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| COUNTY OF PRINCE GEORGE PERSONNEL POLICIES Prince George, Virginia | POLICY NUMBER: 44.1 through 44.7 | Page 1 of 3 |
| | SUPERSEDES: | DATE ISSUED: January 24, 2017 |
| SUBJECT: Fraud, Waste and Abuse Procedures | AUTHORIZATION: Adopted by the Board of Supervisors January 24, 2017; to become effective immediately | |

44.1 General Provisions

Prince George County's core values include integrity, accountability and transparency. To provide citizens with a government characterized by integrity, accountability and transparency, the County has established a fraud hotline where citizens and employees may report instances of suspected fraud, waste and abuse. The purpose of this policy is to document the responsibility of County employees to promptly report all instances of fraud, waste and abuse to his/her immediate supervisor. Employees may also report suspected instances of fraud, waste and abuse to the County's anonymous fraud hotline at 804-722-8770, which is monitored by the Finance Department.

44.2 Objective

No employee or volunteer shall engage in fraud, waste or abuse as defined in this policy while in the performance of their job or which otherwise affects the County while engaged in activities for the benefit of Prince George County or any regional organization in which the County is a member.

44.3 Definition of Fraud, Waste and Abuse

Fraud, Waste and Abuse shall include but is not limited to the following conduct:

1. Any dishonest or fraudulent act affecting governmental responsibilities;
2. Mishandling or misappropriation of Prince George County funds or improper handling or reporting of County financial transactions;
3. Theft, misuse, destruction or misappropriation of Prince George County supplies and materials for personal use or use unrelated to Prince George County business;
4. Misuse or abuse of County resources such as use of County machinery for personal use or use unrelated to Prince George County business;
5. Conduct of illegal activity on County property or through use of Prince George County resources;
6. Abuse of leave policies;
7. Falsifying work records;
8. Profiteering as a result of insider knowledge of County activities;
9. Disclosing confidential or proprietary information to outside parties;
10. Accepting or seeking anything of a material value (exceeding \$100 in value) from contractors, vendors or persons providing services/materials to the County in violation of Prince George County Policy 280.1;

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11. Use of County vehicles assigned for the use of Prince George County for purposes or activities unrelated to Prince George County business;
12. Any illegal, fraudulent or wrongful activity perpetuated for the “benefit” of Prince George County;
13. Violations of § 2.2-3103 Code of Virginia, 1950, as amended, and § 39-1 “Code of Ethics” and § 39-2 “Prohibited Acts” of the County Personnel Policies.

44.4 Procedure – Reporting Instances of Fraud, Waste and Abuse

An employee who discovers or suspects fraudulent activity will contact his/her supervisor as soon as possible or call the anonymous fraud hotline (804-722-8770).

Great care must be taken in the reporting and investigation of suspected improprieties or irregularities to avoid mistaken accusation or alerting suspected individuals that an investigation is underway.

The reporter should not:

1. Contact the suspected individual in an effort to determine facts or demand restitution; or
2. Discuss the case, facts, suspicions, or allegations with anyone, unless specifically asked to do so.

44.5 Procedure – Investigating Instances of Fraud, Waste and Abuse

Department supervisors and the Finance Department (if the fraud hotline is used for reporting) will report all instances of fraud to the County Administrator and, when appropriate, the Commonwealth’s Attorney.

Every allegation of fraud, waste or abuse will be investigated thoroughly and in a confidential manner. All employees shall cooperate fully with any fraud investigations and provide prompt, complete and accurate information and supporting documentation.

44.6 Disciplinary Action, Retaliation & Confidentiality for Instances of Fraud, Waste and Abuse Investigations

If an investigation results in a recommendation to take disciplinary action, the recommendation will be reviewed by the County Administrator who shall consult with the Commonwealth’s Attorney if necessary, before any such action is taken.

Investigation results will not be disclosed or discussed with anyone unless the individual is pertinent to the case.

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Retaliation for reporting instances of suspected fraud, waste, or abuse is prohibited and employees are protected under the County's Grievance Procedures. Refer to Personnel Policy 3.1 – 3.8.

44.7 False Reporting of Fraud, Waste and Abuse Information

Employees who knowingly make a false report shall be disciplined in accordance with Prince George County Policy 29.1-29.8.