



1 **Chapter 170. Ethics, Code of**

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4 § 170-5 (I) UNLAWFUL HARASSMENT OR DISCRIMINATION.

5 (1) AN ELECTED OFFICIAL SHALL NOT, BASED ON ANY CHARACTERISTIC  
6 PROTECTED BY LAW, UNLAWFULLY HARASS OR DISCRIMINATE AGAINST:

7  
8 (A) ANOTHER ELECTED OFFICIAL, OFFICIAL OR EMPLOYEE;

9  
10 (B) AN INTERN OR VOLUNTEER OF COUNTY GOVERNMENT, WHETHER  
11 PAID OR UNPAID; OR

12  
13 (C) A MEMBER OF THE PRESS.

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16 § 170-10 **Enforcement; violations and penalties.**

17 A. Findings of violation.

18 (1) Upon a finding of a violation of any provision of this chapter, the Commission may:

19 (a) Issue an order of compliance directing the respondent to cease and desist from the violation;

20 (b) Issue a reprimand; or

21 (c) Recommend to the appropriate authority other appropriate discipline of the respondent,  
22 including censure or removal if that discipline is authorized by law.

23 (2) If the Commission finds that a respondent has violated § **170-8** of this chapter, the  
24 Commission may:

25 (a) Require a respondent who is a registered lobbyist to file any additional reports or  
26 information that reasonably related to the information that is required under § **170-8** of this  
27 chapter;

28 (b) Impose a fine not exceeding \$5,000 for each violation; and

29 (c) Suspend the registration of an individual registered lobbyist if the Commission finds that  
30 the lobbyist has knowingly and willfully violated § **170-8** of this chapter or has been  
31 convicted of a criminal offense arising from lobbying activities.

32 **(3) THIS SECTION APPLIES ONLY IF A REFERRAL IS MADE AS A RESULT OF**  
33 **AN INVESTIGATION BY AND REFERRAL FROM THE INSPECTOR GENERAL.**

34 **(A) UPON THE UNANIMOUS VOTE OF THE COMMISSION FINDING THAT AN**  
35 **ELECTED OFFICIAL HAS VIOLATED § 170-5(I) OF THIS CHAPTER, THE**  
36 **COMMISSION MAY REMOVE THE ELECTED OFFICIAL FROM OFFICE BY**

1 UNANIMOUS VOTE OF THE COMMISSION IN FAVOR OF REMOVAL, AFTER  
2 A PUBLIC HEARING. FOR THE PURPOSE OF THIS SECTION ONLY, THE  
3 COMMISSION SHALL HAVE NO LESS THAN THE FULL COMPLEMENT OF  
4 MEMBERS AS PROVIDED IN §170-4(A)(1) OF THIS CHAPTER TO VOTE FOR  
5 THE REMOVAL OF AN ELECTED OFFICIAL. THE DECISION OF THE  
6 COMMISSION MAY BE APPEALED BY THE REMOVED ELECTED OFFICIAL  
7 WITHIN TEN (10) DAYS TO THE CIRCUIT COURT BY PETITION. FILING OF  
8 THE PETITION BY THE REMOVED ELECTED OFFICIAL STAYS THE  
9 DECISION OF THE COMMISSION PENDING THE DECISION OF THE CIRCUIT  
10 COURT. THE COURT MAY MAKE DE NOVO DETERMINATIONS OF FACT.

11 (B) IF EITHER (1) REMOVAL UNDER PART A OF THIS SUBSECTION IS NOT  
12 APPEALED BY THE REMOVED ELECTED OFFICIAL, OR (2) ALL RIGHTS OF  
13 APPEAL ARE EXHAUSTED IN FAVOR OF THE DECISION OF THE  
14 COMMISSION TO REMOVE THE ELECTED OFFICIAL, THE REMOVAL  
15 CREATES A VACANCY IN THE OFFICE THAT SHALL BE FILLED IN  
16 ACCORDANCE WITH §9-402 OF THE LOCAL GOVERNMENT ARTICLE OR  
17 OTHER APPLICABLE STATUTE CONTAINED IN THE ANNOTATED CODE OF  
18 MARYLAND.

19

20 \* \* \* \* \*

21 **Chapter 194 – Office of the Inspector General**

22

23

24

25 § 194-1. ESTABLISHMENT.

26

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

29

30 § 194-2 PURPOSE.

31

32 NOTWITHSTANDING THE AUTHORITY TO REMOVE FOR CAUSE PURSUANT TO  
33 SECTION 194 – 2(D) OF THIS SUBTITLE, THE OFFICE OF THE INSPECTOR GENERAL  
34 IS AN INDEPENDENT OFFICE AND SHALL CONDUCT THEIR WORK WITHOUT  
35 INTERFERENCE FROM THE BOARD OF COUNTY COMMISSIONERS, THE COUNTY  
36 ADMINSTRATOR, OR THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD. THE  
37 PURPOSE OF THE OFFICE OF THE INSPECTOR GENERAL IS TO PROVIDE  
38 INCREASED ACCOUNTABILITY AND OVERSIGHT IN THE OPERATIONS OF ANY  
39 DEPARTMENT, OFFICE, OR ENTITY RECEIVING FUNDS FROM THE COUNTY  
40 GOVERNMENT BY:

41

42 (A) INVESTIGATING FRAUD, WASTE, AND ABUSE; AND

43

44 (B) IDENTIFYING WAYS TO PROMOTE EFFICIENCY, ACCOUNTABILITY,

1 COMPLIANCE, AND INTEGRITY.

2  
3 § 194-3. APPOINTMENT.

4  
5 A. APPOINTMENT.

6 (1) THE INSPECTOR GENERAL IS APPOINTED BY RESOLUTION ADOPTED  
7 BY A MAJORITY VOTE OF THE CURRENT MEMBERS OF THE INSPECTOR GENERAL  
8 CITIZEN ADVISORY BOARD.

9  
10 (2) AS REQUIRED BY SECTION 194-10(F), THE INSPECTOR GENERAL  
11 CITIZEN ADVISORY BOARD SHALL CONDUCT A NATIONAL SEARCH FOR  
12 QUALIFIED CANDIDATES, WHICH SHALL BE BUDGETED FOR AND PAID FROM THE  
13 GENERAL FUND.

14  
15 B. QUALIFICATIONS.

16 (1) THE INSPECTOR GENERAL SHALL BE APPOINTED WITHOUT REGARD  
17 TO POLITICAL AFFILIATION AND SHALL HAVE SUBSTANTIAL EXPERIENCE IN  
18 AUDITING, FINANCIAL ANALYSIS, GOVERNMENT OPERATIONS, INDEPENDENT  
19 GOVERNMENT OVERSIGHT, ETHICS, CRIMINAL JUSTICE LAW, MANAGEMENT  
20 ANALYSIS, PUBLIC ADMINISTRATION, INVESTIGATIONS, OR ANOTHER RELEVANT  
21 FIELD.

