Responsibility for Reporting Fraud and Abuse

It is the responsibility of all employees to be alert for any indications of fraud and abuse involving HCPSS funds or property. Fraud and abuse is defined as obtaining property owned by or under the control of the Board by means of false pretenses or representation including, but not limited to, bribery, kickbacks, illegal acts, forgery, theft, or embezzlement.

The following procedures will be followed for all employees reporting fraud and abuse:

1. Notification: Any individual who has knowledge of an occurrence of fraud and abuse, or has reason to suspect that such an event has occurred, will notify his or her immediate supervisor. If there is reason to believe that this supervisor may be involved, the employee will instead notify his or her supervisor's supervisor, principal, program manager, or director.

2. Investigation: The supervisor, principal, program manager, or director will follow HCPSS policies and procedures and will notify the Internal Auditor and, as appropriate, the Chief Operating Officer and the Coordinator of School Security. With the advice of the Coordinator of School Security and General Counsel, the supervisor will consult with law enforcement personnel, prior to investigation, to review whether the investigation will impinge on a criminal investigation.

   The investigation will ensure that due process is provided to the employee. After investigation, the supervisor will determine whether disciplinary action is warranted. Any disciplinary action will be issued in accordance with HCPSS policies and procedures.

3. Confidentiality: Any information reported will be considered confidential and every effort will be made to protect the identity of the person reporting, unless the information is needed for law enforcement or other purposes. The Board will ensure that employees reporting such allegations will be protected from any retaliatory acts for doing so.

4. Protection against Retaliation: No action or reprisals may be taken against an employee reporting a suspected violation in good faith.

   [Fraud Hotline: Employees may choose to report his or her knowledge of an occurrence of fraud and abuse, or reason to suspect that such an event has occurred, to the HCPSS Fraud Hotline.]