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

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November 15, 2016

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

FROM: John Naimo  
Auditor-Controller

SUBJECT: **SEMI-ANNUAL FRAUD HOTLINE STATUS REPORT – JANUARY 1,  
2016 THROUGH JUNE 30, 2016**

The Los Angeles County Fraud Hotline, managed by the Auditor-Controller's Office of County Investigations (OCI), began the January 1 through June 30, 2016 reporting period with 1,038 investigative cases in progress at departments Countywide. During the period, 595 cases were completed and closed, 598 new cases were received, and the period ended with 1,041 cases in progress. The overall caseload remained consistent with the prior period, with a net increase in open cases of less than one-half percent.

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

CASE STATUS	SEMI-ANNUAL PERIOD ENDING		
	12/31/2015	6/30/2016	% Increase (Decrease)
Beginning Caseload	969	1,038	7.1%
- Cases Closed	(561)	(595)	6.1%
+ New Cases Opened	630	598	(5.1%)
<b>Ending Caseload</b>	<b>1,038</b>	<b>1,041</b>	<b>&lt;0.3%</b>

Of the 595 closed cases (Attachment I) 374 instances of fraud and/or misconduct were investigated and as a result, 132 (35.3%) were substantiated (Attachment II) and 242 (64.7%) were not substantiated. Another 221 cases reported were ultimately not investigated because the allegations were previously investigated, a non-County agency has jurisdiction, and/or the allegations lacked sufficient detail or were determined to not be fraud related. In addition, 23 of the 221 cases were referred to the County Equity Oversight Panel, which does not report its findings to OCI.

<b>RESULTS OF CASES INVESTIGATED AND CLOSED</b>	<b>12/31/2015</b>		<b>6/30/2016</b>	
Substantiated	138	36.7%	132	35.3%
Not Substantiated	238	63.3%	242	64.7%
<b>Subtotal – Investigated Cases</b>	<b>376</b>	<b>100%</b>	<b>374</b>	<b>100%</b>
Not Investigated	185		221	
<b>Total Cases Closed</b>	<b>561</b>		<b>595</b>	

For the 132 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, and accordingly there may be multiple actions taken for one substantiated case.

