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COUNTY OF LOS ANGELES DEPARTMENT OF AUDITOR-CONTROLLER

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September 21, 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 – JANUARY 1, 2015 THROUGH JUNE 30, 2015**

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, 2015 reporting period with 860 pending cases. During the period, OCI opened 755 new cases and closed 646 cases, ending the period with 969 cases in progress. The net increase of 109 (12.7%) cases from the end of the prior reporting period is attributable to 755 new cases which exceeded the 646 cases closed.

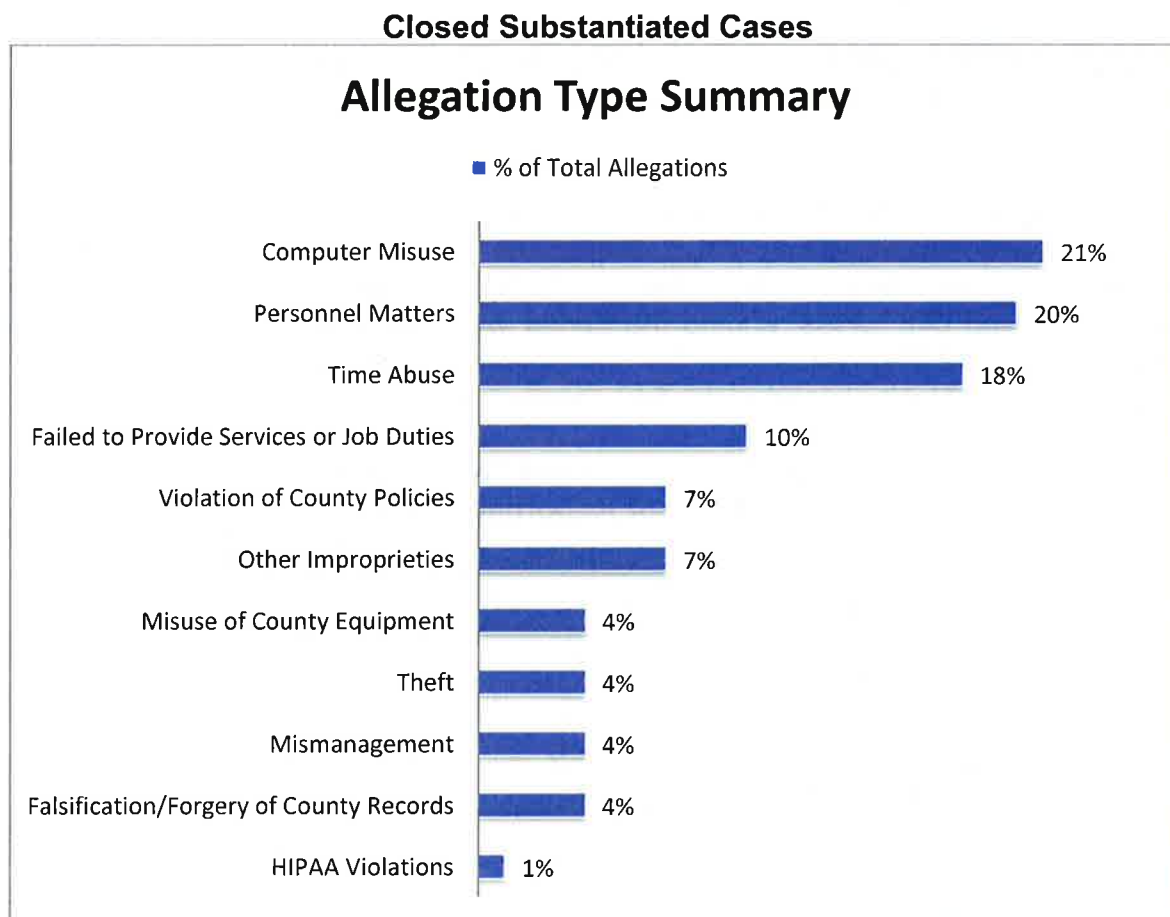
Comparison of Current Case Counts with the Prior Reporting Period

CASE STATUS	SEMI-ANNUAL PERIOD ENDING		
	12/31/2014	6/30/2015	% Increase (Decrease)
Beginning Caseload	934	860	(7.9%)
+ New Cases Opened	690	755	9.4%
- Cases Closed	(764)	(646)	(15.4)%
Ending Caseload	860	969	12.7%

RESULT OF CASES CLOSED	12/31/2014		6/30/2015	
Substantiated	208	27%	168	26%
Not Substantiated	338	44%	281	43.5%
Not Investigated	218	29%	197	30.5%
Total Cases Closed	764	100%	646	100%

Of the 646 closed cases (Attachment I), 168 (26%) were substantiated (Attachment II), 281 (43.5%) were not substantiated, and 197 (30.5%) 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 197 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:



For the 168 cases that were substantiated during this reporting period, the following disciplinary and/or corrective actions were taken. Note that some cases may include multiple subjects and/or multiple actions taken.

Substantiated Cases (168)

ACTION(S) TAKEN	No.
Disciplinary/Corrective Action Pending	134
Counseled (verbal/written warning)	83
Notice of Expectation/Instruction	29
Resigned/Retired/Resigned in Lieu of Discharge	22
Suspended	19
Reimburse/Restitution/Repayment/Timecard Adjustments	14
Procedures Changed/Reinforced	13
Reprimanded	11
Discharged	5
Top of File Notice in Personnel Folder	5
Transferred/Reassigned	5
Training	3
Certified Time	2
Bonus Rescinded	1
Arrested	1
Community Service/Probation	1

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 71 prior period cases where disciplinary action was taken during the period, and Attachment IV identifies the 89 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 43 cases where action has been pending for more than one year. We will continue to work with the Departments to encourage them to take timely action.

The County Fraud Hotline website (<http://fraud.lacounty.gov>) provides County employees and the public with an online portal to report fraud, waste, or misuse of County resources at any time. The site also includes informative links to policies and laws related to fraud, waste, and abuse within County government. During this reporting period, the website had over 25,000 visitors.

During the six-month reporting period, OCI investigators executed six search warrants, which covered 29 subjects, and filed 37 search warrant returns for criminal cases where

OCI was the lead investigative agency. In addition, OCI forensic staff issued a total of 113 reports summarizing the results of their forensic recovery and analysis of electronic evidence related to Hotline investigations. These reports included reviews of computer hard drives, e-mail accounts, internet usage logs, and other electronic records and media.

Since the last reporting period, we continued 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. 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 June 30 2015.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
January 1, 2015 through June 30, 2015**

	<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	8	169	184	28.5%			
<u>CASES REFERRED TO AND INVESTIGATED BY OTHER DEPARTMENTS:</u>								
Agricultural Commissioner/Weights & Measures	1	0	0	1	0.2%			
Animal Care and Control	3	5	0	8	1.2%			
Auditor-Controller	2	1	0	3	0.5%			
Beaches and Harbors	3	4	0	7	1.1%			
Child Support Services	5	6	0	11	1.7%			
Children and Family Services	39	36	0	75	11.6%			
Fire	14	13	5	32	5.0%			
Health Services	27	38	5	70	10.8%			
Human Resources	1	2	2	5	0.8%			
Human Resources (Countywide)	3	5	3	11	1.7%			
Internal Services	2	3	0	5	0.8%			
Mental Health	14	15	5	34	5.3%			
Military and Veterans	0	1	0	1	0.2%			
Parks and Recreation	1	1	0	2	0.3%			
Probation	5	18	0	23	3.6%			
Public Health	2	11	1	14	2.2%			
Public Social Services	37	100	6	143	22.1%			
Public Works	1	7	1	9	1.4%			
Registrar-Recorder/County Clerk	1	0	0	1	0.2%			
Sheriff	0	7	0	7	1.1%			
Other Departments Total:	161	273	28	462	71.5%			
Grand Total	168	26%	281	43.5%	197	30.5%	646	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 197 cases were referred to the County Equity Oversight Panel (CEOP) for investigation. CEOP does not report their findings back to Office of County Investigations and therefore would have to be contacted directly for further information.



