

Official Use Only

Report No: _____

Incident Type: _____

INTERNAL SECURITY FRAUD AND/OR ABUSE INCIDENT REPORT

Date of Incident:		Time of Incident:	
Location of Incident:		ADOL Division:	
Reported By:		Telephone Number:	

This incident report must be hand mailed or faxed to ISEC at (334) 242-2304. You may report incidents by calling ISEC at (334) 954-4076.

Please check type incident you are reporting below:

- Manipulation of UC benefits or tax**
- Preferential treatment of friends and relatives in UC benefit or tax**
- Extortion or accepting of bribes from employers, claimants, or fellow employees**
- Theft of employer contributions or benefit checks**
- Misuse/abuse of funds or equipment**
- Misuse/abuse of expense account**
- Misrepresenting or falsifying an official document**
- Suspected overpayment of UC benefits to DIR employees**
- Violation of computer terminal security policies**
- Conflict of interest**
- Data input errors which result in inappropriate benefit of tax payments**
- Unauthorized release of confidential information**
- Violation of department or division rules, policies, or procedures**
- Other fraud incident(s)**

Details: (Please provide documentation if available.)

(Attach additional sheets if necessary)

Instructions for Form ISEC-F

1. Fill in the date, time, location, ADOL division, reported by, and telephone number in the box at the top of the page.
2. Place a check mark in the box beside the type incident you are reporting.
3. Provide written details of the incident and attach documentation if available.
4. Attach additional sheets if needed to fully explain the incident.
5. ISEC-F reports should be mailed in sealed hand mail envelopes to Chief, Internal Security Division. The reports may be faxed to the Internal Security Division at 334-242-2304.

Contact ISEC at (334) 954-4076 for questions concerning the use of this form.

Methods of Reporting Incidents to ISEC:

Reports of **internal fraud and/or abuse** should be reported to ISEC on **Form ISEC-F**.

Non-fraudulent reports of injuries to employees, customers, claimants, applicants, burglary, theft of property, disturbance in office, threats of violence, damage to office/equipment, and other non-fraud incident(s) should be reported on **Form ISEC-1**.

Anonymous reports will be reviewed on a case by case basis according to content and actions deemed appropriate for each anonymous report.

Reports of a non-confidential nature may be made by email to brent.langley@labor.alabama.gov
Copies of the ISEC-1 and ISEC-F can be found on the Internal Security Division web page (a part of the ADOL Web-site).