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July 15, 2016
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AP 6125 FRAUD

References:

Education Code Sections 44110 et seq.

Fraud covers a number of unlawful acts including intentional deception, theft, embezzlement, false representation, misappropriation of resources, manipulation of data, concealment, identity theft, and other inappropriate conduct.

Every new employee of the District shall be provided a copy of the BP 6125 titled Fraud by the Chief Human Resources Officer or designee.

In conjunction with the Fraud Policy, each District employee is required to report any instance of suspected fraud to the Chief Business Officer. If an instance of suspected fraud is reported instead to someone other than the Chief Business Officer, that person is to report the instance to the Chief Business Officer.

If presented with reasonable evidence of a suspected fraud, the applicable campus Business Services Supervisor or the Controller shall conduct an audit to determine if the reported suspicions of fraud are valid. That auditor shall also inform the supervisor of any employee under investigation. If, based on the results of the audit, there is reason to believe that fraudulent activities have occurred, the auditor shall report the findings to the Chief Business Officer.

The Chief Business Officer shall review the findings with the District Chancellor and make recommendations for improvements to the systems of internal controls and disciplinary actions, as appropriate.

Cases involving monetary losses to the District will be pursued for recovery of losses. The District reserves the right to seek redress via proceedings in a court of competent jurisdiction against individuals whose fraudulent acts have resulted in financial loss to the District, whether or not the individual concerned is criminally convicted of the fraudulent act.

Also see BP/AP 7700 titled Whistleblower Protection.