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

SUMMARY OF SUBSTANTIATED CASES

FOR THE PERIOD JANUARY 1, 2015 THROUGH JUNE 30, 2015

SUBSTANTIATED CASES INVESTIGATED BY AUDITOR-CONTROLLER

Auditor-Controller (A-C)

Case Number: 20149861

Unknown perpetrator(s) stole two previously negotiated County warrants, altered them, and attempted to re-deposit them into bank accounts. The warrants, which totaled approximately \$203, did not clear the County's account; therefore, there was no loss to the County. We did not find evidence that County employees were involved, and the perpetrator(s) could not be identified.

Fire Department (Fire)

Case Number: 20148954

A Fire employee violated Departmental policy by exceeding the 24-hour per month limit for paid Call Fire Fighter (CFF) ride-along hours, failing to properly record actual hours worked in his assigned Fire Station's CFF Journal, and circumventing the timecard review and approval process. Also, eight supervisors and four managers violated Departmental policy by approving the employee's timecards without independent verification of the work hours claimed. Fire indicated that the employee received a written reprimand, four managers and six supervisors each received a Notice of Instruction (NOI), and two other supervisors retired.

Case Number: 20149898

A Fire employee engaged in conduct unbecoming of a County employee when he participated in an online chat of a sexual nature with an individual who stated she was an underage female. Fire indicated that the employee was discharged.

Case Number: 201510441

A Fire employee violated the terms of a confidentiality and disclosure agreement by failing to report a relationship that presented the appearance of a conflict of interest. In addition, the employee did not comply with County requirements for reporting outside employment activity. Corrective actions are pending.

Internal Services Department (ISD)

Case Number: 20149781

A member of the public inappropriately placed County seal decals on two vehicles used for his private business. County Counsel issued a cease and desist letter to the owner of the vehicles, and the seals were removed. ISD management indicated that they are strengthening controls over County seal decals, and the member of the public received a warning.

Department of Parks and Recreation (Parks)

Case Number: 20149177

Parks employees and managers failed to ensure that non-County soccer programs maintained the required liability insurance and failed to collect the required use fees, resulting in a loss of at least \$3,468. In addition, Parks employees did not report

Summary of Substantiated Cases

donations and failed to ensure that volunteers were "live scanned" before they began working at Parks. Parks indicated that disciplinary actions are pending for the employees and managers.

Case Number: 20149303

Parks mishandled cash collections by inappropriately depositing revenue from a Parks sponsored event into a non-County bank account controlled by an unrelated third-party. Parks managers also failed to properly account for purchases made by the third-party for the event, and the third-party falsely claimed that at least \$1,857 of such purchases were donations to Parks. Parks indicated that procedures were changed and corrective/disciplinary actions are pending.

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: 20149961

An AC/WM employee was frequently late to work. AC/WM indicated that the employee was verbally reminded of the Department's policy on tardiness.

Auditor-Controller (A-C)

Case Number: 20149900

An A-C employee used her assigned County computer and Internet access for non-County work-related purposes. A-C indicated that the employee was verbally counseled.

Case Number: 20149985

An A-C employee used her assigned County computer and Internet access for non-County work-related purposes. A-C indicated that the employee was verbally counseled.

Department of Animal Care and Control (ACC)

Case Number: 20137707

An ACC adoption payment check for approximately \$130 was determined to be missing and the perpetrator(s) could not be identified. ACC indicated they improved cash handling procedures in all six ACC Adoption centers.

Case Number: 20149358

An ACC employee used a County color copier machine for personal use during work hours. ACC indicated that the employee received a written reprimand.

Case Number: 20149761

The cash drawers located at an ACC Office were broken for more than one year, exposing the office to risk of cash thefts. ACC indicated that the drawers have been replaced.

Department of Beaches and Harbors (BH)

Case Number: 20126564

A County vendor delivered a total of 1,231 gallons of fuel less than invoiced, and the vendor reimbursed the County \$4,581 for the missing fuel. BH installed a fuel management system and is reviewing the system receipt and vendor receipts at each delivery, including taking stick measurements as needed.

Case Number: 20126805

Two boat trailers belonging to BH were stolen from Marina del Rey and the perpetrator(s) could not be identified. One trailer was recovered by the Oceanside Police Department, which the Department retrieved. The second trailer (with an unknown value) has not been recovered. BH plans to install hitch locks on its boat trailers and will conduct more frequent equipment inventories.

Case Number: 20127276

BH parking collections totaling \$60,670 were stolen during a burglary at the office of a BH parking contractor. A Sheriff's investigation could not identify the individual(s) responsible for the theft. BH indicated that the contractor reimbursed the County for the amount stolen in accordance with the contract requirements.

Summary of Substantiated Cases

Child Support Services Department (CSSD)

Case Number: 20149299

A CSSD employee was frequently late to work. The employee was counseled and her work schedule changed.

Case Number: 20149459

A CSSD employee used his assigned County computer and Internet access to view non-County related websites such as news and education sites during work hours. CSSD intends to give the employee a 20-day suspension.

Case Number: 201510190

A CSSD employee inappropriately changed the system settings on her assigned County computer so she could receive e-mails from external sources. CSSD indicated that the employee received a written warning.

Case Number: 201510217

A CSSD employee failed to timely notify the Department that he was arrested on a DUI criminal charge. CSSD indicated that the employee received a Notice of Expectation (NOE).

Case Number: 201510366

A CSSD employee used her assigned County computer and e-mail account to send personal e-mails. CSSD indicated that the employee received a NOE.

Department of Children and Family Services (DCFS)

Case Number: 20126479

A DCFS employee created a conflict of interest when she housed a DCFS dependent run-away child in her home. DCFS indicated that the employee was counseled.

Case Number: 20126641

A DCFS employee and a supervisor violated Departmental policy by failing to keep the address of a domestic violence victim confidential, and by failing to select an impartial child visitation monitor for the same client. Another employee also violated policy by failing to amend court documents to include a parent's criminal history and a relevant arrest that occurred while a child custody case was open. Also, that employee's supervisor failed to ensure that her staff properly amended the court documents. DCFS indicated that one employee received a NOE and three employees were counseled.

Case Number: 20127068

A DCFS employee arrived to work late on a number of occasions and did not report variances on her timecards. The employee also claimed more overtime on her timecards than the time approved by her supervisors. Two of the employee's supervisors failed to ensure the employee accurately reported overtime on her timecards. DCFS indicated that one employee and two supervisors were counseled.

Case Number: 20127131

A DCFS employee created a conflict of interest by interfering with an ongoing Departmental investigation concerning his relative. The employee also admitted he inappropriately used the remote access code and password of his domestic partner (who is also a DCFS employee) to access the Child Welfare Services/Case Management System (CWS/CMS) without a business need to view personal and confidential information in a client's (his relative) case record. The other DCFS employee failed to properly safeguard her CWS/CMS remote access code and

Summary of Substantiated Cases

password against unauthorized usage. DCFS indicated that the employee received a three-day suspension without pay and the other employee received a NOE.

Case Number: 20127370

A DCFS supervisor frequently allowed two employees to leave work early. DCFS indicated that the supervisor was counseled and the two employees each received a NOE.

Case Number: 20127443

A DCFS employee did not conduct required home visits with clients, falsified case notes, and did not properly document client visits in CWS/CMS. DCFS indicated that the employee received a five-day suspension without pay.

Case Number: 20137624

Thirteen DCFS employees accessed the CWS/CMS system without a business need to view personal and confidential information in three clients' case records. DCFS indicated that 12 employees were counseled, and no administrative action was warranted for the remaining employee.

Case Number: 20137987

A DCFS employee left work early to engage in her outside employment and did not record variances on her timecards. DCFS indicated that the employee resigned for personal reasons, and a "Top of File" notice will be placed on the employee's personnel folder.

Case Number: 20137997

A DCFS employee arrived to work late, called in sick, and did not record the variances on her timecard. The employee also brought her children to work on multiple occasions. The employee's supervisor failed to properly supervise and accurately verify the employee's timecards. DCFS indicated that the supervisor received a written warning and disciplinary action is pending for the employee upon her return from medical leave.

