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AUDITOR-CONTROLLER

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

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May 11, 2015

TO: Supervisor Michael D. Antonovich, Mayor
Supervisor Hilda L. Solis
Supervisor Mark Ridley-Thomas
Supervisor Sheila Kuehl
Supervisor Don Knabe

FROM: John Naimo 
Auditor-Controller

SUBJECT: **SEMI-ANNUAL FRAUD HOTLINE STATUS REPORT – JULY 1, 2014
THROUGH DECEMBER 31, 2014**

The Los Angeles County Fraud Hotline, managed by the Auditor-Controller's (A-C) Office of County Investigations (OCI), began the July 1 through December 31, 2014 reporting period with 934 pending cases. During the period, OCI opened 690 new cases and closed 764 cases, ending the period with 860 cases in progress. The decrease of 74 (7.9%) cases from the end of the prior reporting period is attributable primarily to an 11.2% increase in closure activity by departments, and a 20.6% increase in new cases compared with the preceding reporting period.

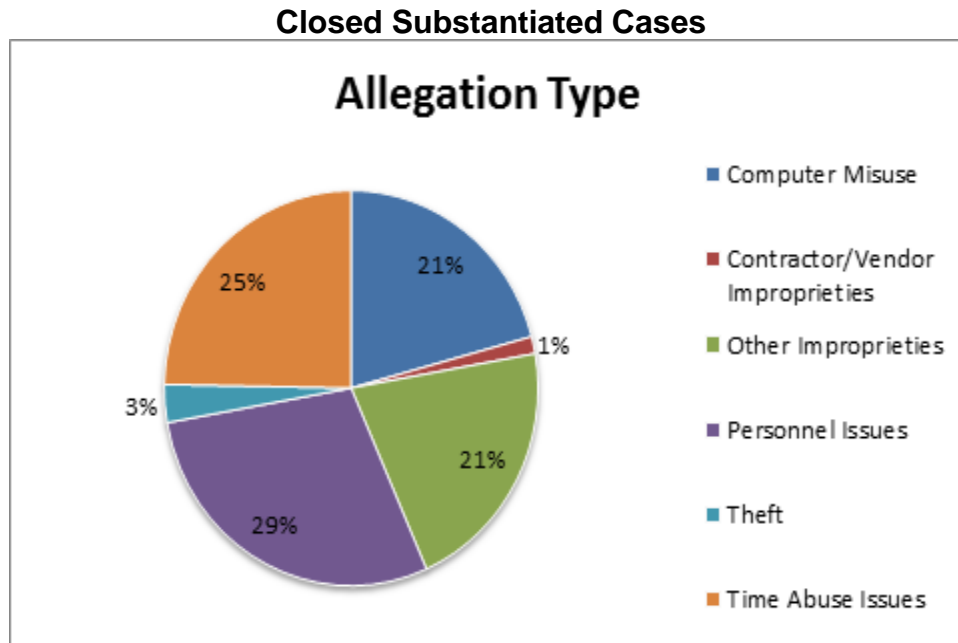
**Comparison of Current Case Counts
with the Prior Reporting Period**

CASE STATUS	SEMI-ANNUAL PERIOD ENDING		
	6/30/2014	12/31/2014	% Increase (Decrease)
Beginning Caseload	1,049	934	(11%)
+ New Cases Opened	572	690	20.6%
- Cases Closed	(687)	(764)	11.2%
Ending Caseload	934	860	(7.9)%

RESULT OF CASES CLOSED	6/30/2014		12/31/2014	
	Substantiated	166	24.2%	208
Not Substantiated	347	50.5%	338	44%
Not Investigated	174	25.3%	218	29%
Total Cases Closed	687	100%	764	100%

Of the 764 closed cases that were referred out by the OCI for investigation by various County departments (Attachment I) during this reporting period, 208 (27%) were substantiated (Attachment II), 338 (44%) were not substantiated, and 218 (29%) were ultimately 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, 18 of the 218 cases were referred to the County Equity Oversight Panel, which does not report its findings to OCI.

The following chart shows the type of cases that were substantiated:



Substantiated Cases (208)

ACTION(S) TAKEN	No.
Disciplinary/Corrective Action Pending	98
Counseled (verbal/written warning)	61
Suspended	41
Reprimanded	25
Resigned/Retired/Resigned in Lieu of Discharge	18
Notice of Expectation/Instruction	18
Procedures Changed/Reinforced	6
Transferred/Reassigned	6
Reimburse/Restitution/Repayment/Timecard Adjustments	6
Training	5
Top of File Notice in Personnel Folder	4
Released/Contract Terminated	3
Demoted	2

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 37 prior period cases where disciplinary action was taken during the rating period, and Attachment IV identifies the 79 prior period cases for which departments have not taken, or have not reported to us on, disciplinary action(s). We noted that disciplinary action has been substantially delayed on a significant number of cases, including 35 cases where action has been pending for more than one year. We will continue to work with the Departments to ensure that they take timely action.

The County Fraud Hotline website (lacountyfraud.org) contains many informative links, including the online means for County employees and the public to report fraud, waste, or misuse of County resources. During this reporting period, the website had 64,000 visitors who viewed the website for an average of 10 minutes. The website was visited by people from 49 nations, including countries as far away as Australia and Germany.

During the six months reporting period, OCI executed 41 criminal search warrants and 33 search warrant returns in support of ongoing criminal investigations. OCI's forensic lab staff completed 42 Internet usage, six computer hard drive, 17 e-mail account, and eight special electronic records analysis reports.

During the last reporting period, we initiated a new program to assist departments in resolving investigations that have been ongoing for more than 180 days. We have met with management from the impacted departments, and are collaborating on strategies

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to assist them in resolving their cases more timely, and identifying resource gaps and possible solutions. Attachment V to this semi-annual report includes statistics by department on cases outstanding over one year.

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

JN:RGC:GZ:GH:AS:ms

Fraud Hotline Status ending December 31 2014.doc

Attachments

c: Sachi A. Hamai, Interim 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
July 1, 2014 through December 31, 2014**

	<i>Substantiated</i>	<i>Not Substantiated</i>	<i>Not Investigated *</i>	<i>Total</i>				
<u>CASES INVESTIGATED BY AUDITOR-CONTROLLER:</u>								
Office of County Investigations	9	14	180	203	26.6%			
<u>CASES REFERRED TO AND INVESTIGATED BY OTHER DEPARTMENTS:</u>								
Agricultural Commissioner/Weights & Measures	1	3	0	4	0.5%			
Assessor's Office	0	2	0	2	0.3%			
Auditor-Controller	0	2	0	2	0.3%			
Beaches and Harbors	6	2	0	8	1.0%			
Child Support Services	4	2	0	6	0.8%			
Children and Family Services	55	68	3	126	16.5%			
Community and Senior Services	1	6	0	7	0.9%			
Coroner	1	3	0	4	0.5%			
County Counsel	1	0	0	1	0.1%			
District Attorney	0	2	0	2	0.3%			
Fire	10	12	7	29	3.8%			
Health Services	13	11	8	32	4.2%			
Human Resources	0	4	4	8	1.0%			
Human Resources (Countywide)	1	4	1	6	0.8%			
Internal Services	6	9	1	16	2.1%			
Mental Health	19	17	4	40	5.2%			
Parks and Recreation	2	3	1	6	0.8%			
Probation	7	27	1	35	4.6%			
Public Health	6	7	0	13	1.7%			
Public Social Services	65	133	6	204	26.7%			
Public Works	0	3	0	3	0.4%			
Registrar-Recorder/County Clerk	0	2	1	3	0.4%			
Sheriff's	1	2	1	4	0.5%			
Other Departments Total:	199	324	38	561	73.4%			
Grand Total	208	27%	338	44%	218	29%	764	100%

* Cases not investigated due to immateriality, the referral was previously investigated, referred to outside agencies, or insufficient information was provided. In addition, 18 of 218 cases were referred to the County Equity Oversight Panel (CEOP) for investigation. CEOP does not report their findings back to the 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**

SUMMARY OF SUBSTANTIATED CASES

FOR THE PERIOD OF JULY 1, 2014 THROUGH DECEMBER 31, 2014

SUBSTANTIATED CASES INVESTIGATED BY AUDITOR-CONTROLLER

Child Support Services Department (CSSD)

Case Number: 20138704

CSSD management disclosed the name of an employee who was the subject of an investigation to a member of the public, compromising the employee's confidentiality and violating the Government Code Section 53087.6. Also, a CSSD manager created the appearance of a conflict of interest when she assigned an employee to investigate another employee in the same chain of supervision. CSSD indicated that the managers were counseled, and training was provided to ensure employees are aware of the legal requirements concerning subject and informant confidentiality, including appropriately marking employee information "confidential."

Case Number: 20149277

A CSSD employee admitted to stealing \$30 from CSSD collections, and another CSSD employee did not follow cash handling procedures. In addition, the employees' supervisor did not properly supervise the cashiering section. CSSD intends to discharge the two employees, and their supervisor received a five-day suspension without pay.

Department of Children and Family Services (DCFS)

Case Number: 20137784

A DCFS employee whose duties included foster care placement and referral decisions did not report his outside employment with a DCFS contractor, creating a potential conflict of interest. There was no evidence of a quid pro quo arrangement between the contractor and the employee, and the employee subsequently retired from County service. DCFS is consulting with the Department of Human Resources (DHR) concerning strengthening its outside employment reporting process.

District Attorney (DA)

Case Number: 20149216

A Voyager card that was assigned to an inactive DA vehicle was misused to make 180 premium fuel purchases, totaling approximately \$8,256. The perpetrator could not be identified due to inadequate internal controls over Voyager card usage. The DA indicated that the subject Voyager card was cancelled, and corrective action is pending.

Fire Department (Fire)

Case Number: 20138526

A Fire employee failed to report a conflict of interest between his outside employment and his County duties. However, we found no evidence that funds were misappropriated. Fire indicated that disciplinary action is pending. The matter was also referred to the California Fair Political Practices Commission for possible sanctions.

Case Number: 20149427

A Third Party Administrator (TPA) inadvertently sent an e-mail containing the personal medical information of a County (Fire) employee to another Fire employee. Fire then

Summary of Substantiated Cases

instructed the employee who received the misdirected e-mail to purge it. The TPA notified the impacted individual of the breach, and offered the individual free credit monitoring for one year.

Department of Parks and Recreation (Parks)

Case Number: 20148995

A Parks employee embezzled at least \$26,675 worth of gasoline using his County issued Voyager card over a four-and-a-half-year period. Parks indicated that the employee retired in lieu of discharge, and a "Top of File" was placed in the employee's personnel folder. The matter was also referred to the Treasurer and Tax Collector to recover the stolen funds. The case was also referred to the DA for possible criminal prosecution.

Probation Department (Probation)

Case Number: 20138217

A Probation employee admitted to misusing a County vehicle to subsidize his daily commute for approximately three years, and he failed to report imputed income for personal use of the vehicle, as required by the Internal Revenue Service. The employee also was excessively tardy to work and did not record variances on his time cards. In addition, a Probation manager failed to exercise appropriate oversight over the employee's vehicle usage. Probation indicated that disciplinary actions are pending.

Department of Public Works (DPW)

Case Number: 20148935

Three DPW managers attended a non-profit fundraising event as guests of current, former, or potential County contractors and did not report the value of the tickets (\$150 each) on their respective Form 700s. DPW indicated that the managers' Form 700s were amended to account for all reportable gift income and each manager received ethics training that included gift reporting requirements.

TOTAL SUBSTANTIATED CASES INVESTIGATED BY AUDITOR-CONTROLLER: 9

Summary of Substantiated Cases

CASES REFERRED TO AND INVESTIGATED BY OTHER DEPARTMENTS

Department of Agricultural Commissioner/Weights and Measures (AC/WM)

Case Number: 20149465

An AC/WM employee failed to report his outside employment to the Department, as required. The employee also failed to disclose all relevant information on his Employment Information Sheets and Application for Employment forms for several positions he held. AC/WM indicated that the employee received a 15-day suspension without pay.

