

CLARENCE FIRE DISTRICT NO. 1

ANTI-FRAUD POLICY

I. INTRODUCTION:

The Board of Fire Commissioners of Clarence Fire District No. 1 is committed to protecting the public funds to which it has been entrusted. The public is entitled to expect integrity, honesty and openness and to demand the highest standards of conduct.

The Board of Fire Commissioners will not tolerate fraud, corruption or abuse of position for personal gain.

The discovery, reporting and documentation of such acts provides a sound foundation for the protection of innocent parties, the taking of disciplinary action against offenders up to and including dismissal, the referral to law enforcement agencies and the recovery of assets.

II. OBJECTIVE:

This policy affirms the Fire District's commitment to creating an anti-fraud culture and maintaining high ethical standards in the administration of public funds.

III. POLICY:

- A. This policy prohibits fraud or misuse of the Clarence Fire District's assets and sets forth specific guidelines and responsibilities regarding appropriate actions that must be followed for the investigation of fraud and other similar irregularities. The Board of Fire Commissioners is responsible for the detection and prevention of fraud, misappropriations and other irregularities. Fraud is the intentional distortion or false representation of financial statements or records which is carried out to conceal the misappropriation of assets for personal gain. Corruption is the offering, giving, soliciting or acceptance of an inducement or reward which may improperly influence the action of a person.

Anyone who has concerns regarding possible fraud is encouraged and expected to report those concerns to the Board of Fire Commissioners. Should such activity involve a Fire Commissioner, the concerned individual shall report the activity to a police agency for further investigation. The reporting individual should not contact the suspected individual or discuss the suspicions with anyone else.

Any irregularity that is detected or suspected will be investigated by the Board of Fire Commissioners. All concerns will be treated in complete confidence, properly investigated and dealt with fairly. The Fire District attorney shall be contacted for legal guidance. The name or names of those communicating information about a fraudulent act and the name or names of those suspected of a fraudulent act will only be revealed when required by law in conjunction with the investigation or legal action.

CLARENCE FIRE DISTRICT NO. 1

ANTI-FRAUD POLICY

- B. Actions constituting fraud, but not limited to:
- Any dishonest or fraudulent act.
 - Misappropriation of funds, securities, supplies or other assets.
 - Impropriety in the handling or reporting of money or financial transactions.
 - Theft of property, which includes all assets and cash.
 - Authorizing or receiving compensation for hours not actually worked.
 - Accepting or seeking anything of material value from contractors, vendors or persons providing services/materials to the Fire District. Exception: gifts less than \$75.00 in value.
 - Destruction, removal or inappropriate use of records, furniture, fixtures or equipment.
 - Any similar or related irregularity.
- C. False allegations or suspected fraud with the intent to disrupt or cause harm to another person may be subject to disciplinary action, up to and including termination.
- D. Corrective Actions and Discipline: Appropriate and timely action will be taken against those proven to have committed a fraudulent act. These remedial actions may include, but are not limited to:
- Disciplinary action, up to and including termination.
 - Restitution for all losses, including investigation and legal expenses, to the fullest extent of the law.
 - Forwarding information to the appropriate authorities for criminal prosecution.
 - Institution of civil action to recover losses.

This policy is adopted February 10, 2014.

By order of the Board of Fire Commissioners, Clarence Fire District No. 1