Case Number: 20138572

A DCFS employee engaged in outside employment during his County work hours, which negatively impacted his job performance. The employee also participated in volunteer activities not related to his job assignment during County work hours, without management approval. DCFS indicated that the employee was counseled.

Case Number: 20138619

A DCFS supervisor shared her CWS/CMS and Internet passwords with subordinate staff, so they could complete work for her as her back up. The supervisor also used her assigned County computer and Internet access during work hours for non-County purposes such as personal banking. DCFS indicated that the supervisor received a written warning.

Case Number: 20148923

A DCFS employee used County equipment for personal use, and used her County e-mail account for non-County related purposes during work hours. DCFS indicated that the employee was counseled.

Case Number: 20149141

A DCFS employee accessed CWS/CMS without a business need to view personal and confidential information in a client's (her relative) case records. DCFS indicated that the

Summary of Substantiated Cases

employee transferred to another Department, and a "Top of File" notice was placed in the employee's personnel folder.

Case Number: 20149207

Two DCFS supervisors inappropriately shared their CWS/CMS user identifications (IDs) and passwords with two other employees, who each accessed the system to process referrals. The two supervisors also shared their eCAPS user IDs and passwords with other employees and inappropriately allowed them to approve other staff's timecards. Two DCFS managers admitted they approved one of the supervisors to share his eCAPS user ID and password to allow the employees to approve timecards. One supervisor also shared his e-mail login and password with one employee and inappropriately allowed her to read his e-mails, and also shared his user ID and password for a drug testing system with another employee. DCFS indicated that five employees, one supervisor and one manager were counseled. Another employee and manager each received a NOE. Additionally, no administrative action was warranted for one employee, and another employee transferred to another department.

Case Number: 20149208

A DCFS employee admitted he was arrested for soliciting a prostitute for a sexual act during County work hours. DCFS indicated that the employee received a 15-day suspension without pay.

Case Number: 20149270

A DCFS employee did not report that she had been arrested and had a relative call in sick for her while she was in custody. The employee also used her assigned County computer, e-mail account, and an office printer for non-County related purposes. DCFS indicated that the employee received a NOE.

Case Number: 20149362

A DCFS employee exhibited unacceptable on-the-job behavior when he inappropriately touched a client in a sexual manner during an office visit, and made inappropriate sexual comments to another client. DCFS indicated that the employee was discharged.

Case Number: 20149372

A DCFS employee violated Departmental policies by making unannounced home visits to a client after work hours, and by making a personal call and sending an inappropriate text message to the client after the client's case was closed. DCFS intends to give the employee a 30-day suspension without pay.

Case Number: 20149403

Two DCFS employees who are related by marriage were assigned to the same office and reported to the same manager for approximately one year, in violation of the Department's nepotism policy. DCFS indicated that one of the two employees was reassigned to another office and no administrative action was warranted for the two managers.

Case Number: 20149542

A DCFS supervisor and six employees were excessively tardy to work and did not record variances on their timecards. Also, the supervisor failed to exercise appropriate oversight of her staff and monitor their work hours. DCFS indicated that one employee retired and disciplinary actions are pending for the supervisor and the five remaining employees.

Summary of Substantiated Cases

Case Number: 20149548

A DCFS employee falsified monthly client contacts in the CWS/CMS case file, did not document required information in the case file, and failed to cooperate with an administrative investigation. DCFS intends to discharge the employee.

Case Number: 20149624

A DCFS employee used her assigned County computer and Internet access to view non-County work-related websites and to stream video content from Netflix during work hours. The employee also inappropriately requested Internal Services Department (ISD) Information Technology (IT) Help Desk staff to delete their findings concerning her Internet activity. DCFS intends to give the employee a 10-day suspension without pay.

Case Number: 20149642

Two DCFS employees exhibited unprofessional behavior by engaging in several verbal altercations during work hours. DCFS indicated that the two employees were counseled.

Case Number: 20149753

A DCFS employee did not conduct required monthly face-to-face contacts with clients for six of her cases, and falsified contact information in the CWS/CMS case files. DCFS indicated that the employee resigned, and a "Top of File" notice will be placed in the employee's personnel folder.

Case Number: 20149839

A DCFS employee was excessively absent, failed to document case contacts, submitted field itineraries for which there is no supporting case documentation, and failed to submit court reports as required. DCFS intends to give the employee a three-day suspension without pay.

Case Number: 20149950

A DCFS employee engaged in conduct unbecoming a County employee when she posted sensitive but general information (i.e., without any identifying information such as names, ages, etc.) related to a client's case on her Facebook social media web page during her work hours. DCFS indicated that the employee received a written warning, and the employee deleted the comments.

Case Number: 201410034

Two DCFS supervisors allowed an employee to leave work early on three occasions without recording variances on his timecards. DCFS indicated that both supervisors received a NOE, and the employee submitted timecard corrections.

Case Number: 201410054

A DCFS employee failed to appropriately document case contacts, and claimed overtime that she did not work (i.e., time that she claimed she spent completing the case contacts). DCFS indicated that disciplinary action is pending.

Case Number: 201410059

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

Case Number: 201410104

A DCFS employee used her assigned County computer and Internet access to view non-County related websites, such as shopping and cooking websites. The employee also used her County e-mail account to send personal e-mails, and used her County telephone for personal calls, including communicating with an out-of-state relative.

Summary of Substantiated Cases

DCFS indicated that the employee received a written reprimand.

Case Number: 201410143

A DCFS employee inappropriately documented a client contact in CWS/CMS, inaccurately documented other contacts, and did not consistently obtain approvals for his field itineraries. DCFS intends to discharge the employee.

Case Number: 201510172

A DCFS employee did not conduct monthly face-to-face contacts with DCFS clients as required, and did not document case notes to minimum standards. DCFS indicated that the employee retired.

Case Number: 201510205

A DCFS employee falsified her field itineraries, did not conduct required face-to-face client contacts, and did not properly document client contacts in CWS/CMS. DCFS indicated that the employee received a written warning.

Case Number: 201510258

A DCFS employee created a conflict of interest when she requested Protected Health Information (PHI) and school information related to a child whose case was not assigned to her. DCFS indicated that the employee was counseled.

Case Number: 201510336

A DCFS employee failed to process documents within a required time frame, and was insubordinate when she continued to enter inaccurate data in a document tracking log after being instructed how to enter the data. DCFS indicated that disciplinary action is pending.

Case Number: 201510365

A DCFS employee falsely documented in CWS/CMS that she met face-to-face with a client. The employee admitted she did not visit the client. DCFS intends to discharge the employee.

Case Number: 201510372

A DCFS employee failed to properly supervise several children in her care, which resulted in criminal conduct by one of the children. The employee's supervisor failed to ensure that the employee had appropriate resources (i.e., additional staff) to properly carry out her duties. DCFS intends to give each employee a five-day suspension without pay.

Case Number: 201510474

A projector valued at \$600 was discovered missing from a DCFS office. The Department filed a police report, but the perpetrator(s) could not be identified. Due to lack of internal controls, DCFS could not determine who last used the projector. DCFS implemented internal controls and a check-out log to prevent further thefts.

Case Number: 201510600

A DCFS employee failed to conduct a required risk assessment, failed to facilitate required services for a client, and failed to process transportation request forms according to DCFS policy. DCFS indicated that disciplinary action is pending.

County Counsel (CC)

Case Number: 20149310 DHR Investigated

A CC employee used his County e-mail account to send an inappropriate e-mail to all employees in the Department. In addition, the employee failed to perform his assigned

Summary of Substantiated Cases

duties and left work early one day without proper notification. CC indicated that the employee was discharged.

Fire Department (Fire)

Case Number: 20115802

A Fire employee was excessively tardy to work over several years. Fire indicated the employee was counseled.

Case Number: 20126774

A Fire employee used a toll-free County telephone line over a two-year period to make and receive personal calls to and from out-of-state family members. Also, the employee's supervisor failed to adequately supervise the employee. Fire indicated that the employee received a written reprimand and the supervisor a NOI.

Case Number: 20137702

A Fire manager admitted to disposing of waste material that was not generated from County work processes. The manager stated that he disposed of discarded Christmas tree limbs. Fire indicated that the manager received a NOI.