Beaches and Harbors (Beaches)

Case Number: 20115990

Beaches discovered \$200 in cash collections was missing. The individual responsible for the loss/theft could not be identified because employees did not follow proper cash handling procedures. Beaches indicated that the supervisor was counseled; the other two employees left the Department prior to completion of the investigation (one transferred to another County department and the other resigned). In addition, Beaches indicated that cash handling procedures were updated to prevent future losses.

Case Number: 20115995

A Beaches employee submitted a doctor's certification for medical leave for the month of September 2011, during which time the employee began working for another County government. Beaches indicated that the employee resigned.

Case Number: 20116299

An employee of a Beaches contractor falsified time records for approximately 268 hours he did not work, and the contractor billed Beaches \$5,781 for services that were not actually provided. Beaches deducted the \$5,781 from the contractor's pending invoice. Beaches indicated that the contractor discharged the employee, and also installed a clock in/out system. The contract was subsequently terminated by the Board of Supervisors due to the contractor's failure to secure Workers' Compensation insurance.

Case Number: 20137916

A Beaches sub-lessee underreported revenues, resulting in additional rent due to the County. Beaches indicated that the primary lessee reimbursed the County \$1,567 for the additional rent due from the sub-lessee.

Case Number: 20148975

A Beaches employee intentionally omitted information from a Department of Motor Vehicles form to avoid disclosing to the County that he takes medication that would preclude him from maintaining his commercial driver license. Beaches indicated that the employee was immediately suspended from driving for Beaches, and the employee subsequently retired.

Case Number: 20149522

A Beaches manager did not collect appropriate anchorage rental slip fees for several months for a sailboat owned by a non-profit organization. Beaches indicated that corrective action (recovery of back rent and negotiation of future rental fees or removal of the boat) and/or disciplinary action is pending.

Summary of Substantiated Cases

Child Support Services Department (CSSD)

Case Number: 20148864

A CSSD employee failed to accurately report actual hours worked on her timecard. CSSD indicated that the employee was counseled.

Case Number: 20149225

A CSSD employee accessed her own records in the County's Absence Management System for personal use which is a conflict of interest. CSSD intends to give the employee a written reprimand.

Case Number: 20149301

A CSSD employee accessed the Child Support Enforcement (CSE) system without a business need to view the personal and confidential information in a client's (relative's) child support case without authorization. The employee also failed to disclose that her relative is a CSSD client. CSSD indicated that the employee was verbally counseled.

Case Number: 20149321

Four CSSD employees accessed the CSE system without a business need to view personal and confidential information in one and/or two child support cases. One of the employees further retrieved and reviewed data, personnel files, witness interviews, etc., in the child support cases she accessed. CSSD indicated that one employee received a five-day suspension without pay, and three employees each received written warnings.

County Counsel (CC)

Case Number: 20137689

Two CC employees misused their assigned County computers for personal use. CC indicated that one employee received a two-day suspension without pay, and the other employee received a 19-day suspension without pay.

Department of Children and Family Services (DCFS)

Case Number: 20115882

A DCFS employee did not fulfill her responsibilities as a mandated reporter when she failed to report abuse of children who were in the care of her domestic partner. In addition, the employee created a conflict of interest when she engaged in a relationship and lived with the legal guardian of children under DCFS jurisdiction. DCFS indicated that disciplinary action is pending.

Case Number: 20126373

A DCFS employee violated Department and County policies, and failed to use sound judgment, when she had inappropriate contact with a client, including sending inappropriate text messages to a client during and after work hours. The employee went on medical leave of absence during the investigation. DCFS indicated that disciplinary action is pending the employee's return from medical leave.

Case Number: 20126459

A DCFS employee used her assigned County computer and Internet access to view non-County related websites such as social media, gossip, and shopping sites. DCFS indicated that disciplinary action is pending.

Case Number: 20126572

A DCFS employee did not conduct all required face-to-face visits with a client, and did not consistently document services provided in the Housing Management Information System. DCFS indicated that the employee received a written warning.

Summary of Substantiated Cases

Case Number: 20126673

A DCFS employee did not conduct required home visits with clients and falsified case contact notes in the Child Welfare Services/Case Management System (CWS/CMS). DCFS indicated that disciplinary action is pending.

Case Number: 20126692

A DCFS employee did not conduct monthly face-to-face contacts with a DCFS client as required. The employee and her supervisor allowed a parent unmonitored visits with their child without appropriately consulting management. DCFS indicated that the employee resigned and no disciplinary action will be taken against the supervisor.

Case Number: 20126726

A DCFS employee falsified court testimony by indicating in a report that a client's therapist had concerns about the client's mental health, when there was no documentation that such concerns had been expressed. DCFS indicated that disciplinary action is pending.

Case Number: 20126843

Unidentified individual(s) stole a DCFS van and stripped it for parts. The van was recovered several days later, but the responsible parties could not be identified. DCFS indicated that a steering wheel lock was purchased and the van is now parked in a secured area.

Case Number: 20126881

A DCFS employee failed to ensure that a Transitional Housing client was provided with a clean, safe, and well-maintained living environment, as required. DCFS indicated that the employee received a written warning.

Case Number: 20126928

A DCFS employee created a hostile work environment by treating staff discourteously, failing to work harmoniously with staff, inappropriately delegating assignments, and setting unreasonable deadlines. DCFS indicated that the employee retired.

Case Number: 20127027

A DCFS employee falsified overtime records by claiming she worked longer on an alleged child abuse referral than was indicated by supporting documentation. DCFS indicated that the employee was counseled.

Case Number: 20127117

A DCFS employee driving a County van hit another employee's private vehicle, which was parked in a facility parking lot, and failed to report the incident to management or the other employee (i.e., hit and run). DCFS indicated that disciplinary action is pending the employee's return from a leave of absence.

Case Number: 20127188

A DCFS employee undermined his supervisor's authority when he attempted to disregard decisions made by her and other participants at a team decision making meeting. The employee also failed to follow instructions and inappropriately sent correspondence containing personal opinions to a group home on Departmental letterhead. The employee further misrepresented his authority to a contracted provider and alleged retaliation against the provider. DCFS intends to give the employee a five-day suspension without pay upon the employee's return from a leave of absence.

Summary of Substantiated Cases

Case Number: 20127197

A DCFS employee did not properly document a client contact in CWS/CMS, falsified the dates of a visit to another client in the case record, and falsified her time records. DCFS indicated that the employee received a Notice of Expectation (NOE).

Case Number: 20127219

Two DCFS employees failed to provide appropriate casework services to a client family, including failure to adequately investigate alleged physical abuse of a child, and inadequate follow-up and review of a referral before closure. A DCFS supervisor failed to properly supervise the two employees' casework. DCFS indicated that the three employees each received a NOE.

Case Number: 20127252

A DCFS employee used her assigned County computer and Internet access during work hours to view video clips on a non-County related website, i.e., www.yahoo.com. DCFS indicated that the employee received a written warning.

Case Number: 20127274

A DCFS employee failed to conduct face-to-face home visits with DCFS clients and complete other contacts as required and falsified documentation in CWS/CMS. DCFS indicated that disciplinary action is pending.

Case Number: 20127340

A DCFS employee engaged in outside employment during County work hours. DCFS indicated that the employee received a one-day suspension without pay.

Case Number: 20127464

A DCFS employee submitted false documentation to obtain \$19,817 in fraudulent disability benefits from AFLAC Insurance Company while she was working and being compensated by the Department. DCFS indicated that the employee resigned in lieu of discharge.

Case Number: 20137605

Three DCFS employees failed to perform their job functions and did not adhere to child safety procedures. DCFS indicated that two employees each received a NOE, and determined that no corrective action was necessary for the remaining employee.

Case Number: 20138067

A DCFS employee accessed CWS/CMS without a business need to view personal and confidential information in a client's case records. DCFS indicated that disciplinary action is pending.

Case Number: 20138101

A DCFS employee allowed services to be provided to a client at the office where the client's mother works as a social worker, creating a conflict of interest. The employee also failed to disclose he was aware of the conflict of interest. DCFS indicated that the employee received a written warning.

Case Number: 20138188

A DCFS supervisor exercised poor judgment when she inappropriately disclosed her subordinate's health condition in the employee's performance evaluation. DCFS indicated that the employee was counseled.

Case Number: 20138318

A DCFS employee inappropriately engaged in personal, non-County work related

Summary of Substantiated Cases

conversations with a client's adult relative. DCFS indicated that disciplinary action is pending.

Case Number: 20138329

A DCFS employee inappropriately used his assigned County computer and Internet access for non-County business purposes during work hours. DCFS indicated that disciplinary action is pending.

Case Number: 20138330

A DCFS employee accessed CWS/CMS without a business need to view personal and confidential information in a client's case record. DCFS indicated that the employee received a written warning.

Case Number: 20138351

A DCFS employee failed to properly supervise a child in his care. DCFS indicated that the employee received a three-day suspension without pay.

Case Number: 20138481

A DCFS employee displayed off-duty conduct unbecoming a County employee when she interfered with a DCFS child abuse/neglect investigation of a family member. DCFS indicated that the employee retired.

Case Number: 20138493

A DCFS employee misused County supplies, including envelopes with a County return address, for personal use, and misused her assigned County e-mail account to conduct personal business. DCFS indicated that the employee received a three-day suspension without pay.

Case Number: 20138496

Seven DCFS employees and five supervisors violated DCFS and State policies and procedures when they improperly consolidated child abuse referrals, and failed to document case work as required. DCFS indicated that the employees and supervisors were instructed to discontinue these practices and adhere to Departmental and State policies and laws.

Case Number: 20138511

A DCFS employee engaged in unprofessional and confrontational behavior in the workplace. DCFS indicated that the employee was counseled.

Case Number: 20138520

A DCFS employee continued to live with her boyfriend although she was aware that he transported and sold illicit drugs, and stored them at the home. She also exercised poor judgment by failing to protect a minor (her son), who also lived at the residence. DCFS indicated that the employee received a 30-day suspension without pay.

Case Number: 20138533

A DCFS employee accessed CWS/CMS without a business reason to view personal and confidential information in a client's case records. DCFS indicated that disciplinary action is pending.

Case Number: 20138545

A DCFS 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 client's (her nephew's) case records, and created a conflict when she advised the client on how to handle a DCFS investigation. DCFS

Summary of Substantiated Cases

indicated that the employee was counseled.

Case Number: 20138591

A DCFS employee created a conflict of interest when she asked a client to assist her with non-County related work. The employee also made and received numerous personal calls to a client's cell and home phone numbers with her assigned County cell phone. DCFS indicated that the employee received a 15-day suspension without pay.

Case Number: 20138592

A DCFS employee did not conduct the required number of visits to a client family, and failed to enter narratives of her contacts with the family in CWS/CMS. DCFS indicated that the employee resigned from County service.

Case Number: 20138595

A DCFS employee used her assigned County computer and Internet access during work hours to view non-County related websites such as news and travel. DCFS indicated that the employee retired, and a "Top of File" was placed on the employee's personnel folder.

Case Number: 20138599

A DCFS employee failed to report her outside employment to the Department, as required. DCFS indicated that disciplinary action is pending.

Case Number: 20138632

A DCFS employee failed to properly account for petty cash, and DCFS identified that \$37 was missing from the safe. However, the perpetrator could not be identified due to inadequate records. DCFS indicated that the employee received a written warning.

Case Number: 20138691

A DCFS employee acted inappropriately by restraining and reprimanding a DCFS child (i.e., raised her voice and grabbed a child by the arm and waist to prevent the child from running away). DCFS indicated that the employee received a NOE.

Case Number: 20138776

A DCFS employee inappropriately shared his LEADER password with another employee and/or left his computer logged on for others to use. DCFS indicated that the employee received a NOE.

