



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

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 525
LOS ANGELES, CALIFORNIA 90012-3873
PHONE: (213) 974-8301 FAX: (213) 626-5427

JOHN NAIMO
ACTING AUDITOR-CONTROLLER

September 10, 2014

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

FROM: John Naimo *John Naimo for*
Acting Auditor-Controller

SUBJECT: **SEMI-ANNUAL FRAUD HOTLINE STATUS REPORT – JANUARY 1,
2014 THROUGH JUNE 30, 2014**

The Los Angeles County Fraud Hotline, managed by the Auditor-Controller's (A-C) Office of County Investigations (OCI), began the January 1 through June 30, 2014 reporting period with 1049 pending cases. During the period, OCI opened 572 new cases and closed 687 cases, ending the period with 934 cases in progress. The decrease of 115 (11%) cases from the end of the prior reporting period is attributable primarily to a 28% increase in closure activity by departments, and a 10% reduction 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		
	12/31/2013	6/30/2014	% Increase (Decrease)
Beginning Caseload	948	1,049	11%
+ New Cases Opened	638	572	(10%)
- Cases Closed	(537)	(687)	28%
Ending Caseload	1,049	934	(11)%

RESULT OF CASES CLOSED	12/31/2013		06/30/2014	
Substantiated	120	22%	166	24.2%
Not Substantiated	207	39%	347	50.5%
Not Investigated	210	39%	174	25.3%
Total Cases Closed	537	100%	687	100%

Of the 687 closed cases that were investigated by various County departments (Attachment I) during this reporting period, 166 (24.2%) were substantiated (Attachment II), 347 (50.5%) were not substantiated, and 174 (25.3%) were not investigated because the allegations were previously investigated, a non-County agency has jurisdiction, and/or the allegations were immaterial or lacked sufficient detail. In addition, 10 of the 174 cases were referred to the County Equity Oversight Panel, which does not report its findings to OCI.

Of the 166 substantiated cases, the following actions were taken:

Substantiated Cases (166)

ACTION(S) TAKEN	No.
Disciplinary/Corrective Action Pending	96
Counseled (verbal/written warning)	63
Suspended	23
Procedures Changed/Reinforced	15
Resigned/Retired/Resigned in Lieu of Discharge	14
Reprimanded	10
Discharged/Released	8
Notice of Expectation/Instruction	7
Reimburse/Restitution/Repayment/Timecard Adjustments	5
Training	3
Transferred/Reassigned	3
Top of File Notice in Personnel Folder	2
Demoted	1

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

As the lead department for fraud investigations of County employees and contractors, OCI reviews the final reports for cases referred to other County departments to ensure the allegations are properly investigated. OCI also requests updates from departments every 90 days on cases where disciplinary and/or corrective actions are pending. Attachment III details the 47 prior period cases where disciplinary action was taken during the rating period, and Attachment IV identifies the 43 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 17 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.

During this 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 to assist them in resolving their cases more timely, and identifying resource gaps and possible solutions. In our next semi-annual report, we will include statistics on overdue cases by department, the age of the cases, and progress in resolving them.

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

JN:RGC:GZ:GH.ms

Fraud Hotline Status ending June 30 2014.doc

Attachments

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



**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER
LOS ANGELES COUNTY FRAUD HOTLINE
CLOSED CASE SUMMARY
January 1, 2014 through June 30, 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	7	27	146	180	26.2%
<u>CASES REFERRED TO AND INVESTIGATED BY OTHER DEPARTMENTS:</u>					
Agricultural Commissioner/Weights & Measures	0	2	0	2	0.3%
Assessor's Office	1	3	0	4	0.6%
Auditor-Controller	0	2	0	2	0.3%
Child Support Services	8	15	4	27	3.9%
Children and Family Services	11	29	3	43	6.3%
Community and Senior Services	3	1	1	5	0.7%
Fire	1	11	1	13	1.9%
Health Services	37	75	10	122	17.8%
Human Resources	0	3	0	3	0.4%
Human Resources (Countywide)	6	12	1	19	2.8%
Internal Services	10	1	0	11	1.6%
Mental Health	13	14	0	27	3.9%
Parks and Recreation	2	2	0	4	0.6%
Probation	7	30	4	41	6.0%
Public Health	1	7	0	8	1.2%
Public Library	1	3	0	4	0.6%
Public Social Services	55	99	4	158	23.0%
Registrar-Recorder/County Clerk	1	3	0	4	0.6%
Sheriff's	1	8	0	9	1.3%
Treasurer and Tax Collector	1	0	0	1	0.1%
Other Departments Total:	159	320	28	507	73.8%
Grand Total	166	347	174	687	100.0%
	24.2%	50.5%	25.3%		

* Cases not investigated due to immateriality, the referral was previously investigated, referred to outside agencies, or insufficient information was provided. In addition, 10 of 174 cases were referred to the County Equity Oversight Panel (CEOP) for investigation. CEOP does not report their findings back to Office of County Investigations and therefore would have to be contacted directly for further information.



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

Attachment II

Los Angeles County Fraud Hotline

SUMMARY OF SUBSTANTIATED CASES

FOR THE PERIOD JANUARY 1, 2014 THROUGH JUNE 30, 2014

SUBSTANTIATED CASES INVESTIGATED BY AUDITOR-CONTROLLER

Animal Care and Control (ACC)

Case Number: 20138452

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 will ensure the appropriate controls and security are in place over cash collections to prevent future thefts.

Auditor-Controller (A-C)

Case Number: 20138732

Thirty-two County warrants, totaling approximately \$34,000, were stolen and fraudulently negotiated at a tax preparation/check cashing business. Based on the A-C's investigation, a private citizen who owns the business was arrested by the District Attorney's (DA) Office on charges of receiving stolen property and grand theft. The investigation also revealed that this individual may have been involved in other warrant and check thefts.

Department of Parks and Recreation (Parks)

Case Number: 20138544

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, and disciplinary actions are pending for the three supervisors.

Department of Public Health (DPH)

Case Number: 20127261

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, and disciplinary action is pending for the supervisor.