Case Number: 20137740

A Fire employee inappropriately used her assigned County vehicle to pick up her sick child from school. Fire indicated that the employee was counseled.

Case Number: 20137882

A Fire employee made an inappropriate statement to a subordinate, conducted his personal business during County work hours, and took a County vehicle home without proper authorization. Fire indicated that the employee received a written reprimand.

Case Number: 20138131

A Fire employee falsified her years of service for several County positions on her employment application, which resulted in her being inappropriately placed on an eligibility list. Fire indicated that the employee resigned.

Case Number: 20138236

A Fire employee inappropriately removed the permanent County seal decals from his assigned County vehicles without authorization, used the vehicles to conduct non-County related business (i.e., personal errands, etc.), and garaged the vehicles at home without authorization. The employee also drove new, unmarked and unassigned Department vehicles for up to a week, including taking the vehicles home, without a business need, and took his wife on a business trip out of state in a County vehicle without authorization. Further, the employee inappropriately took his family out on County boats that were being tested. Fire intends to give the employee a five-day suspension without pay.

Case Number: 20138311 DHR Investigated

A Fire employee was involved in two traffic collisions with her assigned County vehicle. Fire indicated that the employee was issued a NOI and is scheduled to attend a remedial driver training as part of the Department's safety program.

Case Number: 20138356

A Fire employee drove a County vehicle outside County limits without authorization on two occasions. On one occasion, the employee was in an accident for which he was at fault; on the second occasion, he drove the vehicle in a reckless manner. Fire indicated that the employee received a 10-day suspension without pay.

Summary of Substantiated Cases

Case Number: 20148816

A Fire employee inappropriately shared the passwords for his assigned County computer and e-mail accounts with another employee, and allowed that employee to access files on his computer and his e-mails. Fire indicated that both employees each received a NOI.

Case Number: 20149332

Two Fire managers inappropriately approved a document that contained inaccurate information concerning the hiring of a temporary employee. As a result, the temporary employee exceeded the 90-day limit for filling a vacancy. Fire intends to give both managers a NOI and the temporary employee was released.

Case Number: 201510173

A Fire employee inappropriately organized and collected money for a sports event wagering pool during County work hours, and the employee's supervisor allowed the activity to continue over several years. Fire indicated that the employee was counseled and the manager received a NOI.

Case Number: 201510310

A Fire manager allowed a subordinate to telecommute without the appropriate, approved telecommuting agreement. Fire indicated that it will provide additional training related to telecommuting.

Case Number: 201510703

A Fire employee admitted to using her assigned County computer to complete school work during work hours. Fire indicated that the employee was counseled.

Case Number: 201510719

A Fire employee reported that a Department laptop was stolen from his hotel room. In accordance with County policy, the Department reported the theft to law enforcement; however, the perpetrator could not be identified. The laptop hard drive was encrypted and did not contain confidential information. Fire indicated that corrective action is pending.

Department of Health Services (DHS)

Case Number: 20138296

A DHS employee inappropriately borrowed money from a subordinate employee and did not repay it timely. The employee also accessed another subordinate's locker without authorization. DHS indicated that disciplinary action is pending.

Case Number: 20138315

A DHS employee improperly recorded Family and Medical Leave Act (FMLA) leave time in excess of the time for which she was approved. DHS indicated that the employee was counseled regarding appropriate coding of FMLA benefits, and timecard corrections were completed.

Case Number: 20138321

A DHS employee used bottled water for charitable giving activities that was meant for consumption within the Health Center. DHS indicated that the employee provided restitution by replacing the County water used for the activities with an equivalent amount of water purchased with her own funds.

Case Number: 20138444

A DHS employee did not keep accurate time reporting documentation and did not

Summary of Substantiated Cases

consistently clock in for her work shift. The employee's supervisor did not ensure that the employee's time records are kept accurately and failed to retain the employee's time records and overtime approvals for the required retention period. DHS indicated that disciplinary actions are pending for both the employee and her supervisor.

Case Number: 20148900

Two DHS supervisors did not comply with Departmental policy when they allowed an employee to exceed a 96-hour per month overtime limitation. DHS indicated that disciplinary actions are pending.

Case Number: 20148952

Three DHS supervisors did not sign subordinates' timecards. One of these supervisors failed to properly clock in and out for his work shifts on several occasions. One employee, who served as the timekeeper, misplaced, lost, and/or did not retain copies of an employee's timecards, and inappropriately used a shift calendar rather than employee's approved timecards to enter employee time records into the electronic timekeeping system. DHS indicated that disciplinary actions are pending.

Case Number: 20149012

A DHS employee created a conflict of interest by promoting and soliciting for her husband's business during work hours. DHS indicated that the employee retired.

Case Number: 20149027 DHR Investigated

A DHS manager behaved in a manner unbecoming a County employee when she used bullying tactics and displayed a pattern of inappropriate behavior toward her staff. DHS indicated that disciplinary action is pending upon the manager's return from medical leave.

Case Number: 20149131

A DHS employee did not record variances on his timecards when he left work to conduct personal errands and took extended lunch breaks. The employee also failed to properly clock in and out for his work shifts. The employee's supervisor inappropriately approved the employee's timecard on a day the employee did not work and did not ensure the employee clocked in and out, as required. DHS indicated that disciplinary actions are pending.

Case Number: 20149163

A DHS employee made false statements to Department investigators during an official administrative investigation. DHS indicated that disciplinary action is pending.

Case Number: 20149220

A DHS employee used her assigned County computer and Internet access to view non-County related websites such as shopping, video sites, etc., during work hours. The employee also socialized excessively in the workplace. DHS indicated that disciplinary action is pending.

Case Number: 20149253

Four DHS employees overstated their hours worked on one day by a total of 9.5 hours. DHS indicated that two employees were counseled, one employee resigned, another employee was transferred to another Department, and timecard corrections were completed for the four employees.

Case Number: 20149318

A DHS employee used his assigned County computer and Internet access to view non-

Summary of Substantiated Cases

County related websites, such as business, news, etc., during work hours. DHS indicated that disciplinary action is pending.

Case Number: 20149334

A DHS employee violated Departmental policy by failing to use the time clock to record her work arrival times and failing to obtain her supervisor's signature for handwritten entries on her timecards. DHS indicated that the employee was counseled and timekeeping procedures were changed.

Case Number: 20149441

A DHS supervisor did not ensure that a contract employee used the facility time clock to record hours worked, as required by Department policy. DHS indicated that disciplinary actions are pending.

Case Number: 20149496

A DHS employee submitted inaccurate timecards and worked through lunch and left work early, in violation of Department policy. The employee and a second employee each made misleading and/or untruthful statements during an administrative investigation. The employees' supervisor failed to ensure that the employees complied with Department policy related to work schedules. DHS indicated that disciplinary actions are pending.

Case Number: 20149498

A DHS employee engaged in outside employment activities during County work hours. DHS indicated that the employee resigned.

Case Number: 20149507

A DHS employee used her assigned County computer and Internet access to conduct her outside employment activities during work hours. The employee also did not properly code her timecard for time off (five hours) she took to conduct her outside employment. DHS indicated that disciplinary action is pending.

Case Number: 20149510

A DHS patient's funds totaling \$1,102 were determined to be missing when he transferred from a County hospital to another County facility. The perpetrator(s) could not be identified. DHS indicated that the patient was issued a check in the amount of \$1,102.

Case Number: 20149679

A DHS employee had excessive absences over a four-year period, including excessive unauthorized absences without a doctor's note. Also, four supervisors inappropriately approved the employee's unauthorized absences over an extended time period and failed to take appropriate corrective action. DHS indicated that disciplinary actions are pending for the employee and the four supervisors.

Case Number: 20149798

A DHS manager allowed an employee to supervise others holding higher level classifications, and was delinquent in completing annual performance evaluations. DHS indicated that the manager was counseled, completed the Performance Evaluations (PEs), and submitted a request for superior/subordinate pay for the employee.

Case Number: 20149852

A DHS supervisor did not pre-approve overtime, did not maintain proper documentation of overtime worked, and did not monitor overtime hours worked by employees. DHS

Summary of Substantiated Cases

indicated that disciplinary action is pending.