#### **Disciplinary Actions for Substantiated Cases**

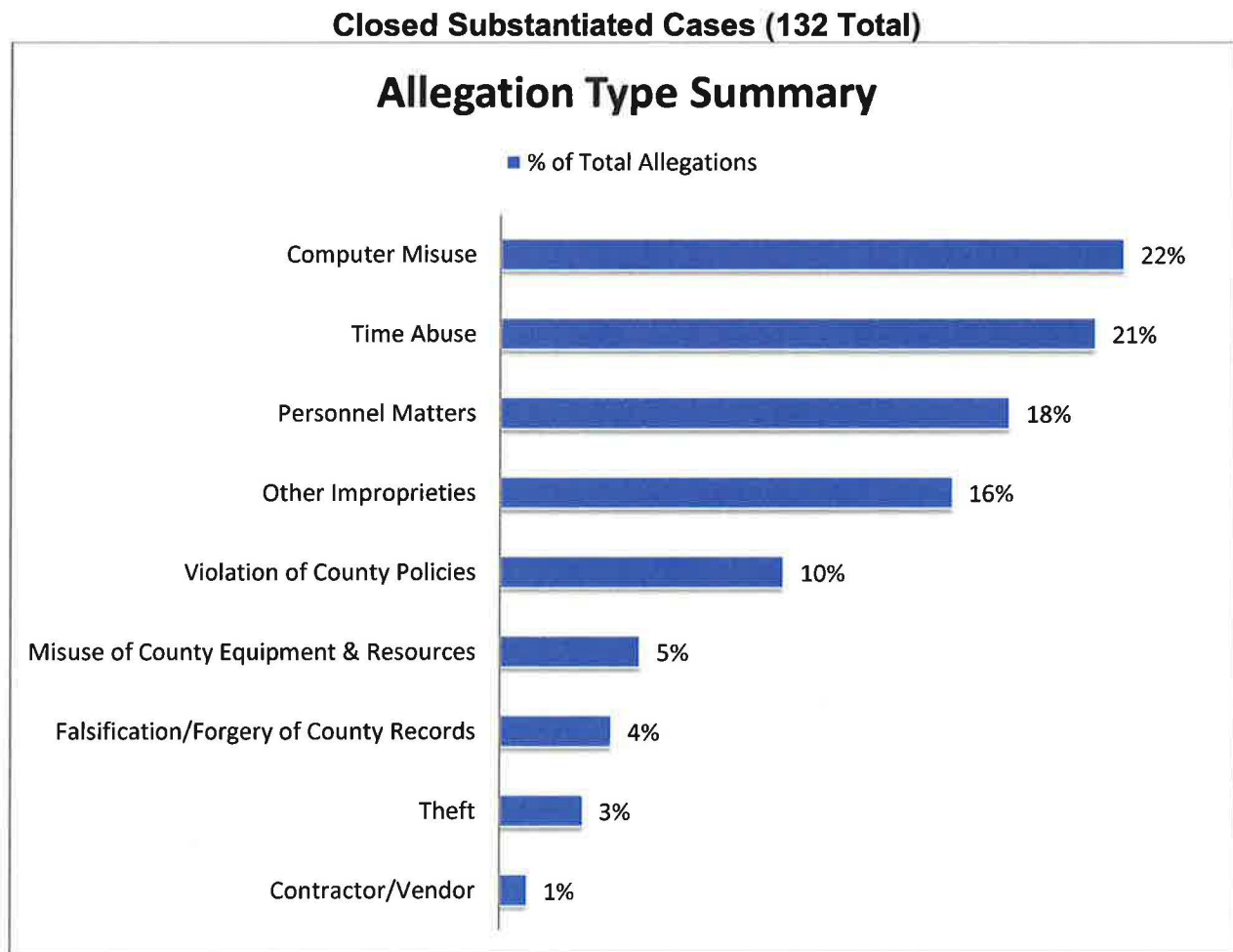
<b>ACTION(S) TAKEN</b>	<b>No.</b>	<b>%</b>
Counseled (verbal/written warning)	34	27.6%
Notice of Expectation/Instruction	21	17.1%
Resigned/Retired/Resigned in Lieu of Discharge	19	15.3%
Reprimanded	12	9.8%
Suspended	12	9.8%
Top of File Notice in Personnel Folder	9	7.3%
Discharged	4	3.3%
Procedures Changed/Reinforced	4	3.3%
Reimburse/Restitution/Repayment/Timecard Adjustments	4	3.3%
Training	3	2.4%
Released from Part-time Position	1	0.8%
<b>Total – Actions Taken</b>	<b>123</b>	<b>100%</b>
Disciplinary/Corrective Action Pending	85	

As the lead 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 49 prior period cases where disciplinary action was taken during the period, and Attachment IV identifies the 71 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 53 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. According to the Department of Human Resources' "Guidelines: Navigating the Discipline Process," disciplinary action imposed, if any, is at the discretion of departmental management, and discipline decisions are subject to third-party review (which can delay the finalization of disciplinary action).

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



Also during the six-month reporting period, OCI Investigators executed 15 search warrants, which included:

- 44 subjects
- Filing 31 search warrant returns for criminal cases
- Issuing a total of 67 reports of forensic recovery and analysis of electronic evidence. (These reports included reviews of computer hard drives, e-mail accounts, Internet usage logs, and other electronic records and media.)

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 8,540 visitors.

If you have any questions please call me, or your staff may contact Robert Campbell at (213) 893-0058.

