

Reportable Incidents

- a. Inappropriate employee acts or omissions that result in client injury, abuse, neglect or death;
- b. Fraud;
- c. Theft;
- d. Breaches of confidentiality by an employee, unless inadvertent and self-reported (e.g., revealing a reporter's name, providing confidential documents to unauthorized person, access of client files for non-business reasons, providing information from client files such as medical or benefits information, etc) immediately upon confirmation by the district;
- e. Falsification of official records (e.g., intentional alteration of state documents, misrepresentation of information during an official proceeding, intentional falsification of client case records, case notes, client contact reports, visitation records, or client home visits, creating false and fictitious files, etc.);
- f. Misuse of position or state property, employees, equipment or supplies for personal gain or profit (e.g., misuse of telephonic and communication devices, use of staff for personal services, soliciting on state time and state property, conspiracy to conceal missing state property, misuse of the Internet to conduct personal business as defined by policy, etc.);
- g. Failure to report known or suspected neglect or abuse of a client;
- h. Improper expenditure or commitment of public funds;
- i. Contract mismanagement by a BFP employee or by a contractor, subcontractor, or employee of either (e.g., misuse, waste, or loss of a significant amount of public funds, evidence of egregious lack of judgment in the use of public funds, evidence that state or federal laws, or state rules or federal regulations have been violated, etc.);
- j. Computer related misconduct (e.g., accessing FLORIDA, Florida's Safety Families Network (FSFN), HomeSafeNet or FAHIS system files of clients when there is no direct business involvement with the client, accessing inappropriate or pornographic web sites, sending threatening or harassing messages, misuse of email, etc.);
- k. Any violation under §435, F.S., Title XXXI, Employee Screening, that would result in disqualification from client contact duties (e.g., convicted of murder, manslaughter, assault and battery, kidnapping, false imprisonment, sexual battery, theft, robbery, child abuse, abuse and neglect of an elderly or disabled adult, sale of controlled substance, resisting arrest, contributing to delinquency of a minor, or other disqualifying offense); or,
- l. Any other wrongdoing that would be a violation of statute, rule, regulation, or policy, excluding job performance and related deficiencies.

Time Frame

Suspected or confirmed allegations as outlined in the "Reportable Incidents" section of this operating procedure must be reported within two (2) business of discovery.

Management Actions. No investigative actions should be taken by management (or any other staff) related to incidents required to be reported to the Office of Inspector General, except as necessary to comply with statutory, contractual, or legal reporting requirements or to take appropriate disciplinary action, unless prior authorization is provided by the Office of Inspector General.

Method(s) of Reporting

Reportable incidents may be submitted to the Office of Inspector General electronically, or by mail, fax, or telephone. The recommended method of reporting is through the Office of Inspector General internet or intranet websites [<http://www.dcf.state.fl.us/admin/ig/rptfraud1.shtml>]. Notification by management should be made by submitting a Notification/Investigation Request (form CF 1934, available in DCF Forms) to the Office of Inspector General by e-mail to IG.Complaints@myflfamilies.com; by regular mail to 1317 Winewood Boulevard, Building 5, 2nd Floor, Tallahassee, Florida, 32399-0700; or by fax to (850) 488-1428.

Staff Cooperation

All BFP employees or contractors of Brevard Family Partnership are required to fully cooperate with any investigation or audit conducted by the Office of Inspector General. This includes adherence to the reporting requirements of this operating procedure, as well as submitting to interviews, and providing requested documentation and sworn testimony. Refusal to fully cooperate with an investigation or audit conducted by the Office of Inspector General shall constitute employee misconduct pursuant to Rule 60L-36.005(3) and (4), Florida Administrative Code, and will result in disciplinary action, up to and including dismissal.

Failure to Report

Adherence to this operating procedure by all BFP employees or contractors of Brevard Family Partnership is essential to ensure the Office of Inspector General receives timely notification of allegations of fraud, waste, mismanagement, misconduct, and other abuses in state government. Failure to report according to this operating procedure may be deemed a violation of Rule 60L-36.005, Florida Administrative Code. The standards of conduct require employees to exercise due care and reasonable diligence in the performance of job duties, to protect state property from loss or abuse, to maintain high standards of honest, integrity and impartiality, and to place the interest of the public ahead of personal interests. Any violation of these standards will result in disciplinary action up to and including dismissal.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI
Chief Executive Officer
Brevard Family Partnership Family of Agencies

APPROVAL DATE: 10/05/2020