Case Number: 20149888

A DHS employee with patient care responsibilities was observed sleeping during work hours. The supervisor was aware of the employee's behavior and failed to take appropriate corrective action. DHS indicated that disciplinary actions are pending.

Case Number: 20149906

A DHS employee with patient care responsibilities was observed sleeping during work hours. The supervisor was aware of the employee's behavior and failed to take appropriate corrective action. DHS indicated that disciplinary actions are pending.

Case Number: 20149929

A DHS employee used his assigned County computer and Internet access to view non-County websites such as Wikipedia, etc. DHS indicated that the employee abandoned his job.

Case Number: 20149979

A DHS employee allowed another DHS employee to access the eHR system using her computer and password. DHS indicated that the employees were counseled and reminded of policies related to information technology security.

Case Number: 201410083

A DHS supervisor and one of her subordinates did not complete annual staff PEs for two or more periods, as required by Civil Service Rules. Also, the supervisor's manager did not complete the supervisor's PE for several periods, and did not properly ensure that the supervisor complete her staff's PEs timely. DHS reminded staff, including supervisors and managers of their responsibilities to complete PEs, as required.

Case Number: 201510786

A DHS employee falsified the length of her qualifying work experience on an employment application. DHS indicated that the employee was removed from the eligibility list.

Department of Human Resources (DHR)

Case Number: 20137669

A DHR employee arrived to work late, and conducted personal business during her County work hours. The employee also used her assigned County computer and Internet access during work hours to view non-County related websites (such as banking and news). DHR intends to give the employee a written warning.

Internal Services Department (ISD)

Case Number: 20116186

An ISD manager used his assigned County computer and Internet access to download and view sexually explicit images and to view non-County related websites during work hours. The employee also entered a County building after work hours without authorization and used County equipment (i.e., computer and Internet access) to complete school work. ISD indicated that disciplinary action is pending.

Case Number: 20149366

An ISD employee arrived to work late, left work early, and did not report the variances on his timecard. ISD indicated that disciplinary action is pending.

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Department of Mental Health (DMH)

Case Number: 20137574

A DMH employee used her assigned County computer, Internet access, and e-mail account for personal use, including viewing non-work related websites such as automobile pricing, restaurants, and online shopping. DMH indicated that the employee resigned before disciplinary action could be taken.

Case Number: 20137788

A DMH employee used her assigned County computer and Internet access to view non-County related websites such as television programming, online shopping, and news. DMH indicated that disciplinary action is pending.

Case Number: 20137832

A DMH employee used her assigned County computer and Internet access to view non-County related websites such as travel and fitness. DMH indicated that the employee received a written reprimand.

Case Number: 20137843

A DMH employee erroneously submitted inaccurate time records for three months, which resulted in leave time (4½ hours) being inappropriately deducted from the employee's leave balances. DMH indicated that the employee should be reimbursed and additional corrective action is pending.

Case Number: 20137893

Twenty DMH employees used their assigned County computers and e-mail accounts to send non-work related e-mails, including chain letter e-mails. Four of these employees inappropriately sent e-mails with clients' PHI to a non-County account and/or sent unencrypted e-mails containing PHI to DMH employees. Two employees sent e-mails that contained inappropriate images to other DMH employees and/or personal e-mail accounts. Also, one employee inappropriately shared her eCAPS username and password with another DMH employee via e-mail. DMH indicated that one employee transferred to another County department, one employee resigned, and disciplinary actions are pending for the remaining 18 employees.

Case Number: 20137894

A DMH employee falsified her case notes by entering three client contacts that did not take place. DMH indicated that the employee retired, and that the claims for these services, totaling \$485, will be disallowed.

Case Number: 20137900

Two DMH supervisors failed to ensure that their staff were properly supervised while working overtime on weekends. DMH indicated that one supervisor retired and disciplinary action is pending for the second supervisor.

Case Number: 20137908

Fifteen DMH employees used their assigned County computers and e-mail accounts to send non-County work related e-mails, including e-mails containing chain letters, photographs, etc., to other DMH employees and/or personal e-mail account(s). In addition, one of the employees used his assigned County computer and Internet access during work hours to view non-County work related websites such as entertainment, restaurants, etc. DMH indicated that disciplinary actions are pending.

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Case Number: 20137984

A DMH employee submitted mileage claims for training on his Regular Days Off (RDOs), flexed his schedule when he did to report to work on his scheduled Fridays, and failed to accurately reflect actual hours worked on his timecard. DMH indicated the employee's supervisor resigned for unrelated reasons and that disciplinary action is pending for the employee.

Case Number: 20138373

A DMH employee knowingly submitted claims for services that were not supported by required client chart notes and inappropriately destroyed the claim forms after they were entered into the billing system. The employee submitted the chart notes after the fact. A second DMH employee failed to follow program procedures when he did not file the claim forms and gave them back to the first employee. DMH indicated that the first employee was counseled and later resigned, the second employee was counseled.

Case Number: 20138612

A DMH employee violated state law and Departmental policy by arbitrarily waiving fees for clients who had the financial resources to pay for services. The employee also failed to properly document financial assessments in the case files of some clients that she deemed had no ability to pay for services. DMH indicated that disciplinary action is pending.

Case Number: 20149370

A DMH employee arrived to work late and did not report the variances on her timecards. DMH indicated that disciplinary action is pending.

Case Number: 20149455

A DMH employee used his assigned County computer and Internet access to view non-work related websites, including soccer videos, entertainment, and hotel bookings sites. DMH intends to discharge the employee upon his return from leave of absence.

Case Number: 20149844

A DMH employee violated the Health Insurance Portability and Accountability Act (HIPAA) when she removed DMH and DCFS clinical records that contained PHI from her County office and left the records unattended at a family member's home. In addition, the employee failed to return the records to the Department in a timely manner. DMH indicated that disciplinary action is pending.

Department of Parks and Recreation (Parks)

Case Number: 20149002

Two Parks managers misallocated Special District funding by allowing two-full time positions for Special District items to perform duties not related to the Special District. Parks indicated that disciplinary and corrective actions are pending.

Probation Department (Probation)

Case Number: 20138039

A Probation employee had excessive unscheduled absences and a pattern of tardiness. Probation indicated the employee was counseled and was placed on certified time.

Case Number: 20149908

A Probation employee arrived to work late and left work early without signing out on several occasions. Another employee (the mother of the first employee) falsified the sign in/out log by signing out for the employee. Probation indicated that the first

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employee resigned and disciplinary action is pending for the second employee.

Case Number: 201510121

Based on past practices, a Probation Director allowed staff to leave early on December 24, 2014 and December 31, 2014 without recording variances on their timecards. Probation indicated that the Director was counseled and that staff that left early on those days either worked extra time or used their benefit time to account for the time differences.

Case Number: 201510149

A Probation employee left work early without authorization on one specific date; however, the employee used her own compensatory time. Probation indicated the employee was counseled.

Case Number: 201510320

A Probation employee took extended lunches and breaks on several occasions and did not report the variances on her timecards. Probation indicated that the employee was counseled; the appropriate timecard adjustments were completed, and she subsequently resigned.

Department of Public Health (DPH)

Case Number: 20148907

A DPH employee received bilingual bonus compensation she was not entitled to. DPH management did not follow policies related to bilingual bonus totaling \$650. The employee also inaccurately claimed mileage reimbursements. However, DPH was unable to determine the amount owed based on the misinterpretation of the employee's assigned Headquarters. DPH indicated that the bilingual bonus was canceled and is working with payroll to recover the mileage overpayment. Also, a memo was issued to managers reminding them to adhere to the DPH Mileage Manual. In addition, the employee agreed to monthly deductions of \$50 taken until \$650 is paid in full.

Case Number: 201510155

A DPH employee left work early on one occasion, failed to sign out, and reported her time worked for the day inaccurately. The employee's coworker inappropriately signed out for her. DPH indicated that policy related to time and attendance was reinforced with the employees.

