



**COUNTY OF LOS ANGELES  
DEPARTMENT OF AUDITOR-CONTROLLER**

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August 23, 2013

TO: Supervisor Mark Ridley-Thomas, Chairman  
Supervisor Gloria Molina  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

FROM: Wendy L. Watanabe  
Auditor-Controller

SUBJECT: **SEMI-ANNUAL FRAUD HOTLINE STATUS REPORT – JANUARY 1, 2013 THROUGH JUNE 30, 2013**

The Los Angeles County Fraud Hotline, managed by the Auditor-Controller's (A-C) Office of County Investigations (OCI), began the January 1 through June 30, 2013 reporting period with 840 pending cases. During the period, OCI opened 601 new cases and closed 493 cases, ending the period with 948 cases in progress. This caseload count is an increase of 108 (13%) from the end of the prior reporting period.

**Comparison of Current Case Counts  
with the Prior Reporting Period**

CASE STATUS	SEMI-ANNUAL PERIOD ENDING		
	12/31/2012	6/30/2013	% Increase (Decrease)
Beginning Caseload	762	840	10%
+ New Cases Opened	615	601	(2%)
- Cases Closed	(537)	(493)	(8%)
<b>Ending Caseload</b>	<b>840</b>	<b>948</b>	<b>13%</b>

RESULT OF CASES CLOSED	12/31/2012		6/30/2013	
Substantiated	144	27%	119	24%
Not Substantiated	232	43%	227	46%
Not Investigated	161	30%	147	30%
<b>Total Cases Closed</b>	<b>537</b>	<b>100%</b>	<b>493</b>	<b>100%</b>

Of the 493 closed cases that were investigated by various County departments (Attachment I) during this reporting period, 119 (24%) were substantiated (Attachment II), 227 (46%) were not substantiated, and 147 (30%) were not investigated because the allegations were previously investigated, a non-County agency has jurisdiction, and/or the allegations were immaterial, or lacked sufficient detail. In addition, 19 of the 147 cases were referred to the County Equity Oversight Panel, which does not report its findings to OCI.

Of the 119 substantiated cases, the following actions were taken:

**Substantiated Cases (119)**

<b>ACTION(S) TAKEN</b>	<b>No.</b>
Disciplinary/Corrective Action Pending	65
Suspended	31
Counseled (verbal/written warning)	23
Discharged	11
Resigned/Retired/Resigned in Lieu of Discharge	11
Reprimand Letter	12
Reimburse/Restitution/Repayment/Timecard Adjustments	8
Top of File Notice in Personnel Folder	2
Procedures Changed/Reinforced	4
Notice of Expectation/Instruction	4
Demoted	1
Examination Suspended	1

*Note: Some cases may include multiple subjects and multiple actions taken.*

As the lead department for fraud investigations of County employees and contractors, OCI reviews the final reports for cases referred to other County departments, to ensure the allegations are properly investigated. OCI also requests updates from departments every 90 days on cases where disciplinary and/or corrective actions are pending. Attachment III details the 48 prior period cases where disciplinary action was taken, and Attachment IV identifies the 33 prior period cases for which departments have not taken, or have not reported to us on, disciplinary action(s).

Please call me if you have any questions, or your staff may contact Guy Zelenski at (213) 893-0058.

WLW:RGC:GZ:ms

Fraud Hotline Status ending June 30 2013.doc

**Attachments**

c: William T Fujioka, Chief Executive Officer  
Department Heads  
Audit Committee  
Public Information Office



**COUNTY OF LOS ANGELES  
DEPARTMENT OF AUDITOR-CONTROLLER  
LOS ANGELES COUNTY FRAUD HOTLINE  
CLOSED CASE SUMMARY  
January 1, 2013 through June 30, 2013**

	<i>Substantiated</i>	<i>Not Substantiated</i>	<i>Not Investigated *</i>	<i>Total</i>	
<b>CASES INVESTIGATED BY AUDITOR-CONTROLLER:</b>					
Office of County Investigations	9	22	133	164	33.3%
<b>CASES REFERRED TO AND INVESTIGATED BY OTHER DEPARTMENTS:</b>					
Agricultural Commissioner/Weights and Measures	0	1	0	1	0.2%
Animal Care and Control	1	2	0	3	0.6%
Board of Supervisors	2	1	0	3	0.6%
Chief Executive Office	2	0	0	2	0.4%
Chief Executive Office-Risk Management	1	1	0	2	0.4%
Chief Information Office	0	1	0	1	0.2%
Child Support Services	4	7	1	12	2.4%
Children and Family Services	19	36	4	59	12.0%
Community and Senior Services	0	1	0	1	0.2%
Coroner/Medical Examiner	0	1	0	1	0.2%
County Counsel	1	5	0	6	1.2%
District Attorney	3	1	0	4	0.8%
Fire	0	1	1	2	0.4%
Health Services	7	14	2	23	4.7%
Human Resources	0	2	1	3	0.6%
Human Resources (Countywide)	3	28	0	31	6.3%
Internal Services	2	3	0	5	1.0%
Mental Health	11	15	1	27	5.5%
Parks and Recreation	4	3	0	7	1.4%
Public Defender	0	7	1	8	1.6%
Public Health	4	11	0	15	3.0%
Public Social Services	45	49	1	95	19.3%
Public Works	1	3	2	6	1.2%
Registrar-Recorder/County Clerk	0	7	0	7	1.4%
Sheriff's	0	5	0	5	1.0%
Other Departments Total:	110	205	14	329	66.7%
<b>Grand Total</b>	<b>119</b>	<b>227</b>	<b>147</b>	<b>493</b>	<b>100.0%</b>

\* Cases not investigated due to immateriality, the referral was previously investigated, referred to outside agencies, or insufficient information was provided. In addition, 19 of 147 cases were referred to the County Equity Oversight Panel (CEOP) for investigation. CEOP does not report their findings back to Office of County Investigations and therefore would have to be contacted directly for further information.





**COUNTY OF LOS ANGELES  
DEPARTMENT OF AUDITOR-CONTROLLER  
Los Angeles County Fraud Hotline**

**Attachment II**

**SUMMARY OF SUBSTANTIATED CASES**

*FOR THE PERIOD JANUARY 1, 2013 THROUGH JUNE 30, 2013*

**SUBSTANTIATED CASES INVESTIGATED BY AUDITOR-CONTROLLER**

**Auditor-Controller (A-C)**

**Case Number: 20127433**

Two A-C employees used their assigned County computers and e-mail accounts during work hours to transmit non-County e-mails. A-C indicated that each employee received a written warning.

**Case Number: 20137556**

An A-C employee used her assigned County computer and e-mail account to transmit non-County e-mails, engaged in discourteous behavior, and disclosed confidential personnel records to an individual who did not have a business need to view the records. A-C indicated that the employee received a 15-day suspension without pay.

**Assessor's Office (Assessor)**

**Case Number: 20127245**

Two envelopes containing 160 parking validation cards worth a total of \$1,440 were lost or stolen from an Assessor's office. Due to the lack of internal controls over validation cards, the person(s) responsible for the loss/theft could not be identified. Assessor indicated that they implemented procedures to secure assets in accordance with the County Fiscal Manual.

**Child Support Services Department (CSSD)**

**Case Number: 20127451**

A CSSD employee inappropriately approved eight purchase orders to a business owned by the employee's parents totaling \$26,400 over a six-year period. The case was referred to the District Attorney's (DA) Office for possible criminal prosecution. CSSD indicated that the employee was discharged.

**Community and Senior Services (CSS)**

**Case Number: 20126579**

Nine employees and one supervisor from CSS admitted to working uncompensated off-the-clock/unreported overtime and submitting inaccurate timecards since approximately 2005. CSS indicated that the proposed disciplinary actions from the Department of Human Resources (DHR) are pending County Counsel's review.

