBMITTED TO THE COUNTY EXECUTIVE AS A SEPARATE BUDGET ENTITY IN THE
29 ANNUAL BUDGET AND APPROPRIATION ORDINANCE.

1 (2) ANY DECREASE IN APPROPRIATIONS FROM THE PRIOR FISCAL YEAR, IN EITHER THE
2 PROPOSED OR ADOPTED BUDGET, SHALL BE ACCOMPANIED BY A WRITTEN
3 JUSTIFICATION FOR THE DECREASE.
4

5 **SEC. 22.1208. ADMINISTRATION AND OPERATION.**

6 (a) *STAFF.* THE INSPECTOR GENERAL MAY APPOINT SUCH OTHER EMPLOYEES TO ASSIST IN THE
7 CONDUCT OF THE OFFICE AS MAY BE PROVIDED IN THE ADOPTED BUDGET.

8 (b) *DEPUTY INSPECTOR GENERAL.* THE INSPECTOR GENERAL SHALL APPOINT A DEPUTY
9 INSPECTOR GENERAL, WHO SHALL SERVE AS THE ACTING INSPECTOR GENERAL IF THE
10 INSPECTOR GENERAL IS ABSENT OR UNAVAILABLE FOR DUTY.

11 (c) *ADMINISTRATIVE PROCEDURES.* THE INSPECTOR GENERAL SHALL ESTABLISH
12 ADMINISTRATIVE PROCEDURES TO GOVERN THE OPERATIONS OF THE OFFICE.
13
14

15 **SUBTITLE 13. INSPECTOR GENERAL ADVISORY BOARD**
16

17 **SEC. 22.1300. THE INSPECTOR GENERAL ADVISORY BOARD.**

18 (a) *IN GENERAL.*

19 (1) THE INSPECTOR GENERAL IS APPOINTED BY THE INSPECTOR GENERAL ADVISORY
20 BOARD AS DESCRIBED IN THIS SECTION.

21 (2) THE COUNTY EXECUTIVE IS REQUIRED TO PROVIDE THE INSPECTOR GENERAL
22 ADVISORY BOARD:

23 (i) STAFF;

24 (ii) RESOURCES TO ADVERTISE A VACANCY IN THE POSITION OF THE INSPECTOR
25 GENERAL; AND

26 (iii) ANY OTHER ACCESS TO COUNTY RESOURCES OR ASSISTANCE NECESSARY
27 FOR THE INSPECTOR GENERAL ADVISORY BOARD TO COMPLETE ITS
28 RESPONSIBILITIES.

29 (b) *GENERAL PROVISIONS.* GENERAL PROVISIONS APPLICABLE TO THIS BOARD ARE SET FORTH
30 IN SUBTITLE 3, "BOARDS AND COMMISSIONS," OF [TITLE 6](#), "COUNTY EXECUTIVE AND THE
31 EXECUTIVE BRANCH," OF THE HOWARD COUNTY CODE.

1 (c) *MEMBERSHIP.*

2 (1) AS REQUIRED UNDER [SECTION 404](#) OF THE HOWARD COUNTY CHARTER, MEMBERS
3 OF THE ADVISORY BOARD SHALL BE APPOINTED BY THE COUNTY EXECUTIVE AND
4 CONFIRMED BY THE COUNTY COUNCIL.

5 (2) THE INSPECTOR GENERAL ADVISORY BOARD IS COMPRISED OF BETWEEN 5 AND 9
6 MEMBERS APPOINTED IN THE MANNER DESCRIBED IN PARAGRAPH D OF THIS
7 SECTION:

8 (i) AT LEAST FIVE CITIZEN MEMBERS SHALL RESIDE IN A DIFFERENT
9 COUNCILMANIC DISTRICT.; AND

10 (ii) UP TO FOUR ADDITIONAL PROFESSIONAL MEMBERS, WHO SHALL:

11 (A) BE FORMER INSPECTORS GENERAL, AUDITORS, OR SIMILAR
12 GOVERNMENT ACCOUNTABILITY OFFICERS FROM HOWARD COUNTY,
13 THE STATE OF MARYLAND, OTHER COUNTIES, OR OTHER STATE
14 MUNICIPALITIES;

15 (B) BE MEMBERS OF THE NATIONAL ASSOCIATION OF INSPECTORS
16 GENERAL, THE ASSOCIATION OF CERTIFIED FRAUD EXAMINERS, OR
17 THE MARYLAND ASSOCIATION OF CERTIFIED PUBLIC
18 ACCOUNTANTS;

19 (C) BE THE DEAN, OR THE DEAN’S DESIGNEE, OF A LAW SCHOOL OR
20 SCHOOL OF PUBLIC POLICY AT AN INSTITUTION OF HIGHER
21 EDUCATION IN THE STATE OF MARYLAND OR IN WASHINGTON D.C.;

22 (D) BE A RETIRED JUDGE OF THE MARYLAND STATE SUPREME COURT,
23 THE MARYLAND APPELLATE COURT, MARYLAND STATE CIRCUIT
24 COURT, OR DISTRICT COURT OF MARYLAND;

25 (E) HAVE SIMILAR SPECIALIZED EXPERIENCE IN THE WORK OF AN
26 INSPECTOR GENERAL.