22  
23 (2) NO FORMER OR CURRENT ELECTED OFFICIALS WHO REPRESENT OR  
24 REPRESENTED CHARLES COUNTY, OR A PORTION OF CHARLES COUNTY,  
25 DIRECTORS OF COUNTY DEPARTMENTS, OFFICES, OR AGENCIES, INCLUDING ANY  
26 PERSON EMPLOYED BY THE COUNTY, APPOINTED TO ANY COUNTY BOARD OR  
27 COMMISSION, OR REGISTERED LOBBYIST, MAY BE APPOINTED INSPECTOR  
28 GENERAL WITHIN FIVE YEARS OF THE CONCLUSION OF THAT INDIVIDUAL'S  
29 PERIOD OF SERVICE.

30  
31 (3) AS IT RELATES TO THE FIRST APPOINTMENT MADE UNDER THE  
32 TERMS OF THIS LAW, THE CHARLES COUNTY INTERNAL AUDITOR WHO IS  
33 CURRENTLY EMPLOYED AT THE TIME THIS LAW IS PASSED, IS NOT SUBJECT TO  
34 THE PROHIBITIONS OF SUBSECTION (2) OF THIS SECTION AND MAY BE  
35 CONSIDERED FOR APPOINTMENT AS INSPECTOR GENERAL.

36  
37 (4) THE INSPECTOR GENERAL SHALL HOLD AT THE TIME OF  
38 APPOINTMENT, OR SHALL OBTAIN WITHIN ONE YEAR OF THE APPOINTMENT,  
39 CERTIFICATION AS A CERTIFIED INSPECTOR GENERAL. CERTIFICATION SHALL BE  
40 MAINTAINED FOR THE DURATION OF THE INSPECTOR GENERAL'S TENURE.

41  
42 (5) THE INSPECTOR GENERAL MUST HAVE AT LEAST 7 YEARS OF SENIOR  
43 EXECUTIVE MANAGEMENT EXPERIENCE, MUST NOT HAVE BEEN CONVICTED OF  
44 ANY FELONY OR MISDEMEANOR INVOLVING A CRIME OF MORAL TURPITUDE AS  
45 THAT TERM IS UNDERSTOOD IN MARYLAND CASE LAW, AND IS NOT REQUIRED  
46 TO RESIDE IN CHARLES COUNTY.

47  
48 C. TERM.

1  
2 THE INSPECTOR GENERAL SHALL SERVE A TERM OF SIX YEARS COMMENCING  
3 FROM THE DATE OF APPOINTMENT. THE TERM OF SUBSEQUENT REAPPOINTMENT  
4 SHALL BE SIX YEARS AS SPECIFIED IN THE RESOLUTION REAPPOINTING THE  
5 INSPECTOR GENERAL. THE INSPECTOR GENERAL MAY SERVE NO MORE THAN  
6 TWO CONSECUTIVE TERMS.  
7

8 D. REMOVAL.

9 (1) NOTWITHSTANDING PARAGRAPH C, THE INSPECTOR GENERAL  
10 CITIZEN ADVISORY BOARD MAY RECOMMEND TO THE BOARD OF COUNTY  
11 COMMISSIONERS THAT THE INSPECTOR GENERAL BE REMOVED FROM OFFICE BY  
12 AN AFFIRMATIVE VOTE OF TWO-THIRDS OF THE MEMBERS OF THE INSPECTOR  
13 GENERAL CITIZEN ADVISORY BOARD ONLY FOR CAUSE, AS FOLLOWS:

- 14 (I) MISCONDUCT IN OFFICE;
- 15 (II) PERSISTENT FAILURE TO PERFORM THE DUTIES OF OFFICE;
- 16 (III) CONDUCT PREJUDICIAL TO THE PROPER ADMINISTRATION OF  
17 JUSTICE;
- 18 (IV) MALFEASANCE;
- 19 (V) CONVICTION OF A FELONY; OR
- 20 (VI) NEGLIGENCE OF DUTY.

21  
22 (2) THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD SHALL  
23 PROVIDE THE INSPECTOR GENERAL, THE BOARD OF COUNTY COMMISSIONERS,  
24 AND THE COUNTY ADMINISTRATOR A WRITTEN STATEMENT OF THE REASONS  
25 FOR THE RECOMMENDED REMOVAL. THAT WRITTEN STATEMENT WILL INCLUDE  
26 AN AFFIRMATION BY COUNSEL TO THE INSPECTOR GENERAL CITIZEN ADVISORY  
27 BOARD, THAT THEIR STATED REASONS REASONABLY SATISFY THE LEGAL  
28 DEFINITION UNDER MARYLAND LAW OF ONE OR MORE TERMS USED IN  
29 SUBSECTION 1. (I) THROUGH (VI) ABOVE.  
30

31 (3) THE INSPECTOR GENERAL MAY REQUEST A PUBLIC HEARING BEFORE THE  
32 INSPECTOR GENERAL CITIZEN ADVISORY BOARD ON THE REMOVAL WITHIN 10  
33 DAYS OF RECEIPT OF THE WRITTEN REASONS FOR REMOVAL. THE INSPECTOR  
34 GENERAL CITIZEN ADVISORY BOARD SHALL PROVIDE FOR A HEARING WITHIN 15  
35 DAYS OF THE WRITTEN REQUEST FOR A HEARING.  
36

37 (4) FOLLOWING THE PUBLIC HEARING, THE INSPECTOR GENERAL CITIZEN  
38 ADVISORY BOARD MAY VOTE TO REMOVE THE INSPECTOR GENERAL AND  
39 REMOVAL SHALL REQUIRE AN AFFIRMATIVE VOTE OF TWO-THIRDS OF THE  
40 MEMBERS OF THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD.  
41

42 (5) AFTER RECEIVING SUCH RECOMMENDATION FROM THE INSPECTOR  
43 GENERAL CITIZEN ADVISORY TO REMOVE THE INSPECTOR GENERAL, THE  
44 BOARD OF COUNTY COMMISSIONERS MUST HOLD A PUBLIC HEARING ON THE  
45 REMOVAL WITHIN THIRTY (30) DAYS. THE INSPECTOR GENERAL HAS THE RIGHT  
46 TO APPEAR BEFORE THE BOARD OF COUNTY COMMISSIONERS AT THE PUBLIC  
47 HEARING TO STATE THEIR REASONS AGAINST REMOVAL, TO SUBMIT A WRITTEN  
48 STATEMENT AGAINST REMOVAL IN LIEU OF APPEARANCE OR TO SUPPLEMENT

1 THEIR APPEARANCE BEFORE THE BOARD OF COUNTY COMMISSIONERS, OR TO  
2 SUBMIT A WRITTEN STATEMENT ACCEPTING THE INSPECTOR GENERAL CITIZEN  
3 ADVISORY BOARD'S RECOMMENDATION. FOLLOWING CONCLUSION OF THE  
4 PUBLIC HEARING, THE BOARD OF COUNTY COMMISSIONERS MAY REMOVE THE  
5 INSPECTOR GENERAL ONLY BY A SUPERMAJORITY VOTE.

6  
7 § 194-4. POWERS, DUTIES, AND RESPONSIBILITIES.

8  
9 A. HEAD OF OFFICE. THE INSPECTOR GENERAL SHALL SUPERVISE AND  
10 DIRECT THE OFFICE OF THE INSPECTOR GENERAL.

