

Baird Independent School District Fraud Policy

Policy Statement

The management of Baird ISD is responsible for detecting fraud of any type. Each member of the management team (consisting of the school board president, superintendent of schools, business manager, and accounts payable/payroll officer) should be familiar with the types of fraud that might occur within his or her area of responsibility and should be alert for any indication of fraud.

Any detected or suspected fraud must be reported immediately to the Superintendent of Schools.

Scope

This policy applies to any fraudulent activity involving not only employees but also directors, vendors, outside agencies, and/or unknown parties. Investigations will be performed without regard to length of service, title/position, or relationship.

Actions Constituting Fraud

The term fraud, misappropriation and irregularities refer to, but are not limited to:

Any dishonest or fraudulent act	Forgery or alteration of documents
Misapplication of funds or assets	Impropriety in reporting transactions
Profiting on insider knowledge	Gifts from vendors (outside of limits)
Destruction of records or assets	Disappearance of records or assets
Disclosure of confidential information	Any similar or related irregularity

Non-fraud Irregularities

Identification of allegations of personal improprieties or irregularities whether moral, ethical, or behavioral, should be resolved by the campus principals and the superintendent.

Investigation Responsibilities

Investigation of potential fraudulent matters and the resulting reporting should be under the direction of the superintendent. The superintendent shall cause an investigation to be performed utilizing available internal and/or external resources. Information regarding potential fraudulent activities should be forwarded to the appropriate authorities of state agencies.

Confidentiality

The Superintendent of Schools is receptive to receiving information on a confidential basis from an employee who suspects that a fraudulent activity has occurred. That employee should contact the superintendent immediately and should not attempt to confront the accused or conduct his/her own investigation.

The results of investigations will not be disclosed or discussed with anyone other than those persons associated with the organization who have a legitimate need to know in order to perform their duties and responsibilities. This does not preclude the disclosure of the results in accordance with resulting prosecution under legal authority.

Authorization for Investigation

Those individuals or agencies assigned the responsibility for investigation may take control of and gain full access to the organizations' records and premises without prior consent of any individual who may have custody of any such records or facilities.

Reporting Procedures

Care must be exercised in the investigation to avoid mistaken accusations. The reporting individual must not contact the suspected individual for information. No facts of the case may be discussed with anyone inside or outside the organization, except those individuals conducting the investigation.

Suspension/Termination

During an investigation, the suspected individual may be suspended with pay. Based upon the results of the investigation, the individual will either be reinstated or terminated, based upon the review of the school district's legal counsel. Fraudulent activities will be prosecuted to the fullest extent of the law.

Acknowledgement and Signature

I have read the contents of this fraud policy. I understand that management will not tolerate fraudulent or dishonest activities of any kind and that I am not to engage in such acts while employed by Baird Independent School District.

Signature

Date