Case Number: 20148814

A part-time DPH employee misappropriated patients' protected health information (PHI), in violation of the Health Insurance Portability and Accountability Act (HIPAA). The employee admitted that she obtained (by copying down and taking home) the PHI of 14 patients for the purpose of identity theft. Breach notification letters were mailed to all 14 patients. The employee was arrested by law enforcement on an unrelated matter. DPH indicated that the employee was discharged.

Summary of Substantiated Cases

Department of Public Social Services (DPSS)

Case Number: 20148883

A DPSS employee admitted that he knowingly violated DPSS policies by accessing the Los Angeles Eligibility Automated Determination Evaluation and Reporting (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 disciplinary action is pending.

Department of Public Works (DPW)

Case Number: 20138289

Three DPW employees attended a professional sporting event during County work hours as guests of a DPW contractor. The tickets were valued at \$130 each. DPW indicated that one employee reimbursed the contractor for the cost of his ticket, and the employees were counseled.

TOTAL SUBSTANTIATED CASES INVESTIGATED BY AUDITOR-CONTROLLER: 7

CASES REFERRED TO AND INVESTIGATED BY OTHER DEPARTMENTS

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

Case Number: 20137568 Department of Human Resources (DHR) Investigated

Two related AC/WM employees (husband and wife) were assigned to separate divisions that report directly to the same manager, in violation of the Department's Nepotism Policy. AC/WM indicated that one employee was reassigned to another bureau.

Office of the Assessor (Assessor)

Case Number: 20148998

An Assessor employee did not report a time variance on his timecard and the employee's supervisor did not accurately verify the employee's timecard. The employee submitted a Time Sheet Variance report to correct the variance. Assessor indicated that the employee and his supervisor were counseled.

Child Support Services Department (CSSD)

Case Number: 20127169

Three CSSD employees arrived to work late, left work early, took extended lunch breaks, and/or failed to report the variances on their timecards. Additionally, one of the three employees gave her password to another employee, who used it to approve staff timecards. CSSD indicated that one employee received a 25-day suspension without pay. The other two employees were counseled, and received training on relevant policies.

Case Number: 20138182

Nine CSSD managers used their assigned County computers and Internet access for non-County business purposes during work hours. CSSD indicated that the employees were counseled and CSSD will continue to monitor the employees' Internet usage.

Case Number: 20138224

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

Case Number: 20138432

A CSSD employee used her assigned County computer and Internet access for non-County business purposes. CSSD indicated that the employee received a five-day suspension without pay.

Case Number: 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). In addition, CSSD management will reevaluate the employee's responsibilities to determine whether he has adequate work duties.

Case Number: 20138736

A CSSD employee submitted a fraudulent medical excuse for time off. CSSD intends to give the employee a 20-day suspension without pay.

Case Number: 20149019

A CSSD employee used her assigned County computer to access the personal and confidential information of eight CSSD clients without a business need, and provided

Summary of Substantiated Cases

the information to a non-County employee. CSSD indicated that the employee resigned in lieu of discharge and the CSSD clients were advised of the breach of their confidential information.

Case Number: 20149037

A former CSSD employee inappropriately accessed Lexis/Nexis without a business need to view personal information of two celebrities. CSSD indicated that the employee resigned from County service.

Department of Children and Family Services (DCFS)

Case Number: 20126665

A DCFS employee used a County van for personal use during non-work hours. DCFS indicated that disciplinary action is pending.

Case Number: 20126807

A DCFS employee falsified her monthly contact log, entering contacts with clients that did not take place. DCFS indicated that the employee resigned. DCFS intends to place a "Top of File" in the employee's personnel folder. DCFS plans to review a sample of the employee's cases to ensure the case logs in other cases were not falsified.

Case Number: 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 and reimbursement is pending.

Case Number: 20137682

A DCFS employee did not conduct regular in-home visits to clients, did not document child contacts, and entered narratives that did not include the required standards for documenting a face-to-face contact in the Child Welfare Services/Case Management System (CWS/CMS). DCFS indicated that the employee received a 15-day suspension without pay. DCFS plans to review a sample of the employee's cases to ensure the case logs in other cases were not falsified.

Case Number: 20137684 DHR Investigated

A DCFS manager created a conflict of interest when he sold DVDs, gasoline, gift cards, and televisions to coworkers, and borrowed money from several subordinate staff. DCFS intends to give the employee a 10-day suspension without pay.

Case Number: 20137870

A DCFS employee left work early on several occasions without reporting a variance on her timecard. DCFS indicated that the employee was counseled and timecard corrections are pending.

Case Number: 20138231

A DCFS employee inappropriately engaged in personal, non-County work related conversations with DCFS clients. DCFS indicated that the employee was discharged.

Case Number: 20138418

A DCFS employee accessed the CWS/CMS system without a business need to view personal and confidential information in a client's case record. The employee also inappropriately accompanied a client to court on two occasions to provide support. DCFS indicated that the employee received a written reprimand.

Summary of Substantiated Cases

Case Number: 20138423

A DCFS employee stole reams of copier paper for personal use. The amount of paper taken could not be determined. DCFS intends to discharge the employee.

Case Number: 20138457

A DCFS employee allowed another employee to use his LEADER system password in violation of Department policy. DCFS indicated that the employee received a NOE.

Case Number: 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 intends to discharge the employee. DCFS plans to review a sample of the employee's cases to ensure the case logs in other cases were not falsified.

Case Number: 20148819

A DCFS employee accessed the CWS/CMS system without a business need to view personal and confidential information in a client's case record, and released confidential documents to a personal acquaintance, who is also a foster parent. The employee also inappropriately provided a character reference letter for a personal acquaintance who is also a foster parent, requesting that the acquaintance's foster care license not be decertified. In addition, the employee used County equipment for personal business during her working hours. DCFS indicated that the employee received a 15-day suspension without pay.

Department of Community Senior Services (DCSS)

Case Number: 20127129

A DCSS employee falsified narratives in the case records for three DCSS clients by indicating she contacted the clients months after their death. The employee also falsified her field itinerary and timecard on one occasion. DCSS indicated that the employee resigned in lieu of discharge.