JN:PH:RGC:AMS:ms

Fraud Hotline Status ending June 30 2016.doc

#### Attachments

c: Sachi A. Hamai, 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, 2016 through June 30, 2016**

	<i>Substantiated</i>	<i>Not Substantiated</i>	<i>Not Investigated *</i>	<i>Total</i>	
<b><u>CASES INVESTIGATED BY AUDITOR-CONTROLLER:</u></b>					
Office of County Investigations	13	11	169	193	32.4%
<b><u>CASES REFERRED TO AND INVESTIGATED BY OTHER DEPARTMENTS:</u></b>					
Agricultural Commissioner/Weights & Measures	1	0	0	1	0.2%
Assessor's Office	0	1	0	1	0.2%
Beaches and Harbors	0	2	0	2	0.3%
Board of Supervisors	0	2	0	2	0.3%
Child Support Services	0	6	0	6	1.0%
Children and Family Services	32	51	15	98	16.5%
District Attorney	0	1	1	2	0.3%
Fire	5	7	0	12	2.0%
Health Services	8	17	8	33	5.5%
Human Resources (Countywide)	1	11	3	15	2.5%
Internal Services	3	6	0	9	1.5%
Mental Health	13	6	12	31	5.2%
Parks and Recreation	0	1	0	1	0.2%
Probation	8	24	3	35	5.9%
Public Defender	0	1	0	1	0.2%
Public Health	3	7	2	12	2.0%
Public Library	3	3	0	6	1.0%
Public Social Services	37	63	5	105	17.6%
Public Works	1	6	0	7	1.2%
Sheriff	0	2	0	2	0.3%
Treasurer and Tax Collector	4	14	3	21	3.5%
Other Departments Total:	119	231	52	402	67.6%
<b>Grand Total</b>	<b>132</b>	<b>242</b>	<b>221</b>	<b>595</b>	<b>100%</b>

\* Cases not investigated due to immateriality, the allegation was previously investigated, referred to outside agencies, or insufficient information was provided. In addition, 23 of the 221 cases were referred to the County Equity Oversight Panel (CEOP) for investigation. CEOP does not report their findings back to the Office of County Investigations and therefore should 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, 2016 THROUGH JUNE 30, 2016*

**SUBSTANTIATED CASES INVESTIGATED BY AUDITOR-CONTROLLER**

**Countywide**

**Case Number: 201510552**

A private individual stole and fraudulently negotiated three County warrants totaling \$5,866. Our investigation identified suspects likely responsible for the forgery, and we determined that no County employee(s) were involved. The bank reimbursed the County for the loss, and the matter has been referred to the District Attorney (DA) for possible prosecution.

**Case Number: 201510933**

An unknown perpetrator stole, altered, and fraudulently negotiated a County warrant in the amount of \$1,362. The bank reimbursed the County for the loss. Because this case appears to be connected to another fraudulently negotiated check that is being investigated by the Sheriff's (Sheriff) Department and the DA, this matter was referred to the Sheriff for review and/or possible prosecution.

**Case Number: 201511408 and 201511409**

Two County warrants totaling \$2,226 were stolen and fraudulently negotiated. However, the perpetrator(s) could not be identified. The bank of first deposit reimbursed the County for the loss.

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

**Case Number: 201510608**

A DCFS employee misused County funds and abused her access to the County travel system to purchase personal airline flights and car rentals totaling \$3,310. The employee also forged her supervisor's approval on a travel request form. The case was referred to the DA for prosecution. DCFS indicated that the employee resigned.

**Department of Coroner (Coroner)**

**Case Number: 201611595**

The Coroner experienced a significant backlog of toxicology tests, which affected the timeliness of autopsy reports and jeopardized the Department's accreditations. Auditors determined the backlog was caused in part by management decisions. Coroner management is working with the Chief Executive Office to address the issues.

**Fire Department (Fire)**

**Case Number: 201510264**

Fire personnel failed to exercise good judgment and inappropriately utilized County computers for personal use. Fire indicated that nine employees were issued Notices of Instruction, and administrative procedures were strengthened.

**Case Number: 201511128**

A Fire employee used his County e-mail to establish an account on a dating website, and to send and receive personal e-mails. Fire indicated that disciplinary action is pending.

## **Summary of Substantiated Cases**

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

#### **Case Number: 201510299**

Two DMH managers misused their County credentials to circumvent facility visitor access procedures, and misused their facility access to conduct outside employment activity. Also, their outside employment created a conflict of interest with their County job duties, and the managers used their assigned County computers and Internet access for non-work related purposes. A third manager failed to report his outside employment, and used his assigned County computer and Internet access for non-County related business. Another DMH employee used her assigned County computer and Internet access for non-work related purposes. One manager retired and one resigned. DMH indicated that disciplinary actions are pending concerning one manager and the employee.

