

AGENDA ITEM FOR ADMINISTRATIVE MEETING

() Discussion only
(X) Action

FROM (DEPT/ DIVISION): PH

PROGRAM:

SUBJECT: Fraud, Waste and Abuse

<p>A Fraud Waste and Abuse Policy has been proposed to establish clear expectations and procedures for preventing, detecting, and responding to instances of fraud, waste, and abuse within Umatilla County. It is designed to safeguard public resources, maintain public trust, and uphold the integrity of the County.</p>	<p>() <u>ACTION REQUESTED:</u> Approve the proposed Fraud Waste and Abuse Policy</p>
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ATTACHMENTS: Draft Policy

Date: (08/20/2025) Submitted By: HR

*****For Internal Use Only*****

Checkoffs:

- () Dept. Head (copy)
- () Human Resources (copy)
- () Budget (copy)
- () Fiscal
- () Legal (copy)
- () (Other - List:)

To be notified of Meeting:

Needed at Meeting:

Scheduled for meeting on: August 20, 2025

Action taken:

Follow-up:

Fraud, Waste, and Abuse (FWA) Policy

Applies To: All employees, contractors, elected officials, and volunteers of Umatilla County.

1. Purpose

This policy establishes clear expectations and procedures for preventing, detecting, and responding to instances of fraud, waste, and abuse within Umatilla County. It is designed to safeguard public resources, maintain public trust, and uphold the integrity of the County.

2. Definitions

- **Fraud:** Any intentional act or omission designed to deceive others, resulting in the victim suffering a loss and/or the perpetrator achieving a gain. Examples include falsifying records, misappropriating funds, and theft.
- **Waste:** The careless or needless expenditure of public funds, resources, or time. This includes inefficient practices or unnecessary spending that does not serve a legitimate governmental purpose.
- **Abuse:** Behavior that is deficient or improper compared to what a prudent person would consider reasonable or necessary. This includes misuse of authority, position, or County assets.

3. Scope

This policy applies to all Umatilla County personnel, including:

- Full-time and part-time employees
- Contractors and consultants
- Temporary workers
- Interns and volunteers
- Elected officials

4. Policy Statement

Umatilla County maintains zero tolerance for fraud, waste, or abuse. All employees and stakeholders are responsible for reporting suspected violations. All credible reports will be investigated and appropriate corrective or disciplinary action will be taken.

5. Responsibilities

Employees and Stakeholders

- Maintain ethical standards and report suspected violations
- Cooperate with investigations
- Refrain from retaliation or false accusations

Supervisors and Managers

- Foster a culture of accountability and ethical conduct
- Ensure employees understand FWA reporting procedures
- Monitor for irregularities in operations and spending

Internal Auditor or Compliance Officer

- Receive and document FWA reports
- Conduct preliminary reviews and, when warranted, full investigations
- Recommend corrective actions and track outcomes

6. Reporting Procedures

Suspected FWA can be reported by:

- **In Person, By Phone or In Writing:** Directly to HR, or County Counsel.

Anonymous reporting is permitted. Retaliation against reporters is strictly prohibited and will be treated as a separate violation.

7. Investigation Process

- Initial review to determine credibility
- Formal investigation for substantiated concerns
- Documentation of all findings
- Disciplinary, civil, or legal action as appropriate

8. Corrective Action

Depending on severity, actions may include:

- Reprimand or suspension
- Termination of employment or contract
- Referral to law enforcement
- Recovery of lost or misused funds

9. Communication

- This policy will be provided to each employee upon hire and thereafter will be periodically reviewed.

10. Recordkeeping

All reports, investigations, and resolutions will be documented and retained in accordance with applicable public records laws.

Board of Commissioners
Celinda A. Timmons, Chair

Date Adopted