Case Number: 20127209

A DCSS manager assigned a subordinate to take online college courses for the manager's daughter. The manager also paid volunteers from her personal funds for doing work that should have been completed by County staff and used a subordinate's personal credit card for her own personal purchases. In addition, the manager failed to take any action when a subordinate reported an allegation of sexual harassment and the manager took retaliatory action against the subordinate. DCSS indicated that the employee was demoted.

Case Number: 20138051

A DCSS employee used her assigned County computer and Internet access to view non-County related websites such as retail and travel sites during work hours. DCSS indicated that the employee was counseled.

Fire Department (Fire)

Case Number: 20138665

A Fire employee inappropriately placed a County Fire seal and decal on the rear window of his personal vehicle and placed a County business card over his personal vehicle's Vehicle Identification Number. Fire indicated that the employee was counseled and the employee removed the seal, decal, and business card from his personal vehicle.

Summary of Substantiated Cases

Department of Health Services (DHS)

Case Number: 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.

Case Number: 20104696

A DHS employee inappropriately claimed 1,400 hours of standby pay over an 18-month period, when the employee was not on the standby schedule. The manager intentionally authorized the employee to receive unearned standby pay in order to increase his base compensation. The manager has since retired. In addition, the employee claimed 307.5 overtime hours over an 18-month period, for which overtime authorization forms could not be located. DHS indicated that the employee was counseled and referred the case to County Counsel for further review.

Case Number: 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.

Case Number: 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.

Case Number: 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.

Case Number: 20115565

A DHS employee exceeded standby pay limits, and the supervisor did not effectively monitor standby pay limits when developing the standby schedule and approving pay. DHS indicated that the employee repaid \$3,339.45, and the supervisor was counseled.

Case Number: 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.

Summary of Substantiated Cases

Case Number: 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.

Case Number: 20115784

A DHS employee was unprofessional during her interactions with subordinate staff. DHS indicated that the employee was counseled and will be scheduled for training to improve her interaction with subordinates.

Case Number: 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.

Case Number: 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. Additionally, DHS is also working with the contractor to determine whether other supervisors and/or the manager should continue to be involved in the project.

Case Number: 20116161

A DHS employee worked at his "outside employment" during County work hours. DHS indicated that the employee resigned in lieu of discharge.

Case Number: 20116207

A DHS employee performed work prior to and after his scheduled work hours without authorization and failed to competently perform his work duties. DHS indicated that the employee received a 10-day suspension without pay.

Case Number: 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 disciplinary action is pending.

Case Number: 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.

Case Number: 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.

Summary of Substantiated Cases

Case Number: 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.

Case Number: 20126859

A DHS employee consistently altered her scheduled work hours over a one-month period without authorization. DHS indicated that disciplinary action is pending.

Case Number: 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 disciplinary actions are pending.

Case Number: 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 were counseled. DHS intends to train staff on patient and vaccine eligibility.

Case Number: 20127225

A DHS employee arrived late to work on 32 occasions without recording a variance on her timecard. DHS indicated that the employee was counseled and timecard corrections were made.

Case Number: 20127235

A DHS employee arrived consistently late to work and her time was coded unauthorized absence without pay. DHS indicated that the employee was counseled.

Case Number: 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.

Case Number: 20127262

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, and disciplinary actions are pending for the three supervisors.

Case Number: 20127353

A DHS employee falsified her employment application to obtain her position, for which she was not qualified. In addition, she did not pay for County clinical services obtained for her children, assigned subordinate staff to babysit her children during County work hours, removed County equipment (camera) from DHS premises for her personal use, and accessed a patient's PHI without a business need to do so. The County HIPAA Privacy Officer received a complaint from the Office for Civil Rights (OCR) and provided a response. DHS indicated that the employee resigned in lieu of discharge. DHS also indicated that the Los Angeles City Attorney declined to prosecute the theft of the camera, which was ultimately returned to DHS.

Summary of Substantiated Cases

Case Number: 20127524

A DHS employee abused her work hours by socializing with other employees and failed to adhere to the Department dress code. DHS indicated that the employee was counseled.

Case Number: 20137732

A DHS employee engaged in inappropriate and unprofessional conduct by using profanity and making derogatory remarks about other employees. DHS indicated that disciplinary action is pending.

Case Number: 20137748

A DHS employee had subordinate staff perform her personal errands during County work hours. DHS indicated that disciplinary action is pending.

Case Number: 20137835

A DHS employee exhibited unprofessional behavior in the workplace. DHS indicated that disciplinary action is pending until the employee returns from a long-term leave of absence.

Case Number: 20137904

A DHS employee slept during her work hours on a daily basis. DHS indicated that the employee was counseled.

Case Number: 20138009

A DHS employee adjusted a subordinate employee's timecard without providing written notification. DHS indicated that disciplinary action is pending.

Case Number: 20138082

A DHS employee conducted her outside business work during her County work hours. DHS indicated that disciplinary action is pending.

Case Number: 20138085

A DHS employee left her workstation for extended periods and did not report the variances on her timecard. DHS indicated that the employee was counseled, and timecard corrections were processed.

Case Number: 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, and disciplinary actions are pending for the employee and his supervisor.

Case Number: 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.

Case Number: 20138258

A DHS employee arrived excessively late to work without recording a variance on her timecard. DHS indicated that disciplinary action is pending.

Case Number: 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.

Summary of Substantiated Cases

Internal Services Department (ISD)

Case Number: 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.

Case Number: 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.

Case Number: 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.

Case Number: 20138056

An ISD employee used his assigned County computer, Internet access, and e-mail account for non-County business purposes. ISD indicated that due to minimal usage, disciplinary action is not warranted.

Case Number: 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.

Case Number: 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.

Case Number: 20138336

An ISD employee inappropriately disposed of County equipment, and did not notify management. In addition, ISD found that the employee provided several statements that were inconsistent with the investigation findings. ISD indicated that the employee received a five-day suspension without pay.

Case Number: 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.

Case Number: 20138578

An ISD employee used his assigned County computer and Internet access for non-County business purposes. ISD indicated that the employee retired from County service.