11  
12 B. POWERS. THE INSPECTOR GENERAL HAS THE FOLLOWING POWERS TO  
13 ACCOMPLISH THE INTENT OF THIS SUBTITLE:

14  
15 (1) THE POWER TO ISSUE SUBPOENAS AND THE RIGHT TO OBTAIN FULL  
16 AND UNRESTRICTED ACCESS TO ALL RECORDS AND FILES MAINTAINED BY  
17 ALL OFFICIALS, AGENTS AND EMPLOYEES OF THE COUNTY AND ALL  
18 OFFICES, DEPARTMENTS, INSTITUTIONS, BOARDS, COMMISSIONS,  
19 CORPORATIONS, VENDORS AND OTHER AGENCIES THEREOF. ALL RECORDS  
20 AND FILES REFERENCED HEREIN SHALL AT ALL REASONABLE TIMES BE  
21 OPEN TO THE INSPECTION OF THE INSPECTOR GENERAL WHERE  
22 NECESSARY FOR THE CONDUCT OF THE INSPECTOR GENERAL;

23  
24 (2) THE AUTHORITY TO ADMINISTER OATHS OR AFFIRMATIONS AND TAKE  
25 TESTIMONY RELEVANT TO ANY INQUIRY OR INVESTIGATION UNDERTAKEN  
26 PURSUANT TO THIS SUBTITLE; AND

27  
28 (3) THE RIGHT OF ACCESS TO THE HEAD OF ANY PUBLIC ENTITY OR  
29 EXTERNAL ENTITY RECEIVING COUNTY FUNDS OR BENEFITS WHEN  
30 NECESSARY FOR PURPOSES RELATED TO THE WORK OF THE INSPECTOR  
31 GENERAL; AND SUBJECT TO PARAGRAPH (D) OF THIS SECTION, THE POWER  
32 TO REQUIRE COUNTY EMPLOYEES TO COOPERATE WITH THE INSPECTOR  
33 GENERAL'S INVESTIGATIONS.

34  
35 C. JURISDICTION OF OFFICE. THE OFFICE OF THE INSPECTOR GENERAL MAY  
36 INVESTIGATE ALLEGATIONS THAT INVOLVE CHARLES COUNTY GOVERNMENT  
37 AND POTENTIAL VIOLATIONS OF LAWS, REGULATIONS AND POLICIES BY ANY:

38  
39 (1) COUNTY ELECTED OFFICIAL;

40  
41 (2) COUNTY EMPLOYEE;

42  
43 (3) MEMBER OF A COUNTY BOARD OR COMMISSION ESTABLISHED OR  
44 APPOINTED BY THE BOARD OF COUNTY COMMISSIONERS OR GOVERNED  
45 BY THE COUNTY CODE OR STATE CODE;

46  
47 (4) COUNTY CONTRACTOR OR PERSON NEGOTIATING A CONTRACT WITH  
48 THE COUNTY;

1  
2 (5) PERSON SEEKING CERTIFICATION TO PROVIDE GOODS OR SERVICES TO  
3 THE COUNTY; OR

4  
5 (6) ANY EXTERNAL RECIPIENT OF COUNTY FUNDS, BENEFITS OR SERVICES,  
6 INCLUDING ANY ENTITY INCLUDED IN THE CHARLES COUNTY BUDGET  
7 DURING THE APPLICABLE STATUTE OF LIMITATIONS PERIOD.

8  
9 D. DUTIES AND RESPONSIBILITIES. THE OFFICE OF THE INSPECTOR GENERAL  
10 SHALL:

11  
12 1. EVALUATE, INVESTIGATE, INSPECT, AND MONITOR THE ACTIVITIES AND  
13 RECORDS OF THE COUNTY GOVERNMENT, EXTERNAL ENTITIES, AND  
14 INDIVIDUALS RECEIVING COUNTY FUNDS FOR, BUT NOT LIMITED TO,  
15 CONTRACTS, PROCUREMENTS, GRANTS, AGREEMENTS, AND OTHER  
16 FINANCIAL OR PROGRAMMATIC ARRANGEMENTS UNDERTAKEN BY OR ON  
17 BEHALF OF THE COUNTY GOVERNMENT; OR ANY OTHER FUNCTION,  
18 ACTIVITY, POLICY, PROCEDURE, PROCESS, OR OPERATION CONDUCTED BY  
19 COUNTY GOVERNMENT, EXTERNAL ENTITIES, OR INDIVIDUALS RECEIVING  
20 COUNTY FUNDS OR BENEFITS; CONDUCT INVESTIGATIONS; PROVIDE  
21 INFORMATION AND EVIDENCE THAT RELATES TO CRIMINAL ACTS TO  
22 APPROPRIATE LAW ENFORCEMENT, ADMINISTRATIVE, AND  
23 PROSECUTORIAL AGENCIES PURSUANT TO SECTION 194-5;

24  
25 2. RECEIVE AND INVESTIGATE COMPLAINTS FROM ANY SOURCE OR UPON  
26 ITS OWN INITIATIVE CONCERNING ALLEGED FRAUD, WASTE, AND ABUSE;  
27 CONDUCT JOINT INVESTIGATIONS WITH COUNTY INTERNAL AUDITOR OR  
28 OUTSIDE AUDITOR; INITIATE REVIEW OF, AND MAKE RECOMMENDATIONS  
29 TO THE COUNTY ADMINISTRATOR AND BOARD OF COUNTY  
30 COMMISSIONERS TO PROMOTE, EFFICIENCY, ACCOUNTABILITY,  
31 COMPLIANCE, AND INTEGRITY IN COUNTY GOVERNMENT; ESTABLISH  
32 WRITTEN POLICIES AND PROCEDURES TO GUIDE FUNCTIONS AND  
33 PROCESSES CONDUCTED BY THE OFFICE; MEET WITH THE INSPECTOR  
34 GENERAL CITIZEN ADVISORY BOARD AT LEAST TWICE A YEAR TO REVIEW  
35 COMPLETED INVESTIGATIONS AND ADVISORY LETTERS, THE ANNUAL  
36 BUDGET REQUEST, AND OTHER RELEVANT, NON-OPERATIONAL MATTERS;  
37 MEET WITH THE BOARD OF COUNTY COMMISSIONERS ANNUALLY; AND DO  
38 ALL THINGS NECESSARY TO CARRY OUT THE FUNCTIONS IN THIS  
39 SUBTITLE.

40  
41 E. DISCIPLINE AND PENALTY PROVISIONS.

42  
43 (1) COUNTY EMPLOYEES WHO FAIL OR REFUSE TO COOPERATE WITH THE  
44 INSPECTOR GENERAL SHALL BE SUBJECT TO THE DISCIPLINE PROVISIONS  
45 OF THE CHARLES COUNTY GOVERNMENT PERSONNEL POLICY &  
46 PROCEDURES MANUAL, ANY APPLICABLE PROVISION OF THIS CHAPTER,  
47 CHAPTER 170 OF THIS CODE OR PROVISIONS OF ANY APPLICABLE  
48 COLLECTIVE BARGAINING AGREEMENT.