27 (d) *QUALIFICATIONS.*

28 (1) AN INDIVIDUAL IS QUALIFIED TO SERVE AS A MEMBER OF THE INSPECTOR
29 GENERAL ADVISORY BOARD IF THE INDIVIDUAL:

30 (i) IS OVER THE AGE OF 21 YEARS OLD; AND

- 1 (ii) HAS A BACKGROUND IN, OR FAMILIARITY WITH, ETHICS, LAW, PROGRAM OR
2 PERFORMANCE EVALUATION, ACCOUNTING, OR THE DUTIES AND
3 RESPONSIBILITIES OF AN INSPECTOR GENERAL.
- 4 (2) IN ADDITION TO THE REQUIRED QUALIFICATIONS IN SUBPARAGRAPH 1 OF THIS
5 PARAGRAPH, AN INDIVIDUAL IS NOT ELIGIBLE TO SERVE AS A MEMBER OF THE
6 INSPECTOR GENERAL ADVISORY BOARD IF THE INDIVIDUAL:
- 7 (i) HAS EVER BEEN CONVICTED OF A FELONY OR A MISDEMEANOR WITH A
8 STATUTORY PENALTY OF MORE THAN TWO YEARS;
- 9 (ii) IS OR BECOMES AN EMPLOYEE OR ELECTED OFFICER OF:
- 10 (A) THE STATE OF MARYLAND;
- 11 (B) HOWARD COUNTY; OR
- 12 (C) ANY OTHER FEDERAL, STATE, OR MUNICIPAL GOVERNMENT,
13 AGENCY, OR ANY OTHER UNIT OF GOVERNMENT, EXCEPT FOR
14 INSTITUTIONS OF HIGHER EDUCATION;
- 15 (iii) IS OR BECOMES A CANDIDATE FOR AN ELECTED PUBLIC OFFICE OF:
- 16 (A) THE STATE OF MARYLAND;
- 17 (B) HOWARD COUNTY; OR
- 18 (C) ANY OTHER COUNTY OR MUNICIPALITY OF THE STATE;
- 19 (iv) IS OR BECOMES A PUBLIC ELECTED OFFICER'S SPOUSE, PARENT, CHILD, OR
20 SIBLING; OR
- 21 (v) IS OR BECOMES A LOBBYIST UNDER THE MARYLAND OR COUNTY PUBLIC
22 ETHICS LAW.

23 (e) *NOMINATION PROCESS.*

- 24 (1) *CITIZEN MEMBERS.* THE FIVE MEMBERS SHALL BE APPOINTED IN THE MANNER
25 DESCRIBED IN THIS PARAGRAPH.
- 26 (i) AN INDIVIDUAL WHO MEETS THE REQUIREMENTS OF THIS SECTION MAY
27 SUBMIT AN APPLICATION TO THE COUNTY EXECUTIVE.
- 28 (ii) WHEN THERE IS A VACANCY ON THE INSPECTOR GENERAL ADVISORY
29 CITIZEN BOARD THE COUNTY EXECUTIVE SHALL:
- 30 (A) REVIEW THE APPLICATIONS RECEIVED;