Case Number: 20148829

A DCFS employee was frequently late to work and reported false work shift start times to her manager. The employee also remotely accessed her County e-mail without authorization. DCFS indicated that the employee received a five-day suspension without pay.

Case Number: 20148929

A DCFS employee failed to follow work instructions and a court order, failed to document contacts in CWS/CMS, and did not notify his supervisor of his medical condition. DCFS indicated that the employee received a five-day suspension without pay.

Case Number: 20148990

A DCFS employee assaulted and threatened another employee. DCFS indicated that the employee received a five-day suspension without pay.

Summary of Substantiated Cases

Case Number: 20149010

A DCFS employee arrived to work late and failed to report variances on her timecard. The employee also failed to adhere to her scheduled rest and lunch break times. DCFS indicated that the employee was counseled.

Case Number: 20149081

A DCFS employee used a County telephone to make personal calls. DCFS indicated that the employee received a NOE.

Case Number: 20149199

A DCFS employee was rude, aggressive, and unprofessional toward clients, and made discriminatory and disrespectful remarks to the clients. The employee also abused her authority when she threatened to remove the children of several clients without justification. DCFS indicated that the employee received a written reprimand.

Case Number: 20149206

A DCFS employee did not conduct all scheduled monitoring visits to her clients as required, and failed to properly update her case records in CWS/CMS in a timely manner. DCFS indicated that disciplinary action is pending.

Case Number: 20149234

A DCFS supervisor created a conflict of interest when she placed her adopted child in the care of her subordinate. Also, the supervisor received adoption assistance funds from another County during the period the child was not in her care, and gave the funds to her subordinate. The other County is also investigating. DCFS indicated that both the supervisor and her subordinate were counseled.

Case Number: 20149255

A DCFS employee submitted a false disability claim for an injury that allegedly occurred while the employee was at work. A subsequent insurance investigation revealed that the employee was not at work on the day of the alleged injury. DCFS indicated that the employee resigned in lieu of discharge, and placed a "Top of File" notice in the employee's personnel file.

Case Number: 20149296

A DCFS employee submitted falsified medical certificates to justify his absences from work and miscoded his timecards (i.e., recorded approved Family Medical Leave Act time). DCFS indicated that disciplinary action and/or timecard corrections are pending.

Case Number: 20149457

A DCFS employee fabricated statements in a client's case records, and failed to properly document changes she made to case contacts. DCFS indicated that the employee received a written warning.

Case Number: 20149471

A DCFS employee falsified his contact log, failed to appropriately document case contacts, and failed to follow work instructions. The employee also did not complete all case contacts for one day but recorded a nine-hour shift worked. DCFS indicated that disciplinary action is pending.

Case Number: 20149556

A DCFS employee failed to exercise sound judgement and failed to perform his job duties when he refused to have a child's medication prescription filled prior to transporting the child to a facility. The employee also refused to follow instructions from

Summary of Substantiated Cases

his supervisor to meet the child's medical needs. DCFS indicated that disciplinary action is pending.

Case Number: 20149823

A DCFS employee claimed trips on her field itinerary and mileage claim for client visits that she did not make. DCFS denied the employee's mileage claim and her timecards were corrected to reflect actual hours worked. DCFS indicated that the employee received a NOE.

Department of Community Senior Services (DCSS)

Case Number: 20149361

A DCSS employee refused to follow the work instructions of a supervisor and refused to cooperate with the administrative investigation process. DCSS indicated that the employee received a five-day suspension without pay.

Department of Coroner (Coroner)

Case Number: 20116013

Coroner employees did not file a required form with the Department of Justice after holding fundraising raffles. There was no evidence of fraud. Coroner indicated that all future activity for fundraising will be conducted in accordance with applicable laws.

Fire Department (Fire)

Case Number: 20126355

A Fire employee arrived to work late and did not report actual hours worked on her timecard. Additionally, the employee used her assigned County computer and Internet access during work hours for non-County business purposes. Fire intends to give the employee a one day suspension without pay.

Case Number: 20126477

A Fire employee arrived to work late, switched her Regular Days Off without completing the required work schedule change form, and did not report actual hours worked on her timecard. The employee also accrued and used "off the books" compensatory time while working from home. The employee's supervisor approved the employee's timecards without appropriately reviewing them, and allowed the employee to accrue and use the "off the books" time. Fire intends to suspend the employee for one day without pay and suspend the supervisor three days without pay.

Case Number: 20126765

A Fire employee remained at her work location after her scheduled work hours without authorization, conducted inspections after work hours without authorization, and used her assigned County computer and e-mail account for non-County purposes. Fire indicated that the employee received a 15-day suspension without pay.

Case Number: 20126790

A Fire employee abused her County work schedule by coming in late and leaving early to teach a fitness class and/or work out during County work hours. The employee also failed to properly record the variances on her timecards. Further, the employee's supervisor knowingly approved the inaccurate timecards. Fire intends to give both the employee and the supervisor a three-day suspension without pay.

Case Number: 20127365

A Fire employee worked overtime without prior authorization from her supervisor. Also, four Fire managers allowed the employee exclusive use of a Department pool vehicle.

Summary of Substantiated Cases

Fire indicated that the employee retired, one manager received a written reprimand, and the remaining three managers each received a Notice of Instruction (NOI).

Case Number: 20127503

A Fire employee used County equipment (i.e., fire hose, coupling device, etc.) for his personal business. Fire intends to give the employee a NOI.

Case Number: 20138402

A Fire manager failed to exercise good judgment when he submitted a report with falsified swim time records for himself and two subordinates who did not actually complete the swim certifications. Fire indicated that the manager received a 15-day suspension without pay, and they plan to issue a NOI to the two subordinate employees.

Case Number: 20148813

A Fire employee claimed 240 hours of paid overtime during a two-month period without prior supervisory approval. The employee also failed to accurately report the overtime on his timecards. A Fire supervisor not assigned to oversee the employee approved the overtime. Fire indicated that both the employee and the supervisor each received a written reprimand.

Case Number: 20148931

Three Fire employees used their assigned County computers and Internet access to view non-County related websites. Fire indicated that one employee received a NOI, a second employee was counseled, and the third employee transferred to another County department.

Case Number: 20148967

A Fire employee falsified her employment application to obtain her position, for which she was not qualified. Fire indicated that the employee was demoted.

Department of Health Services (DHS)

Case Number: 20126441

Two DHS employees engaged in outside employment (i.e., provided physician services at non-DHS facilities) during their County work hours and did not report actual hours worked on their timecards. DHS indicated that both employees resigned.

Case Number: 20137635

Four audits identified payroll errors by a contractor. However, further investigation found no indication that the contractor underpaid the employees. DHS indicated that the contractor was notified of the payroll errors and the contractor has corrected them.

Case Number: 20137729

A DHS employee arrived to work late, left work early, double punched her keypunch timecards, and/or failed to report variances on her timecards. The employee's supervisor did not adequately review the subordinate's keypunch timecards. DHS indicated that the employee and her supervisor were counseled.

Case Number: 20138122

A DHS employee arrived to work late, left work early, and falsified her timecards by claiming time on days she did not work. DHS indicated that disciplinary action is pending.

Case Number: 20138226

A DHS employee used her assigned County computer and Internet access for non-

Summary of Substantiated Cases

County related purposes (i.e., viewing a website related to her outside employment). DHS indicated that the employee was counseled.

Case Number: 20138263

A DHS employee worked from home without management approval, failed to fulfill her job duties while working from home, and took time off without authorization. DHS indicated that disciplinary action is pending.

Case Number: 20138283

A DHS employee violated Departmental policy by hiring her son's girlfriend, who also lived with her, as a temporary employee. The employee also made false/misleading statements to DHS investigative staff. DHS indicated that the employee received a 30-day suspension without pay, and the temporary employee was released from employment.

Case Number: 20138301

A DHS employee violated County Policy by engaging in outside employment activities during County work hours. DHS indicated that the employee was counseled.

Case Number: 20138386

Two DHS employees inappropriately clocked-in for one another on two different occasions when they were late for work. Additionally, one employee took an extended County break to conduct personal business. DHS indicated that the employees were counseled and timecard corrections are in progress for both employees.

Case Number: 20138446

A DHS employee failed to report his outside employment to the Department, as required. DHS has indicated that the employee was counseled.

Case Number: 20138682

Two DHS employees arrived to work late, left work early, and did not report the variances on their timecards. The employees' supervisor failed to ensure the employees accurately recorded time worked. DHS indicated that each received a NOE, and disciplinary action is pending for the supervisor.

Case Number: 20148947

Two DHS employees used their County e-mail accounts to send and receive non-work related e-mails. DHS indicated that the employees each received a written reprimand.

Case Number: 20149056

A DHS employee created a conflict of interest when he handed out business cards for his outside employment during County work hours. In addition, the employee did not report his outside employment to the Department, as required. DHS indicated that disciplinary action is pending.

Internal Services Department (ISD)

Case Number: 20138332

An ISD manager inappropriately used his assigned County vehicle to give another ISD employee rides to work and home on a few occasions. ISD indicated that both employees were counseled.

Case Number: 20148871

Two ISD managers did not change staff's work schedule in a timely manner which caused two employees to be paid overtime unnecessarily. ISD indicated that one of the managers retired and disciplinary action is pending for the remaining manager.

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Case Number: 20148905

An ISD employee inappropriately used his assigned County computer, Internet access and e-mail for non-County business purposes during work hours, excessively arrived to work late, and did not report his outside employment to ISD as required. ISD indicated that the employee was counseled.

Case Number: 20148949

An ISD employee claimed 8.25 hours of overtime he did not work. The ISD supervisor did not properly monitor the employee's time and mileage logs, and allowed staff to use their personal vehicles to perform work duties although they are not mileage permittees. ISD indicated that disciplinary action is pending for the employee and supervisor.

Case Number: 20149026

Two ISD employees arrived to work late and left work early, did not adhere to their scheduled start and end times when they were carpooling, and did not report actual hours worked. In addition, the employees' supervisors did not take appropriate corrective actions when the employees did not adhere to their work schedule. One supervisor retired. ISD indicated that disciplinary actions are pending for the two employees and the remaining supervisor.

Case Number: 20149314

An ISD employee did not report his correct marital status and received his medical and dental benefits through his ex-spouse (another County employee) in 2010 and 2011. In addition, the employee inappropriately provided County medical and dental benefits to his ex-spouse from 2012 to 2014. ISD indicated that disciplinary action is pending.

Department of Mental Health (DMH)

Case Number: 20136239

A DMH employee had 2,074 claims that were disallowed because the services were not provided, were missing documentation, or the claims submitted were for clerical and administrative activities that are not billable. The disallowed claims resulted in a reduction of Federal Financial Participation and State General Fund revenues totaling \$135,577. DMH indicated that disciplinary action is pending.

Case Number: 20126594

A DMH employee used a remote connection tool to connect his personal home computer via his assigned County computer to access non-County related websites, Internet chat rooms, a personal e-mail account, and Facebook. In addition, the employee sold unauthorized copies of music CDs and movie DVDs to co-workers. DMH indicated that disciplinary action is pending.

Case Number: 20126845

A DMH employee failed to consistently provide medical certifications to excuse her absences during a two-month period. DMH indicated that disciplinary action is pending.

Case Number: 20126848

One DMH employee left work before her shift ended on five occasions and did not report the variance on her timecard. In addition, the employee was observed watching movies and/or television shows during County work hours. Another DMH employee left work early on two occasions. DMH indicated that disciplinary actions are pending.

Case Number: 20126896

A DMH employee submitted 10 claims to Medi-Cal without sufficient supporting

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documentation and nine claims were not reimbursable. Therefore, the 19 claims, totaling \$6,608, were voided. DMH indicated that the employee has been recommended to attend documentation training.

Case Number: 20127349

DMH discovered that a computer monitor, confidential personnel files, and other departmental documents were removed from a DMH facility. However, the perpetrators could not be identified. DMH indicated that corrective action is pending.