Department of Public Social Services (DPSS)

Case Number: 20127423

A DPSS employee who was also a participant did not report to her eligibility worker that she was also receiving Workers' Compensation income, resulting in an \$11,268 overpayment of benefits. The employee was convicted of Welfare and Institution Code Section 10980(c)(2), making false statements to obtain aid. The employee was sentenced to three years formal probation, 250 hours of community service, and ordered to pay \$11,268 in restitution. DPSS indicated that the employee resigned from County service, and that a "Top of File" notice was placed in the employee's personnel folder.

Case Number: 20138091

A DPSS employee did not report that a participant (her daughter) lived with her, and made contradictory statements during the administrative investigation. DPSS indicated that the employee received a written warning.

Summary of Substantiated Cases

Case Number: 20149139

A DPSS manager inappropriately assigned several of her staff to run her personal errands, including purchasing personal gifts, lunches, flowers, etc. The manager also had staff use County equipment (i.e., a copier, paper, ink) to copy documents for her personal use. DPSS indicated that the manager received a 15-day suspension without pay.

Case Number: 20149175

Nineteen DPSS employees failed to adhere to their regular and telecommute work schedules; falsified itineraries, mileage claims, and client assessments; took extended/additional rest breaks; claimed overtime that they did not work; failed to accurately update client information; and used inappropriate language at the workplace. Five managers failed to properly supervise their staff's time, to verify the accuracy of their timecards, to address concerns raised by line supervisors, and to conduct follow-ups. One supervisor received a three-day suspension without pay, two employees each received a 10-day suspension, one employee received a 15-day suspension, and another employee received a 20-day suspension without pay; five employees were counseled, and another supervisor received a written reprimand. DPSS also intends to discipline (by counseling, written reprimand, suspension, or discharge) three managers and the remaining 10 employees.

Case Number: 20149482

A DPSS employee installed virtual network computing software onto her assigned County computer without authorization, and used the software to access her personal computer. The employee also used her assigned County e-mail account to send personal e-mails. DPSS indicated that the employee received a five-day suspension without pay.

Case Number: 20149576

A DPSS employee failed to declare on her outside employment form that she is legally obligated, by status, to provide care for her parent. DPSS indicated that the employee was counseled.

Case Number: 20149651

DPSS reported that ergonomic equipment worth \$1,045 was taken from an employee's work station. The subject(s) who removed the equipment could not be identified. DPSS indicated that procedures were modified to ensure that administrators secure and keep an inventory of the ergonomic equipment.

Case Number: 20149705

Eight DPSS employees participated in an unauthorized office "money pool." DPSS indicated that the eight employees were counseled.

Case Number: 20149770

A DPSS employee submitted four falsified medical certificates to justify absences from work. DPSS intends to give the employee a 10-day suspension without pay.

Case Number: 20149829

A DPSS employee created a conflict of interest and misused County equipment (telephone) when she called another district to advocate on behalf of her son, who applied for CalFresh benefits. DPSS indicated that the employee received a five-day suspension without pay.

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Case Number: 20149830

A DPSS employee accessed the Los Angeles Eligibility Automated Determination Evaluation and Reporting (LEADER) system without a business need to view personal and confidential information in three participants' case records. The employee did not report that her son receives public assistance and lives with her. DPSS indicated that the employee received a 10-day suspension without pay.

Case Number: 20149850

A DPSS employee arrived to work late, left work early, and did not record the variances on her timecards. DPSS placed the employee on certified time, and the employee's timecard will be adjusted accordingly.

Case Number: 20149874

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

Case Number: 20149951

Two DPSS employees accessed the LEADER system without a business need to view personal and confidential information in a participant's case records. The participant was the ex-partner of one of the employees. DPSS indicated that one employee resigned, and the other employee received a written reprimand.

Case Number: 20149957

A DPSS employee submitted inaccurate and/or falsified field itineraries and left work before the end of his shift. DPSS intends to give the employee a five-day suspension without pay.

Case Number: 20149992

A DPSS employee did not report that a public assistance participant lived with her. DPSS indicated that the employee received a seven-day suspension without pay.

Case Number: 20149994

A DPSS employee was excessively absent and conducted personal business during her County work hours, using both her personal cell phone and her County phone. DPSS indicated that the employee was counseled.

Case Number: 201410008

A DPSS employee accessed the LEADER system without a business need to view her own Medi-Cal case file. The employee also did not report to the Department as required that she was a public assistance participant. DPSS indicated that the employee received a written warning.

Case Number: 201410011

A DPSS employee accessed the Medi-Cal Eligibility Data System (MEDS) without a business need to view her own case records and the records of another individual. DPSS indicated that the employee received a written reprimand.

Case Number: 201410012

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's (her child) case records, and did not report that she lives with the participant. DPSS indicated that the employee resigned.

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Case Number: 201410015

A DPSS employee accessed the LEADER system without a business need to view information in participants' (brother and sister-in-law) case records. DPSS indicated that the employee received a five-day suspension without pay.

Case Number: 201410108

A DPSS employee used her assigned County computer and Internet access to view non-County related websites, such as shopping and health care sites, during work hours. DPSS indicated that the employee received a written warning.

Case Number: 201510120

A DPSS employee admitted to accessing the LEADER system without a business need to view personal and confidential information in his own case record and the case record of a relative (mother-in-law). The employee also created a conflict of interest when he used his County e-mail account to communicate with his CalWORKS caseworker and supervisor. DPSS indicated that the employee received a seven-day suspension without pay.

Case Number: 201510181

A DPSS employee was frequently late to work, and his timecard was properly coded as absent without pay for the variances. DPSS indicated that the employee was counseled.

Case Number: 201510194

A DPSS employee engaged in direct and inappropriate contact with the children of several participants. DPSS indicated that the employee was counseled.

Case Number: 201510230

A DPSS employee submitted two falsified medical certificates to justify his absences from work. DPSS indicated that the employee resigned and a "Top of File" notice was placed in the employee's personnel folder.

Case Number: 201510232

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. DPSS intends to give the employee a 10-day suspension without pay.

Case Number: 201510272

A DPSS employee inappropriately left her computer logged on and unattended, during which time another employee accessed the LEADER system without a business need to view confidential case records in a participant's (the employee's parent) case record. The employee also failed to update her home address, which indicated that she was sharing a residence with her parents. DPSS intends to give the employee a 10-day suspension without pay.

Case Number: 201510282

Six DPSS employees inappropriately accessed the LEADER system without a business need to view personal and confidential information in six clients' (their relatives) case records. DPSS indicated that disciplinary actions are pending for the six employees.

Case Number: 201510305

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in the case files of several participants' (relatives and former relatives) case records. The employee also did not report that his relatives were public assistance participants. DPSS intends to give the employee a five-day

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suspension without pay.

Case Number: 201510325

A DPSS employee exhibited behavior unbecoming a County employee when she left an inappropriate voicemail message for another DPSS employee. DPSS indicated that the employee received a five-day suspension without pay.

Case Number: 201510337

A DPSS employee was excessively late to work, took extended lunch breaks, left work early, and failed to record variances on his timecards. DPSS intends to give the employee a five-day suspension without pay.

Case Number: 201510360

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's (employee's relative) case record. The employee also failed to disclose that she lived with the participant. DPSS intends to give the employee a 10-day suspension without pay.

Case Number: 201510393

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 seven-day suspension without pay.

Case Number: 201510398

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in his own case records without authorization. DPSS indicated that the employee received a written reprimand.

Case Number: 201510473

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in her own case record. DPSS indicated that the employee received a written reprimand.

Case Number: 201510630

A probationary DPSS employee made inappropriate sexual comments to other employees and behaved in a discourteous, unprofessional manner. DPSS indicated that the employee was released from County employment.

Department of Public Works (DPW)

Case Number: 20149938

A DPW employee was excessively absent from work. DPW indicated that the employee was placed on "Certified Time" and the supervisor was counseled regarding oversight responsibilities pertaining to attendance.

Registrar-Recorder/County Clerk (RR/CC)

Case Number: 20138695

A RR/CC employee used his assigned County computer and Internet access for non-County business purposes including viewing online shopping, news, and entertainment websites. RR/CC indicated that the employee was counseled.