**Community Development Commission (CDC)**

**Case Number: 20127478**

The CDC failed to perform adequate vendor outreach during a Request for Information process for vehicle leasing, fleet maintenance and support services. CDC implemented procedural changes to address some of the findings, and one employee was demoted and received a three-day suspension without pay.

## **Summary of Substantiated Cases**

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### **Fire Department (Fire)**

#### **Case Number: 20126716**

For a two-year period, a Fire employee inappropriately used a Departmental pool vehicle to commute home for up to five days per week, without authorization, instead of dropping the vehicle off at an assigned overnight location. Fire indicated that the employee received a written reprimand and the supervisor received a written notice of instruction.

### **Internal Services Department (ISD)**

#### **Case Number: 20127453**

An ISD employee inappropriately fueled his personal vehicle at an ISD fueling station on five occasions, resulting in a loss of approximately \$390. The employee also falsified official Daily Mileage Reports by claiming that he drove a County vehicle on the days he fueled his personal vehicle. ISD indicated that disciplinary action is pending.

### **Department of Public Social Services (DPSS)**

#### **Case Number: 20137662**

A DPSS employee brought a personal flash drive and computer equipment to work without authorization, and used his assigned County computer, Internet, and e-mail for personal use. DPSS intends to give the employee a 10-day suspension without pay.

**TOTAL SUBSTANTIATED CASES INVESTIGATED BY AUDITOR-CONTROLLER: 9**

### **CASES REFERRED TO AND INVESTIGATED BY OTHER DEPARTMENTS**

#### **Department of Animal Care and Control (ACC)**

**Case Number: 20137705**

An ACC employee wrongfully euthanized an animal. ACC indicated that the employee received a 15-day suspension without pay.

#### **Board of Supervisors (BOS)**

**Case Number: 20115339**

A BOS employee compromised network security when she shared her eCAPS user name and password with a contract employee. The employee's supervisor was aware of the misuse of sharing user names and passwords. During the investigation, it was discovered that the contract employee was no longer employed with the County. BOS indicated that the supervisor and the employee each received a verbal warning.

**Case Number: 20127404**

A BOS employee used her assigned County computer, telephone, and Internet access during work hours for non-County purposes including online shopping. BOS indicated that the employee received a four-day suspension without pay.

#### **Chief Executive Office (CEO)**

**Case Number: 20104357**

A CEO employee used his assigned County computer, e-mail account, and telephone to conduct his personal business on County time. CEO indicated that the employee retired in lieu of discipline.

**Case Number: 20116300**

A CEO employee inappropriately parked her vehicle in a reserved parking area in violation of ISD and CEO policies. CEO indicated that the employee was counseled.

#### **Child Support Services Department (CSSD)**

**Case Number: 20104560**

A CSSD employee used her assigned County computer, Internet access, and e-mail account during work hours for non-County purposes including viewing non-County related websites. CSSD indicated that the employee was counseled.

**Case Number: 20126994**

A CSSD employee accessed the Medi-Cal Eligibility and Determination System (MEDS) without a business need to view the personal and confidential information in her ex-sister-in-law's case record. Additionally, CSSD determined that the employee failed to report her misdemeanor conviction to her Department. CSSD indicated that the employee received a written warning.

**Case Number: 20127214**

A CSSD employee engaged in inappropriate conduct that created an uncomfortable work environment when she used profanity, and made derogatory and offensive remarks about her supervisor. CSSD indicated that the employee received a three-day suspension without pay.

**Case Number: 20127343**

A CSSD employee used her assigned County computer, e-mail account, and Internet access to send personal e-mails to family members, and viewed non-County related websites such as entertainment and news during work hours. In addition, the employee

## Summary of Substantiated Cases

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continued a negative attendance pattern and failed to meet work performance expectations. CSSD indicated that the employee was discharged.

### Department of Children and Family Services (DCFS)

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**Case Number: 20115904**

A DCFS employee did not make the required in-home visits and her behavior toward a parent was rude and inappropriate. DCFS indicated that the employee was counseled and removed from the case.

**Case Number: 20116063**

A DCFS employee failed to accurately report information in a court document, which prevented a child from receiving services. DCFS indicated that disciplinary action is pending.

**Case Number: 20116085**

A DCFS employee inappropriately shared personal and confidential client information with a relative of a DCFS client in violation of Departmental confidentiality policy. In addition, the employee did not document the contact with the client's relative in the Departmental Delivered Service log (DSL), and other entries to the DSL within the Child Welfare System/Child Management System (CWS/CMS) were not made timely. DCFS indicated that the employee received a Notice of Expectation (NOE).

**Case Number: 20116285**

A DCFS employee and her supervisor did not conduct their case work in accordance with Departmental policies and procedures and her supervisor did not ensure the employee complied with the policies and procedures. DCFS indicated that the supervisor received a NOE, and intends to give the employee a 30-day suspension without pay.

**Case Number: 20126543**

A DCFS supervisor allowed an employee to take three days of bereavement leave with pay for the death of a family member not covered under the County's Bereavement Policy. DCFS indicated that the supervisor retired prior to discipline and the employee received a NOE.

**Case Number: 20126735**

A DCFS employee was rude and unprofessional with a client. DCFS indicated that the employee was counseled.

**Case Number: 20126744**

A DCFS employee's behavior was unprofessional and threatening toward a co-worker. DCFS intends to give the employee a five-day suspension without pay.

**Case Number: 20126826**

A DCFS employee did not make daily contact attempts with an informant, as required, in response to an emergency child abuse investigation. Additionally, the employee falsified Departmental records indicating certain case management activities that he did not perform. DCFS indicated that disciplinary action is pending.

**Case Number: 20126905**

A DCFS employee used his assigned County computer and Internet access during work hours for non-County related business including viewing entertainment and sports websites. DCFS indicated that the employee was discharged.



## **Summary of Substantiated Cases**

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### **Case Number: 20126919**

A DCFS employee did not conduct a thorough investigation which should have included interviewing the minor about domestic violence in the home. In addition, the supervisor failed to ensure her staff conducted a thorough investigation. DCFS indicated that the employee and supervisor were counseled.

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### **Case Number: 20126963**

A DCFS employee took a minor out of a group home for two days for a basketball game and funeral without authorization while on extended leave of absence. DCFS intends to give the employee a 30-day suspension without pay upon return from leave of absence.

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### **Case Number: 20126967**

A DCFS employee sold candy and chips to children attending the Shelter Care Program in violation of Department policy. DCFS indicated that the practice was stopped and the employee received a NOE.

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### **Case Number: 20127000**

A DCFS employee exhibited unprofessional behavior to a group home administrator and to a child placed in the group home. In addition, the employee refused to complete paperwork for the child, denied the child services she qualified for, attempted to have the child sign for a bus pass she never received, and touched the child in an aggressive manner. DCFS intends to discharge the employee.

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### **Case Number: 20127229**

A DCFS employee exhibited aggressive and intimidating behavior towards his superiors and co-workers. DCFS indicated that the employee was discharged.

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### **Case Number: 20127308**

A DCFS employee created a conflict of interest when her family business rented an apartment to a DCFS client in violation of the DCFS Outside Employment (OE) Policy. The rental property was also cited by the Housing Authority of the City of Los Angeles (HACLA) for being in poor condition. DCFS indicated that disciplinary action is pending.

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### **Case Number: 20127328**

A DCFS employee called in a suspected child abuse report against a tenant in an apartment the employee rents. Then the employee used Department contacts to identify the worker assigned to investigate the report so the employee could share confidential information about the tenant. The employee's actions violated Department policy about disclosure of confidential information and interfering with a case. In addition, the landlord-tenant relationship between the employee and the Department's subject of investigation became a conflict of interest due to the child abuse report and the employee's attempted involvement in the resulting investigation. DCFS indicated that the employee received a five-day suspension without pay.