1  
2  
3 F. SUBPOENAS. THE INSPECTOR GENERAL MAY ISSUE A SUBPOENA TO  
4 REQUIRE:

- 5  
6 (1) ANY PERSON TO APPEAR UNDER OATH AS A WITNESS; OR  
7  
8 (2) THE PRODUCTION OF ANY INFORMATION, DOCUMENT, REPORT,  
9 RECORD, ACCOUNT, OR OTHER MATERIAL.  
10  
11 (3) SUBPOENAS ISSUED BY THE INSPECTOR GENERAL MAY BE  
12 JUDICIALLY ENFORCED.  
13  
14

15 § 194-5. REFERRAL OF MATTERS.

16  
17 THE OFFICE OF THE INSPECTOR GENERAL SHALL REFER MATTERS, AS  
18 APPROPRIATE, FOR FURTHER CIVIL, CRIMINAL, AND ADMINISTRATIVE ACTION TO  
19 APPROPRIATE LAW ENFORCEMENT, ADMINISTRATIVE, AND PROSECUTORIAL  
20 AGENCIES.  
21

22 § 194-6. REPORTS AND LETTERS.

23  
24 A. ANNUAL REPORT.

25  
26 (1) THE INSPECTOR GENERAL SHALL ISSUE AN ANNUAL REPORT BY THE  
27 END OF EACH CALENDAR YEAR THAT SEPARATELY LISTS THE NUMBER OF  
28 INVESTIGATION REPORTS, ADVISORY LETTERS, AND OTHER INVESTIGATIVE OR  
29 ASSISTANCE EFFORTS COMPLETED DURING THAT CALENDAR YEAR. THE  
30 ANNUAL REPORT SHALL BE SUBMITTED SIMULTANEOUSLY WITH THE INSPECTOR  
31 GENERAL CITIZEN ADVISORY BOARD'S ANNUAL REPORT. THE REPORT SHALL  
32 LIST THE ACCOMPLISHMENTS, INCLUDING ANY MONETARY SAVINGS,  
33 ATTRIBUTABLE TO THE WORK OF THE OFFICE OF THE INSPECTOR GENERAL.  
34

35 THE INSPECTOR GENERAL SHALL PROVIDE THE REPORT TO THE  
36 INSPECTOR GENERAL CITIZEN ADVISORY BOARD, THE COUNTY ADMINISTRATOR  
37 AND, THE BOARD OF COUNTY COMMISSIONERS AND THE CITIZENS OF CHARLES  
38 COUNTY THROUGH PUBLICATION ON THE INSPECTOR GENERAL'S WEBSITE.  
39

40 B. INVESTIGATION REPORTS.

41  
42 (1) THE INSPECTOR GENERAL SHALL ISSUE PUBLIC REPORTS OF ITS  
43 FINDINGS AND RECOMMENDATIONS OF ITS INVESTIGATIONS. BEFORE ISSUING  
44 SUCH REPORTS, THE INSPECTOR GENERAL SHALL GIVE THE COUNTY  
45 DEPARTMENT, OFFICE, OR EXTERNAL ENTITY THAT IS THE SUBJECT OF THE  
46 REPORT 30 BUSINESS DAYS TO REVIEW AND RESPOND TO THE REPORT. THE  
47 INSPECTOR GENERAL SHALL INCLUDE ANY SUCH RESPONSE IN ITS FINAL  
48 REPORT.

1  
2 (2) THE INSPECTOR GENERAL SHALL PROVIDE FINAL AND COMPLETED  
3 INVESTIGATION REPORTS TO THE INSPECTOR GENERAL CITIZEN ADVISORY  
4 BOARD, THE COUNTY ADMINISTRATOR, THE BOARD OF COUNTY  
5 COMMISSIONERS, AND TO THE PUBLIC AS OUTLINED IN SECTION D, BELOW.  
6

7 C. ADVISORY LETTERS. THE INSPECTOR GENERAL MAY ISSUE ADVISORY  
8 LETTERS UPON ITS OWN INITIATIVE OR IN RESPONSE TO A REQUEST RECEIVED  
9 FROM A COUNTY DEPARTMENT, OFFICE, OR EXTERNAL ENTITY SUBJECT TO THE  
10 JURISDICTION OF THE INSPECTOR GENERAL.  
11

12 THE INSPECTOR GENERAL SHALL INCLUDE PROCESSES AND GUIDELINES  
13 FOR ADVISORY LETTERS IN THE OFFICE OF INSPECTOR GENERAL POLICIES AND  
14 PROCEDURES. THE INSPECTOR GENERAL SHALL (UNLESS OTHERWISE  
15 CONSTRAINED BY LAW) PUBLISH ALL ADVISORY LETTERS IN THE SAME MANNER  
16 AS INVESTIGATION REPORTS. REQUESTORS OF AN ADVISORY LETTER SHALL BE  
17 PROVIDED WITH AN OPPORTUNITY TO RESPOND TO THE LETTER BEFORE  
18 PUBLISHING THE LETTER AND MAY, WITHIN 21 DAYS, SUBMIT A RESPONSE OR  
19 RELEVANT UPDATE TO THE ADVISORY LETTER THAT WILL BE APPENDED TO ANY  
20 PUBLISHED LETTER. IF THE MATTER IS IDENTIFIED BY THE INSPECTOR GENERAL  
21 AS AN IMMINENT THREAT TO LIFE, HEALTH OR SAFETY, THEN THE REQUESTOR  
22 WILL ONLY HAVE 7 DAYS TO RESPOND.  
23

24 D. PUBLISHING REPORTS.  
25

26 (1) ANNUAL REPORTS, FINAL INVESTIGATION REPORTS OR  
27 SUMMATIONS OF INVESTIGATION REPORTS AS APPROPRIATE, AND ADVISORY  
28 LETTERS OF THE OFFICE OF THE INSPECTOR GENERAL SHALL BE PUBLIC  
29 RECORDS SUBJECT TO DISCLOSURE UNDER THE MARYLAND PUBLIC  
30 INFORMATION ACT.  
31

32 (2) ANNUAL REPORTS, INVESTIGATION REPORTS OR SUMMATIONS OF  
33 INVESTIGATION REPORTS AS APPROPRIATE, AND ADVISORY LETTERS SHALL BE  
34 POSTED ON THE COUNTY GOVERNMENT WEBSITE FOR THE OFFICE OF THE  
35 INSPECTOR GENERAL.  
36

37 (3) THE REPORTS REQUIRED BY THIS SECTION SHALL COMPLY WITH  
38 THE REQUIREMENTS OF ALL APPLICABLE FEDERAL, STATE, AND COUNTY LAWS  
39 AND SHALL BE IN ACCORDANCE WITH THE POLICIES AND PROCEDURES  
40 ADOPTED UNDER SECTION. 194-8 OF THIS SUBTITLE.  
41

42 E. CONFIDENTIALITY OF INFORMATION. NAMES AND IDENTITIES OF  
43 INDIVIDUALS MAKING COMPLAINTS AND INFORMATION PROTECTED BY  
44 WHISTLEBLOWER PROTECTION OR OTHER LEGISLATION WILL NOT BE  
45 DISCLOSED WITHOUT THE WRITTEN CONSENT OF THE INDIVIDUAL UNLESS  
46 REQUIRED BY LAW OR JUDICIAL PROCESS.  
47

48 § 194-7. BUDGET.