Total Cases Referred To, Investigated, and Substantiated by Other Departments:
161

Total Number of Substantiated Cases from January 1, 2015 through June 30, 2015: 168



Los Angeles County Fraud Hotline
Disciplinary and/or Corrective Actions Resolved
From Previous Semi-Annual Reports
As of June 30, 2015

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
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 the employee resigned from County service. In addition, petty theft charges were filed by the District Attorney (DA). Furthermore, ACC has conducted its own cash handling procedure audit, and has since rectified the lack of controls with a change in cash handling procedures as well as the installation of new security cameras throughout the interior and exterior areas of the shelter.	ACC indicated that the second employee resigned. DA indicated that an arrest warrant has been issued for the employee.
Beaches and Harbors (Beaches)		
2 20149522	A Beaches employee did not collect appropriate fees for several months. Beaches indicated that the employee was demoted and reassigned.	Beaches indicated that they will recover the fees.
Children and Family Services (DCFS)		
3 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 the children under DCFS jurisdiction.	DCFS indicated that the employee was discharged.
4 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 the employee received a 15-day suspension without pay.
5 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 the employee was counseled.

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
6	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 indicated that the employee received a five-day suspension without pay, and completed an Education-Based Discipline in lieu of loss of pay.
7	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 the employee reimbursed the Department.
8	20138067 A DCFS employee accessed Child Welfare Services/Case Management System (CWS/CMS) without a business need to view personal and confidential information in a client's case records.	DCFS indicated that the employee was discharged.
9	20138329 A DCFS employee inappropriately used his assigned County computer and Internet access for non-County business purposes during work hours.	DCFS indicated that the employee was discharged.
10	20138533 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 the employee resigned.
11	20138599 A DCFS employee failed to report her outside employment to the Department, as required.	DCFS indicated that the employee resigned.
12	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 a timely manner.	DCFS indicated that the employee resigned.
13	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 the employee was discharged.
Child Support Services Department (CSSD)		
14	20149225 A CSSD employee accessed and modified her own records in the County's Absence Management System for personal use, in violation of Department policy.	CSSD indicated that the employee received a written reprimand.
15	20149277 (OCI Investigated) 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 indicated that the two employees were discharged, and their supervisor received a five-day suspension without pay.

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
Fire Department (Fire)		
16 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 performance evaluation reminders were sent to ensure timeliness.
17 20138526 (OCI Investigated)	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. The matter was also referred to the California Fair Political Practices Commission (CFPPC) for possible sanctions.	Fire indicated that the employee was removed from contract responsibilities and his supervisor attended training regarding Conflicts of Interest and Form 700. Supervisors also received Notices of Instruction (NOI). The supervisor retired before the NOI was issued. CFPPC opened a case for investigation.
18 20127503	A Fire employee used County equipment (i.e., fire hose, coupling device, etc.) for his personal business.	Fire indicated that the employee received a NOI.
Health Services (DHS)		
19 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 a 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 the other employee retired.
20 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 indicated that the employee received a written reprimand and the supervisor was counseled.
21 20115424	A DHS employee used assigned County computer and Internet access during work hours to access inappropriate (adult) content.	DHS indicated that the employee resigned in lieu of discharge.

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
22	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 the employee and the supervisor each received a NOE.
23	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 the employee received a NOE, and after further review, DHS indicated that corrective action was not warranted for the supervisor.
24	20115648 A DHS employee took extended lunches and the employee's behavior created a hostile work environment.	DHS indicated that the employee received a 30-day suspension without pay.
25	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.
26	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 one employee received a 30-day suspension without pay, and the supervisor was counseled.

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
27 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 the employee received an eight-day suspension without pay.
Internal Services Department (ISD)		
28 20137796	An ISD employee was excessively absent and late to work, and did not accurately record some absences on her timecards.	ISD indicated that the employee was counseled, and timecard corrections were made.
29 20137869	An ISD employee arrived to work late, took extended lunches, and left work early on multiple occasions.	ISD indicated that the employee was counseled.
30 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 the employee was counseled.
31 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 the employee received a five-day suspension without pay.
32 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 the employee was counseled.
33 20138340	An ISD employee traveled outside his assigned work route to conduct personal business during County work hours.	ISD indicated that the employee received a three-day suspension without pay.
Mental Health (DMH)		
34 20115865	Two DMH employees failed to report their outside employment to the Department, as required.	DMH indicated that both employees were counseled.
35 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 two employees each received a written reprimand and the remaining employee resigned before disciplinary action was taken.

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
36 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 the remaining two employees were counseled.
37 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 indicated that the supervisor was counseled.
38 20126561	A DMH employee exceeded the 24-hour per week limit on outside employment.	DMH indicated that the employee was counseled.
39 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 the employee received a letter of warning.
40 20126975	A DMH employee used her assigned County computer and e-mail account to send and receive personal e-mails concerning school assignments.	DMH indicated that the employee received a letter of reprimand.
41 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 employee received a one-day suspension without pay.
42 20127198	A DMH employee used her assigned County computer to store non-County related documents and images.	DMH indicated that the employee received a letter of reprimand.
43 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 the employee was counseled.
44 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 one employee received a three-day suspension without pay and issued a letter of reprimand to the other employee.

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
45 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 indicated that one employee received a 15-day suspension without pay, the overpayment recovery documentation was submitted, and issued a letter of reprimand to the supervisor.
46 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 the employee received a letter of reprimand.
47 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 the employee received a one-day suspension without pay.
48 20149662	A DMH employee failed to report her outside employment to the Department, as required.	DMH indicated that the employee was counseled.
Parks and Recreation (Parks)		
49 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 20-day suspension without pay.
50 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 indicated that one manager received a three-day suspension without pay, a second manager received a five-day suspension without pay, and the third manager received a three-day suspension without pay, and the employee received a 20-day suspension without pay. The DA declined to prosecute.

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
51 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 the employee received a 20-day suspension without pay, and the supervisor was demoted.
52 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 the employee received a three-day suspension without pay and the supervisor received a five-day suspension without pay.
Probation		
53 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 managers were trained regarding Interdepartmental Transfers, including Transfer Opportunity Announcements.
54 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 the employee was discharged.
Public Social Services (DPSS)		
55 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 the employee passed away before disciplinary action was taken.
56 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 Los Angeles Eligibility Automated Determination Evaluation and Reporting (LEADER) system without a business need to view and update personal and confidential information in a participant's case record.	DPSS indicated that the employee received a 25-day suspension without pay.
57 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 after further review disciplinary action was not warranted; however, DPSS reinforced the correct process and policy.

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
58 20137931	A DPSS supervisor approved an employee's outside employment while on medical leave from the County, in violation of County Outside Employment (OE) policy.	DPSS indicated that after further review, DPSS determined that the employee met his OE reporting responsibilities. The OE does not exceed the 24-hours per week limitation, and would not have otherwise conflicted with his regular job duties regardless of his medical leave status. Therefore, the outcome was changed to not substantiated.
59 20137957	A DPSS employee did not report her outside employment, which conflicts with her County employment.	DPSS indicated that the employee retired before disciplinary action was taken, for an unrelated matter.
60 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 indicated that the employee received a 15-day suspension without pay.
61 20148811	A DPSS employee submitted falsified medical certificates to justify her absences from work.	DPSS indicated that the employee was discharged.
62 20148946	A DPSS employee did not report to work on two days while her supervisor was on leave and did not record a variance on her timecard.	DPSS indicated that the employee received a 30-day suspension without pay.
63 20148987	A DPSS employee falsified a form to make a DPSS participant appear eligible for services under the IHSS program.	DPSS indicated that the employee received a 10-day suspension without pay.
64 20149042	A DPSS employee used her assigned County computer and e-mail account for non-County work related purposes.	DPSS indicated that the employee received a written warning.

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
65 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 indicated that the employee received a 10-day suspension without pay.
66 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 indicated that the employee was counseled.
67 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.	DPSS indicated that the second employee received a 10-day suspension without pay.
68 20149567	A DPSS employee did not disclose that she is an IHSS provider and that the consumer (her mother) lives with her.	DPSS indicated that the employee received a three-day suspension without pay.
69 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 indicated that the employee received a 10-day suspension without pay.
70 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 to view personal and confidential information in the participant's case records.	DPSS indicated that the employee received a 30-day suspension without pay.
71 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 indicated that the employee received a 10-day suspension without pay.