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### **Case Number: 20127333**

Two DCFS employees used their assigned County computer and Internet access during work hours to view non-County related websites such as shopping, entertainment, and social media. DCFS indicated that each employee received a written warning.

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### **Case Number: 20127446**

A DCFS employee used her assigned County computer, e-mail account, and telephone during work hours to send sexually explicit e-mails and called personal friends outside the County. DCFS indicated that disciplinary action is pending.

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## **Summary of Substantiated Cases**

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### **Case Number: 20137687**

A DCFS employee lost approximately \$1,000 from fundraisers (i.e., non-County money) for a Division holiday party and failed to file a police report. The employee paid the money back. DCFS indicated that no discipline was needed after determination of no culpability.

### **County Counsel (CC)**

#### **Case Number: 20127525**

Two CC employees used the County postage meter to affix postage to personal mail. CC indicated that one employee received a three-day suspension without pay, and the other employee received a one-day suspension without pay and reimbursed the County for the postage used.

### **District Attorney (DA)**

#### **Case Number: 20127338**

A DA employee drove a County vehicle in the freeway carpool lane without a passenger in the vehicle in violation of California Vehicle Code. The DA indicated that the employee was counseled.

#### **Case Number: 20127384**

A DA employee was excessively tardy to work. The DA indicated that the employee's timecard was adjusted for unrecorded absences and the employee received a verbal warning.

#### **Case Number: 20127486**

A DA employee admitted to using a County vehicle to occasionally stop by his residence while returning from a field location prior to his work location. The DA indicated that the employee was counseled.

### **Fire Department (Fire)**

#### **Case Number: 20126847 DHR Investigated**

The confidentiality of a Fire exam may have been breached. The investigation was unable to determine the source of the breach. Fire indicated that it suspended the exam upon notification of the breach.

### **Department of Health Services (DHS)**

#### **Case Number: 20104964 CEO-Risk Management Investigated**

A DHS employee did not report his outside employment and was working outside of his County assignment as a private physician while on Workers' Compensation (WC) leave from the County. The DA filed charges for seven counts of WC insurance fraud. DHS indicated that disciplinary action is pending.

#### **Case Number: 20115275**

Two DHS employees reported more time worked than was supported by their arrival and departure times on time records. Both employees also acknowledged occasionally using County equipment, such as fax machine, computer, and/or telephones for personal use, in violation of DHS policy. DHS indicated that disciplinary actions are pending.

#### **Case Number: 20115628**

A DHS employee used her assigned County computer and Internet access during work hours for non-County purposes, including viewing and shopping on Internet sites. DHS indicated that disciplinary action is pending.

## **Summary of Substantiated Cases**

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### **Case Number: 20115648**

A DHS employee took extended lunches and his behavior created a hostile work environment. DHS indicated that disciplinary action is pending.

### **Case Number: 20116176**

DHS management did not effectively monitor Certified Registered Nurse Anesthetists (CRNAs). As a result, there were instances where CRNA staff were paid for meal breaks and for time to change from surgical scrubs into personal clothing. CRNAs have been assigned to attend meetings at which their presence was not required. In addition, CRNA staff have been assigned to perform duties normally assigned to unlicensed technicians. DHS indicated that they have taken steps to ensure accountability for CRNAs' work hours and assignments, including implementing sign in/out sheets or installing time clocks, clarifying policy on meal breaks and time when changing clothing, ensuring duties are consistent with the level of staff assigned, and designating CRNA staff to attend meetings only when their presence is required.

### **Case Number: 20126523**

A DHS employee was late to work on nine occasions without reporting a variance on his timecard. DHS indicated that the employee was counseled.

### **Case Number: 20126678**

A DHS supervisor used excess money from an employee funded water club to purchase office supplies for the unit that should have been purchased using County funds. The employees disbanded the water fund, and refunds were issued based on each employee's prorated contribution. Staff were advised that in the future they are to only purchase water and other items approved by all members of employee self-funded clubs. DHS indicated that the supervisor was counseled.

### **Case Number: 20137643**

A DHS employee used an assigned County vehicle for personal use during work hours. Also, the employee's supervisors allowed the employee to use a County vehicle for personal use and failed to ensure the employee kept accurate vehicle logs. DHS indicated that disciplinary actions are pending.

## **Internal Services Department (ISD)**

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### **Case Number: 20127122**

An ISD employee used his assigned County computer, printer, and e-mail account to print non-work related material, and viewed non-County related websites during County work hours. ISD indicated that disciplinary action is pending.

### **Case Number: 20127152**

An ISD employee used his assigned County vehicle to conduct personal business during County work hours. The employee also falsely claimed trips on his mileage claim that he did not take. ISD indicated that disciplinary action is pending.

## **Department of Mental Health (DMH)**

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### **Case Number: 20115735**

A DMH employee left work early and did not report actual hours worked on her timecard on 80 dates, claimed overtime that was not worked on 23 dates, and submitted 11 overtime requests that were not signed by her supervisor. In addition, the employee used her assigned County computer and Internet access to view 157 non-work related websites. DMH intends to issue a Letter of Discharge to the employee.

## **Summary of Substantiated Cases**

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### **Case Number: 20115803**

Two DMH employees used their assigned County computers, fax machines, and e-mail accounts during work hours for non-County business purposes, including conducting private practice business during work hours. In addition, one of the employees met with County inmates under DMH jurisdiction to conduct court appointed assessments and review mental health information for his private practice. The employee also employed DMH employees to work in his private practice and assisted him with writing a book, and did not report his outside business interests on his California Statement of Economic Interests (Form 700). DMH indicated that disciplinary actions are pending.

### **Case Number: 20116261**

A DMH employee was observed leaving work between 5-10 minutes early on a daily basis and did not report actual hours worked on her timecard. DMH indicated that disciplinary action is pending.

### **Case Number: 20126808**

A DMH employee altered two Request for Time Off documents to excuse her tardiness on two days. DMH intends to discharge the employee.

### **Case Number: 20126925**

A DMH employee used his assigned County computer, Internet access, e-mail account, and other County resources for non-County business purposes during work hours. DMH indicated that the employee resigned prior to the completion of the investigation.

### **Case Number: 20126975**

A DMH employee used her assigned County computer and e-mail account to send and receive personal e-mails concerning her school assignments. DMH indicated that disciplinary action is pending.

### **Case Number: 20126977**

A DMH employee arrived to work late, flexed her work schedule, did not work her full shift on 27 occasions, and did not claim overtime on her timecard when she worked overtime on 26 occasions. DMH indicated that disciplinary action is pending.

### **Case Number: 20127299**

A DMH employee admitted attempting to obtain money from two DMH clients by fraudulently stating that she could help them retain services. In addition, a third DMH client claimed he paid \$309 cash to the employee. A review of the client's chart did not indicate a \$309 payment transaction and there was no reason a financial payment was required from the client. DMH intends to issue a Letter of Discharge to the employee.

### **Case Number: 20137608**

A DMH contractor reported to DMH that they discovered that one of their employee's did not provide services for some of the claims totaling \$45,734.61 submitted to the County over a four-year period. The contractor voided the claims and will reimburse the County. The contractor will revise their cost reports for four prior years for which services were not provided and their employee was placed on administrative leave pending disciplinary action.

### **Case Number: 20137615**

A DMH employee used her assigned County computer, scanner, fax, and printer for non-County business purposes. Additionally, the employee failed to declare rental



## **Summary of Substantiated Cases**

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property and property management outside employment on Form 700. DMH indicated that disciplinary action is pending.