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

#### **Case Number: 201511125**

A Parks employee used his County e-mail account to establish accounts on a dating website and numerous shopping websites, and to send and receive personal e-mails. Parks indicated that the employee received a written reprimand.

### **Department of Public Defender (PD)**

#### **Case Number: 201510252**

A PD employee inappropriately used County vehicles to commute to and from work multiple times per week over a 3-year period, and fueled the vehicles at County fueling stations. The employee also garaged the vehicles at his home without authorization, at times keeping the vehicles over weekends. PD indicated that disciplinary action is pending.

#### **Case Number: 201511122**

A PD employee admitted to using his assigned County computer and Internet access to view non-County related websites, such as dating and pornography sites, during work hours. The employee also used his County e-mail account to establish accounts on a dating website and on shopping websites. PD indicated that disciplinary action is pending.

#### **Case Number: 201511124**

A PD employee inappropriately used his County e-mail account to establish an account on a dating website. The employee also used his assigned County computer and Internet access to view the website, and to view another dating/sexually explicit website. PD indicated that disciplinary action is pending.

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

#### **Case Number: 201510983**

A DPSS employee submitted a false claim for payment, attesting under penalty of perjury that she did not receive a \$175 warrant when in fact she deposited the warrant into her bank account. The claim was rejected, and the matter was referred to the DA for possible prosecution. DPSS intends to give the employee a 15-day suspension without pay.

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**TOTAL SUBSTANTIATED CASES INVESTIGATED BY AUDITOR-CONTROLLER: 13**

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

**Department of Agriculture Commissioner/Weights & Measures (AC/WM)**

**Case Number: 201510616**

An AC/WM employee conducted outside employment while on approved Family and Medical Leave Act (FMLA) leave. AC/WM indicated that the employee resigned without returning to work from FMLA leave.

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

**Case Number: 20138139**

A DCFS employee accessed the Child Welfare Services/Case Management System (CWS/CMS) without a business need to view personal and confidential information in a client's (her friend's) case records. DCFS indicated that the employee received a written reprimand.

**Case Number: 20138405**

A DCFS employee failed to properly perform her job duties, including not conducting required face-to-face visits with clients, not properly documenting client contacts in CWS/CMS, and failing to complete field itineraries. Also, the employee's supervisor violated Departmental policy by allowing the employee to flex her work schedule. DCFS indicated that the employee received a 5-day suspension without pay, and the supervisor was counseled.

**Case Number: 20138770**

A DCFS employee was observed sleeping during his County work hours on a number of occasions. DCFS indicated that the employee received a written reprimand.

**Case Number: 20149169**

A DCFS employee exhibited unprofessional behavior during a staff meeting. DCFS indicated that the employee received a Notice of Expectation (NOE).

**Case Number: 20149251**

A DCFS employee took extended lunch breaks, left work early on numerous occasions, and did not record variances on his timecards. The employee also was away from his work station and/or out of the office without authorization on a number of occasions, and failed to follow his supervisor's work instructions. DCFS indicated that timecard adjustments were requested, and disciplinary action is pending for the employee.

**Case Number: 20149394**

A DCFS employee accessed the CWS/CMS system without a business need to view personal and confidential information in a client's case records. DCFS indicated that the employee was counseled.

**Case Number: 20149528**

Two DCFS employees exhibited unprofessional behavior by engaging in a loud verbal altercation in the workplace, and one of the employees used inappropriate language during the altercation. The second employee also used her County e-mail account to send inappropriate e-mails, and took extended lunch breaks without recording variances on her timecards. DCFS indicated that one employee received a 5-day suspension without pay, and disciplinary action is pending for the other employee.

**Case Number: 20149631**

Seven DCFS managers and one employee admitted to sharing their user identifications (IDs) and passwords for their assigned County computers, the electronic Countywide

## **Summary of Substantiated Cases**

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Accounting and Purchasing System, and/or Performance Net with various section staff. Also, five DCFS staff admitted to using the managers' user IDs and passwords provided to log on to various computers and systems. DCFS indicated that one employee received a NOE, and disciplinary actions are pending for the remaining managers and employees.