Case Number: 20127483

A DMH employee used his assigned County equipment, Internet access, and e-mail account for non-work related purposes including sending personal e-mails, scanning personal documents, and viewing Internet sports and entertainment websites. DMH indicated that disciplinary action is pending.

Case Number: 20127506

A DMH employee had 49 claims totaling \$19,653 that were disallowed because the services were not provided, supporting documentation was missing, or the claim was not reimbursable. DMH indicated that disciplinary action is pending.

Case Number: 20137805

A DMH employee used her assigned County computer and e-mail account to send a non-County work related chain letter e-mail. DMH indicated that disciplinary action is pending.

Case Number: 20138048

A DMH employee provided minors with books, candy, and magazines without management approval. DMH indicated that the employee was counseled.

Case Number: 20138071

A DMH employee used his assigned County computer and Internet access during work hours to view non-County work related websites such as music and school research sites and shared his County Internet password with another employee. In addition, the supervisor allowed staff to access the Internet for personal purposes. DMH indicated that disciplinary actions are pending.

Case Number: 20138083

A DMH employee used his assigned County computer, scanner, and e-mail account during work hours to send personal e-mails. DMH indicated that disciplinary action is pending.

Case Number: 20138371

A DMH employee gave his personal e-mail address to a patient, had inappropriate physical contact with the same patient, and invited another patient to his home for a holiday celebration. DMH indicated that disciplinary action is pending.

Case Number: 20138462

A DMH employee returned to work to complete her timecard while on leave without a physician's authorization in violation of County policy. DMH indicated that disciplinary action is pending.

Case Number: 20148997

A DMH employee left work without authorization and submitted a fraudulent timecard indicating she worked eight hours that day and a second employee attempted to conceal the employee's whereabouts. DMH indicated that disciplinary actions are

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pending.

Case Number: 20149086

A DMH employee used her assigned County computer and Internet access during work hours to view non-County work related websites such as online shopping, dining, real estate agencies, and celebrity news websites. Additionally, the employee used her assigned County computer to store non-County work related documents. DMH indicated that disciplinary action is pending.

Case Number: 20149123

A DMH employee sent an e-mail with Protected Health Information/confidential data from a non-County e-mail account, in violation of the Health Insurance Portability and Accountability Act. A Letter of Notification was hand delivered to the client. DMH indicated that the employee was transferred, access to electronic records was removed, and disciplinary action is pending.

Case Number: 20149215

A DMH employee created a conflict of interest when she received financial compensation for her private consulting work for a DMH vendor while at the same time directly overseeing the same vendor's contractual agreements as a DMH employee. DMH indicated that disciplinary action is pending.

Case Number: 20149662

A DMH employee failed to report her outside employment to the Department, as required. DMH indicated that disciplinary action is pending.

Case Number: 20149684

Two DMH employees used their assigned County computers and Internet access to view non-County work related websites, and one of the employees also used her assigned County e-mail account for non-County work related purposes. DMH indicated that disciplinary actions are pending.

Probation Department (Probation)

Case Number: 20138138

A Probation employee left work early and took extended lunch breaks without reporting a variance on her timecard. Probation indicated that the employee received a written reprimand and subsequently transferred out of the Department.

Case Number: 20138346

A Probation employee used his assigned County computer and Internet access for non-County work related purposes such as news and music websites. Probation indicated that disciplinary action is pending.

Case Number: 20138501

A Probation employee arrived to work late, left work early, and did not report actual hours worked on his timecard. In addition, the employee used his assigned County computer and Internet access to view non-County work related websites during work hours. The supervisor did not hold the employee to the same work standard as other staff and gave the employee preferential treatment. The employee continued his personal use of the Internet after being counseled by management. Probation indicated that disciplinary actions are pending for the employee and supervisor.

Case Number: 20138626

A Probation employee used his assigned County computer and Internet access during

Summary of Substantiated Cases

work hours to view non-County work related websites such as news and automotive websites. Probation indicated that the employee was counseled.

Case Number: 20148828

A Probation employee violated a Department directive by sending a bereavement notice to all Department staff. Probation indicated that the employee was counseled.

Case Number: 20141000

A Probation employee played her radio in her office. Probation indicated that the employee was counseled and instructed to use an ear piece when listening to the radio.

Department of Parks and Recreation (Parks)

Case Number: 20138173

A Parks employee did not sign-in and/or out on the log book, arrived to work late, and left work early. The supervisor allowed the employee to arrive to work late and leave work early because of a personal relationship. Parks indicated that disciplinary actions are pending.

Case Number: 20149033

Two Parks volunteer coaches collected unapproved program fees from parents in violation of Parks collection policies and procedures. Parks indicated that the volunteer coaches each received a NOI, and the money was returned to the parents.

Department of Public Health (DPH)

Case Number: 20138482

Two DPH employees were unprofessional when they interacted with their clients. DPH indicated that disciplinary actions are pending.

Case Number: 20138751

A DPH employee did not respond to clients in a timely and courteous manner, consistently submitted his daily activity reports late to the supervisor, and did not notify his supervisor when leaving the office. DPH indicated that disciplinary action is pending.

Case Number: 20138777

A DPH manager did not follow proper hiring guidelines and showed favoritism in the selection and appointment of a candidate. DPH indicated that disciplinary action is pending.

Case Number: 20148862

A DPH employee had excessive unscheduled absences. The employee also failed to disclose that he was cited for Driving Under the Influence (DUI). DPH indicated that they issued a Letter of Determination for failing to disclose the DUI, and disciplinary action is pending.

Case Number: 20149044

A DPH employee was excessively absent and late to work and did not report a variance on her timecard for the days she was tardy. DPH indicated that the employee was reprimanded.

Case Number: 20149049

A DPH employee arrived to work late and did not report a variance on his timecard. In addition, the employee did not report his outside employment to the Department. DPH indicated that disciplinary action is pending.

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Case Number: 20149689

A DPH employee was excessively late to work. DPH indicated that disciplinary action is pending.

Department of Public Social Services (DPSS)

Case Number: 20126769

A DPSS employee did not report that she was living with a participant (her sibling) and an In-Home Supportive Services (IHSS) consumer (her mother). The employee also accessed the LEADER system without a business need to view and update personal and confidential information in a participant's case record. DPSS intends to give the employee a 25-day suspension without pay.

Case Number: 20127342

A DPSS employee created a conflict when she did not disclose to the Department that her domestic partner and his brother were the IHSS providers for their mother, and that the mother's IHSS case was assigned to her. DPSS indicated that the employee received a 20-day suspension without pay.

Case Number: 20127427

A DPSS employee did not report to her Department that she was a DPSS participant, as required by Department policy. The employee also failed to report that a CalWORKS participant (her daughter) lived with her. DPSS intends to give the employee a five-day suspension without pay upon the employee's return from leave of absence.

Case Number: 20137741

A DPSS employee was unprofessional during her interactions with co-workers and participants. DPSS indicated that the employee received a 30-day suspension without pay.

Case Number: 20137744

A DPSS employee used her County computer and Internet access to view non-County work related websites for her spouse. DPSS indicated that the employee received a written warning.

Case Number: 20137770

A DPSS employee made an inappropriate statement during her interaction with co-workers. DPSS indicated that the employee received a 10-day suspension without pay, and was reassigned to another work location.

Case Number: 20137957

A DPSS employee did not report her outside employment, which conflicts with her County employment. DPSS intends to give the employee a 15-day suspension without pay.

Case Number: 20138018

A DPSS employee did not disclose that her family members (parents and grandparents) are Medi-Cal recipients who live with her. DPSS indicated that the employee received a written reprimand.

Case Number: 20138023

A DPSS employee arrived to work late and did not report variances on multiple days, and falsely claimed and was paid for a total of eight overtime hours. In addition, the employee accessed the LEADER system without a business need to view personal and confidential information in several participants (her ex-sister in-law, her boyfriend, and

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his mother) case records. DPSS indicated that the employee received a 20-day suspension without pay.

Case Number: 20138052

A DPSS employee inappropriately borrowed money from a DPSS participant. In addition, she accessed the LEADER system without a business need to view personal and confidential information in a participant's case records. DPSS indicated that the employee received a 30-day suspension without pay.

Case Number: 20138092

A DPSS employee was unprofessional during her interaction with her co-workers and DPSS participants. DPSS intends to give the employee a 20-day suspension without pay.

Case Number: 20138128

A DPSS employee connected her personal external storage device to her assigned County computer without authorization to access, view, and print school related documents during County work hours. DPSS indicated that the employee received a five-day suspension without pay.

Case Number: 20138132

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

Case Number: 20138269

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's (relative) case record. DPSS intends to give the employee a 30-day suspension without pay.

Case Number: 20138281

A DPSS employee used his assigned County computer and Internet access during work hours to view non-County work related websites such as shopping and military sites. DPSS indicated that the employee received a 10-day suspension without pay.

Case Number: 20138366

A DPSS employee accessed CWS/CMS without a business need to view personal and confidential information in a client's case records. DPSS indicated that the employee received a 10-day suspension without pay.

Case Number: 20138383

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's case records. The employee also did not disclose that a DPSS participant rented and lived at a property she managed. In addition, the employee used the LEADER system to look up the participant's address to send the participant a letter regarding a rental agreement. DPSS indicated that the employee received a 10-day suspension without pay.

Case Number: 20138445

A DPSS manager allowed an employee to combine breaks from multiple days in order to take two-to-three hour breaks to run personal errands, in violation of County policy. DPSS indicated that the manager received a written reprimand.

Case Number: 20138478

A DPSS employee submitted falsified medical certificates to justify her absences from

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work. In addition, she failed to report her arrests, incarcerations, court cases, and convictions to DPSS as required. DPSS intends to discharge the employee.

Case Number: 20138492

A DPSS employee was intoxicated in the work place. DPSS indicated that the employee completed a rehabilitation program and will be re-evaluated for return to work, and received a 30-day suspension without pay.

Case Number: 20138517

A DPSS employee was under the influence of illegal narcotics while on County time. DPSS indicated that the employee received a 23-day suspension without pay.

Case Number: 20138558

A DPSS employee exceeded the 24-hour per week limit on outside employment as an IHSS provider and conducted some of the outside employment while out on medical leave. The employee also failed to timely disclose that she lived with a DPSS participant. DPSS indicated that the employee is now in compliance with the 24-hour per week outside employment limit, and received a 10-day suspension without pay.

Case Number: 20138568

A DPSS employee engaged in a conflict of interest when she advocated on behalf of her daughter, a DPSS participant. The employee also was discourteous to DPSS employees when she accompanied her relative to a District Office. DPSS indicated that the employee received a five-day suspension without pay.

Case Number: 20138617

A DPSS employee submitted several inaccurate field itineraries and falsified supervisors' signatures on the itineraries. DPSS intends to give the employee a 15-day suspension without pay.

Case Number: 20138760

A DPSS employee regularly arrived to work late without reporting a variance on his timecard. The supervisor was aware that the employee was regularly late to work, and did not take corrective action. DPSS indicated that the employee and supervisor received written reprimands.

Case Number: 20148946

A DPSS employee did not report to work for two days while her supervisor was on leave and did not record a variance on her timecard. DPSS intends to give the employee a 30-day suspension without pay.

Case Number: 20148950

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's (a relative) case records. The employee also did not make the required report that her relative is a DPSS participant. DPSS indicated that the employee received a 15-day suspension without pay.

Case Number: 20148987

A DPSS employee falsified a form to make a DPSS participant appear eligible for services under the IHSS program. DPSS intends to give the employee a 15-day suspension without pay.

Case Number: 20148999

A DPSS employee shared her LEADER system password with another employee to complete work while the first employee was on medical leave. DPSS indicated that the

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employees each received a written warning.