Los Angeles County Fraud Hotline
Disciplinary and/or Corrective Action Pending
From Previous Semi-Annual Reports
As of June 30, 2015

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
Children and Family Services (DCFS)			
1 20126373	A DCFS employee violated Departmental 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. Final disposition is pending.	349
2 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 the employee's return from medical leave. Final disposition is pending.	217
3 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. Final disposition is pending.	217
4 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. Final disposition is pending.	354
5 20138318	A DCFS employee inappropriately engaged in personal, non-County work related conversations with a client's adult relative.	DCFS indicated that disciplinary action is pending. Final disposition is pending.	207
6 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. Final disposition is pending.	300

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
Office of the District Attorney (DA)			
7 20149216 (OCI Investigated)	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.	The DA indicated that corrective action is pending. Final disposition is pending.	253
Fire Department (Fire)			
8 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 issued an Intent to Suspend notice to the employee. Final disposition is pending.	194
9 20126477	A Fire employee arrived to work late, switched her Regular Day 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 issued Intent to Suspend notices to the employee and the supervisor. Final disposition is pending.	181
10 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 issued Intent to Suspend notices to each employee. Final disposition is pending.	244
Health Services (DHS)			
11 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. Final disposition is pending.	443
12 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 the employee was counseled and disciplinary action is pending for the supervisor. Final disposition is pending.	377

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING	
13	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 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 indicated that disciplinary action is pending the employee's return from leave of absence. Final disposition is pending.	454
14	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.	377
15	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.	799
16	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 staf's Internet access was removed, and the contractor released four of its employees from the DHS project for unprofessional behavior.	DHS is 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.	432
17	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.	656
18	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.	788

	CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
19	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. Final disposition is pending.	369
20	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. Final disposition is pending.	560
21	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. Final disposition is pending.	1054
22	20126859	A DHS employee consistently altered her scheduled work hours over a one-month period without authorization.	DHS indicated that disciplinary action is pending. Final disposition is pending.	373
23	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. Final disposition is pending.	540
24	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. Final disposition is pending.	374
25	20137582	A DHS employee used his 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.	630
26	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. Final disposition is pending.	379

	CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
27	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. Final disposition is pending.	354
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. Final disposition is pending.	386
29	20138258	A DHS employee arrived excessively late to work without recording a variance on her timecard.	DHS indicated that disciplinary action is pending. Final disposition is pending.	537
30	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. Final disposition is pending.	356
31	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. Final disposition is pending.	365
32	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.	DHS indicated that disciplinary action is pending for the supervisor. Final disposition is pending.	363
Department of Human Resources (DHR)				
33	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.	691
Internal Services Department (ISD)				
34	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.	ISD indicated that disciplinary action is pending for the remaining manager. Final disposition is pending.	188

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
35 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 actions are pending for the employee and supervisor. Final disposition is pending.	197
36 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. Final disposition is pending.	190
37 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 the employee received a written warning and reimbursement is pending further review. Final disposition is pending.	208
Mental Health (DMH)			
38 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.	505
39 20116239	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 the employee's return from leave of absence. Final disposition is pending.	328
40 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 her 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.	691

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING	
41	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	DMH indicated that discharge is pending the employee's return from leave of absence. Final disposition is pending.	539
42	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.	722
43	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. Final disposition is pending.	292
44	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.	497
45	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 the employee's return from leave of absence. Final disposition is pending.	274
46	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. Final disposition is pending.	369
47	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.	679

	CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
48	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.	959
49	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 one employee received a letter of reprimand and intends to issue a Letter of Warning to the supervisor. Final disposition is pending.	588
50	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.	691
51	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. Final disposition is pending.	241
52	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. Final disposition is pending.	243
53	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. Final disposition is pending.	202
54	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 intends to discharge the employee upon her return from leave of absence. Final disposition is pending.	540

	CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
55	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. Final disposition is pending.	190
56	20137981	A DMH employee used her 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.	609
57	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 one employee transferred to another Department, and disciplinary action is pending for the supervisor. Final disposition is pending.	245
58	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. Final disposition is pending.	209
59	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 upon her return to work. Final disposition is pending.	470
60	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. Final disposition is pending.	232
61	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. Final disposition is pending.	225
62	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 pending. Final disposition is pending.	376

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
63 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. Final disposition is pending.	196
64 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, and access to electronic records was removed.	DMH indicated that disciplinary action is pending. Final disposition is pending.	335
65 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. Final disposition is pending.	236
66 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. Final disposition is pending.	204
Parks and Recreation (Parks)			
67 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.	694
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. Final disposition is pending.	517

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
Department of Probation (Probation)			
69 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 timecards. In addition, a Probation manager failed to exercise appropriate oversight over the employee's vehicle usage.	Probation indicated that disciplinary actions are pending. Final disposition is pending.	371
70 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. Final disposition is pending.	272
Public Health (DPH)			
71 20126502 (DHR Investigated)	Several DPH employees did not properly disclose immediate relatives working for the Department as required by the Departmental Nepotism Policy. One employee authorized the daughter-in-law to work overtime under the employee's chain of 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.	894
72 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.	399

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
73 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 Chief Executive Office regarding placement and compensation for the employee. DPH also plans to recover the overpayment from the employee.	DPH indicated that disciplinary action for the manager and overpayment recovery from the employee are pending. Final disposition is pending.	399
74 20138482	Two DPH employees were unprofessional when they interacted with their clients.	DPH indicated that disciplinary actions are pending. Final disposition is pending.	230
75 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. Final disposition is pending.	229
76 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. Final disposition is pending.	258
77 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.	DPH indicated that disciplinary action is pending. Final disposition is pending.	237
78 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. Final disposition is pending.	381
79 20149689	A DPH employee was excessively late to work.	DPH indicated that disciplinary action is pending. Final disposition is pending.	190
Public Library (Library)			
80 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. Final disposition is pending.	354

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
Public Social Services (DPSS)			
81 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. Final disposition is pending.	208
82 20137711 (DHR Investigated)	A DPSS manager inappropriately requested a subordinate 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 case was referred to the DA Office for possible prosecution, and administrative action is on hold pending the outcome of the DA's investigation. Final disposition is pending.	428
83 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. Final disposition is pending.	232
84 20138478	A DPSS employee submitted falsified medical certificates to justify her absences from work. In addition, she failed to report her arrests, incarcerations, court cases, and convictions to DPSS as required.	DPSS intends to discharge the employee upon return from medical leave. Final disposition is pending.	195
85 20138617	A DPSS employee submitted several inaccurate field itineraries and falsified supervisor's signatures on the itineraries.	DPSS intends to give the employee a 15-day suspension without pay. Final disposition is pending.	264
86 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 is pending.	411

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
87 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 upon return from a medical leave. Final disposition is pending.	244
88 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. Final disposition is pending.	302
89 20149524	A DPSS employee submitted at least five falsified field itineraries and mileage claims for client assessments he did not conduct. The employee also signed clients' signatures on County documents.	DPSS intends to discharge the employee. Final disposition is pending.	238

Total: 89



**LOS ANGELES COUNTY FRAUD HOTLINE
CASES OPEN OVER ONE YEAR
BY DEPARTMENT
AS OF SEPTEMBER 11, 2015**

Department	Cases
Assessor's Office	2
Department of Auditor-Controller	2
Chief Executive Office - Workers' Compensation	20
Chief Executive Office	4
Community and Senior Services	2
Department of Animal Care and Control	3
Department of Children and Family Services	69
Department of Health Services	12
Department of Human Resources	2
Department of Human Resources (Countywide)	11
Department of Medical Examiner-Coroner	5
Department of Mental Health	57
Department of Parks and Recreation	9
Department of Public Health	1
Department of Public Social Services	9
Department of Public Works	1
District Attorney	1
Fire Department	4
Internal Services Department	1
Probation Department	1
Public Library	3
Registrar-Recorder/County Clerk	2
Sheriff Department	2
Treasurer and Tax Collector	10
Total Number of Cases Outstanding Over One Year	233