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A. INSPECTOR GENERAL TO PREPARE PROPOSED BUDGET. THE INSPECTOR GENERAL SHALL FORMULATE AND PREPARE ANNUALLY A PROPOSED BUDGET TO FUND THE OPERATIONS OF THE OFFICE AND SHALL TRANSMIT THE PROPOSED BUDGET TO THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD FOR ITS REVIEW.

B. INSPECTOR GENERAL CITIZEN ADVISORY BOARD TO REVIEW PROPOSED BUDGET. THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD SHALL MEET TO REVIEW AND MAKE RECOMMENDATIONS ON THE PROPOSED BUDGET SUBMITTED BY THE INSPECTOR GENERAL TO ASSESS AND DETERMINE WHETHER THE PROPOSED BUDGET PROVIDES SUFFICIENT FUNDING TO MEET THE DUTIES OF THE OFFICE.

C. SUBMISSION.

(1) THE CHAIR OF THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD SHALL SUBMIT, ON OR BEFORE JANUARY 31, THE OFFICE'S PROPOSED BUDGET TO THE COUNTY ADMINISTRATOR AND THE DIRECTOR OF FISCAL AND ADMINISTRATIVE SERVICES AS A SEPARATE BUDGET ENTITY IN THE ANNUAL BUDGET AND APPROPRIATION ORDINANCE.

(2) THE INSPECTOR GENERAL BUDGET PRESENTATION SHALL BE SCHEDULED AS ITS OWN SEPARATE AGENDA ITEM BEFORE THE BOARD OF COUNTY COMMISSIONERS AS PART OF THE BUDGET APPROVAL HEARING PROCESS.

(3) ANY INCREASE CHANGE IN REQUESTED APPROPRIATIONS FROM THE PRIOR FISCAL YEAR MAY NOT BE GREATER THAN THE PERCENTAGE GROWTH OF THE COUNTY'S GENERAL FUND OPERATING REVENUES.

(4) ANY DECREASE CHANGE IN REQUESTED APPROPRIATIONS FROM THE PRIOR FISCAL YEAR SHALL BE ACCOMPANIED BY A WRITTEN JUSTIFICATION FROM THE COUNTY ADMINISTRATOR FOR THE REQUESTED DECREASE CHANGE.

§ 194-8. ADMINISTRATION AND OPERATION.

A. STAFF. THE INSPECTOR GENERAL MAY APPOINT SUCH OTHER EMPLOYEES TO ASSIST IN THE CONDUCT OF THE OFFICE AS MAY BE PROVIDED IN THE ADOPTED BUDGET, AND WHO SERVE AT THE PLEASURE OF THE INSPECTOR GENERAL.

B. DEPUTY INSPECTOR GENERAL. THE INSPECTOR GENERAL SHALL APPOINT A DEPUTY INSPECTOR GENERAL, WHO SHALL SERVE AS THE ACTING INSPECTOR GENERAL IF THE INSPECTOR GENERAL IS ABSENT OR UNAVAILABLE FOR DUTY, AND WHO SERVES AT THE PLEASURE OF THE INSPECTOR GENERAL.

1 C. ADMINISTRATIVE PROCEDURES. THE INSPECTOR GENERAL SHALL  
2 ESTABLISH ADMINISTRATIVE PROCEDURES TO GOVERN THE OPERATIONS OF THE  
3 OFFICE WHICH SHALL BE PUBLISHED ON THE INSPECTOR GENERAL WEBSITE.  
4

5 D. PROFESSIONAL STANDARDS. INVESTIGATIONS, INSPECTIONS, AND  
6 REVIEWS CONDUCTED BY THE INSPECTOR GENERAL SHALL CONFORM TO  
7 PROFESSIONAL STANDARDS ESTABLISHED BY THE ASSOCIATION OF INSPECTORS  
8 GENERAL, TITLED PRINCIPLES AND STANDARDS FOR OFFICES OF INSPECTOR  
9 GENERAL (CURRENT REVISION), ALSO KNOWN AS *THE GREEN BOOK*.  
10

11 E. LEGAL COUNSEL; OTHER ADVISORS. THE OFFICE OF THE INSPECTOR  
12 GENERAL SHALL RETAIN ITS OWN LEGAL COUNSEL. THE INSPECTOR GENERAL  
13 MAY EMPLOY SUCH ADDITIONAL LEGAL, FINANCIAL, OR OTHER TECHNICAL  
14 ADVISORS AS IT MAY FROM TIME TO TIME DEEM NECESSARY FOR THE  
15 PERFORMANCE OF ANY OF ITS FUNCTIONS, SUBJECT TO ITS ADOPTED BUDGET  
16 OR WITH A PROPERLY ADOPTED BUDGET APPROPRIATION THAT HAS BEEN  
17 REVIEWED AND APPROVED IN ACCORDANCE WITH COUNTY BUDGET POLICIES  
18 AND AUTHORITIES.  
19

20 F. PEER REVIEW. COMPLETED INVESTIGATIONS, INSPECTIONS, AND REVIEWS  
21 SHALL BE SUBJECT TO PEER REVIEWS BY AN APPROPRIATE PROFESSIONAL, NON-  
22 PARTISAN, OBJECTIVE GROUP EVERY THREE TO FIVE YEARS. THE REPORT  
23 PRODUCED FROM THIS REVIEW SHALL BE PROVIDED TO THE INSPECTOR  
24 GENERAL CITIZEN ADVISORY BOARD, BOARD OF COUNTY COMMISSIONERS, AND  
25 COUNTY ADMINISTRATOR. THE REVIEW SHALL BE POSTED ON THE COUNTY  
26 GOVERNMENT WEBSITE FOR THE OFFICE OF THE INSPECTOR GENERAL.  
27

28 § 194-9. RETALIATION PROHIBITED.  
29

30 A. UNLESS THE DISCLOSURE IS SPECIFICALLY PROHIBITED BY LAW, AN  
31 ENTITY WHO RECEIVES FUNDS FROM THE COUNTY GOVERNMENT MAY NOT  
32 RETALIATE AGAINST ANY PERSON FOR DISCLOSING TO THE INSPECTOR GENERAL  
33 AN ALLEGED:

34 (1) VIOLATION OF A LAW, RULE, OR REGULATION BY A COUNTY  
35 OFFICER, EMPLOYEE, OR CONTRACTOR WHILE CONDUCTING  
36 COUNTY BUSINESS OR USING COUNTY PROPERTY;  
37

38 (2) WASTE OF COUNTY FUNDS;  
39

40 (3) ABUSE OF AUTHORITY BY A COUNTY OFFICIAL OR EMPLOYEE;  
41 OR  
42

43 (4) A SPECIFIC AND SUBSTANTIAL DANGER TO PUBLIC HEALTH  
44 OR SAFETY DUE TO AN ACT OR OMISSION OF A COUNTY OFFICIAL,  
45 EMPLOYEE, OR CONTRACTOR.  
46

47 B. PENALTY.  
48

1 (1) INDIVIDUAL. ANY PERSON THAT RETALIATES OR THREATENS TO  
2 RETALIATE AGAINST ANY PERSON FOR FILING A COMPLAINT WITH THE  
3 INSPECTOR GENERAL, FURNISHING INFORMATION, OR COOPERATING IN  
4 ANY INVESTIGATION, INSPECTION, OR REVIEW UNDER THIS SECTION  
5 COMMITS A MISDEMEANOR THAT IS PUNISHABLE BY A FINE OF NOT MORE  
6 THAN \$5,000 AND BY IMPRISONMENT IN THE COUNTY JAIL NOT TO EXCEED  
7 ONE (1) YEAR, OR BY BOTH.  
8