Case Number: 20149015

A DPSS employee frequently arrived to work late, took extended breaks and lunches, and failed to notify her supervisor of the variances. In addition, the employee failed to accurately report actual hours worked on her timecard. DPSS intends to give the employee a 20-day suspension without pay.

Case Number: 20149023

A DPSS employee admitted that he failed to report that he was arrested and submitted fraudulent medical excuses to cover up his absences from work while incarcerated. DPSS indicated that the employee resigned and placed a "Top of File" in the employee's personnel folder.

Case Number: 20149042

A DPSS employee used her assigned County computer and e-mail account for non-County work related purposes. DPSS indicated that disciplinary action is pending.

Case Number: 20149071

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's (her boyfriend) case records. The employee also failed to report a DUI conviction, driver license suspension, and probation. DPSS indicated that the employee received a 15-day suspension without pay.

Case Number: 20149115

Four DPSS employees used their assigned County computer and Internet access for non-County work related purposes such as accessing personal e-mails, banking, shopping, travel, traffic school, and music. DPSS indicated that one employee received a written warning and the remaining three employees each received a written reprimand.

Case Number: 20149133

A DPSS employee used her assigned County computer and Internet access for non-County work related purposes to send and receive personal e-mails and access websites such as Yahoo, Travelocity, and banking during work hours. DPSS indicated that the employee received a five-day suspension without pay.

Case Number: 20149159

A DPSS employee exhibited behavior unbecoming of a County employee. DPSS indicated that the employee received a written warning.

Case Number: 20149173

A DPSS employee failed to report to her Department that her son applied for Medi-Cal (MC) and is living with her, as required by Department policy. The employee also engaged in a potential conflict of interest when she approached another DPSS employee to follow-up on a participant's (her grandson's mother) MC application. DPSS indicated that the employee received a 10-day suspension without pay.

Case Number: 20149174

Two DPSS employees used their assigned County computers and Internet access during work hours to view non-County related websites such as shopping, personal e-mail, and news. DPSS indicated that the two employees each received a written reprimand.

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Case Number: 20149196

A DPSS employee created a breach of confidentiality when he took another DPSS employee (his spouse) to a field visit where the second employee (spouse) had no County business. DPSS indicated that the employee received a written reprimand.

Case Number: 20149197

A DPSS employee did not disclose that a DPSS participant (her daughter) lived with her while receiving public assistance. DPSS indicated that the employee was counseled.

Case Number: 20149232

A DPSS employee used her assigned County computer and Internet access for non-County work related purposes. DPSS indicated that the employee received a written reprimand.

Case Number: 20149262

A DPSS employee arrived to work late and failed to report the variance on his timecard. DPSS indicated that the employee received a written warning.

Case Number: 20149280

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

Case Number: 20149298

A DPSS employee submitted itineraries claiming six home visits that she did not make. DPSS intends to discharge the employee upon return from medical leave.

Case Number: 20149378

A DPSS supervisor provided his LEADER user ID and password to an employee to authorize cases while he was on vacation. DPSS indicated that the supervisor received a five-day suspension without pay and the other employee received a written reprimand.

Case Number: 20149383

A DPSS employee did not report that he resides with a DPSS participant. The employee also accessed the LEADER system without a business need to view personal and confidential information in a participant's case records. DPSS intends to give the employee a 15-day suspension without pay.

Case Number: 20149401

A DPSS employee inappropriately approached other employees during their scheduled rest periods (breaks) to sign County related documents. DPSS indicated that the employee was counseled.

Case Number: 20149476

A DPSS employee made an unauthorized home visit to deliver documents to a participant's residence after work hours. DPSS indicated that the employee received a 10-day suspension without pay.

Case Number: 20149493

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

Case Number: 20149524

A DPSS employee submitted at least five falsified field itineraries and mileage claims for client assessment he did not conduct. The employee also signed clients' signatures on

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County documents. DPSS intends to discharge the employee.

Case Number: 20149534

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's case records. DPSS intends to give the employee a 20-day suspension without pay.

Case Number: 20149536

Two DPSS employees failed to report to their Department that a participant (their father) lived with them. One employee also admitted he accessed the MEDS system without a business need to view personal and confidential information in a participant's (his father's) case record. The other employee accepted paperwork from another participant (a family member) and gave it to another worker to process. DPSS indicated that one employee received a written reprimand, and intends to give the second employee a 10-day suspension without pay.

Case Number: 20149547

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

Case Number: 20149562

A DPSS employee exceeded the 24-hour per week limit on outside employment as an IHSS provider. DPSS indicated that the employee was counseled.

Case Number: 20149567

A DPSS employee did not disclose that she is an IHSS provider and that the consumer (her mother) lives with her. DPSS intends to give the employee a three-day suspension without pay.

Case Number: 20149568

A DPSS employee exceeded the 24-hour per week limit on outside employment as an IHSS provider. DPSS indicated that the employee was counseled.

Case Number: 20149571

A DPSS employee exceeded the 24-hour per week limit on outside employment as an IHSS provider. DPSS indicated that the employee was counseled.

Case Number: 20149572

A DPSS employee did not disclose that her brother is a DPSS participant who lives with her, as required by Departmental policy. DPSS indicated that the employee received a written reprimand.

Case Number: 20149577

A DPSS employee did not disclose that her father is a DPSS participant who lives with her, as required by Departmental policy. DPSS indicated that the employee received a written reprimand.

Case Number: 20149596

A DPSS employee did not report her outside employment as an IHSS provider to the department. DPSS indicated that the employee received a written warning.

Case Number: 20149597

A DPSS employee did not report her outside employment as an IHSS provider. DPSS indicated that the employee received a written reprimand.

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Case Number: 20149611

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

Case Number: 20149690

A DPSS employee did not disclose that he was in a relationship with a DPSS participant, as required by Departmental policy, and accessed the LEADER system without a business need to view personal and confidential information in the participant's case records. DPSS intends to give the employee a 30-day suspension without pay.

Case Number: 20149777

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information and re-opened the participant's case without approval. DPSS intends to give the employee a 10-day suspension without pay.

Case Number: 20149787

A DPSS employee was excessively absent from work and submitted two fraudulent medical certifications for nine absences. DPSS indicated that the employee received a 20-day suspension without pay and was demoted to her previous position.

Sheriff's Department (Sheriff's)

Case Number: 20149043

A Sheriff's employee used his assigned County computer and e-mail account to send inappropriate messages to another County employee. Sheriff's indicated that the employee received a reprimand.

**Total Cases Referred To, Investigated, and Substantiated by Other Departments:
199**

**Total Number of Substantiated Cases from July 1, 2014 through December 31,
2014: 208**



**Los Angeles County Fraud Hotline
Disciplinary and/or Corrective Actions Resolved
From Previous Semi-Annual Reports
As of December 31, 2014**

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
Animal Care and Control (ACC)		
1 20138005 (OCI Investigated)	An ACC employee admitted stealing as much as \$4,500 in cash collected from constituents for pet licensing fees over a four-month period. The employee also admitted to altering official receipts and entering false information in ACC's payments database to conceal the thefts. In addition, the employee's supervisor failed to properly maintain or reconcile collection records, and a manager failed to take appropriate action after the thefts were discovered. The case was referred to the District Attorney's (DA) Office for possible criminal prosecution. ACC indicated that the employee resigned in lieu of discharge and a "Top of File" was placed in the employee's personnel folder, and the supervisor was counseled.	ACC indicated that the manager resigned from County service.
Children and Family Services (DCFS)		
2 20116183	A DCFS employee provided inaccurate documentation for a home assessment, did not complete the assessment within the required 30-day period, and approved the home for caregiving without suitable living arrangements.	DCFS indicated that the employee was discharged.
3 20126665	A DCFS employee used a County van for personal use during non-work hours.	DCFS indicated that the employee received a warning.
4 20127372 (OCI Investigated)	Two DCFS employees violated Department policy by placing a DCFS-supervised child for adoption with two other DCFS employees, without following appropriate protocols (e.g., first consulting with the Placement and Recruitment Unit). In addition, the adoptive parents did not obtain the required management approval prior to adopting the child in question. DCFS indicated that one employee was issued a written reprimand.	DCFS indicated that the three remaining employees each received a 30-day suspension without pay.
5 20137684 DHR Investigated	A DCFS manager created a conflict of interest when he sold DVDs, gasoline, gift cards, and televisions to co-workers, and borrowed money from several subordinate staff.	DCFS indicated that the employee received a 10-day suspension without pay.
6 20137692	A DCFS employee shared his DCFS Mileage Claim system user name and password with a second employee, who the employee inappropriately paid to prepare his mileage claims. The second employee was also paid to prepare manual mileage claims for several other employees. DCFS indicated that the employee received a three-day suspension.	DCFS indicated that the second employee received a written reprimand.
7 20137846	A DCFS employee acted in a manner unbecoming of a County employee when the employee displayed threatening behavior and used profanity toward others, including Sheriff's deputies, while attending a court hearing off-duty.	DCFS indicated that the employee was discharged.

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN	
8	20137870	A DCFS employee left work early on several occasions without reporting a variance on her timecard. DCFS indicated that the employee was counseled.	DCFS indicated that timecard corrections were made.
9	20138374	A DCFS employee falsified information in the case file of a DCFS-supervised child.	DCFS indicated that the employee retired.
10	20138423	A DCFS employee stole reams of copier paper for personal use. The amount of paper taken could not be determined.	DCFS indicated that the employee was counseled.
11	20138571	A DCFS employee did not conduct visits to DCFS clients as reported on her field itineraries and falsified information in the CWS/CMS case file.	DCFS indicated that the employee was discharged, and DCFS also rectified additional discrepancies and falsifications identified in a sample of the employee's cases.
Child Support Services Department (CSSD)			
12	20138224	A CSSD employee used her assigned County computer and Internet access for non-County business purposes during work hours.	CSSD indicated that the employee received a Written Reprimand.
13	20138706	A CSSD supervisor advised a subordinate to bring work/entertainment materials from home to keep him busy throughout the day, possibly because he did not have enough work to do. CSSD indicated that the supervisor received a Notice of Expectation (NOE).	CSSD indicated that the employee was counseled regarding his work duties.
14	20138736	A CSSD employee submitted a fraudulent medical excuse for time off.	CSSD indicated that the employee received a 20-day suspension without pay.
Fire Department (Fire)			
15	20104356 (OCI investigated)	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 its employee received a written warning.	Fire indicated that its employee resigned from County Service, prior to discipline being issued. In addition, Fire placed a "Top of File" in the employee's personnel file.

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
Health Services (DHS)		
16	20126394 A DHS employee performed work prior to and after his scheduled work hours without authorization which resulted in unnecessary overtime. In addition, the employee completed school work during working hours.	DHS indicated that the employee was counseled.
17	20127021 Two DHS employees used their assigned County computers and Internet access during work hours to view non-County related websites such as shopping and news.	DHS indicated that the two employees each received a written warning, and the supervisor received a verbal warning for failure to perform management and/or supervisory responsibilities.
18	20127076 A DHS employee inappropriately brought her children to her worksite for vaccinations. Additionally, one DHS employee inappropriately registered the children and another two DHS employees provided the vaccinations without signed consent forms. DHS indicated that the employees who registered or vaccinated the children were counseled.	DHS indicated that the employee who brought the children received a Notice of Expectation (NOE).
19	20137732 A DHS employee engaged in inappropriate and unprofessional conduct by using profanity and making derogatory remarks about other employees.	DHS indicated that the employee received a 25-day suspension without pay, and a NOE.
20	20137748 A DHS employee had subordinate staff perform her personal errands during County work hours.	DHS indicated that the employee was counseled.
21	20137835 A DHS employee exhibited unprofessional behavior in the workplace.	DHS indicated that disciplinary action was not warranted this time; however, DHS management will pursue disciplinary action for any future disruptive behavior.
22	20138009 A DHS employee adjusted a subordinate employee's timecard without providing written notification.	DHS indicated that the manager was counseled, and a timecard correction was submitted.
23	20138082 A DHS employee conducted her outside business work during her County work hours.	DHS indicated that the employee received a NOE.