### **Case Number: 20137632**

A DMH health center did not periodically calibrate its blood pressure machines. DMH indicated that the machines were re-calibrated.

## **Department of Parks and Recreation (Parks)**

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### **Case Number: 20126454**

A Parks employee and one recurrent employee did not record their arrival times in the log books, and did not record actual hours worked on their timecards. The recurrent employee also used her assigned County computer to work on outside employment activities during work hours, and left work early once a week. A third Parks employee approved timecards claiming additional hours for another employee. Parks indicated that disciplinary action is pending for one employee. The recurrent employee was released due to services were no longer needed, and the third employee retired from County service.

### **Case Number: 20126621**

A Parks employee admitted to keeping toys totaling at least \$120 for her personal use that were purchased as gifts for a park holiday program. The employee also falsified field trip consent forms and used County equipment (e.g., cotton candy machine, snow cone machine, tables, and chairs) for personal use. Another Parks employee provided a fictitious address so her son qualified in a park program and falsified field trip consent forms. Parks indicated that disciplinary actions are pending.

### **Case Number: 20127160**

A Parks employee used her assigned County computer and Internet access during work hours for non-County business purposes such as online shopping, researching restaurants, and planning her daughter's wedding. Parks indicated that disciplinary action is pending.

### **Case Number: 20127375**

A Parks employee created a hostile work environment by being rude to fellow employees and Parks' patrons. Parks indicated that disciplinary action is pending.

## **Department of Public Health (DPH)**

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### **Case Number: 20115804**

A DPH employee used her assigned County computer and her GroupWise e-mail account to solicit and sell pirated DVD videos to County employees during work hours, and collect payments from co-workers. DPH intends to give the employee a 10-day suspension without pay.

### **Case Number: 20116294**

A DPH employee used his assigned County computer, Internet access, and e-mail account for non-County business purposes. The employee also worked overtime without authorization, drove a County vehicle in an unsafe manner, made unauthorized County purchases totaling \$1,611, and received personal mail at his County work location. DPH indicated that the employee was discharged.

### **Case Number: 20126502 DHR Investigated**

Several DPH employees did not properly disclose immediate relatives working for the Department as required by the Departmental Nepotism Policy. For one of these



## **Summary of Substantiated Cases**

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employees, she authorized her daughter-in-law to work overtime who was under her indirect supervision. Additionally, a supervisor violated the Departmental Overtime Policy by allowing the employee to work overtime without prior authorization and exceeding pre-authorized overtime hours on six different occasions. DPH indicated that disciplinary actions are pending.

**Case Number: 20127190**

A DPH employee used his assigned County computer and Internet access for non-County business purposes. DPH indicated that the employee was counseled and his Internet access was canceled.

**Case Number: 20127522**

A DPH employee used her assigned County computer and e-mail account to send an inappropriate e-mail to a business associate. DPH indicated that the employee received a letter of reprimand.

### **Department of Public Social Services (DPSS)**

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**Case Number: 20104917**

A DPSS employee accessed the Los Angeles Eligibility Automated Determination Evaluation and Reporting (LEADER) system without a business need to view personal and confidential information on her father's case record, and failed to disclose to her Department that both of her parents were Medi-Cal participants, and that her father lived with her. DPSS indicated that the employee received a 10-day suspension without pay.

**Case Number: 20115261**

A DPSS employee referred her neighbor to be a caregiver for an In-Home Supportive Services (IHSS) recipient in violation of DPSS policy. In addition, the employee accepted \$20 from the neighbor to process the neighbor's IHSS time records before the hours had been worked. DPSS indicated that the employee received a 10-day suspension without pay.

**Case Number: 20115885**

A DPSS employee embezzled \$21,393 from two DPSS participants (a married couple) and created a conflict of interest when she prepared their income tax returns. The employee was convicted of California Penal Code 487 felony grand theft and sentenced to three year probation, community service, and to make full restitution to the participants. DPSS indicated that the employee retired and a "Top of File" was placed in the employee's personnel file.

**Case Number: 20126575**

Five DPSS employees were excessively tardy to work and did not record a variance on their timecards. DPSS indicated that the five employees each received a letter of reprimand.

**Case Number: 20126609**

A DPSS manager recruited two trainers, a relative and a friend of her relative, and facilitated training classes on County property to assist certain employees with preparing for an upcoming Departmental promotional examination without extending an invitation to other employees, and charged a \$10 fee without Departmental approval. DPSS indicated that the manager retired.

## **Summary of Substantiated Cases**

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**Case Number: 20126629**

A DPSS employee did not report her outside employment to her Department as required. DPSS indicated that the employee resigned.

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**Case Number: 20126677**

A DPSS employee submitted a copy of his California Driver License with an altered expiration date because his license was previously suspended for unpaid traffic tickets. The employee needed a valid license to continue as a mileage permittee. In addition, the employee submitted a fake medical certificate to extend his leave of absence for 30 days. DPSS intends to give the employee a 30-day suspension without pay.

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**Case Number: 20126804**

A DPSS employee accessed the LEADER system without a business need to view the personal and confidential information in a participant's case record. DPSS indicated that the employee received a 10-day suspension without pay.

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**Case Number: 20126809**

A DPSS supervisor created a conflict of interest when she failed to report to her Department that her two sons receive General Relief (GR) benefits, and that their eligibility status were approved within the unit that she supervises. DPSS intends to give the employee a 12-day suspension without pay.

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**Case Number: 20126812**

Eight DPSS employees were frequently tardy to work without reporting a timecard variance. In addition, the manager and supervisor failed to impose corrective action. DPSS indicated that four employees each received either a 5-day or 10-day suspension, without pay, two employees received written reprimands, and the manager retired. DPSS intends to give one employee a five-day suspension without pay, and disciplinary actions are pending for one employee and the supervisor upon return from leave of absence.

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**Case Number: 20126813**

A DPSS employee worked as a real estate agent while on Long Term Medical Leave, and failed to report his outside employment to his Department, as required. DPSS indicated that the employee was discharged.

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**Case Number: 20126840**

A DPSS employee falsified 40 medical certificates over a 15-month period. DPSS intends to discharge the employee.

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**Case Number: 20126885**

A DPSS employee exhibited inappropriate behavior towards participants. DPSS intends to discharge the employee.

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**Case Number: 20126900**

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's (her daughter's) case records. DPSS indicated that the employee retired.

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**Case Number: 20126915**

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's case record. In addition, the employee engaged in inappropriate behavior toward a participant which created a conflict of interest and a breach of Departmental policy and professional ethics. DPSS

## Summary of Substantiated Cases

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indicated that the employee received a 15-day suspension without pay.

**Case Number: 20126956**

A DPSS employee failed to report his outside employment, as required. Subsequently, the employee submitted her OE form. DPSS indicated that the employee received a written warning.

**Case Number: 20127043**

Three DPSS employees accessed the LEADER system without a business need to view personal and confidential information in three participants' case records. DPSS indicated that two employees each received a 10-day suspension without pay, and intends to give the remaining employee a 10-day suspension without pay upon return from leave of absence.

**Case Number: 20127058**

A DPSS employee accessed the LEADER system without a business need to view the personal and confidential information in two participant's case records. DPSS indicated that the employee received a 15-day suspension without pay.

**Case Number: 20127090**

A DPSS employee accessed the LEADER system without a business need to view the personal and confidential information in a participant's (her mother) case record. DPSS indicated that the employee received a 10-day suspension without pay.

**Case Number: 20127106**

A DPSS employee took extended lunch breaks without recording the actual time off on her timecards. DPSS will adjust the employee's timecard to reflect four hours and 20 minutes of additional time off for lunch breaks. DPSS indicated that the employee received a three-day suspension without pay, and timecard adjustments were completed.

