

VIRGINIA SCHOOL FOR THE DEAF AND THE BLIND

Title: State Fraud, Waste & Abuse Hotline

Policy Number: GO11

Page 1 of 2

Policy Statement:

Administered by the Office of the State Inspector General (OSIG), the State Fraud, Waste, and Abuse Hotline provides the opportunity for Commonwealth of Virginia citizens and employees to report suspected incidents of fraud, waste, or abuse of state resources that may have occurred in any executive branch agency or state university.

The Virginia School for the Deaf and the Blind encourages the reporting of state fraud, waste and abuse through the use of the hotline. The Director of Public Safety has been designated as the VSDB employee who will coordinate with the OAG and OSIG to investigate any state fraud, waste and abuse reported to the agency.

The Hotline adheres to the following definitions:

- **Fraud** is defined as the deceptive or false representation of facts, including false or misleading statements, or the attempt to hide wrongdoing. The deception is intentional and typically results in a benefit to the person committing fraud, or could cause damage, harm, or loss to others or the Commonwealth (e.g., falsifying financial records to cover up the theft of money or state property).
- **Waste** is defined as the unnecessary spending or careless squandering of the Commonwealth's executive branch resources, whether intentional or unintentional. Sometimes, inefficient or ineffective business practices can result in waste (e.g., spending state funds to purchase items that have no business purpose).
- **Abuse** is defined as the intentional destruction, diversion, manipulation, misapplication, mistreatment, or misuse of the Commonwealth's executive branch resources; the excessive or improper use of state property; or the extravagant or excessive use of a person's position or authority. Abuse can occur in a financial or non-financial environment (e.g., using a state vehicle for non-state business or taking time off from work without properly reporting leave).

State employees are encouraged to first report fraud, waste, and abuse to management within their assigned agency. However, to keep their identity secret, employees may choose to call the Hotline to report concerns or suspicious circumstances regarding fraud, waste, or abuse of state resources.

Reports made to the State Fraud, Waste, and Abuse Hotline are anonymous and confidential.

You may contact the Hotline by:

- ***Toll-Free Phone Number***

(800) 723-1615 (No voicemail, no caller ID) Monday – Friday, 8:00am-5:00pm

- ***Mailing Address***

Office of the State Inspector General, State Fraud, Waste and Abuse Hotline
James Monroe Building, 7th Floor
101 N. 14th Street
Richmond, VA 23219

- ***Fax***

(804) 371-0165 (Restricted fax number; all messages are handled confidentially)

- ***Email***

COVHotline@osig.virginia.gov

<i>Rescission:</i> Effective Date: July 2007; Revised May 2015 BOV Approved: December 10, 2015
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