9 (2) ENTITY. ANY ENTITY THAT RETALIATES OR THREATENS TO  
10 RETALIATE AGAINST ANY PERSON FOR FILING A COMPLAINT WITH THE  
11 INSPECTOR GENERAL, FURNISHING INFORMATION, OR COOPERATING IN  
12 ANY INVESTIGATION, INSPECTION, OR REVIEW UNDER THIS SECTION  
13 COMMITS A CIVIL VIOLATION THAT IS PUNISHABLE BY A FINE OF NOT  
14 MORE THAN \$25,000, WHICH SHALL BE PAID TO THE CHARLES COUNTY  
15 GENERAL FUND AND SPECIFICALLY EARMARKED TO APPLY TOWARDS THE  
16 INSPECTOR GENERAL'S BUDGET.  
17

18 (3) BOARD MEMBERS. IF AN ENTITY IS COMPRISED OF A BOARD OF  
19 DIRECTORS, OR SIMILAR MULTI-PERSON DECISION MAKING BODY, A  
20 MAJORITY DECISION BY THE BOARD WHICH IS LATER FOUND TO BE A  
21 VIOLATION OF THIS SUBSECTION, SUBJECTS THOSE WHO VOTED IN FAVOR  
22 OF THAT BOARD ACTION TO THE INDIVIDUAL PENALTY LISTED IN  
23 PARAGRAPH (1) ABOVE. THOSE WHO VOTED AGAINST ANY ENTITY ACTION  
24 THAT IS LATER FOUND TO BE IN VIOLATION OF THIS SUBSECTION WILL  
25 NOT BE SUBJECT TO INDIVIDUAL LIABILITY UNDER PARAGRAPH (1) OF  
26 THIS SUBSECTION.  
27

28 § 194-10. THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD.  
29

30 A. INDEPENDENCE. THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD IS A  
31 NONPOLITICAL ENTITY. THE BODY AND EACH OF ITS MEMBERS SHALL  
32 CONDUCT THEIR WORK INDEPENDENT OF ANY EXTERNAL INFLUENCE.  
33

34 B. MEMBERSHIP, APPOINTMENT, AND QUALIFICATIONS. THERE SHALL BE  
35 APPLICATION AND NOMINATING PROCESS FOR THE PURPOSE PROVIDING AN  
36 INDEPENDENT CROSS-SECTION OF CITIZENS TO SERVE ON THE INSPECTOR  
37 GENERAL CITIZEN ADVISORY BOARD.  
38

39 (1) APPLICATION PROCESS.  
40

41 (I) THE COUNTY DEPARTMENT OF HUMAN RESOURCES WILL  
42 ADVERTISE AND COORDINATE THE APPLICATION PROCESS FOR  
43 NOMINATIONS TO SERVE ON THE INSPECTOR GENERAL CITIZEN  
44 ADVISORY BOARD.  
45

46 (II) ANY CITIZEN, PROVIDED THEY MEET THE QUALIFICATIONS  
47 SET FORTH BELOW, MAY APPLY FOR A NOMINATION TO SERVE ON  
48 THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD FROM THE

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FIVE (5) GROUPS LISTED BELOW IN SUBSECTION (2).

(III) APPLICATIONS WILL BE MADE THROUGH THE CHARLES COUNTY WEBSITE.

(IV) ALL APPLICANTS' NAMES WILL BE SUBMITTED TO THE RESPECTIVE NOMINATING GROUPS FOR NOMINATION.

(V) SHOULD A VACANCY OCCUR ON THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD, THE CHARLES COUNTY DEPARTMENT OF HUMAN RESOURCES SHALL SOLICIT APPLICATIONS TO FORWARD TO THE NOMINATING GROUP FROM WHICH THE VACANCY OCCURRED.

(2) MEMBERSHIP AND APPOINTMENT. THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD SHALL BE COMPRISED OF SEVEN MEMBERS, RANDOMLY CHOSEN BY THE CHAIR OF THE CHARLES COUNTY ETHICS COMMISSION FROM A SELECTION OF NAMES PUT FORTH IN THE MANNER DESCRIBED IN (I) THROUGH (V) OF THIS SUBSECTION, AND CONSISTENT WITH THE QUALIFICATIONS SET FORTH IN SUBSECTION (3).

(I) THE ETHICS CHAIR WILL CONTACT FOUR ACTIVE CIVIC ORGANIZATIONS IN CHARLES COUNTY SUCH AS, THE ROTARY CLUB OF CHARLES COUNTY, WALDORF ELKS LODGE 2421, KIWANIS CLUB OF WALDORF, PANHELLENIC COUNCIL OF CHARLES COUNTY, AND/OR AMERICAN LEGION POST 82, EACH WILL EACH NOMINATE ONE PERSON FROM THE LIST OF APPLICANTS, WHOSE NAMES WILL BE FORWARDED TO THE CHAIR OF THE ETHICS COMMISSION WITHOUT ATTRIBUTION TO THEIR NOMINATOR, AND THE CHAIR SHALL RANDOMLY SELECT TWO NAMES;

(II) THE CHARLES COUNTY CHAMBER OF COMMERCE, MILITARY ALLIANCE COUNCIL, FARM BUREAU, AND UNIVERSITY OF MARYLAND CHARLES REGIONAL MEDICAL CENTER L WILL EACH NOMINATE ONE PERSON FROM THE LIST OF APPLICANTS WHOSE NAME WILL BE FORWARDED TO THE CHAIR OF THE ETHICS COMMISSION WITHOUT ATTRIBUTION TO THEIR NOMINATOR, AND THE CHAIR SHALL RANDOMLY SELECT TWO NAMES;

(III) THE FOUR DISTRICT COMMISSIONERS WILL EACH NOMINATE ONE PERSON FROM THE LIST OF APPLICANTS, CHOSEN FROM APPLICANTS WHO HAVE COMPLETED THE CHARLES COUNTY CITIZEN ACADEMY, WHOSE NAMES WILL BE FORWARDED TO THE CHAIR OF THE ETHICS COMMISSION WITHOUT ATTRIBUTION TO THEIR NOMINATOR, AND THE CHAIR SHALL RANDOMLY SELECT ONE NAME;

(IV) THE CHARLES COUNTY SHERIFF AND THE CHARLES COUNTY STATE'S ATTORNEY'S OFFICE WILL EACH NOMINATE ONE PERSON FROM THE LIST OF APPLICANTS WITH A LAW ENFORCEMENT AND/OR LEGAL BACKGROUND (I.E. INVESTIGATOR, PROSECUTOR, CERTIFIED FRAUD

1 EXAMINER, ETC.), WHOSE NAME WILL BE FORWARDED TO THE CHAIR OF  
2 THE ETHICS COMMISSION WITHOUT ATTRIBUTION TO THEIR NOMINATOR,  
3 AND THE CHAIR WILL RANDOMLY SELECT ONE NAME; AND  
4