Case Number: 20138579

An ISD employee stole a cart belonging to a building snack shop proprietor, and subsequently returned it. ISD indicated that the employee received a one-day suspension without pay.

Department of Mental Health (DMH)

Case Number: 20115865

Two DMH employees failed to report their outside employment to the Department, as required. DMH indicated that disciplinary actions are pending.

Summary of Substantiated Cases

Case Number: 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 actions are pending.

Case Number: 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.

Case Number: 20126444

Two DMH employees used their assigned County computers and e-mail accounts to send personal e-mails to family and friends. DMH indicated that disciplinary actions are pending. 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.

Case Number: 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 HIPAA and departmental policy by using her personal e-mail account to transmit 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 and DMH indicated that disciplinary action is pending.

Case Number: 20126561

A DMH employee exceeded the 24-hour per week limit on outside employment. DMH indicated that disciplinary action is pending.

Case Number: 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.

Case Number: 20126853

A DMH contract case manager submitted a falsified housing authority application for a rental unit on behalf of a DMH client. The Housing Authority of Los Angeles County determined that the DMH client was already renting a housing unit. DMH required the contractor to submit a corrective action plan and followed up to ensure appropriate policies and procedures were changed. DMH indicated that corrective action has been taken to prevent such an incident from occurring in the future, and the contract case manager was dismissed.

Case Number: 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 form. DMH indicated that disciplinary action is pending.

Summary of Substantiated Cases

Case Number: 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.

Case Number: 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.

Case Number: 20137895 DHR Investigated

A DMH employee appointed candidates to employment assignments that did not match the County's classification requirements for the positions. DMH indicated that the employee was counseled, and they are working with DHR and Chief Executive Office to make the appropriate staffing adjustments.

Case Number: 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 indicated that disciplinary action is pending.

Case Number: 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.

Department of Parks and Recreation (Parks)

Case Number: 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.

Case Number: 20138146

Five Parks employees violated the Department's Nepotism Policy by reporting to a relative. Parks indicated that one employee retired in lieu of discharge for an unrelated reason and four employees each received a Notice of Instruction.

Department of Probation (Probation)

Case Number: 20126940

A Probation employee behaved unprofessionally with her staff. Probation indicated that the employee was counseled.

Case Number: 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.

Case Number: 20137840

A Probation employee falsified her timecard by claiming that she worked on a day she was absent. The employee was able to approve her own timecard in the system because she also had proxy rights for her supervisor. Probation indicated that the employee was counseled.

Summary of Substantiated Cases

Case Number: 20138021

A Probation employee failed to notify management that her driver's license was suspended. Probation indicated that the employee was counseled.

Case Number: 20138033

A Probation employee parked and was residing in a trailer on County premises without authorization. Probation indicated that the employee was counseled and ordered to immediately remove his trailer from County property.

Case Number: 20138049

A Probation employee exhibited odd behavior in the workplace, and subsequently admitted to drug use. Probation indicated that the employee was discharged on a separate matter for being under the influence of drugs at the workplace and failing a drug test.

Case Number: 20138668

A Probation employee used his assigned County computer and Internet access during work hours for personal use. Probation indicated that the employee was counseled.

Case Number: 20148936

A Probation employee inappropriately shared her Internet password with another employee who used the password to access to the Internet. The other employee also admitted to completing her school homework during County work hours. Probation indicated that both employees were counseled.

Department of Public Health (DPH)

Case Number: 20138019

A DPH employee altered two inspection times on the Daily Activity Report. DPH indicated that the employee was counseled.

Case Number: 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, and indicated that disciplinary action is pending for the manager.

Department of Public Library (Library)

Case Number: 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.

Department of Public Social Services (DPSS)

Case Number: 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 indicated that disciplinary action is pending.

Case Number: 20137567

A DPSS employee excessively used her personal cellular phone to take personal calls during her County work hours. DPSS indicated that the employee received a written

Summary of Substantiated Cases

warning.

Case Number: 20137665

A DPSS employee used his assigned County computer to conduct personal business by copying his personal bank statement and school work to the hard drive of his County computer. DPSS indicated that the employee received a written reprimand.

Case Number: 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 intends to give the employee a 15-day suspension without pay.

Case Number: 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, and DPSS indicated that disciplinary action is pending.

Case Number: 20137718

A DPSS employee arrived to work late and left work early on a number of occasions, and did not report actual hours worked on her timecard. In addition, the employee was on Family Medical Leave and did not code her timecard correctly, and the employee's supervisor inappropriately approved the timecards with the incorrect coding. DPSS indicated that both the employee and her supervisor were counseled.

Case Number: 20137722

A DPSS supervisor inappropriately allowed her subordinate to be up to 15 minutes late to work without reporting a timecard variance. DPSS indicated that the employee received a written warning.

Case Number: 20137739

A DPSS employee did not report to his Department that he was a DPSS participant as required by Department policy. DPSS indicated that the employee retired from County service during the investigation.

Case Number: 20137759

A DPSS employee arrived to work late and did not report actual hours worked on her timecard. DPSS intends to discharge the employee for an unrelated matter.

Case Number: 20137761

A DPSS employee created a conflict of interest when she failed to report to her Department that she provided childcare services to DPSS participants, and solicited DPSS participants to visit her husband's restaurant. DPSS indicated that the employee received a 15-day suspension without pay.

Case Number: 20137772

A DPSS supervisor allowed her staff to work through their lunch in order to leave one hour early. DPSS indicated that the supervisor was counseled.

Case Number: 20137838

Five DPSS In-Home Supportive Services (IHSS) employees did not properly perform

Summary of Substantiated Cases

their job duties to process and update a client's case in a timely manner, and behaved unprofessionally. DPSS indicated that the five employees were counseled.

Case Number: 20137858

A DPSS employee arrived to work late or left work early on a regular basis without reporting variances on her timecards. DPSS indicated that the employee received a written warning.

Case Number: 20137910

A DPSS employee created a conflict of interest when she assisted her relative with her benefits application. The employee also failed to report to the Department that her two daughters receive public assistance benefits, and that one daughter lives with her. DPSS indicated that the employee received a 10-day suspension without pay.