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
Mental Health (DMH)		
24 20137862	A DMH employee used assigned County computer and e-mail account during work hours to send over 300 non-County related e-mails to County employees and family/friends over a 28-month period.	DMH indicated that the employee received a 15-day suspension without pay.
Public Social Services (DPSS)		
25 20115767	A DPSS employee misused a 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 denied sharing the password, the supervisor admitted allowing the employee to approve the casework. DPSS indicated that the supervisor was counseled.	DPSS indicated that the employee received a seven-day suspension without pay.
26 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 received five-day suspensions without pay, two employees received ten-day suspensions without pay, two employees received written reprimands, and the manager retired.	DPSS indicated that the supervisor retired from County service for an unrelated matter (disability retirement).
27 20127270	A DPSS employee was an In-Home Supportive Services (IHSS) provider while on medical leave and did not report outside employment as an IHSS provider to the Department, as required.	DPSS indicated the employee received a written reprimand.
28 20137704	A DPSS employee arrived to work late on a number of occasions and did not report actual hours worked on her timecards. The employee also used her assigned County computer, e-mail account, and Internet access to send personal e-mails and view non-County work related websites. In addition, the employee passed out her personal business cards and offered monetary referral incentives at a DPSS office.	DPSS indicated that the employee received a 15-day suspension without pay.
29 20137759	A DPSS employee arrived to work late and did not report actual hours worked on her timecard.	DPSS indicated the employee was discharged for an unrelated matter.
30 20137950	A DPSS employee was excessively absent from work, and the supervisor failed to address the excessive absences.	DPSS indicated that the employee and supervisor were counseled.
31 20137958	A DPSS employee inappropriately borrowed money from a participant, who later threatened to harm the employee.	DPSS indicated that the employee retired for unrelated matter.
32 20138078	DPSS Multimedia Services equipment totaling \$18,200 was stolen. A police report was filed, but the perpetrator(s) could not be identified. Due to weak internal controls, DPSS could not determine when the equipment was stolen. DPSS filed a police report within 24-hours of determining that the equipment was stolen.	DPSS indicated that heightened security procedures were implemented to properly secure equipment.

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
33 20138096	A DPSS employee engaged in inappropriate behavior when he borrowed \$500 from a participant. The employee was transferred to another office.	DPSS indicated that the employee received a 30-day suspension without pay.
34 20138201	A DPSS employee exceeded the 24-hour per week limit on outside employment as an IHSS provider for six months. The employee is no longer providing IHSS care.	DPSS indicated that the employee was counseled (reminded of the policy), and is no longer an IHSS provider.
35 20138207	A DPSS employee exceeded the 24-hour per week limit on outside employment as an IHSS provider and did not disclose that her mother-in-law is a DPSS participant who lives with her, as required by Department policy.	The employee was counseled (reminded of living with a participant and the 24-hour per week requirement), and is now in compliance (notified DPSS regarding her living with a participant).
36 20148883 (OCI Investigated)	A DPSS employee admitted that he knowingly violated DPSS policies by accessing the LEADER system without a business need, and without appropriate authorization to view the status of his subordinate's Medi-Cal case record.	DPSS indicated that the employee received a 15-day suspension without pay.
37 20148979	Two DPSS employees accessed the LEADER system without a business need to view personal and confidential information in a participant's (stepdaughter of one employee) case record.	DPSS indicated that one employee received a seven-day suspension without pay and one employee received a ten-day suspension without pay.



**Los Angeles County Fraud Hotline
Disciplinary and/or Corrective Action Pending
From Previous Semi-Annual Reports
As of December 31, 2014**

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
Animal Care and Control (ACC)			
1 20138452 (OCI Investigated)	An ACC employee admitted to stealing a deposit envelope containing \$921 in collections consisting of \$290 in cash, \$306 in checks, and \$325 in credit card receipts. Another ACC employee did not obtain prior approval to work overtime and did not report overtime hours worked on his timecard. This employee also made a false statement during the investigation. ACC indicated that discharge is pending for the first employee; and disciplinary action and compensation for unreported overtime are pending for the second employee.	ACC indicated that the employee resigned from County service. In addition, petty theft charges were filed by the District Attorney (DA). Furthermore, ACC conducted a cash handling audit over cash collections, and has since rectified the lack of controls and security cameras were installed (interior/exterior) at the shelter, to prevent future thefts. In addition, disciplinary action and compensation for unreported overtime are pending for the second employee. Final disposition is pending.	265
Children and Family Services (DCFS)			
2 20127368	A DCFS employee filed a claim with the County for damages to her personal vehicle when it was vandalized during work hours. The County reimbursed her \$1,359.60 for the damages, but learned that the employee also filed a claim and was paid by her personal insurance carrier, for the same damage. DCFS indicated that the employee was counseled.	DCFS indicated that reimbursement is pending. Final disposition is pending.	271

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
Fire Department (Fire)			
3 20116321 (DHR Investigated)	DHR determined that 44 Fire employees did not receive annual and/or probationary performance evaluations for two or more annual periods, as required by Civil Service Rules.	Fire indicated that corrective action is pending.	518
Health Services (DHS)			
4 20104303	A DHS employee used his County telephone to make personal calls and his County Internet access during work hours for non-County work related purposes such as viewing shopping and travel websites.	DHS indicated that disciplinary action is pending.	262
5 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 one employee received a five-day suspension without pay, and disciplinary action for the other employee is pending his return from leave of absence. Final disposition is pending.	748
6 20115320	A DHS employee worked 148.25 hours of overtime without appropriate authorization over a three-and-a-half-year period. In addition, the employee's supervisor approved the employee's timecards without appropriately reviewing them.	DHS indicated that disciplinary actions are pending for the employee and the supervisor. Final disposition is pending.	196
7 20115399	A DHS employee inappropriately ordered controlled substances without authorization, in violation of County policy and State law. The employee used a dormant account to order the medications, which were later discovered missing. A report was filed with the Sheriff's and the case was later rejected by the DA. DHS management failed to maintain proper internal controls over medication inventories, including promptly inventorying medication orders and restricting access to medications. DHS indicated that procedures were changed to strengthen controls over medications.	DHS also indicated that disciplinary action is pending the employee's return from leave of absence. Final disposition is pending.	273

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
8 20115402	A DHS employee worked overtime that was not pre-approved on 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 the employee left work at the end of the scheduled shift. The employee also failed to report outside employment as a restaurant owner during 2010, and the supervisor failed to follow-up upon learning of the outside employment.	DHS intends to counsel the employee. Final disposition is pending.	848
9 20115424	A DHS employee used assigned County computer and Internet access during work hours to access inappropriate (adult) content.	DHS indicated that disciplinary action is pending. Final disposition is pending.	880
10 20115446	A DHS employee arrived to work late and failed to accurately report actual hours worked on his timecard. In addition, the employee's supervisor did not take appropriate corrective actions.	DHS indicated that disciplinary actions are pending for the employee and his supervisor. Final disposition is pending.	196
11 20115645	A DHS employee took an extended three-hour lunch break and did not report actual hours worked on his timecard, and the employee's supervisor failed to take appropriate corrective action.	DHS indicated that disciplinary actions are pending for the employee and the supervisor. Final disposition is pending.	502
12 20115648	A DHS employee took extended lunches and the employee's behavior created a hostile work environment.	DHS indicated that disciplinary action is pending the employee's return to work. Final disposition is pending.	615

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
13 20115649	Three DHS employees violated Department policy by failing to record work time variances on the facility attendance log and worked flexible hours without management authorization.	DHS indicated that they will ensure that supervisors/managers remind staff to report actual hours worked on their timecards, ensure staff use the time clock when reporting to work and leaving for the day, ensure staff are reporting time variances on the attendance log, and ensure staff do not flex their time to accommodate their work schedule. Final disposition is pending.	351
14 20115738	A DHS employee arrived excessively late to work without recording a variance on her timecard. The employee's supervisor did not properly monitor the employee's attendance, work schedule, and time records.	DHS indicated that they will complete the necessary timecard adjustments, and disciplinary actions are pending for the employee and her supervisor. Final disposition is pending.	197
15 20115792	A DHS employee arrived excessively late to work and inappropriately used sick leave to account for the variances. The employee's supervisor did not appropriately address the employee's pattern of reporting to work late.	DHS indicated that disciplinary actions are pending for the employee and her supervisor. Final disposition is pending.	196
16 20115820	A DHS employee left work early on three occasions and did not report to work on one occasion, and failed to report actual hours worked on her timecard.	DHS indicated that timecard corrections and disciplinary action are pending. Final disposition is pending.	618

Attachment IV

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
17 20116039	Nine DHS contractor staff used their County Internet access for personal use during work hours, and four engaged in unprofessional behavior. DHS indicated that the contractor staff Internet access was removed, and the contractor released four of its employees from the DHS project for unprofessional behavior.	DHS is also working with the contractor to determine whether other supervisors and/or the manager should continue to be involved in the project. Final disposition is pending.	251
18 20116148	A DHS employee did not consistently clock in/out, deviated from assigned work schedule without authorization, did not always respond to work related pages and calls, and may not have always worked the hours reported on the employee's timecard. In addition, the employee's supervisor was aware of the employee's inaccurate time reporting and did not take proper corrective action.	DHS indicated that a Notice of Intent to Suspend was issued to the employee and the supervisor was counseled. Final disposition is pending.	475
19 20126377	A DHS employee left work early to conduct non-County related business and did not report a variance on the employee's timecard.	DHS indicated that timecard corrections and disciplinary action are pending. Final disposition is pending.	607
20 20126702	A DHS employee falsified 21.50 overtime hours worked on nine dates on her timecards. The employee's supervisor failed to accurately verify and approve the employee's timecards.	DHS indicated that disciplinary actions are pending.	188
21 20126838	A DHS employee provided confidential proprietary statistical data to a research group without authorization during County work hours in return for a monthly \$100 honorarium payment for approximately nine years. In addition, the employee used her County e-mail account for non-County related business purposes and did not provide truthful statements during the investigation.	DHS indicated that disciplinary action is pending.	379
22 20126858	A DHS employee left work up to one hour early on 10 occasions without recording a variance on his timecard.	DHS indicated that disciplinary action is pending.	873
23 20126859	A DHS employee consistently altered her scheduled work hours over a one-month period without authorization.	DHS indicated that disciplinary action is pending.	192

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING	
24	20127251	A DHS employee worked between 30 minutes and 1.5 hours less than his eight-hour shift on three days without reporting a variance on his timecard. The employee also did not report his outside employment to his Department. In addition, the supervisor did not properly monitor the employee's time and allowed the employee to use his personal laptop while at work.	DHS indicated that disciplinary actions are pending.	359
25	2027262	A DHS employee claimed 96 hours of call-back pay over a five-and-a-half-month period that he did not work. In addition, the employee's supervisors approved the call-back pay without verification. DHS indicated that the employee retired before disciplinary action could be taken.	DHS indicated that disciplinary actions are pending for the three supervisors.	193
26	20137582	A DHS employee used assigned County computer, e-mail account, and Internet access during work hours for non-County purposes such as job searches.	DHS indicated that disciplinary action is pending. Final disposition is pending.	449
27	20138090	A DHS supervisor did not properly monitor an employee who telecommuted from home to ensure that his work was completed. DHS will reevaluate the employee's assignment.	DHS indicated that disciplinary actions are pending for the employee and his supervisor.	198
28	20138123	A DHS employee claimed eight hours on her timecard that she did not work.	DHS indicated that disciplinary action and timecard corrections are pending.	205
29	20138258	A DHS employee arrived excessively late to work without recording a variance on her timecard.	DHS indicated that disciplinary action is pending.	356
30	20138376	A DHS employee sells DVDs to her subordinates in the workplace with the knowledge of her supervisor. In addition, the employee arrived excessively late to work without recording a variance on her timecard.	DHS indicated that disciplinary actions are pending for the employee and the supervisor.	184
Department of Human Resources (DHR)				
31	20116316	Two DHR employees were excessively tardy and absent from work.	DHR intends to give both employees a 10-day suspension without pay. Final disposition is pending.	510

