



Contact the FRAUD ALERT HOTLINE

Our FRAUD ALERT HOLTINE is established to promote the overall integrity of Santa Monica College. If you become aware of fraud or financial abuse impacting Santa Monica College, please use the FRAUD ALERT HOTLINE. The toll free number is 1-888-FRAUD ALERT (1-888-372-8325) or visit the website at www.1888fraudalert.com. (The website code is "Alert260")

This is an ANONYMOUS service.

Overview of the FRAUD ALERT HOTLINE

Santa Monica College is committed to protecting our resources and promoting a culture of honesty and integrity. We are committed to promoting conduct that strengthens public trust, confidence and credibility.

The FRAUD ALERT HOTLINE is one such tool and is a standard practice used by organizations, including school districts nationwide. A recent study by the Association of Certified Fraud Examiners revealed that having a hotline in place is proven to decrease the time to detect fraud and decreases losses to fraud by approximately 50%. These welcome savings translate into additional funds that benefit all. The mere existence of a FRAUD HOTLINE has been proven to decrease losses to fraud.

The FRAUD ALERT HOTLINE provides employees, students and the community with a simple and effective means to report fraud or financial abuse. Your contact can be made to a toll-free telephone number or through an external Web site. All reporting is confidential and you can remain anonymous.

Frequently Asked Questions

What are the benefits of having the FRAUD ALERT HOTLINE?

Fraud steals from our valuable resources. Protecting our school's financial resources is paramount to our success. The *FRAUD ALERT HOTLINE* is a proven and well-established method in preventing and detecting fraud in the school environment. By utilizing the *FRAUD ALERT HOTLINE*, you can help prevent fraudulent behavior; detect potential fraud issues before they become serious; minimize losses to fraud; and overall, promote a culture of integrity and productivity within our school.



Frequently Asked Questions (cont'd.)

How does the FRAUD ALERT HOTLINE work?

Employees, students or community members simply call the toll- free FRAUD ALERT HOTLINE at 1-888-FRAUD ALERT (1-888-372-8325) or visit the Web site at www.1888fraudalert.com and follow the instructions. A trained, independent fraud professional answers calls 24 hours a day, 7 days a week. Report of suspecting fraud can also be sent by mail to Attention: Fraud Alert, P.O. Box 220, La Verne, California 91750.

What is considered fraud or financial abuse?

Some examples are:

- An employee is taking food or cash which belongs to SMC;
- Abuse of overtime or pay for hours not worked;
- SMC District credit card is being used inappropriately;
- Theft or misappropriation of funds, supplies, property or other college resources
- Forgery or alteration of any document
- Unauthorized alteration or manipulation of computer files
- Improper or wasteful activity
- Falsification of reports to management or external agencies
- Pursuit of a benefit or advantage in violation of the college's conflicts of interest policy
- Authorization or receipt of compensation of hours not worked
- Any similar or related irregularity

If I'm not sure it is fraud or financial abuse can I call anyhow?

Yes. The person answering your call is trained to handle these types of calls and will ensure your call is handled appropriately.

Will I remain ANONYMOUS if I call or use the Web site?

Yes. Callers are not asked to give their name. Callers are guaranteed confidentiality and callers decide if they want to be ANONYMOUS. The Web site is handled in the same manner.



Frequently Asked Questions (cont'd.)

What information will I be asked to provide?

The person answering the toll free number 1-888-FRAUD ALERT (1-888-372-8325) is a trained professional and will not intimidate or make the caller feel uncomfortable in any way. The professional is trained to obtain the information you want to provide. The more information you may have about the incident you are reporting is always better such as names of people involved, dates, and other possible witnesses. But even if you don't have all this information, do not worry. **Call anyway.**

What action is being taken in response to the calls?

All calls made are taken very seriously and reviewed to determine whether the information provided warrants further inquiry or investigation. In some cases, a full investigation may be warranted in order to appropriately resolve the allegation.

If someone calls the FRAUD ALERT HOTLINE to complain about me, will I be notified?

No. All information provided is confidential and handled with great care and sensitivity to protect all SMC employees from any abusive use of the Hotline. If an investigation results from the complaint about you and it is determined to be warranted, you may be contacted to determine the nature and extent of the allegation. However, you will not be provided any information concerning the anonymous call.

Is there a way for a caller to find out if something is being done about the information he/she provided?

The caller will be given a unique number and can follow-up on the status of the reported information. There is no limit to the number of times a fraud can be reported.