- 1 (B) TO THE EXTENT PRACTICABLE WHEN REVIEWING APPLICANTS, THE
2 MEMBERSHIP OF THE BOARD SHALL BROADLY REFLECT THE
3 DIVERSITY OF THE RESIDENTS OF HOWARD COUNTY.; AND
- 4 (C) SELECT 1 APPLICANT AS THE NOMINEE FOR THE INSPECTOR
5 GENERAL ADVISORY BOARD TO ENSURE THAT THERE IS
6 REPRESENTATION FROM EACH COUNCILMANIC DISTRICT.
- 7 (iii) A NOMINATION OF A CITIZEN MEMBER SHALL BE CONFIRMED BY THE
8 COUNTY COUNCIL.
- 9 (2) *PROFESSIONAL MEMBERS.* THE COUNTY EXECUTIVE MAY APPOINT UP TO FOUR
10 MEMBERS IN THE MANNER DESCRIBED IN THIS PARAGRAPH.
- 11 (i) AN INDIVIDUAL WHO MEETS THE REQUIREMENTS OF THIS SECTION MAY
12 SUBMIT AN APPLICATION TO THE COUNTY EXECUTIVE.
- 13 (ii) IF THE COUNTY EXECUTIVE CHOOSES TO APPOINT A MEMBER, THE COUNTY
14 EXECUTIVE MUST:
- 15 (A) REVIEW THE APPLICATIONS RECEIVED AND DETERMINE IF AN
16 APPLICANT MEETS THE CRITERIA IN SUBPARAGRAPH B.(1).(II) OF
17 THIS SECTION; AND
- 18 (B) TO THE EXTENT PRACTICABLE WHEN REVIEWING APPLICANTS, THE
19 MEMBERSHIP OF THE BOARD SHALL BROADLY REFLECT THE
20 DIVERSITY OF THE RESIDENTS OF HOWARD COUNTY.
- 21 (iii) IF THE COUNTY EXECUTIVE SUBMITS A NOMINATION FOR THE INSPECTOR
22 GENERAL ADVISORY BOARD, THE COUNTY EXECUTIVE MUST SUBMIT THE
23 NOMINATION TO THE COUNTY COUNCIL FOR CONFIRMATION.
- 24 (f) *TERM.*
- 25 (1) A MEMBER OF THE INSPECTOR GENERAL ADVISORY BOARD SHALL SERVE A TERM
26 OF 3 YEARS.
- 27 (2) NO MEMBER OF THE INSPECTOR GENERAL ADVISORY BOARD SHALL BE
28 REAPPOINTED AFTER HAVING SERVED EIGHT CONSECUTIVE YEARS IMMEDIATELY
29 BEFORE REAPPOINTMENT.
- 30 (g) *PROCEDURES.*

- 1 (1) A QUORUM OF THE INSPECTOR GENERAL ADVISORY BOARD SHALL BE MAJORITY
2 OF THE CURRENT MEMBERSHIP.
- 3 (2) THE INSPECTOR GENERAL ADVISORY BOARD SHALL ELECT A CHAIR FROM THE
4 MEMBERSHIP OF THE INSPECTOR GENERAL ADVISORY BOARD.
- 5 (3) THE INSPECTOR GENERAL ADVISORY BOARD MAY ADOPT ANY OTHER RULES AND
6 PROCEDURES IN ACCORDANCE WITH THIS SECTION TO COMPLETE ITS
7 RESPONSIBILITIES.

8 (h) *REQUIRED TRAINING.*

- 9 (1) ALL MEMBERS APPOINTED TO THE INSPECTOR GENERAL ADVISORY BOARD SHALL
10 ATTEND A TRAINING SECTION, TO BE PROVIDED BY THE OFFICE OF THE INSPECTOR
11 GENERAL, THAT DETAILS:
- 12 (i) THE RULES GOVERNING THE INSPECTOR GENERAL ADVISORY BOARD; AND
13 (ii) THE RULES GOVERNING THE DUTIES OF THE INSPECTOR GENERAL.

14 (i) *REPORTS REQUIRED.*

- 15 (1) WHENEVER THE OFFICE OF THE INSPECTOR GENERAL REMAINS VACANT FOR 180
16 DAYS, OR WHENEVER THE INSPECTOR GENERAL IS INCAPACITATED OR OTHERWISE
17 UNABLE TO PERFORM THE DUTIES OF THE OFFICE FOR 180 DAYS, THE INSPECTOR
18 GENERAL ADVISORY BOARD SHALL ISSUE A REPORT TO THE COUNTY EXECUTIVE
19 AND THE COUNTY COUNCIL ON THE 181ST DAY, AND EVERY 2 MONTHS
20 THEREAFTER, UNTIL THE VACANCY IS FILLED, DESCRIBING THE STATUS OF THE
21 EFFORTS TO FILL THE VACANCY OR THE STATUS OF THE ABSENT INSPECTOR
22 GENERAL.
- 23 (2) ON APRIL 1ST OF EACH CALENDAR YEAR, THE INSPECTOR GENERAL ADVISORY
24 BOARD SHALL ISSUE A REPORT TO THE COUNTY EXECUTIVE AND THE COUNTY
25 COUNCIL SUMMARIZING THE INSPECTOR GENERAL ADVISORY BOARD'S WORK FOR
26 THE PREVIOUS CALENDAR YEAR.
- 27 (3) THE INSPECTOR GENERAL ADVISORY BOARD SHALL PROVIDE THE REPORTS
28 DESCRIBED IN THIS PARAGRAPH TO THE INSPECTOR GENERAL, THE COUNTY
29 EXECUTIVE AND, IN ACCORDANCE WITH § 22.1000 OF THE CODE, THE COUNTY
30 COUNCIL.

31

1 **Section 2. And Be It Further Enacted** by the County Council of Howard County, Maryland that this Act
2 shall become effective 61 days after its enactment.