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
Internal Services Department (ISD)			
32	20137796 An ISD employee was excessively absent and late to work, and did not accurately record some absences on her timecards.	ISD indicated that disciplinary action and timecard corrections are pending for the employee.	265
33	20137869 An ISD employee arrived to work late, took extended lunches, and left work early on multiple occasions.	ISD indicated that disciplinary action is pending.	211
34	20137948 An ISD manager used her assigned County computer, Internet access, e-mail account, printer, and telephone for non-County business purposes.	ISD indicated that disciplinary action is pending.	342
35	20138059 An ISD employee used his assigned County laptops and Internet access for non-County business purposes. In addition, the employee used his assigned County laptops to store 84 images that were non-County related to his job duties.	ISD indicated that disciplinary action is pending.	308
36	20138309 An ISD employee used her assigned County telephone to make personal calls, averaging eight personal calls 50 minutes in length per day over a six-month period.	ISD indicated that disciplinary action is pending.	342
37	20138340 An ISD employee traveled outside his assigned work route to conduct personal business during County work hours.	ISD indicated that disciplinary action is pending.	307
Mental Health (DMH)			
38	20115865 Two DMH employees failed to report their outside employment to the Department, as required.	DMH indicated that disciplinary actions are pending. Final disposition is pending.	331
39	20115922 A DMH employee did not report his outside employment to the Department, as required. In addition, two other DMH employees used their assigned County computers and e-mail accounts for personal use.	DMH indicated that disciplinary action is pending. Final disposition is pending.	356

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING	
40	20116238	A DMH employee claimed training time to attend school during scheduled work hours over a two-year period. The employee also used her County assigned computer and e-mail account to send personal e-mails containing inappropriate racial content. In addition, two of the employee's supervisors were aware that she was attending school during work hours, and improperly approved her timecards.	DMH indicated that disciplinary actions are pending for the employee and the two supervisors. Final disposition is pending.	324
41	20126417	Three DMH employees used assigned County computers and e-mail accounts to send hundreds of non-County related e-mails to co-workers and others over a two-year period. One employee also used assigned County computer and Internet access to view non-County related websites, and to e-mail information regarding another investigation to the employee's supervisor, after the employee had been admonished to keep the investigative matter confidential.	DMH indicated that disciplinary actions are pending. Final disposition is pending.	510
42	20126444	Two DMH employees used their assigned County computers and e-mail accounts to send personal e-mails to family and friends. In addition, another DMH employee used her assigned County computer and Internet access to view non-County related websites during work hours. DMH indicated that the employee transferred to another County department.	DMH indicated that disciplinary actions are pending. Final disposition is pending.	273
43	20126473	A DMH supervisor inadvertently approved a subordinate's timecard which included standby hours that were not worked. The supervisor subsequently sought guidance from the employee's manager to ensure proper coding of timecards.	DMH intends to give the supervisor a written reprimand. Final disposition is pending.	778
44	20126496	A DMH employee used her assigned County computer and e-mail account to send personal e-mails to family members and friends. In addition, the employee violated Health Insurance Portability and Accountability Act (HIPAA) and departmental policy by using her personal e-mail account to transmit protected health information (PHI) and disclosed the PHI to individuals who did not have a business need to know. The breach was reported to the County HIPAA Privacy Officer.	DMH indicated that disciplinary action is pending. Final disposition is pending.	358
45	20126506	A DMH employee arrived to work late and left work early on multiple occasions, and failed to report the variances on her timecards. The employee's supervisor failed to accurately verify the employee's timecards and requests for overtime and time off. Additionally, the employee and the supervisor used their assigned County computer and e-mail accounts to send non-County related e-mails.	DMH indicated that disciplinary actions are pending for the employee and supervisor. Final disposition is pending.	541

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
46 20126561	A DMH employee exceeded the 24-hour per week limit on outside employment.	DMH intends to issue a counseling memo to the employee. Final disposition is pending.	335
47 20126595	A DMH employee falsified her field itinerary and mileage claim to improperly reflect that she visited a client prior to the client's death.	DMH indicated that disciplinary action is pending. Final disposition is pending.	316
48 20126738	A DMH employee used DMH's headquarters address as private business address, and to receive correspondence from the State Bar of California.	DMH intends to issue a Letter of Warning to the employee. Final disposition is pending.	380
49 20126935	A DMH manager and supervisor did not notify management of a possible inappropriate relationship between an employee and a DMH client. DMH indicated that the supervisor resigned for personal reasons, and the employee resigned in lieu of discharge.	DMH indicated that disciplinary action is pending for the manager. Final disposition is pending.	498
50 20126975	A DMH employee used assigned County computer and e-mail account to send and receive personal e-mails concerning school assignments.	DMH indicated that disciplinary action is pending. Final disposition is pending.	651
51 20126977	A DMH employee arrived to work late, flexed work schedule, did not work the full shift on 27 occasions, and did not claim overtime on timecards when working overtime on 26 occasions.	DMH indicated that disciplinary action is pending. Final disposition is pending.	1065
52 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.	778
53 20127198	A DMH employee used assigned County computer to store non-County related documents and images.	DMH intends to issue a Letter of Reprimand to the employee. Final disposition is pending.	380

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
54 20127227	A DMH employee exceeded the 24-hour per week limit on outside employment as an IHSS provider and failed to report another outside job on his Outside Employment (OE) form.	DMH intends to issue a counseling memo to the employee. Final disposition is pending.	344
55 20127247	A DMH employee used assigned County computer, e-mail account, and Internet access during work hours to view non-County related websites and to send personal e-mails. In addition, the employee falsely reported no outside employment, and the employee's supervisor approved her OE form despite knowing that the employee had an outside job.	DMH intends to issue a Letter of Warning to the employee. Final disposition is pending.	407
56 20127260	Two DMH employees used a County vehicle to conduct personal business during their lunch break. In addition, one of the employees reported 30 minutes of overtime to take a co-worker to the employee's residence after their work shift ended.	DMH indicated that disciplinary actions are pending. Final disposition is pending.	510
57 20127266	A DMH employee falsified a medical record by backdating a progress note to make it appear as though the service provided took place earlier than the true service date.	DMH indicated that disciplinary action is pending. Final disposition is pending.	477
58 20127286	A DMH employee overstated the miles to a field location resulting in an overpayment of \$1,323.52. In addition, the employee's supervisor did not appropriately review the claims.	DMH intends to give the employee and supervisor a 15-day suspension without pay. Final disposition is pending.	510
59 20127507	A DMH employee claimed on the Service Daily Logs that she saw two clients on two separate dates; however, she did not claim hours on her timecard.	DMH indicated that disciplinary action is pending. Final disposition is pending.	359
60 20137804	A DMH employee used his assigned County computer, e-mail account, and Internet access during work hours to send personal e-mails and to view non-County related websites.	DMH indicated that disciplinary action is pending. Final disposition is pending.	394
61 20137981	A DMH employee used assigned County computer and Internet access during work hours to view non-County related websites, and she slept at her work station during work hours on at least three occasions. Additionally, the manager allowed staff to use the Internet for personal use, allowed the employee to inappropriately flex her work schedule, and approved her inaccurate timesheets.	DMH indicated that disciplinary actions are pending for the employee and supervisor. Final disposition is pending.	428

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING	
62	20138365	A DMH manager admitted sharing her electronic medical record system password with a subordinate to use to complete on-going projects, and in emergencies during her absence.	DMH intends to suspend the employee. Final disposition is pending.	289
63	20148902	A DMH employee used an invalid parking permit that had been assigned to a former DMH employee to park her vehicle in a County parking lot.	DMH indicated that disciplinary action is pending. Final disposition is pending.	240
Parks and Recreation (Parks)				
64	20126621	A Parks employee admitted to keeping toys totaling at least \$120 for 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 for the son to qualify in a park program and falsified field trip consent forms.	Parks indicated that both employees each received a Letter of Intent to Suspend for 30 days without pay. Final disposition is pending.	702
65	20137663	Three Parks employees mishandled grant funds by submitting false expense claims for attendance to a sporting event. Parks plans to review expense claims to ensure the purchases are valid, prior to supervisor and manager approval. Additionally, the expense claims will be reconciled by an individual other than the one making the purchase.	Parks indicated that disciplinary actions are pending. Final disposition is pending.	513
66	20137768 (OCI Investigated)	A Parks employee admitted misappropriating County funds, misused County time and resources for personal business, and violated County and Parks' policies on outside employment and cash handling. Additionally, another employee exercised poor judgment when she took part in the employee's misconduct, and failed to report it. Other Parks managers failed to ensure that controls over fees collected were in place, and failed to properly supervise the employee, as well as Park operations. The case was referred to the DA for possible criminal prosecution. Parks indicated that one employee retired in lieu of discharge.	Parks intends to suspend the three managers, and another employee received an Intent to Discharge letter. Final disposition is pending.	482
67	20137913	A Parks employee arrived to work late, left work early, did not sign in and out on the log book, and did not always work the hours she was scheduled. In addition, the employee's supervisors did not properly review the employee's timecards or monitor attendance.	Parks indicated that discharge is pending for the employee.	405

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING	
68	20138544 (OCI Investigated)	A Parks employee misappropriated at least \$90,000 in referee fees since 2007. In addition, three supervisors failed to properly supervise the park operations and collections. The case was referred to the DA for criminal prosecution. Parks indicated that the employee retired.	Parks indicated that disciplinary actions are pending for the three supervisors.	336
Department of Probation (Probation)				
69	20137557 (DHR Investigated)	Probation managers violated DHR policy by inappropriately using a Transfer Opportunity Announcement (TOA) to transfer an employee from another County department. The employee did not meet the minimum requirements stated on the TOA.	Probation indicated that corrective/disciplinary actions are pending. Final disposition is pending.	292
Public Health (DPH)				
70	20126502 (DHR Investigated)	Several DPH employees did not properly disclose immediate relatives working for the Department as required by the Departmental Nepotism Policy. One of these employees authorized the daughter-in-law to work overtime under the employee's 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 one employee received a written reprimand, and four employees each received a written warning.	DPH indicated that a Notice to Suspension will be issued to the remaining employee when she returns from medical leave. Final disposition is pending.	713
71	20127261 (OCI Investigated)	A former DPH employee allowed a number of vendors to submit false/fraudulent price quotes, in violation of County purchasing policies. The former employee also received a gratuity from one of the vendors. The employee's supervisor failed to exercise proper management oversight over purchasing activities. DPH indicated that the employee retired.	DPH indicated that disciplinary action is pending for the supervisor. Final disposition is pending.	218
72	20138030 (DHR Investigated)	A DPH manager inappropriately approved an out-of-class bonus for an employee. In addition, the employee did not meet the minimum requirements for her current position and continued to receive an out-of-class bonus for her acting assignment. DPH indicated that they are working with DHR and the CEO regarding placement and compensation for the employee. DPH also plans to recover the overpayment from the employee.	DPH indicated that disciplinary action is pending for the manager. Final disposition is pending.	218