5 (V) THE COUNTY ADMINISTRATOR AND DIRECTOR OF FISCAL SERVICES  
6 WILL EACH NOMINATE ONE PERSON FROM THE LIST OF APPLICANTS WITH  
7 A FINANCIAL AND/OR GOVERNMENT OPERATIONS BACKGROUND (I.E.  
8 CERTIFIED PUBLIC ACCOUNTANT, GOVERNMENT ACCOUNTABILITY  
9 OFFICER, CERTIFIED FRAUD EXAMINER, ETC.), WHOSE NAME WILL BE  
10 FORWARDED TO THE CHAIR OF THE ETHICS COMMISSION WITHOUT  
11 ATTRIBUTION TO THEIR NOMINATOR, AND THE CHAIR WILL RANDOMLY  
12 SELECT ONE NAME.  
13

14 (3) QUALIFICATIONS. MEMBERS OF THE BOARD SHALL BE RESIDENTS  
15 OF CHARLES COUNTY, AND AT LEAST 25 YEARS OF AGE.  
16

17 (4) INELIGIBILITY. AN INDIVIDUAL IS NOT ELIGIBLE TO SERVE AS A  
18 MEMBER OF THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD IF THE  
19 INDIVIDUAL:  
20

21 (i) HAS EVER BEEN CONVICTED OF A FELONY, A CRIME OF MORAL  
22 TURPITUDE AS DEFINED BY MARYLAND LAW, OR A MISDEMEANOR  
23 WITH A STATUTORY PENALTY OF MORE THAN TWO YEARS; OR  
24

25 (ii) IS OR HAS BEEN IN THE LAST FIVE YEARS:  
26

27 (a) AN EMPLOYEE, BOARD OR COMMISSION MEMBER,  
28 ELECTED OFFICER, CANDIDATE FOR A PUBLIC OFFICE OR  
29 POLITICAL CENTRAL COMMITTEE, OR OTHER INDIVIDUAL  
30 WHO IS SUBJECT TO THE JURISDICTION OF THE INSPECTOR  
31 GENERAL;  
32

33 (b) A COUNTY CONTRACTOR OR PERSON NEGOTIATING A  
34 CONTRACT WITH THE COUNTY;  
35

36 (c) A VENDOR WHO PROVIDES OR IS SEEKING CERTIFICATION  
37 FOR GOODS AND SERVICES TO THE COUNTY;  
38

39 (d) AN EXTERNAL RECIPIENT OR BOARD MEMBER OF AN EXTERNAL  
40 RECIPIENT OF COUNTY FUNDS, BENEFITS, OR SERVICES;  
41

42 (e) A PUBLICLY ELECTED OR APPOINTED OFFICER'S SPOUSE, PARENT,  
43 CHILD, OR SIBLING;  
44

45 (f) AN OFFICER, STAFF MEMBER OR EMPLOYEE OF ANY FEDERAL,  
46 STATE, OR LOCAL POLITICAL PARTY ORGANIZATION;  
47

48 (g) A LOBBYIST UNDER THE MARYLAND OR COUNTY PUBLIC ETHICS

1 LAW; OR

2  
3 (h) ANY ATTORNEY WHO APPEARS BEFORE A CHARLES COUNTY  
4 BOARD OR COMMISSION ON ANY MATTER.  
5

6 (5) TRAINING. PRIOR TO BEGINNING THEIR DUTIES, THE MEMBERS OF  
7 THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD SHALL ATTEND A  
8 TRAINING SESSION, TO BE PROVIDED BY THE COUNTY ATTORNEY'S OFFICE  
9 INITIALLY, AND AFTER APPOINTMENT, THE OFFICE OF INSPECTOR  
10 GENERAL THAT DETAILS: (A) THE RULES GOVERNING THE INSPECTOR  
11 GENERAL CITIZEN ADVISORY BOARD; AND (B) THE RULES GOVERNING THE  
12 INSPECTOR GENERAL.  
13

14 C. TERM. INSPECTOR GENERAL CITIZEN ADVISORY BOARD MEMBERS SHALL  
15 SERVE A FIVE-YEAR TERM. NO MEMBER SHALL SERVE MORE THAN TWO  
16 CONSECUTIVE TERMS.  
17

18 D. REMOVAL. A MEMBER OF THE INSPECTOR GENERAL CITIZEN ADVISORY  
19 BOARD MAY BE REMOVED FOR CAUSE, INCLUDING OPERATIONAL  
20 INTERFERENCE AND/OR NOT ATTENDING MEETINGS, BY A VOTE OF THE  
21 MAJORITY OF THE BOARD OF COUNTY COMMISSIONERS. THE MEMBER SHALL  
22 FIRST BE PRESENTED WITH A WRITTEN STATEMENT OF THE REASONS FOR THE  
23 REMOVAL AND SHALL HAVE THE OPPORTUNITY FOR A PUBLIC HEARING BEFORE  
24 THE BOARD OF COUNTY COMMISSIONERS IF REQUESTED WITHIN TEN (10) DAYS  
25 OF RECIEIVING THE STATEMENT OF REASONS FOR REMOVAL.  
26

27 E. VACANCIES. A VACANCY SHALL BE FILLED IN THE SAME MANNER AS THE  
28 ORIGINAL APPOINTMENT AND FOR THE UNEXPIRED TERM. A MEMBER  
29 APPOINTED TO COMPLETE AN UNEXPIRED TERM WITH MORE THAN 30 MONTHS  
30 REMAINING ON THE TERM SHALL BE CONSIDERED TO HAVE SERVED ONE FULL  
31 TERM.  
32

33 F. DUTIES AND RESPONSIBILITIES.

34 (1) WHEN THERE IS A VACANCY IN THE POSITION OF INSPECTOR GENERAL,  
35 THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD SHALL TIMELY  
36 CONDUCT A NATIONAL SEARCH, INCLUDING THE USE OF PROFESSIONAL  
37 SEARCH FIRMS TO SOLICIT CANDIDATES. THE INSPECTOR GENERAL  
38 CITIZEN ADVISORY BOARD SHALL INTERVIEW AT LEAST THREE QUALIFIED  
39 CANDIDATES. THE FINAL CANDIDATE SHALL BE SELECTED BY A  
40 MAJORITY VOTE OF THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD.  
41

42 (2) IF NECESSARY, THE CITIZEN ADVISORY BOARD MAY RECOMMEND  
43 TO THE BOARD OF COUNTY COMMISSIONERS, BY AFFIRMATIVE VOTE OF  
44 TWO-THIRDS OF THE MEMBERS OF THE INSPECTOR GENERAL CITIZEN  
45 ADVISORY BOARD, THE REMOVAL OF THE INSPECTOR GENERAL USING  
46 THE PROCEDURES SET FORTH IN SECTION 194-3.D.  
47

48 (3) THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD SHALL

1 REVIEW AND MAKE RECOMMENDATIONS ON THE BUDGET OF THE  
2 OFFICE OF THE INSPECTOR GENERAL AS REQUIRED BY SECTION 194-7.

3  
4 (5) THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD SHALL  
5 REVIEW THE OFFICE OF INSPECTOR GENERAL POLICIES AND PROCEDURES.

6  
7 G. MEETINGS.

