

## Fraud and Employee Responsibilities Policy

### 1. POLICY STATEMENT

- 1.1 British Transport Police (BTP) expects the highest standards of conduct and integrity from all that have dealings with it. BTP is committed to the elimination of fraud and to ensuring that all activities are conducted ethically, honestly and to the highest possible standard of openness and accountability so as to protect public money. It will continually seek to reduce the opportunity for fraud to the lowest possible risk by putting in place effective measures to prevent and detect fraud. BTP will rigorously investigate allegations of fraud and will deal with such cases in a firm and controlled manner. All members, employees, consultants, contractors and service users are expected to be fair and honest, positively encouraged to provide any help, information and support necessary.
- 1.2 This policy aims to provide direction and help to those officers and staff who find themselves having to deal with suspected instances of fraud. It provides a framework for a response and advice on various aspects of an investigation and procedures to follow to ensure prevention of fraud and transparency within BTP.
- 1.3 If you are a member of the public and are becoming suspicious of fraudulent activity within BTP, please visit the BTP website at <http://www.btp.police.uk/complaints.html> for instructions on how to report this or go to the Independent Police Complaints Commission website at [http://www.ipcc.gov.uk/index/complainants/who\\_complaint.htm](http://www.ipcc.gov.uk/index/complainants/who_complaint.htm).

### 2. KEY TERMS AND DEFINITIONS

- 2.1 There is no single definition of fraud in the UK at present, but BTP chooses to adopt the Law Commissions definition and that of the Fraud Act 2006 for the purposes of this policy document.

The Law Commission states<sup>1</sup>:

**“Fraud** would be committed where a person dishonestly

- Makes false representation, or
- Wrongfully fails to disclose information, or
- Secretly abuses a position of trust with intent to make a gain or to cause loss or to expose another to the risk of loss”

2.2 The Fraud Act defines fraud in three ways: as follows

- “By false representation
- By failing to disclose information
- By abuse of position “.

2.3 The Act also creates the new offence of obtaining services by fraud and amends the current offence of going equipped by establishing a new stand-alone offence of going equipped to commit fraud. Please view the Fraud Act Presentation ([Home Page > Forcewide > Departments > Justice Directorate \(AJU\) > Acts & Bills > A New Fraud Act For A New Year > Fraud Act Presentation](#)) for further information.

2.3 Examples could include the following:

- Theft of BTP property
- Abuse of BTP property
- Deception or falsification of records (fraudulent time or expense claims)
- Corruption concerning procurement or tendering

### 3. APPLICABLE DATE, MONITORING AND REVIEW

3.1 This policy is applicable from August 2007 and will be reviewed in February 2009.

3.2 Please see Policy Assessment Form for monitoring arrangements.

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<sup>1</sup> Law Commission (2002) Law Commission Recommends a simpler Law of Fraud p2 Accessed at <http://www.lawcom.gov/docs/1c276sum.pdf>  
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#### 4. OWNERSHIP

4.1 This policy is owned by the Finance and Corporate Services Department, Force Headquarters (FHQ).

#### 5. ASSOCIATED DOCUMENTS

5.1 This policy is designed to stand alongside and support existing BTP policies. The following documents fall under the Fraud Policy:

- Fraud and Employee Responsibilities SOP (SOP/052/07)
- [Fraud Act Notice](#)

5.2 All BTP employees should also be aware of the following related documents:

- [Wrongdoing Policy](#)
- [Service Confidence Policy](#)
- [Expenses and Allowances \(Police Officers\) SOP](#)
- [Procurement Cards SOP](#)
- [Business Travel Policy](#)
- [Attendance SOP](#)

5.3 Reference is also made to the following:

- [BTPA Anti-Fraud and Corruption Policy](#)
- [BTP Conduct Regulations](#)

5.4 In complying with this policy and in maintaining the integrity and openness of BTP, it is imperative that all employees are familiar with and are kept up to date with these.

#### 6 FURTHER INFORMATION

6.1 For further information regarding reporting a suspected Fraud please contact the



Professional Standards Department at FHQ. For information regarding the financial procedures referred to in this policy, please contact the Director of Finance and Corporate Services FHQ.