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
Public Library (Library)			
73 20137611	A Library employee created a potential conflict of interest when she borrowed at least \$2,680 from various employees, including her direct subordinates and at least one employee outside of her unit that was on an eligible list for a vacant position within her unit.	Library management intends to suspend the employee for 20-days without pay.	173
Public Social Services (DPSS)			
74 20115743	A DPSS employee exceeded the 24-hour per week limit on outside employment as a CalWORKS Child Care Provider and failed to report the outside employment to her Department.	DPSS intends to give the employee a five-day suspension without pay upon return from leave of absence. Final disposition is pending.	230
75 20127153 (OCI Investigated)	A DPSS employee improperly received an administrative reassignment even though she did not meet the minimum requirements, and was not required to participate in the examination process.	DPSS indicated that disciplinary action is pending. Final disposition is pending.	470
76 20137711 (DHR Investigated)	A DPSS manager inappropriately requested a subordinate to complete a traffic school course for him during the subordinate's personal time. The manager also provided false information to the court by certifying that he was the person who completed the course. The court was notified of this misconduct.	DPSS indicated that the department intends to issue the employee a written reprimand. Final disposition is pending.	247
77 20137931	A DPSS supervisor approved an employee's OE while on County medical leave from the County, in violation of County OE policy.	DPSS intends to counsel the supervisor, and will issue a memo instructing Office Heads not to approve OE requests whenever an employee is on medical leave. Final disposition is pending.	569
78 20148811	A DPSS employee submitted falsified medical certificates to justify her absences from work.	DPSS intends to discharge the employee upon return from leave of absence. Final disposition pending.	230

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
79 20148877	A DPSS employee submitted falsified medical certificates to inappropriately justify six additional days off from work.	DPSS intends to give the employee a 10-day suspension without pay upon return from leave of absence. Final disposition pending.	230

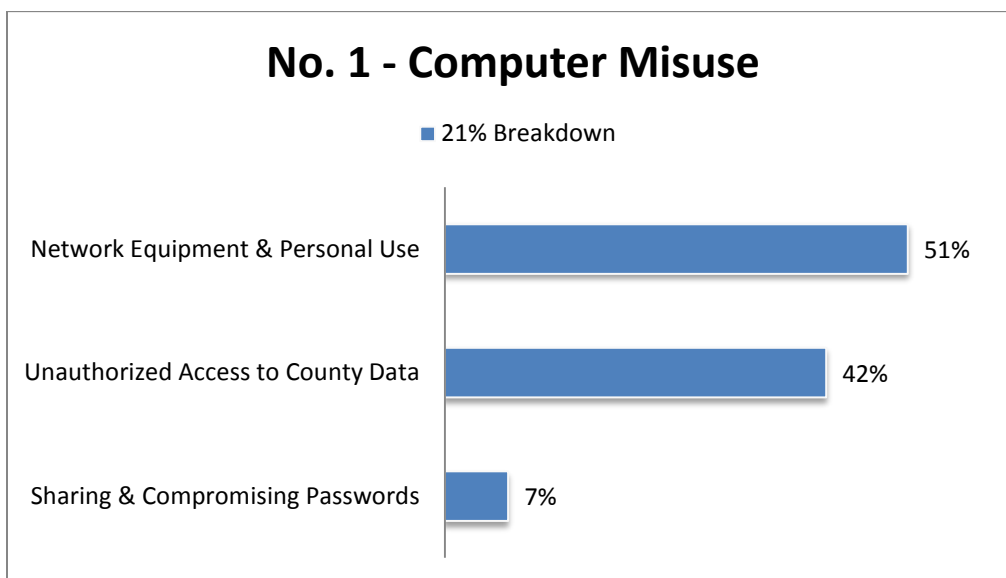
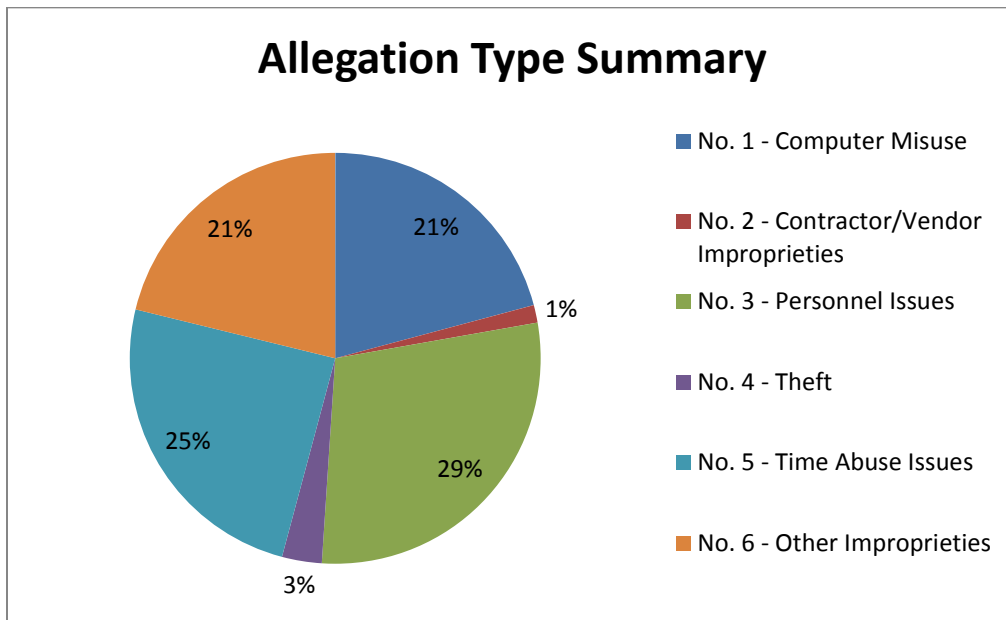
Total: 79

**DEPARTMENT OF AUDITOR-CONTROLLER FRAUD HOTLINE
CASES OPEN OVER ONE YEAR
BY DEPARTMENT
AS OF APRIL 6, 2015**

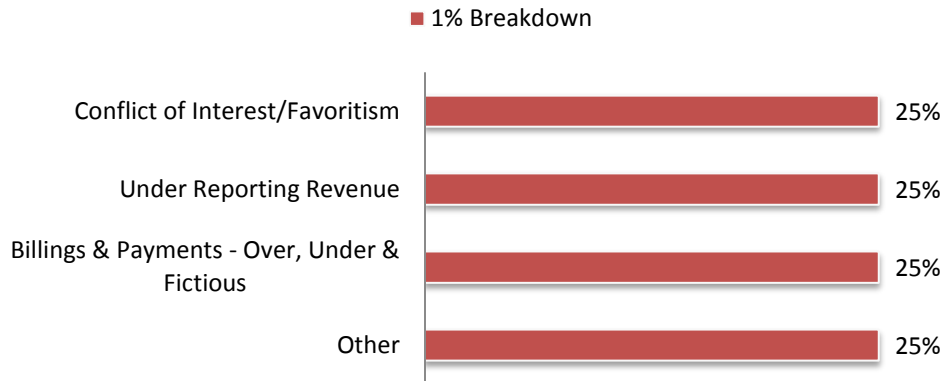
Department	Cases
Assessor's Office	2
CEO - Workers Compensation	15
Chief Executive Office	2
Child Support Services Department	2
Community and Senior Services	2
Department of Animal Care and Control	6
Department of Beaches and Harbors	1
Department of Children and Family Services	80
Department of Health Services	15
Department of Human Resources	6
Department of Human Resources (CW)	14
Department of Medical Examiner-Coroner	5
Department of Mental Health	53
Department of Parks and Recreation	4
Department of Public Health	2
Department of Public Social Services	18
Department of Public Works	2
Fire Department	20
Public Library	1
Sheriff's Department	2
Treasurer and Tax Collector	1
<i>Total Number of Cases Outstanding Over One Year</i>	253

**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER
LOS ANGELES COUNTY FRAUD HOTLINE
CLOSED SUBSTANTIATED CASES
For the Period of July 1, 2014 through December 31, 2014**

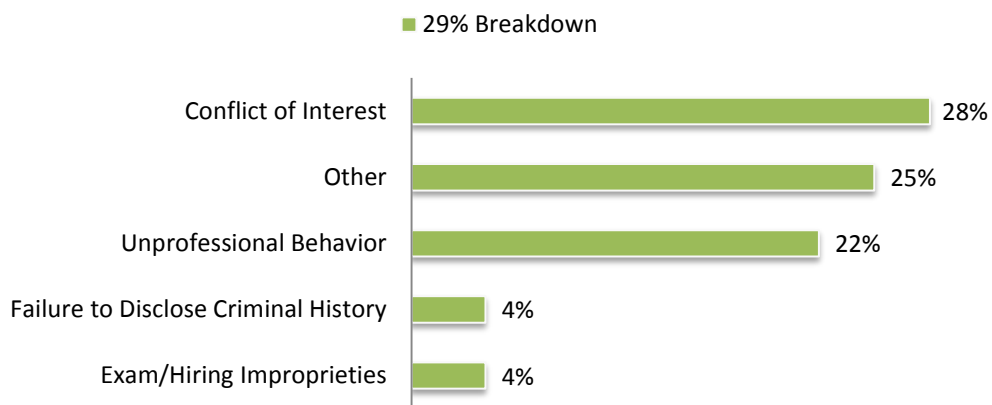
The charts below are a summary of the allegation types for the substantiated cases closed during this reporting period. The first chart is a summary and charts one to six are the detail for each category type.



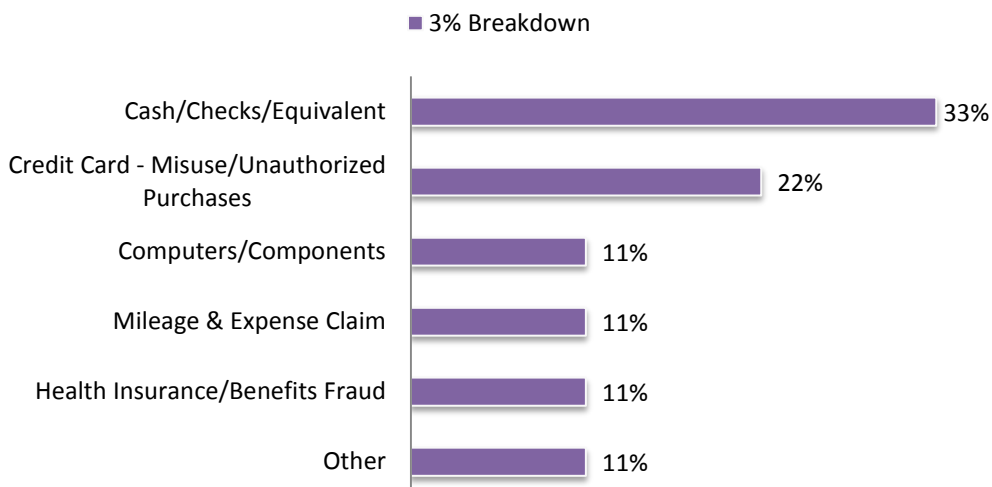
No. 2 - Contractor/Vendor Improprieties



No. 3 - Personnel Issues

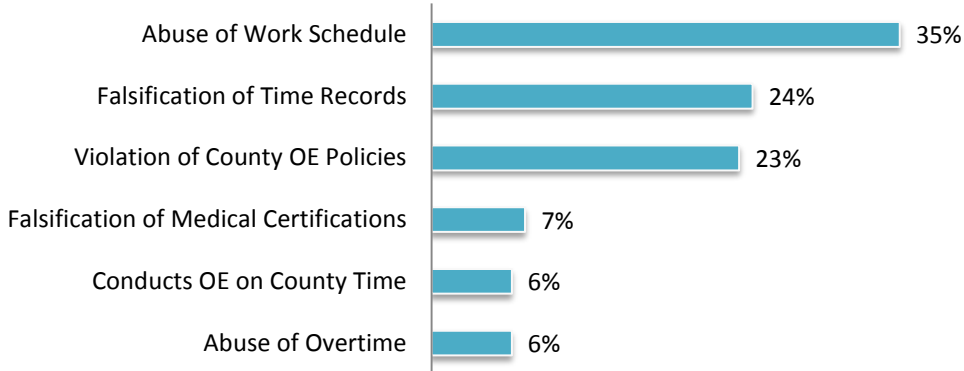


No. 4 - Theft



No. 5 - Time Abuse Issues

■ 25% Breakdown



No. 6 - Other Improprieties

■ 21% Breakdown

