

INVESTIGATING FRAUD IN THE WORKPLACE

26-28 June 2012

£1875* plus VAT
Includes 3 nights full board
accommodation

Location: Thames Valley, UK

The purpose of this workshop style seminar is to examine types of fraud that typically exist within various departments of a corporate environment, and looks at the tools which are used to identify those suspected of being involved in fraud and teaches delegates to effectively interview witnesses and suspects in disciplinary and criminal investigations.

CONTENT

Fraud & Ethics Overview
Introduction to Evidence
The Investigative Process
Indicators of Fraud
Evaluating Complaints & Allegations
Fraud Response Planning
Investigative Options & the Law
Management of Investigations – Policy & Tasking
Management of Protracted Fraud Investigations
Dealing with Evidence – Integrity & Continuity
Investigative Interviewing
Presenting a Case
Dealing with Law Enforcement Agencies
Case Study

Fraud & Ethics Overview: Defining fraud; the extent of fraud in business; types of fraud; ethical expectations in a business environment; mission statements and corporate codes of conduct.

Introduction to Evidence: "What is evidence?" Rules of evidence; best evidence; classes and types of evidence; standard of proof in criminal, civil and disciplinary investigations.

The Investigative Process and Indicators of Fraud: Proving criminal offences; planning investigations; assessment of the issues surrounding the enquiry; controlling the investigation with full awareness of powers and rights; control of the evidence, documents and extraneous factors; typical indicators associated with fraud offences.

Evaluating Complaints and Allegations: Initiating an investigation, criminal or disciplinary?; responding to allegations; determining the outcomes; civil recovery.

Fraud Response Planning: Responding to allegations of fraud; the corporate response; developing and maintaining fraud response plans; samples of response plans.

Management of Fraud Investigations: The importance of establishing policy; allocation of tasks and the planning process throughout the investigation.

Management of a Protracted Fraud Investigation: Establishing investigation policy; appointment of senior investigators; delegation of authority; identification of key personnel for key positions; enquiry parameters; lines of enquiry; financial and administrative issues.

Dealing with Evidence: Handling of exhibits; documentary control; the importance of integrity and continuity in the evidential process; documenting the exhibits.

Investigative Interviewing: Types of interview; the P.E.A.C.E model; planning of witness and suspect interviews; questioning styles; legal obligations; the opening and closing of interviews; recording the content of the interview.

Presenting a Case and Dealing with Law Enforcement Agencies: How to prepare and present a case for further consideration of disciplinary or criminal proceedings; how to respond to and deal with law enforcement agencies.

Case study: A syndicated rolling exercise designed to underpin and test the knowledge acquired throughout the duration of the course.

*Non-residential fee available on request.

Accredited by Skills for Security, the UK skills and standards setting body for the Security Business Sector

