



MEMO

To: David Plyman, City Manager
From: Chris Cardott, Finance Director
Date: March 15, 2016
Re: Fraud Prevention and Detection Policy

Unfortunately, municipal fraud schemes are becoming more common as we have seen recently in the press. This type of employee dishonesty can result in massive financial losses (i.e. Dixon), especially at a time when governments have budget constraints. While employee dishonesty will never go away, it can be managed. We have to first understand the issue and second have procedures in place to minimize the opportunity for fraudulent behavior. It is our responsibility to protect the assets of the City. The attached policy describes the procedures to follow when fraud or dishonesty is suspected and also defines types of fraudulent conduct. All employees, Council Members, appointed committee/board members will be required to read and sign this policy every three years.