

TOWN OF BURLINGTON, WISCONSIN

RESOLUTION NO. 25-10.9c

A RESOLUTION TO ADOPT AN ANTI-FRAUD POLICY

I. Introduction

The Town of Burlington recognizes that it faces risks from wrongdoing, misconduct, dishonesty, fraud, and corruption. These risks can cause:

- Financial losses to taxpayers
- Damage to the Town's reputation and public trust
- Negative publicity and reduced community confidence
- Costly investigations and litigation
- Disruption to operations and employee morale

The Town is committed to promoting fairness, ethics, and honesty in all operations. Fraud prevention and detection are essential to protecting public resources and maintaining confidence in Town governance.

II. Purpose

This policy communicates the Town's zero-tolerance approach to fraud and corruption, defines responsibilities for prevention and reporting, and establishes procedures for investigating suspected violations.

III. Scope

This policy applies to all Town officers, officials, employees, committees, contractors, vendors, and any other parties involved in Town activities or resources.

IV. Definitions

Fraud includes but is not limited to:

- Theft or misappropriation of Town assets or funds
- Falsification or alteration of records, invoices, or expenses
- Failure to account for monies collected
- Providing false information on applications, reports, or funding requests
- Use of Town property, resources, or authority for personal gain, except as expressly authorized

Corruption includes but is not limited to:

- Offering, soliciting, or accepting bribes, inducements, or rewards to improperly

influence actions

- Conspiracy, extortion, or other unlawful schemes

V. Policy

1. The Town maintains zero tolerance for fraud, corruption, or related misconduct.
2. All allegations of suspected fraud or corruption will be taken seriously, investigated promptly, and resolved appropriately, regardless of the suspected person's position.
3. The Town will pursue recovery of any monetary losses and will refer matters to law enforcement when warranted.

VI. Responsibilities

A. All Officers, Officials, and Employees

- Must act with honesty and integrity in all Town matters.
- Must immediately report any suspected fraudulent or corrupt activity.
- Must cooperate fully with authorized investigations.

B. Supervisors, Committee Chairs, and Board Members

- Must maintain effective controls and oversight in their areas of responsibility.
- Must promptly forward any reports of suspected fraud or corruption to the Town Chair or Town Attorney.

VII. Reporting Procedures

1. Reports of suspected fraud or corruption may be made to:
 - Town Chair
 - Town Supervisor
 - Town Attorney
2. Anonymous reports will be accepted.
3. Retaliation or retribution against any person who, in good faith, reports suspected fraud is strictly prohibited. False or malicious reporting may result in disciplinary action.

VIII. Investigation Procedures

1. The Town Chair, in consultation with the Town Attorney or an appointed independent investigator, will coordinate all investigations.
2. Investigators will have unrestricted access to Town records, facilities, and property relevant to the investigation.
3. Information about investigations will be kept confidential and disclosed only to those with a legitimate need to know.
4. Findings will be referred to the Town Board for action, which may include discipline, termination, recovery of funds, or legal proceedings.

IX. Disciplinary and Legal Action

Depending on the severity and facts of each case, consequences may include:

- Written reprimand or probation
- Suspension or termination of employment or contracts
- Civil or criminal legal action
- Recovery of monetary losses

X. Administration and Review

The Town Chair is responsible for administering, revising, interpreting, and applying this policy. Questions about this policy should be directed to the Chair or the Town Attorney.

APPROVED this 9th day of October, 2025 by the Town Board of Burlington.