**Case Number: 20127108**

A DPSS employee's LEADER system profile and password were used by an unidentified employee while the employee was on medical leave. DPSS indicated that the employee resigned for personal reasons, and her profile and password were canceled.

**Case Number: 20127162**

A DPSS employee falsified her medical excuse to extend her medical leave by 17 days. DPSS indicated that the employee received a 10-day suspension without pay.

**Case Number: 20127200**

A DPSS employee failed to remove her domestic partner from her County benefits when the relationship ended. The County paid \$38,902 in medical and dental benefits allowance for his coverage under the County's Domestic Partner Program from 2002 through 2011. DPSS indicated that the employee received a five-day suspension without pay, and DHR, Benefits Administration, intends to initiate collection for the overpaid County contribution to healthcare benefits.

**Case Number: 20127204**

A DPSS employee made inappropriate and harassing comments to two participants and went to one of the participant's residence after his work hours. DPSS intends to discharge the employee.



## Summary of Substantiated Cases

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**Case Number: 20127207**

Three DPSS employees accessed the LEADER system without a business need to view personal and confidential information in participants' case records. DPSS indicated that one employee received a 10-day suspension without pay, and intends to give one employee a 25-day suspension without pay and intends to give the remaining employee a 10-day suspension without pay.

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**Case Number: 20127230**

A DPSS employee was excessively late to work without recording a variance on his timecard. DPSS indicated that the employee received a three-day suspension without pay.

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**Case Number: 20127269**

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in two participants' (her relatives) case records. DPSS intends to give the employee a 30-day suspension without pay.

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**Case Number: 20127270**

A DPSS employee was an IHSS provider while on medical leave and did not report her outside employment as an IHSS provider to her Department, as required. DPSS intends to give the employee a letter of reprimand upon return from leave of absence.

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**Case Number: 20127271**

A DPSS employee failed to report her outside employment as an IHSS provider. DPSS indicated that the employee received a letter of reprimand.

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**Case Number: 20127339**

A DPSS employee did not cooperate during a Department administrative inquiry by refusing to provide documents to determine whether he was engaged in outside employment. DPSS indicated that the employee received a five-day suspension without pay.

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**Case Number: 20127345**

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's (family member) case record. DPSS indicated that the employee received a five-day suspension without pay.

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**Case Number: 20127391**

A DPSS employee used his assigned County computer and Internet access during work hours for non-County business purposes including viewing personal e-mail and sports websites. DPSS intends to give the employee a 30-day suspension without pay.

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**Case Number: 20127424**

A DPSS employee did not report to the Department that she was a DPSS participant in public assistance as required by Department policy. DPSS indicated that the employee received a five-day suspension without pay.

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**Case Number: 20127425**

A DPSS employee did not report to the Department that she was a DPSS participant in public assistance as required by Department policy. DPSS indicated that the employee received a five-day suspension without pay.

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**Case Number: 20127426**

A DPSS employee did not report to the Department that she was a DPSS participant in public assistance as required by Department policy. DPSS indicated that the employee



## **Summary of Substantiated Cases**

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had prior disciplinary actions and the employee was discharged.

**Case Number: 20127440**

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's case record. DPSS indicated that the employee retired, and placed a "Top of File" in the employee's personnel file.

**Case Number: 20127441**

A DPSS employee did not report to the Department that she was a DPSS participant in public assistance as required by Department policy. The employee mistakenly believed that she had met her reporting responsibilities, but had not. DPSS indicated that the employee received a written warning.

**Case Number: 20127462**

A DPSS employee submitted a false medical certificate. DPSS indicated that the employee received a letter of reprimand.

**Case Number: 20127490**

A DPSS employee, after being denied time off, provided a medical certificate to take time off for a planned vacation trip. DPSS indicated that the employee was discharged.

**Case Number: 20127591**

A DPSS employee was observed sleeping at his desk on two occasions. DPSS indicated that the employee was counseled.

**Case Number: 20137653**

A DPSS employee stole a \$30 Visa gift card from a co-worker. DPSS intends to give the employee a 15-day suspension without pay.

**Case Number: 20137679**

A DPSS employee failed to disclose that his family members were receiving public assistance benefits as required by Departmental policy. DPSS indicated that the employee received a written warning.

**Case Number: 20137922**

A DPSS employee failed to comply with the Department's OE Policy which prohibits employees from engaging in outside employment during an employee's medical or family leave of absence. DPSS intends to give the employee a letter of reprimand upon return from leave of absence.

**Case Number: 20137933**

A DPSS employee exceeded the 24-hour per week limit on outside employment as an IHSS provider and engaged in outside employment during medical leave of absence. DPSS intends to give the employee a letter of reprimand upon return from leave of absence.

**Case Number: 20137934**

A DPSS employee failed to report her outside employment as an IHSS provider. DPSS indicated that the employee received a letter of reprimand.

### **Department of Public Works (DPW)**

**Case Number: 20116021**

A DPW employee falsified 21 timecards claiming 290 hours that she did not work. DPW indicated that the employee received a 13-day suspension without pay and will reimburse the County for the hours she did not work, including timesheet corrections. In

## **Summary of Substantiated Cases**

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addition, her supervisor received a written reprimand for approving timecards without verifying their accuracy.

### **Registrar-Recorder/County Clerk (RR/CC)**

#### **Case Number: 20126761 DHR Investigated**

RR/CC violated exam/hiring practices when they rejected a candidate because he lacked bilingual skills. However, the Department did not cite the requisite skill set in the job bulletin, nor did they obtain DHR's approval for selective certification per applicable Policy Procedures and Guidelines No. 150 (PPG). The candidate was subsequently appointed to the position. RR/CC will ensure compliance with PPG by obtaining DHR approval for selective certification prior to canvassing an eligible list for candidates with specific skill sets.

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**Total Cases Referred To, Investigated, and Substantiated by Other Departments:  
110**

**Total Number of Substantiated Cases from January 1, 2013 through June 30,  
2013: 119**



**Los Angeles County Fraud Hotline**  
**Disciplinary and/or Corrective Actions Resolved**  
**From Previous Semi-Annual Reports**  
**As of June 30, 2013**

**Attachment III**

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
<b>Children and Family Services (DCFS)</b>		
1 <b>20082908</b>	A DCFS employee was inappropriately reimbursed \$1,918 for vehicle damage from an accident that occurred outside County work hours. The Department changed its procedures to require employees to submit time records with damage claims.	DCFS indicated that the employee was discharged.
2 <b>20105109</b>	DCFS discovered that a money bag containing \$90 was stolen. The perpetrator(s) could not be identified.	DCFS indicated that internal controls over cash handling were strengthened.
3 <b>20116113</b>	A DCFS employee's inappropriate actions and statements escalated into a physical confrontation with a youth, requiring nearby co-workers to restrain the employee.	DCFS indicated that the employee received a 30-day suspension without pay.
4 <b>20116276</b>	A DCFS employee was paid \$499 for fraudulent mileage claims on days her timecards indicated she was not at work.	DCFS indicated that the employee received a 30-day suspension without pay.
5 <b>20115950</b>	A DCFS employee admitted to using his assigned County computer and Internet access during work hours for non-County purposes, and used a County color printer to print photographs of paintings of nude models.	DCFS indicated that the employee resigned in lieu of discharge.
6 <b>20116248</b>	A DCFS employee engaged in inappropriate and unprofessional phone and text message conversations with two youth clients, and had an argument over the phone with a client's boyfriend.	DCFS indicated that the employee received a written reprimand.
7 <b>20116325</b>	Two DCFS supervisors treated a subordinate employee unprofessionally, and assigned her a disproportionate amount of work compared to her peers. Two managers were aware of the supervisors' unprofessional conduct, but took no corrective action. In addition, the same two supervisors and another supervisor were found to have used County equipment and the Internet during work hours for personal business, including paying bills and shopping. DCFS indicated that two supervisors received written warnings, and one supervisor received a Notice of Expectation (NOE).	DCFS indicated that the two managers each received a written warning.
8 <b>20126365</b>	A DCFS employee violated department policies and procedures by inappropriately denying services to clients, contacting clients not assigned to her, and improperly disclosing confidential information about a client's medical condition. The employee also made threats to her co-workers.	DCFS indicated that the employee was discharged.