8  
9 (1) THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD SHALL MEET:

10  
11 (I) AT LEAST TWICE A YEAR WITH THE INSPECTOR GENERAL TO  
12 REVIEW COMPLETED INVESTIGATIONS AND ADVISORY LETTERS, ANNUAL  
13 BUDGET REQUEST, AND OTHER RELEVANT NON-OPERATIONAL MATTERS.

14  
15 (II) ANNUALLY WITH THE COUNTY COMMISSIONERS, IF THE  
16 COMMISSIONERS REQUEST A MEETING, ANNUALLY WITH THE COUNTY  
17 COMMISSIONERS AND THE COUNTY ADMINISTRATOR, JOINTLY, TO  
18 PROVIDE THE COMMISSIONERS AND COUNTY ADMINISTRATOR WITH AN  
19 OVERVIEW OF THE ACTIVITIES OF THE BOARD AND THE COMPLETED  
20 WORK AND MINISTERIAL FUNCTIONS OF THE OFFICE OF THE INSPECTOR  
21 GENERAL.

22  
23 (2) OPEN MEETINGS. MEETINGS OF THE INSPECTOR GENERAL CITIZEN  
24 ADVISORY BOARD SHALL BE OPEN TO THE PUBLIC AT ALL TIMES, EXCEPT  
25 UNDER CIRCUMSTANCES IN WHICH A CLOSED MEETING IS PERMITTED BY  
26 LAW. AGENDAS SHALL BE MADE AVAILABLE AT LEAST SEVEN DAYS PRIOR  
27 TO THE MEETING IN AN ELECTRONIC FORMAT READILY AVAILABLE TO THE  
28 PUBLIC. MINUTES OF OPEN MEETINGS SHALL BE MADE AVAILABLE AS  
29 SOON AS PRACTICABLE IN AT LEAST ONE ELECTRONIC FORMAT READILY  
30 AVAILABLE TO THE PUBLIC.

31  
32 (3) PROHIBITION FOR MEETING ON CERTAIN DAYS. THE INSPECTOR  
33 GENERAL CITIZEN ADVISORY BOARD SHALL NOT HOLD MEETINGS WHICH  
34 INCLUDE AN OPPORTUNITY FOR PUBLIC TESTIMONY ON ANY DAY ON  
35 WHICH THE BOARD OF COUNTY COMMISSIONERS IS SCHEDULED TO HOLD  
36 A PUBLIC HEARING.

37  
38 H. STAFF, OFFICERS, QUORUM, AND RULES OF PROCEDURE.

39 (1) STAFF.

40 (I) THE BOARD OF COUNTY COMMISSIONERS SHALL PROVIDE  
41 THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD NECESSARY STAFF  
42 FOR THE PROPER PERFORMANCE OF ITS DUTIES AND RESPONSIBILITIES  
43 AND AS PROVIDED IN THE CHARLES COUNTY BUDGET.

44  
45 (II) THE CHARLES COUNTY GOVERNMENT OFFICE OF HUMAN  
46 RESOURCES AND MEDIA DEPARTMENT SHALL PROVIDE ASSISTANCE TO  
47 THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD TO ADVERTISE  
48 A VACANCY IN THE POSITION OF THE INSPECTOR GENERAL; AND

1  
2 (III) THE COUNTY ATTORNEY OR THEIR DESIGNEE, SHALL SERVE  
3 AS COUNSEL TO THE INSPECTOR GENERAL CITIZEN ADVISORY  
4 BOARD OR WILL HIRE OUTSIDE COUNSEL TO SERVE AS COUNSEL TO  
5 THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD.  
6

7 (2) OFFICERS. THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD  
8 SHALL ELECT A CHAIRPERSON ANNUALLY FROM AMONG ITS MEMBERS.  
9

10 (3) QUORUM. A QUORUM OF THE INSPECTOR GENERAL CITIZEN  
11 ADVISORY BOARD SHALL BE A MAJORITY OF THE CURRENT MEMBERS.  
12

13 (4) RULES OF PROCEDURE. THE INSPECTOR GENERAL CITIZEN  
14 ADVISORY BOARD SHALL ADOPT RULES OF PROCEDURE NECESSARY TO  
15 CARRY OUT ITS DUTIES AND RESPONSIBILITIES.  
16

17 I. ANNUAL REPORT.  
18

19 (1) THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD SHALL ISSUE A  
20 REPORT BY THE END OF EACH CALENDAR YEAR SUMMARIZING THE  
21 BOARD'S WORK FOR THAT CALENDAR YEAR. THE ANNUAL REPORT SHALL  
22 BE SUBMITTED SIMULTANEOUSLY WITH THE INSPECTOR GENERAL'S  
23 ANNUAL REPORT.  
24

25 (2) THE ANNUAL REPORT SHALL BE PROVIDED TO THE INSPECTOR  
26 GENERAL, THE COUNTY ADMINISTRATOR, AND THE BOARD OF COUNTY  
27 COMMISSIONERS. AND SHALL BE POSTED ON THE COUNTY GOVERNMENT  
28 WEBSITE FOR THE OFFICE OF THE INSPECTOR GENERAL SUBJECT TO THE  
29 MARYLAND PUBLIC INFORMATION ACT.  
30

31 J. NON-INTERFERENCE WITH THE INSPECTOR GENERAL.  
32

33 THE PURPOSE OF THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD IS  
34 LIMITED TO THE RESPONSIBILITIES DESCRIBED IN THIS SUBTITLE, RELATING TO  
35 SELECTION, BUDGET AND REMOVAL. NEITHER THE INSPECTOR GENERAL  
36 CITIZEN ADVISORY BOARD NOR ANY OF ITS INDIVIDUAL MEMBERS SHALL TAKE  
37 ANY ACTION TO INTERFERE WITH THE ONGOING OPERATIONAL AUTHORITY OR  
38 INDEPENDENCE OF THE INSPECTOR GENERAL. THIS PROVISION SHALL NOT  
39 PRECLUDE THE INSPECTOR GENERAL CITIZEN ADVISORY BOARD'S ABILITY TO  
40 REMOVE THE INSPECTOR GENERAL FOR CAUSE. A VIOLATION OF THIS  
41 SUBSECTION IS A CIVIL VIOLATION OF THE CHARLES COUNTY CODE AND  
42 SUBJECT TO A MAXIMUM PENALTY OF \$5000.  
43

44 **SECTION 2.** AND BE IT FURTHER ENACTED, THAT THIS ACT SHALL TAKE  
45 EFFECT FORTY-FIVE (45) DAYS FROM THE DATE IT IS ADOPTED.  
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ADOPTED this \_\_\_<sup>th</sup> day of \_\_\_\_\_, 2026.

COUNTY COMMISSIONERS  
CHARLES COUNTY, MARYLAND

\_\_\_\_\_  
Reuben B. Collins, II, Esq. President

\_\_\_\_\_  
Ralph E. Patterson, II, M.A., Vice President

\_\_\_\_\_  
Gilbert O. Bowling, III

\_\_\_\_\_  
Thomasina O. Coates, M.S.

\_\_\_\_\_  
Amanda M. Stewart, Ed.D

ATTEST:

\_\_\_\_\_  
Carol DeSoto, CAP, OM, Clerk