


SUBJECT DEPARTMENT FRAUD	POLICY NUMBER 3.12	
POLICY MAINTENANCE ADMINISTRATOR: Inspector General		
PURPOSE/SCOPE: To establish policy regarding fraud awareness, prevention and reporting.		

I. AUTHORITY

Section 20.055, Florida Statutes, Agency inspectors general

Section 20.24, Florida Statutes, Department of Highway Safety and Motor Vehicles

Sections 112.3187 - 112.31895, Florida Statutes, "Whistle-blower's Act"

II. RELATED POLICIES

MP 3.05, Claims of Discrimination to Include Sexual Harassment

MP 3.06, Disciplinary Process

MP 3.08, Ethics and Personal Responsibility

MP 11.07, Internal Audit and Investigations

MP 11.12, Management Control

III. DEFINITIONS

A. Fraud - False representation of a matter of fact, whether by words, conduct or by concealment of what should have been disclosed, that deceives and is intended to deceive.

B. Investigation - Formal action relating to an allegation or complaint or an action initiated to detect, deter, prevent and eradicate fraud, waste, mismanagement, misconduct and other abuses in state government performed in accordance with applicable quality standards. The subjects of investigations may be members, individuals, contractors or other entities doing business with the department; and organizations licensed or subject to regulation or oversight by the department.

Executive Director SIGNED ORIGINAL ON FILE	Origination Date 08/10/2016
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IV. POLICY

To ensure opportunities for fraud are reduced to the lowest possible level of risk. Members should understand what constitutes fraud and must report suspected instances. The department must provide members adequate access to report suspected fraud.

V. ROLES AND RESPONSIBILITIES

- A. Managers are responsible for designing and implementing internal control systems to prevent, deter and detect fraud.
- B. Members are responsible for appropriately utilizing department resources, including the handling and use of public funds. Members must report details immediately through their managers if they suspect fraud. Members also have the responsibility to fully cooperate with whomever is conducting internal reviews or investigations.
- C. The Office of Inspector General is responsible for working with managers in monitoring their systems and procedures and investigating reported fraud.

VI. PROCEDURES

- A. Members must adhere to established management controls, which are in place to minimize the opportunity for fraud.
- B. Members are to report fraud, without fear of penalty or retaliation to their manager, unless their manager is the one suspected of fraud. If that is the case, members should escalate concerns through their chain of command or contact the Office of Inspector General (850-617-3104 or InspectorGeneral@flhsmv.gov).
- C. Managers are required to take all suspicions of fraud seriously and follow the procedures found in the Office of Inspector General's "Managing the Risk of Fraud".