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
9 20126701	Two DCFS employees, who are married to each other, used County computers and the Internet during work hours to access non-County related websites. In addition, the husband used another employee's credentials to access various department databases to perform his wife's work, while she used the Internet for personal business including real estate work and arranging travel for herself and others.	DCFS indicated that the two employees each received a written warning.
10 20127098	A DCFS employee threatened his roommate, who is also a co-worker in the same DCFS office, in their home and outside work hours.	DCFS indicated that the employee received a written reprimand.
11 20127327	A DCFS employee falsified case file documentation about the composition of a foster youth caregiver's home. A subsequent home inspection by another DCFS employee revealed that the home was not an appropriate living arrangement for the foster youth.	DCFS indicated that the employee was counseled.
<b>Child Support Services Department (CSSD)</b>		
12 20115558	A CSSD employee used her assigned County computer and Internet access during work hours for non-County purposes including viewing personal e-mails and downloading audio and video files.	CSSD indicated that the employee received a written reprimand.
13 20126513	A CSSD employee falsified a Verification of Income document that overstated his wages and included a forged signature, in order to refinance his mortgage.	CSSD indicated that after further review, the investigation was inconclusive, and there was insufficient information to discipline the employee.
<b>Community and Senior Services (CSS)</b>		
14 20104769	A CSS employee inappropriately influenced two staff to give a vendor a favorable rating/score during the Request for Proposals (RFP) process. The RFP was canceled, a new RFP was released, and the vendor in question did not submit a bid.	CSS indicated that the employee received a three-day suspension without pay.
<b>Health Services (DHS)</b>		
15 20093476	Nine DHS employees coded their timecards as if they worked full work days, when they were actually absent. Prior management had approved the employees to accumulate and use off-books time, and to monitor the time themselves. New management ended the practice, and adjusted the staffs' schedules to ensure sufficient patient coverage.	DHS indicated that each employee received a NOE.
16 20093262	A DHS employee used her assigned County computer for personal business, including downloading unauthorized software and storing 2,353 non-work related files (business agreements, personal financial records, etc.). In addition, the employee worked more overtime than was approved. Another DHS employee was allowed to telecommute without a formal agreement, and without completing the required telecommuting training.	DHS indicated that one employee received a five-day suspension without pay and the other employee received a NOE.



CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
17	<b>20093558</b> A DHS employee claimed full shifts worked for days she was absent.	DHS indicated that the employee received a 10-day suspension without pay.
18	<b>20104281</b> A DHS employee was allowed to telecommute without an agreement.	DHS indicated that the employee retired and the employee's manager received a five-day suspension for allowing him to telecommute without an agreement. The DHS facility will also ensure staff are pre-approved for telecommuting prior to working off-site, and ensure telecommuting activities are monitored in accordance with DHS policies.
19	<b>20104323</b> A DHS employee did not report to work when medical certification cleared her to return to work with restrictions. In addition, the employee did not disclose her outside employment, as required by DHS policy.	DHS indicated that the employee received a written reprimand.
20	<b>20116150</b> A DHS employee failed to disclose on his County employment application and Employment Information Sheet that he was terminated by his prior employer, as required.	DHS indicated that the employee was discharged.
Internal Services Department (ISD)		
21	<b>20126670</b> A former DCFS employee now at ISD exhausted a County software license after he installed the software on his County desktop and laptop computers. He subsequently realized his actions rendered the software unusable by other County employees, so he uploaded the software to a website, resulting in his obtaining an illicit registration key that allows others to use the software without paying for additional licenses. The employee admitted his actions were outside the scope of his duties, and the software developer is pursuing litigation against the employee.	ISD indicated that the employee resigned.
Mental Health (DMH)		
22	<b>20104273</b> A DMH employee used her assigned County computer, Internet access, and e-mail account for non-County related business, during work hours, to access non-work related websites for over 25 hours during a sampled month. The employee also composed a personal document using County equipment, and sent 589 non-work related e-mails during a three-year period. In addition, the employee made more than \$3,900 of personal cellular telephone calls during the same three-year period using her County issued phone, and failed to repay the County for the cellular phone charges.	DMH indicated that the employee received a 15-day suspension without pay. The discipline was combined with Case #2011-5494.

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
23	<b>20104445</b> A DMH employee used her assigned County computer, Internet access, and e-mail account for non-County related business during her work hours.	DMH indicated that the employee received a 15-day suspension without pay.
24	<b>20104582</b> A DMH employee used her assigned County computer to access the Internet for non-work related websites, gave her husband the password for her County-issued portable storage device (USB flash drive), and transmitted and/or received offensive and non-work related e-mails, including one containing sexually explicit images. A potential Health Insurance Portability and Accountability Act (HIPAA) violation was referred to the HIPAA Privacy Unit for investigation.	DMH indicated that the employee received a 15-day suspension without pay.
25	<b>20104845</b> A DMH employee arrived to work late and left early without proper authorization.	DMH indicated that the employee received a five-day suspension without pay.
26	<b>20105149</b> A DMH employee used his assigned County computer to access the Internet and e-mail for non-County related business during his work hours.	DMH indicated that the employee received a 15-day suspension without pay.
27	<b>20115366</b> A DMH employee used her assigned County computer to access the Internet for non-County related business during her work hours.	DMH indicated that the employee received a 15-day suspension without pay.
28	<b>20115494</b> A DMH employee failed to inform her supervisor that she had a prior relationship with a DMH client. Additionally, the employee failed to recuse herself from the case to avoid the appearance of a conflict of interest.	DMH indicated that the employee received a 15-day suspension without pay. The discipline was combined with Case #2010-4273.
29	<b>20115888</b> Two DMH employees used their assigned County e-mail accounts during work hours to send personal e-mails.	DMH indicated that each employee received a written warning.
30	<b>20115913</b> A DMH employee entered her work location, logged onto her County computer, and accessed the electronic Countywide Accounting & Purchasing System (eCAPS) to submit her timecard on a day she was absent, in violation of DMH policy.	DMH indicated that the employee received a 15-day suspension without pay.
31	<b>20115989</b> A DMH employee falsified her timecard, by claiming overtime during her regularly assigned workday, failing to record the actual number of hours taken-off, and submitting time-off requests to the in-house timekeeping system that were not reflected on her official County timecard.	DMH indicated that the supervisor received a three-day suspension without pay, and the employee received a one-day suspension without pay.