Case Number: 20137911

A DPSS employee failed to report that her husband received CalFresh and General Relief benefits and that he lived with her while receiving benefits. The employee also accessed the LEADER system without a business need to view personal and confidential information in a participant's (her husband's) case records. DPSS indicated that the employee received a 10-day suspension without pay.

Case Number: 20137924

A DPSS employee failed to report that an IHSS participant (a relative) lived with her. DPSS indicated that the employee received a written reprimand.

Case Number: 20137949

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

Case Number: 20137950

A DPSS employee was excessively absent from work, and the supervisor failed to address the excessive absences. DPSS indicated that disciplinary actions are pending.

Case Number: 20137990

A DPSS employee used her assigned County computer and Internet access for non-County work related purposes. DPSS indicated that the employee received a five-day suspension without pay.

Case Number: 20137991

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

Case Number: 20138020

A DPSS employee used her assigned County computer and Internet access for non-County work related purposes. DPSS indicated that the employee received a three-day suspension without pay.

Case Number: 20138041

A DPSS employee arrived excessively late to work and took extended breaks and lunch without reporting a variance on her timecards. DPSS indicated that the employee was counseled.

Case Number: 20138042

A DPSS employee arrived excessively late to work and took extended breaks. DPSS indicated that the employee was counseled.

Summary of Substantiated Cases

Case Number: 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 heightened security procedures will be implemented to properly secure equipment.

Case Number: 20138096

A DPSS employee engaged in inappropriate behavior when he borrowed \$500 from a participant. The employee was transferred to another office. DPSS intends to give the employee a 30-day suspension without pay.

Case Number: 20138097

A DPSS employee did not meet the required minimum experience for an examination and was incorrectly placed on the eligible list. DPSS removed the employee's name from the list.

Case Number: 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 disciplinary action is pending.

Case Number: 20138203

A DPSS employee did not disclose that her mother is an IHSS and Medi-Cal participant, as required by Department policy. DPSS indicated that the employee received a written warning.

Case Number: 20138204

A DPSS employee did not disclose that his mother is a DPSS participant who lives with him, as required by Department policy. DPSS indicated that the employee received a written reprimand.

Case Number: 20138206

A DPSS employee exceeded the 24-hour per week limit on outside employment as an IHSS provider. DPSS indicated that the employee received a written warning.

Case Number: 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. DPSS indicated that disciplinary action is pending.

Case Number: 20138208

A DPSS employee engaged in outside employment as an IHSS provider during medical leave of absence. DPSS indicated that the employee received a written reprimand.

Case Number: 20138212

A DPSS employee failed to disclose that she lives with DPSS participants, as required by Department policy. DPSS indicated that the employee was counseled.

Case Number: 20138222

A DPSS employee arrived to work late and did not report actual hours worked on her timecards. DPSS indicated that the employee received a 15-day suspension without pay.

Summary of Substantiated Cases

Case Number: 20138247

A DPSS employee failed to disclose that his father is a DPSS participant who lives with him, as required by Department policy. DPSS indicated that the employee received a written reprimand.

Case Number: 20138292

A DPSS employee did not disclose that he was engaged in an intimate relationship with a participant, as required by Department policy, and created a conflict of interest when he accessed the LEADER system without a business need to view personal and confidential information in the participant's case record. DPSS indicated that the employee was discharged.

Case Number: 20138319

A DPSS employee did not disclose that he was engaged in intimate relationship with a participant, as required by Department policy, and paid the participant \$100 for personal cleaning services. DPSS indicated that the employee retired in lieu of disciplinary action, and placed a "Top of File" in the employee's personnel file.

Case Number: 20138343

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in two participants (her domestic partner's ex-spouse and her son) case records. The employee also failed to disclose that her son, a DPSS participant, lived with her, as required by Department policy. DPSS indicated that the employee received a 10-day suspension without pay.

Case Number: 20138345

A DPSS employee falsely claimed trips on her mileage claim that she did not make for two days. DPSS indicated that the employee received a three-day suspension without pay.

Case Number: 20138347

A DPSS employee used her assigned County computer and e-mail account to send and receive personal e-mails. DPSS indicated that the employee received a written warning.

Case Number: 20138367

A DPSS employee arrived excessively late to work. DPSS indicated that the employee received a written reprimand.

Case Number: 20138443

Two DPSS employees used their assigned County computers and e-mail accounts to send personal correspondence to each other. DPSS indicated that both employees received a five-day suspension without pay.

Case Number: 20138521

A DPSS employee resigned for personal reasons prior to the discovery that \$321 in cash collections the employee was responsible for were missing. DPSS indicated that they placed a "Top of File" in the employee's personnel file.

Case Number: 20138557

A DPSS employee acted inappropriately when she created an unprofessional and hostile work environment, which is unbecoming of a County employee. DPSS indicated that the employee was counseled.

Summary of Substantiated Cases

Case Number: 20138567

A DPSS employee used his assigned County computer to view and send personal e-mails. DPSS indicated that the employee received a written reprimand.

Case Number: 20138607

A DPSS employee inadvertently sent copies of an e-mail that included some personal information of an employee to other staff members. DPSS indicated that staff was reminded to ensure only individuals with a need to know were included in future e-mails.

Case Number: 20138630

A DPSS employee created a conflict of interest when he advocated for Emergency Assistance to Prevent Eviction, a public assistance program, on behalf of a participant who was a tenant of the employee's sister. DPSS indicated that the employee received a five-day suspension without pay.

Case Number: 20138631

A DPSS employee engaged in inappropriate conduct when he took a participant's personal and confidential information out of a DPSS office, visited the participant at her home, and provided her with his personal cell phone number. DPSS indicated that the employee received a 15-day suspension without pay.

Case Number: 20138678

A DPSS contract employee took extended breaks and lunches, and was rude to others in the office. The contract employee was counseled and reminded of the County's Attendance and Punctuality Policy.

Case Number: 20138701

A DPSS employee behaved inappropriately during interactions with DPSS participants. DPSS indicated that the employee was counseled.

Case Number: 20138717

A DPSS supervisor and three employees took an extended lunch break to eat and watch a movie. DPSS indicated that the supervisor received a 15-day suspension without pay, and the remaining three employees each received a written reprimand.

