

VIII-8 Reporting of Incidents Involving Fraud

NORTHWESTERN STATE UNIVERSITY

Reporting of Incidents Involving Fraud

I. Purpose and Scope: To outline procedure for reporting of incidents involving fraud.

II. Reference: Office of Risk Management Catalog of Insurance Coverages and Services

III. Responsible Area: University Affairs

IV. Procedure:

Employee

1. Notify Budget Unit Head of incidents as soon as possible when you have reason to believe that any loss of, or loss from damage to, covered property is the result of employee dishonesty or any violation of law.

Budget Unit Head

2. Immediately, inform the following of the nature of the incident:
 - University Police
 - President's Office
 - Internal Auditor

NOTE: Effective July 1, 1994, the blanket crime coverage provided by ORM is being amended to include a mandatory requirement that the University Police be notified as soon as possible when there is reason to believe that loss of, or damage to, covered property involves any violation of law. Failure to notify the University Police as soon as possible will cause the claim to be denied by ORM (Attachment #1).

Effective July 1, 1994, the blanket employee fidelity bond coverage provided by ORM is being amended to include a mandatory requirement that the University Police be notified as soon as possible when you have reason to believe that any loss of, or loss from damage to, covered property is the result of employee dishonesty. Failure to notify the University Police as soon as possible will cause the claim to be denied by ORM (Attachment #2).

University Police

3. Prepare University Police Department Report of Incident in accordance with department policies and procedures.
4. Follow procedure for **Report of Incident Filing for Insurance Purposes**. Procedure is in the Banner Finance Fiscal Policy and Procedure User Guides.

Submit copy of University Police Department Report of Incident to Environmental Health & Safety Officer as required.

President's Office/Internal Auditor

5. Handle report of incident in accordance with System Office policies and procedures.



EDWIN W. EDWARDS
GOVERNOR

State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF RISK MANAGEMENT

RAYMOND J. LABORDE
COMMISSIONER OF ADMINISTRATION

January 19, 1994

INSURANCE INFORMATION NOTICE 94-2

CRIME COVERAGE

Effective July 1, 1994, the blanket crime coverage provided by the Office of Risk Management (ORM) is being amended to include a mandatory requirement that the police be notified as soon as possible when there is reason to believe that loss of, or damage to, covered property involves any violation of law. Failure to notify the police as soon as possible will cause the claim to be denied by ORM.

In order to preclude erroneous accusations, ORM advises all agencies to establish internal reporting policies/procedures for use in the event of such a loss.

Judge/Jr. Burton Foret (Retired)
Assistant Commissioner for Risk

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INSURANCE INFORMATION NOTICE 94-3

EMPLOYEE FIDELITY BOND COVERAGE

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