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
32 <b>20116035</b>	A DMH employee used her assigned County computer, e-mail, and Internet access to view non-work related websites (i.e., news, entertainment, shopping, and school), and to send at least 110 personal e-mails.	DMH indicated that the employee received a 15-day suspension without pay.
33 <b>20116101</b>	A DMH employee misused his County computer to send and receive over 1,500 non-County related e-mails. The employee and two other employees also sent a string of e-mails containing Protected Health Information (PHI) to one another, and the first employee also forwarded an e-mail that contained PHI to her personal e-mail account, and to her husband, who is also a DMH employee.	DMH indicated that one employee was discharged, and two employees each received a 10-day suspension without pay and one employee received a 15-day suspension without pay.
34 <b>20116314</b>	A DMH employee used his County e-mail account to send and receive non-County related messages, and to notify DMH employees, contractors, and others about the publication of his book, in violation of Department policy. Additionally, the employee stored non-work related documents on his assigned County network drive, and used a County scanner to scan book-related materials.	DMH indicated that the employee received a 15-day suspension without pay.
35 <b>20126620</b>	A DMH employee did not disclose her outside employment between 2007 and 2010. The employee no longer works for the outside employer.	DMH indicated that the employee was counseled.
36 <b>20126625</b>	A DMH employee exercised poor judgment by giving her personal cellular phone number and e-mail address to clients, and on one occasion rode in a client's personal vehicle to a field trip.	DMH indicated that the employee received a 30-day suspension without pay.
<b>Parks and Recreation (Parks)</b>		
37 <b>20126712</b>	Parks employees were parking a County vehicle near their homes, and then picking up the vehicle on their way to work in the morning. This practice subsidized the employees' commute, violates County policy, and could result in liability if the employees are considered at work while driving the County vehicle.	Parks indicated that staff were reminded to complete the mileage forms on their assigned vehicles, and supervisors will review and monitor all mileage forms for accuracy.
<b>Probation Department (Probation)</b>		
38 <b>20104538</b>	A Probation employee used his assigned County computer and e-mail account to send non-work related e-mails to other County employees.	Probation indicated that the employee was not disciplined because the case was completed past the statute of limits to discipline peace officers.

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
<b>Public Health (DPH)</b>		
39 <b>20105081</b>	A DPH employee continued to sell jewelry during County work hours, despite previous verbal counseling to stop. Additionally, the employee did not disclose her outside employment activities to the Department, as required.	DPH indicated that the employee received a five-day suspension without pay.
<b>Public Social Services (DPSS)</b>		
40 <b>20115851 (OCI investigated)</b>	A DPSS employee inappropriately pressured a co-worker to vote for him in a Los Angeles County Employee Retirement Association (LACERA) election. The employee also inappropriately opened the sealed ballot of another employee, and completed the ballots of three other co-workers, in violation of the Board of Supervisors election conduct guidelines.	DPSS indicated that the employee resigned and managers reminded employees of the election conduct protocol.
41 <b>20115996</b>	A DPSS employee accessed the Los Angeles Eligibility Automated Determination Evaluation and Reporting (LEADER) system without a business need to view personal and confidential information in a participant/co-worker's case record. In addition, the employee also accessed the participant record of his domestic partner, and contacted his domestic partner's caseworker to obtain case status information.	DPSS indicated that the employee received a 15-day suspension without pay.
42 <b>20126376</b>	A DPSS employee failed to disclose family members who were receiving public assistance benefits from the Department. In addition, the employee accessed the LEADER system without a business need to view personal and confidential case records for her daughter and two sisters.	DPSS indicated that the employee is deceased.
43 <b>20126421</b>	A DPSS employee drove his personal vehicle for County business while his driver's license was suspended, and failed to report the suspension. The employee discontinued driving for County business.	DPSS indicated that the employee received a 15-day suspension without pay.
44 <b>20126759</b>	A DPSS employee accessed the Medi-Cal Eligibility and Determination System (MEDS) without a business need to view personal and confidential information in a participant's case record.	DPSS indicated that the employee was discharged.
45 <b>20126760</b>	DPSS could not account for approximately \$1,200 in t-shirt sales as part of a charitable fund raising event. The loss resulted from a lack of basic internal controls over charitable merchandise inventory and sales, and lax cash handling procedures. There was no evidence that funds were misappropriated.	DPSS updated applicable internal controls for handling proceeds, including training staff for cash handling and internal controls for future events.
46 <b>20126842</b>	A DPSS employee did not disclose an intimate relationship with the daughter of a person on his caseload, creating a conflict of interest.	DPSS indicated that the employee received a seven-day suspension without pay.
47 <b>20126921</b>	A DPSS employee accessed the LEADER system without a business need to view her own case record.	DPSS indicated that the employee received a written reprimand.



CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
48 <b>20126950</b>	A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's case record.	DPSS indicated that the employee received a 30-day suspension without pay.

Total: 48



**Los Angeles County Fraud Hotline  
Disciplinary and/or Corrective Action Pending  
From Previous Semi-Annual Reports  
As of June 30, 2013**

**Attachment IV**

<b>CASE NUMBER</b>	<b>SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS</b>	<b>STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION</b>	<b>NUMBER OF DAYS OUTSTANDING</b>
<b>Children and Family Services (DCFS)</b>			
1 <b>20115485</b>	Three DCFS managers failed to properly manage services contracts, resulting in retroactive contracts due to expenditures exceeding Board-approved funding.	DCFS indicated that one employee retired prior to discipline, one employee was not disciplined because she was not involved in managing the contracts, and disciplinary action is pending for the remaining employee. Final disposition is still pending.	509
<b>Fire Department (Fire)</b>			
2 <b>20104356 (OCI investigated)</b>	An Internal Services Department (ISD) employee installed a private County telephone line at the request of a Fire employee, without following established Fire requisition and ISD work order authorization procedures. ISD has since removed the telephone line. ISD indicated that the employee received a written warning.	Fire intends to give the employee a three-day suspension without pay. However, action is pending ongoing litigation. Final disposition is still pending.	651
<b>Health Services (DHS)</b>			
3 <b>20093539</b>	A DHS employee signed patients' names on nine Medi-Cal application forms, to expedite ordering equipment and supplies.	DHS indicated that disciplinary action is pending the employee's return from leave of absence.	1089
4 <b>20093835</b>	A DHS unit failed to maintain basic controls over timekeeping. As a result, management could not determine when staff were at work. Supervisors in the unit also failed to recognize timekeeping discrepancies, resulting in staff being paid for time not worked.	DHS indicated that timecard corrections and disciplinary actions are pending.	264

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
5 <b>20093994</b>	A DHS shredding services vendor did not comply with the terms of their contract, resulting in delayed shredding of confidential records, and over-charging the County by approximately \$1,125.	DHS is pursuing repayment of the excess charges. Final disposition is still pending.	241
6 <b>20105110</b>	DHS identified timekeeping irregularities at a warehouse facility, including staff punching in for other employees, manually recording arrival and break times to avoid time clock accountability, and eating, socializing, or playing computer games during work hours. The review also found that supervisors allowed staff to combine rest breaks to create a longer lunch, and failed to correct irregular timekeeping practices.	DHS indicated that disciplinary actions are pending for the employees.	185
7 <b>20105372</b>	A DHS investigation revealed that some warehouse staff were arriving late for work and not reporting the variances, filling in timecards by hand instead of using the time clock, clocking co-workers in/out of work, and improperly combining breaks to create an extended lunch period.	DHS indicated that disciplinary and corrective actions are pending.	185
8 <b>20115402</b>	A DHS employee worked overtime that was not pre-approved 39 of the 57 days investigators reviewed. Additionally, the employee did not clock-out on 13 of those days, and claimed overtime on four days when the time clock indicates she left work at the end of her scheduled shift. The employee also failed to report her outside employment as a restaurant owner during 2010, and her supervisor failed to follow-up when she learned of the outside employment.	DHS intends to counsel the employee.	118
9 <b>20115424</b>	A DHS employee used his County computer and Internet access during work hours to access inappropriate (adult) content.	DHS indicated that disciplinary action is pending.	150
10 <b>20115612</b>	Two DHS employees failed to report two missing laptop computers to law enforcement. In addition, another DHS employee failed to ensure the facility's computer inventory was accurate, and that all portable devices are immediately encrypted and assigned a property tag. The missing laptops did not contain confidential or Health Insurance Portability and Accountability Act (HIPAA) related information.	DHS indicated that two employees were issued a Notice of Expectation (NOE) and disciplinary action is pending for the remaining employee.	383



CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
11 <b>20116288</b>	A DHS employee violated timekeeping policies by manually recording her arrival time to avoid time clock accountability, recording false arrival times that were substantially earlier than the actual time of arrival, and clocking out over the handwritten arrival times to obscure the time printed by the time clock. The employee also violated the Fair Labor Standards Act (FLSA) by not taking meal breaks. In addition, the employee's office was in disarray, resulting in lost documents and duplicate work by staff.	DHS indicated that disciplinary action is pending.	245
<b>Internal Services (ISD)</b>			
12 <b>20126781</b>	An ISD employee was observed departing work one to two hours before the end of his workday on numerous occasions. The employee also falsified his timecards, and his County vehicle mileage records did not match his work itinerary. It was also determined that the employee's supervisor was not reconciling the itinerary, and the mileage records.	ISD indicated that disciplinary actions are pending.	167
<b>Mental Health (DMH)</b>			
13 <b>20115370</b>	A DMH employee spent an entire workday at a personal appointment, but coded eight hours of time worked on her timecard.	DMH intends to discharge the employee. Final disposition is pending.	147
14 <b>20116202</b>	A DMH employee used his assigned County computer and Internet access during work hours for non-County purposes such as shopping, gathering automotive information, entertainment, and online banking. He also sent numerous sexual, religious, and racial e-mails to co-workers.	DMH intends to discharge the employee. Final disposition is pending.	175
15 <b>20116336</b>	A DMH employee used her assigned County computer and e-mail during work hours for non-County purposes. Some of the e-mails contained large file attachments.	DMH intends to give the employee a 15-day suspension without pay. Final disposition is pending.	123
16 <b>20116381</b>	A DMH employee used his assigned County computer and Internet access during work hours to view news, shopping, entertainment, and banking websites.	DMH indicated that disciplinary action is pending.	165
17 <b>20126399</b>	Two DMH employees used their assigned County computers and Internet access for non-County related business during their work hours to access 161 and 228 non-work related websites, respectively.	DMH indicated that disciplinary actions are pending.	188

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
18 20126416	A DMH employee used her assigned County computer, scanner, and e-mail account during work hours to send and receive numerous e-mails, scanned or had subordinate employees scan at least 11 non-County related documents, stored personal files on County computer equipment, accessed the Internet for personal matters, and inappropriately shared her system log-in credentials with other employees.	DMH intends to give the employee a 15-day suspension without pay. Final disposition is pending.	160
19 20126473	A DMH supervisor inadvertently approved a subordinate's timesheet which included standby hours that were not worked. The supervisor subsequently sought guidance from her managers to ensure proper coding of timesheets.	DMH intends to give the supervisor a written reprimand. Final disposition is pending.	48
20 20126489	A DMH employee did not comply with his field visits itinerary, failed to respond promptly to his supervisor's cellular telephone calls, did not properly sign in and out, and could not account for some of the miles he drove using a County vehicle.	DMH intends to give the employee a 15-day suspension without pay. Final disposition is pending.	48
21 20126549	A DMH employee drove an assigned County vehicle to his residence during work hours, and sometimes parked the vehicle at his residence overnight in violation of Department policy. The employee also worked at least 26 hours of unreported overtime between January 1 and July 11, 2012, in violation of the FLSA.	DMH intends to give the employee a 15-day suspension without pay. Final disposition is pending.	125
22 20127040	A DMH manager approved an on-site yoga program, and allowed at least six employees to participate in the yoga classes during work hours.	DMH intends to give the manager a five-day suspension without pay. Final disposition is pending.	48
Parks and Recreation (Parks)			
23 20115926	A Parks employee misused his position to organize fundraisers at County parks for non-County swim teams, collected money for the teams, and opened bank accounts on their behalf, in violation of Parks policy. In addition, the employee allowed a non-County swim team that he coached to practice at a park under his management, without completing a permit, securing liability insurance, obtaining approval, and without paying all applicable fees. The employee also failed to report his outside employment activity, in violation of Board policy.	Parks intends to discharge the employee. Final disposition is still pending.	102

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
24 <b>20126511</b>	A Parks supervisor, who is responsible for scheduling sports leagues use of Parks facilities, also serves as a Board Member for one of the sports leagues, creating a conflict of interest. The non-profit sports league runs a snack bar during games, and on at least one occasion, charged admission to a game in violation of Parks policy. The supervisor has signature authority for the leagues bank account.	Parks indicated that disciplinary action is pending.	242
25 <b>20126874</b>	A Parks employee admitted selling snack foods from his park office to park visitors, during work hours, and that he used a County vehicle to transport the snack food inventory to his office. The employee stated he used some of the proceeds to purchase sports equipment for children in Parks programs, and kept the remaining proceeds for himself.	Parks indicated that disciplinary action is pending.	144
26 <b>20127182</b>	A Parks employee solicited maintenance equipment such as water hoses, shovels, and push brooms, from individuals assigned to perform court-ordered community service, in exchange for signing-off on community service hours that were not worked.	Parks indicated that disciplinary action is pending.	48
<b>Probation Department (Probation)</b>			
27 <b>21026569</b>	A Probation manager allowed a subordinate to work full-time for a non-County agency, in violation of Board Policy 9.060 (outside employment), while he used his County accrued benefits time (holiday, vacation, and sick), to maintain his full-time County employment status. Probation indicated that the manager received a seven-day suspension without pay.	Probation intends to give the employee a 20-day suspension without pay. Final disposition is still pending.	88
<b>Public Health (DPH)</b>			
28 <b>20116307</b>	A DPH employee took paid sick and vacation time, and was absent without pay, while working full-time for a local city. In addition to violating the County's 24-hour per week limit on outside employment, the employee failed to disclose this job on her annual outside employment declaration, and lied to investigators when questioned about her outside employment activity. In addition, the employee's supervisor failed to effectively manage the employee's use of leave benefits and excessive absenteeism.	DPH indicated that disciplinary action is pending for both the employee and her supervisor.	228



CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING	
29	20116318	A DPH manager created a conflict of interest when he engaged in personal relationships with subordinates. The manager also interfered with a subordinate supervisors' attempts to manage and evaluate staff who were involved in the personal relationships. DPH indicated that one manager retired, and two managers received NOE because they were aware of the behavior and failed to take action.	DPH indicated that disciplinary action is pending for one subordinate employee.	179
30	20126587	A DPH employee falsified college transcripts as part of her application for a promotional examination, resulting in a promotion for which she did not meet the education requirements.	DPH indicated that disciplinary action is pending.	159
Public Social Services (DPSS)				
31	20115767	A DPSS employee misused his supervisor's password to access the Los Angeles Eligibility Automated Determination Evaluation and Reporting (LEADER) system, in violation of Department policy. Additionally, although the supervisor alleges she did not share her password, she admitted that she has allowed the employee to approve casework for her. DPSS indicated that the supervisor was counseled.	DPSS intends to give the employee a 10-day suspension without pay when the employee returns from leave of absence. Final disposition is still pending.	458
32	20126470	A DPSS employee used his assigned County computer to access the Internet for non-County purposes including streaming television shows, shopping, and reading foreign news.	DPSS intends to discharge the employee. Final disposition is pending.	236
Sheriff's Department (Sheriff's)				
33	20116099 (OCI investigated)	A Sheriff's contractor violated the terms of their contract by increasing prices for publicly accessible coin operated jail lockers. In addition, due to insufficient controls over jail locker collections, it could not be determined if the contractor remitted the County's share of locker proceeds.	Sheriff's indicated that corrective action is pending.	278

Total: 33