Case Number: 20138738

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

Case Number: 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.

Case Number: 20148812

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

Case Number: 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.

Case Number: 20148979

Two DPSS employees accessed the LEADER system without a business need to view

Summary of Substantiated Cases

personal and confidential information in a participant's (stepdaughter of one employee) case record. DPSS indicated that disciplinary actions are pending.

Registrar-Recorder/County Clerk (RR/CC)

Case Number: 20138144

A RR/CC employee misrepresented her experience by inappropriately combining her work experience of two positions for an examination. RR/CC indicated that the employee was counseled.

Sheriff's Department (SH)

Case Number: 20148804

A Sheriff's employee used his assigned County computer and law enforcement database access for non-County work related purposes. Sheriff's indicated that the employee was counseled.

Treasurer and Tax Collector (TTC)

Case Number: 20137771

A TTC employee used his assigned County computer and Internet access for non-County work related purposes, including viewing real estate and retail websites. TTC indicated that the employee received a written warning.

Total Cases Referred To, Investigated, and Substantiated by Other Departments: 159

Total Number of Substantiated Cases from January 1, 2014 through June 30, 2014: 166



Los Angeles County Fraud Hotline
Disciplinary and/or Corrective Actions Resolved
From Previous Semi-Annual Reports
As of June 30, 2014

Attachment III

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
Children and Family Services (DCFS)		
1 20126826	A DCFS employee did not make daily contact attempts with an informant, as required, in response to emergency child abuse investigation. Additionally, the employee falsified Departmental records indicating certain case management activities that the employee did not perform.	DCFS indicated that the employee was discharged.
2 20127059 (OCI Investigated)	A DCFS employee violated Department policy by placing a DCFS-supervised child for adoption with another DCFS employee, without following appropriate protocols (e.g., first consulting with the Placement and Recruitment Unit). In addition, the adoptive mother did not obtain the required prior approval from her executive manager for the placement of a DCFS-supervised child.	DCFS indicated that the employee resigned from County service for personal reasons prior to discipline.
3 20126888	A DCFS employee failed to conduct face-to-face contacts with a DCFS client and complete a case plan, as required. A second DCFS employee failed to comply with a court order to keep the location of the child and mother confidential.	DCFS indicated that one employee was discharged and a second employee received a Notice of Expectation (NOE).
4 20127052	A DCFS employee used assigned County computer and e-mail account to conduct personal business during work hours. The employee also violated the Conflict of Interest Policy by demanding the Holiday Teambuilding Committee pay \$1,000 to hire the employee's personal friend as the event photographer. A second DCFS employee failed to cooperate with the investigation.	DCFS indicated that one employee received a 10-day suspension without pay and the second employee received a NOE.
5 20127151	A DCFS employee slept, watched videos, completed personal work, and accessed the Internet for non-County related business purposes during work hours. In addition, the supervisor allowed the employee to end the employee's work shift 10 minutes early to take a bus ride home without reporting the variances on her timecards.	DCFS indicated that the employee received a NOE.
6 20127502	A DCFS employee submitted and received duplicate claim reimbursements from the County and the employee's private insurance carrier for the same vehicle damage claim. DCFS indicated that employee agreed to repay the County.	DCFS indicated that the employee received a five-day suspension without pay, and that reimbursement from the employee is pending.

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
7	20138064 A DCFS employee left the work area for extended periods without authorization to attend to personal business. In addition, the employee also received personal mail at work.	DCFS indicated that the employee received a five-day suspension without pay.
8	20138066 A DCFS employee did not make the required in-home visits to clients, and did not conduct case work in accordance with DCFS and State policies and procedures.	DCFS indicated that the employee was discharged.
Community and Senior Services (CSS)		
9	20126579 (OCI Investigated) Nine employees and one supervisor from CSS admitted to working uncompensated off-the-clock/unreported overtime and submitting inaccurate timecards since approximately 2005.	CSS indicated that three employees received a reprimand, six employees received a warning, and the supervisor received a one-day suspension without pay.
Department of Coroner (Coroner)		
10	20137825 (OCI Investigated) A Coroner employee violated the Gratuity Policy by accepting two free admissions to an entertainment show from a client. In addition, the employee's supervisor inappropriately condoned this activity.	Coroner indicated that both the employee and the supervisor were counseled.
Fire Department (Fire)		
11	20127552 (OCI Investigated) A Fire employee admitted violating County and Fire Policies by parking the assigned County vehicle at the employee's residence overnight for personal use. The employee also misappropriated Fire materials/supplies for use in non-County related electrical work. Because Fire does not maintain adequate inventory records, the exact amount of the Fire materials misappropriated could not be quantified. Additionally, the employee falsified Outside Employment declarations, violating Board of Supervisors Policy and Fire Rules and Regulations governing standards of behavior. The case was referred to the District Attorney for possible criminal prosecution.	Fire indicated that the employee was discharged.
Human Resources (DHR)		
12	20126974 (OCI Investigated) Two DHR managers violated Civil Service Rules by using a substitute list to appoint a candidate to a vacancy when there was an existing eligible list for the class, and the candidate was not on the list. In addition, DHR did not document, and did not complete timely, standard forms and administrative actions typically required in the hiring process.	The managers were counseled.
13	20127034 (OCI Investigated) Three DHR managers allowed a DHR employee to continue performing duties and receive an Out-Of-Class bonus in an acting position for 13 months after she failed the exam for the position, and after an eligible list for the position with viable candidates was promulgated.	The managers were counseled.

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
Health Services (DHS)		
14 20093539	A DHS employee signed patients' names on nine Medi-Cal application forms, to expedite ordering equipment and supplies.	DHS indicated that the employee was medically released from County service.
15 20093835	A DHS unit failed to maintain basic controls over timekeeping. As a result, management could not determine when staff were at work. Supervisors in the unit also failed to recognize timekeeping discrepancies, resulting in staff being paid for time not worked.	DHS indicated that timecard corrections were submitted and implemented policies and procedures to address the improprieties.
16 20104964 (CEO-Risk Management Investigated)	A DHS employee did not report outside employment and was working outside of County assignment as a private physician while on Workers' Compensation (WC) leave from the County. The case was referred to the District Attorney, who filed charges for seven counts of WC insurance fraud.	DHS indicated that the employee resigned and a "Top of File" was placed in the employee's personnel file.
17 20105110	DHS identified timekeeping irregularities at a warehouse facility, including staff punching in for other employees, manually recording arrival and break times to avoid time clock accountability, and eating, socializing, or playing computer games during work hours. The review also found that supervisors allowed staff to combine rest breaks to create a longer lunch, and failed to correct irregular timekeeping practices.	DHS indicated that two employees were counseled and after further review the remaining two employees were not disciplined.
18 20115372	A DHS investigation revealed that some warehouse staff were arriving late for work and not reporting the variances, filling in timecards by hand instead of using the time clock, clocking co-workers in/out of work, and improperly combining breaks to create an extended lunch period.	DHS indicated that after further review disciplinary and corrective actions were not warranted.
19 20115612 (OCI investigated)	Two DHS employees failed to report two missing laptop computers to law enforcement. In addition, another DHS employee failed to ensure the facility's computer inventory was accurate, and that all portable devices are immediately encrypted and assigned a property tag. The missing laptops did not contain confidential or Health Insurance Portability and Accountability Act related information.	DHS indicated that two employees were issued a Notice of Expectation and the remaining employee was not disciplined.
20 20115628	A DHS employee used assigned County computer and Internet access during work hours for non-County purposes, including viewing and shopping Internet sites.	DHS indicated that the employee resigned in lieu of discharge.

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
21	20116288 A DHS employee violated timekeeping policies by manually recording arrival time to avoid time clock accountability, recording false arrival times that were substantially earlier than the actual time of arrival, and clocking out over the handwritten arrival times to obscure the time printed by the time clock. The employee also violated the Fair Labor Standards Act by not taking meal breaks. In addition, the employee's office was in disarray, resulting in lost documents and duplicate work by staff.	DHS indicated that the employee was issued a 10-day suspension without pay.
Internal Services (ISD)		
22	20126781 An ISD employee was observed departing work one to two hours before the end of the regular workday on numerous occasions. The employee also falsified timecards, and the County vehicle mileage records did not match the work itinerary. It was also determined that the employee's supervisor was not reconciling the itinerary, and the mileage records. ISD indicated that the employee was discharged.	ISD indicated that the employee's supervisor was counseled.
23	20127152 An ISD employee used assigned County vehicle to conduct personal business during County work hours. The employee also falsely claimed trips on the mileage claim that the employee did not take.	ISD indicated that the employee received a 15-day suspension without pay.
24	20137899 An ISD employee sent an e-mail containing inappropriate language to a County contractor.	ISD indicated that the employee was counseled.
Mental Health (DMH)		
25	20115370 A DMH employee spent an entire workday at a personal appointment, but coded eight hours of time worked on the timecard.	DMH indicated that the employee received a 30-day suspension without pay.
26	20115735 A DMH employee left work early and did not report actual hours worked on timecard on 80 dates, claimed overtime that was not worked on 23 dates, and submitted 11 overtime requests that were not signed by the supervisor. In addition, the employee used assigned County computer and Internet access to view 157 non-work related websites.	DMH indicated that the employee received a 30-day suspension without pay.
27	20115803 Two DMH employees used their assigned County computers, fax machines, and e-mail accounts during work hours for non-County business purposes, including conducting private practice business during work hours. In addition, one of the employees met with County inmates under DMH jurisdiction to conduct court appointed assessments and review mental health information for private practice. The employee also employed DMH employees to work in a private practice and assisted the employee with writing a book, and did not report outside business interests on the California Statement of Economic Interests (Form 700).	DMH indicated that both employees received a letter of reprimand.
28	20116202 A DMH employee used assigned County computer and Internet access during work hours for non-County purposes such as shopping, gathering automotive information, entertainment, and online banking. The employee also sent numerous sexual, religious, and racial e-mails to co-workers.	DMH indicated that the employee received a 30-day suspension without pay.

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
29	20116261 A DMH employee was observed leaving work between 5-10 minutes early on a daily basis and did not report actual hours worked on the timecard.	DMH indicated that the employee was counseled.
30	20116332 A DMH employee used assigned County computer, e-mail, and Internet access during work hours for non-County purposes such as engaging in outside employment, sending personal e-mails, and storing non-work related documents on the employee's network drive.	DMH indicated that the employee retired.
31	20116336 A DMH employee used assigned County computer and e-mail during work hours for non-County purposes. Some of the e-mails contained large file attachments.	DMH indicated that the employee received a letter of reprimand.
32	20126381 A DMH employee used assigned County computer and Internet access during work hours to view news, shopping, entertainment, and banking websites.	DMH indicated that the employee received a letter of reprimand.
33	20126399 Two DMH employees used their assigned County computers and Internet access for non-County related business during their work hours to access 161 and 228 non-work related websites, respectively.	DMH indicated that both employees received a letter of reprimand.
34	20126416 A DMH employee used assigned County computer, scanner, and e-mail account during work hours to send and receive numerous e-mails, scanned or had subordinate employees scan at least 11 non-County related documents, stored personal files on County computer equipment, accessed the Internet for personal matters, and inappropriately shared the system log-in credentials with other employees.	DMH indicated that the employee received a 15-day suspension without pay.
35	20126433 DMH discovered 107 bus tokens (\$160 value) were missing. Due to internal control weaknesses, the individual responsible for the loss/theft could not be identified.	DMH indicated that recommendations to improve internal controls were implemented.
36	20126489 A DMH employee did not comply with field visits itinerary, failed to respond promptly to supervisor's cellular telephone calls, did not properly sign in and out, and could not account for some of the miles while using a County vehicle.	DMH indicated that the employee received a one-day suspension without pay.
37	20126549 A DMH employee drove an assigned County vehicle to residence during work hours, and sometimes parked the vehicle at the residence overnight in violation of Department policy. The employee also worked at least 26 hours of unreported overtime between January 1 and July 11, 2012, in violation of the Fair Labor Standards Act.	DMH indicated that the employee received a one-day suspension without pay.
38	20126808 A DMH employee altered two Request for Time Off documents to excuse tardiness on two days.	DMH indicated that the employee was discharged.

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
39 20127299	A DMH employee admitted attempting to obtain money from two DMH clients by fraudulently stating that the employee could help them retain services. In addition, a third DMH client claimed to have paid \$309 cash to the employee. A review of the client's chart did not indicate a \$309 payment transaction and there was no reason a financial payment was required from the client.	DMH indicated that the employee resigned.
40 20137608	A DMH contractor reported to DMH that they discovered that one of their employees did not provide services for some of the claims totaling \$45,734.61 submitted to the County over a four-year period. The contractor voided the claims and will reimburse the County. The contractor will revise their cost reports for four prior years for which services were not provided.	The contractor's employee was discharged.
41 20137615	A DMH employee used assigned County computer, scanner, fax, and printer for non-County business purposes. Additionally, the employee failed to declare rental property and property management outside employment on Form 700.	DMH indicated that the employee received a letter of reprimand.
42 20137844	A DMH employee used assigned County computer, e-mail account, and Internet access during work hours for non-County purposes such as sending non-County related e-mails and viewing non-County related websites.	DMH indicated that the employee received a letter of reprimand.
Parks and Recreation (Parks)		
43 20127160	A Parks employee used assigned County computer and Internet access during work hours for non-County business purposes such as online shopping, researching restaurants, and planning daughter's wedding.	Parks indicated that the employee received a NOE.
44 20127375	A Parks employee created a hostile work environment by being rude to fellow employees and Parks' patrons.	Parks indicated that the employee was reassigned.
Probation Department (Probation)		
45 20126569 (OCI Investigated)	A Probation manager allowed a subordinate employee to work full-time for a non-County agency, in violation of Board Policy 9.060 (outside employment), while using County accrued benefits time (holiday, vacation, and sick), to maintain a full-time County employment status. Probation indicated that the manager received a seven-day suspension without pay.	Probation indicated that the subordinate employee received a 20-day suspension without pay.
46 20137577	A Probation employee did not report outside employment activities to his Department as required, and he was not in compliance with the 24-hour per week limit.	Probation indicated that the employee was discharged.
Registrar-Recorder/County Clerk (RR/CC)		
47 20137572	A RR/CC employee used assigned County computer and Internet access to view non-County related entertainment and news websites.	RR/CC indicated that the employee received a 15-day suspension without pay.

Total: 47



Los Angeles County Fraud Hotline
Disciplinary and/or Corrective Action Pending
From Previous Semi-Annual Reports
As of June 30, 2014

Attachment IV

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
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 disciplinary action for the manager is pending. Final disposition is pending.	236
Children and Family Services (DCFS)			
2 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 intends to give one employee a 15-day suspension without pay, and the two remaining employees each a five-day suspension without pay. Final disposition is pending.	265
3 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 intends to give the employee a 30-day suspension without pay. Final disposition is pending.	257

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
4 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 intends to give the second employee a written reprimand. Final disposition is pending.	291
5 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 intends to discharge the employee. Final disposition is pending.	195
6 20138374	A DCFS employee falsified information in the case file of a DCFS-supervised child.	DCFS intends to discharge the employee. Final disposition is pending.	264
Fire Department (Fire)			
7 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 the employee received a written warning.	Fire intends to give the employee a three-day suspension without pay. However, action is pending litigation. Final disposition is pending.	1197
8 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.	334
Health Services (DHS)			
9 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.	564

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
10 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.	664
11 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.	696
12 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.	318
13 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.	431
14 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.	434
15 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.	291
16 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.	423

	CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
17	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.	265
Department of Human Resources (DHR)				
18	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.	326
Mental Health (DMH)				
19	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.	326
20	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.	594
21	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.	357
22	20126738	A DMH employee used DMH's headquarters address as private business address, and to receive correspondence from the State Bar of California.	DMH indicated that disciplinary action is pending. Final disposition is pending.	196
23	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.	314

	CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
24	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.	467
25	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.	881
26	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.	594
27	20127198	A DMH employee used assigned County computer to store non-County related documents and images.	DMH indicated that disciplinary action is pending. Final disposition is pending.	196
28	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 Outside Employment (OE) forms despite knowing that the employee had an outside job.	DMH indicated that disciplinary actions are pending. Final disposition is pending.	223
29	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.	326
30	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.	293
31	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.	326

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
32 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 intends to give the employee a 15-day suspension without pay. Final disposition is pending.	305
33 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.	244
Parks and Recreation (Parks)			
34 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.	518
35 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.	329
36 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 the another employee received an Intent to Discharge letter. Final disposition is pending.	298

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
Public Health (DPH)			
37 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 employee's, 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, four employees each received a written warning, and the remaining employee will receive a written warning when she returns from medical leave. Final disposition is pending.	529
Public Social Services (DPSS)			
38 20115767	A DPSS employee misused the supervisor's password to access the Los Angeles Eligibility Automated Determination Evaluation and Reporting (LEADER) system, in violation of Department policy. Additionally, although the supervisor alleges not sharing the password, the supervisor admitted allowing the employee to approve the casework. DPSS indicated that the supervisor was counseled.	DPSS intends to give the employee a seven-day suspension without pay when the employee returns from leave of absence. Final disposition is pending.	1004
39 20126812	Eight DPSS employees were frequently tardy to work without reporting a timecard variance. In addition, the manager and supervisor failed to impose corrective action. DPSS indicated that four employees each received either a 5-day or 10-day suspension without pay, two employees received written reprimands, and the manager retired.	DPSS intends to medically release one employee, suspend another employee and give the supervisor a 10-day suspension without pay upon return from leave of absence. Final disposition is pending.	457
40 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.	286
41 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 intends to give the employee a letter of reprimand when the employee returns from leave of absence. Final disposition is pending.	408

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
42 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.	385
43 20137958	A DPSS employee inappropriately borrowed money from a participant, who later threatened to harm the employee.	DPSS indicated that disciplinary action is pending. Final disposition is pending.	354

Final Disposition Pending

Total: 43