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**Case Number: 20149849**

A DCFS employee engaged in outside employment that conflicted with her County job, engaged in outside employment activities during her County work hours, and failed to report her outside employment to the Department, as required. DCFS intends to give the employee a 30-day suspension without pay.

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**Case Number: 20149936**

Two DCFS employees behaved in an inappropriate, discourteous, and unprofessional manner during a home visit with a client. DCFS indicated that both employees were counseled.

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**Case Number: 201510218**

A DCFS employee did not complete monthly face-to-face client contacts as required, falsified client contacts in CWS/CMS, and did not update the client's case plan as required. DCFS indicated that the employee resigned in lieu of discharge, and a "Top of File" notice was placed in the employee's personnel file.

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**Case Number: 201510331**

Unknown perpetrator(s) forged the signatures of two DCFS employees on three forms used to request bus passes for DCFS clients. DCFS indicated the forms were not processed and no bus passes were issued, and management discussed the need for stricter internal controls (e.g., employees should verify the case status of clients prior to issuing bus passes).

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**Case Number: 201510456**

A DCFS employee failed to conduct monthly face-to-face contacts with clients as required and falsified client contacts in CWS/CMS. DCFS indicated that the employee resigned in lieu of discharge, and a "Top of File" notice was placed in the employee's personnel file.

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**Case Number: 201510578**

A DCFS employee violated Departmental policy when she failed to properly secure confidential case documents, which were stolen from her vehicle. The employee promptly reported the theft to management and to local law enforcement, as required. DCFS indicated that the employee was counseled.

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**Case Number: 201510628**

A DCFS employee failed to adequately perform her job duties (e.g., she failed to conduct client contacts timely, failed to properly document case contacts, and failed to investigate case referrals sufficiently, etc.) resulting in safety risks to children. DCFS indicated that the employee received a 5-day suspension without pay.

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**Case Number: 201510642**

A DCFS manager abused his management authority when he sought a Request for Fitness for Duty regarding an employee without justifiable cause to support his request. DCFS indicated that disciplinary action is pending.

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**Case Number: 201510655**

A DCFS employee inappropriately mailed personal and confidential case documents to



## **Summary of Substantiated Cases**

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a client. DCFS indicated that the employee was counseled.

### **Case Number: 201510676**

A DCFS employee violated Departmental policy by failing to return her County-issued cell phone when she went on extended medical leave, and she inappropriately used the cell phone while on medical leave. DCFS indicated that disciplinary action is pending.

### **Case Number: 201510741**

A DCFS employee fraudulently altered a legitimate medical certificate to justify additional time she was absent from work. DCFS indicated that the employee was discharged, and a "Top of File" notice was placed in the employee's personnel folder.

### **Case Number: 201510796**

A DCFS employee had excessive unscheduled absences, arrived late to work, took extended lunch breaks, and/or left work early on a daily basis. DCFS indicated that the employee was discharged, and a "Top of File" notice was placed in the employee's personnel file.

### **Case Number: 201511000**

A DCFS employee inappropriately used the Department's postage machine to meter 16 personal letters. DCFS indicated that disciplinary action is pending.

### **Case Number: 201511020**

A DCFS employee admitted sending a video that contained confidential client information to her personal e-mail account, and forwarding the e-mail to several individuals outside the County who did not have a business need for the information. DCFS indicated that disciplinary action is pending.

### **Case Number: 201511040**

A DCFS employee exhibited unacceptable off-duty behavior during an interaction with law enforcement personnel by being disrespectful, using obscene language, failing to cooperate with lawful orders, and by being in possession of an illegal substance. The employee also threatened to retaliate against the law enforcement agency, and was not truthful during the administrative investigation into his behavior. DCFS indicated that the employee resigned in lieu of discipline, and a "Top of File" notice was placed in the employee's personnel file.

### **Case Number: 201511067**

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

### **Case Number: 201511191**

A DCFS employee failed to follow work instructions, behaved in an inappropriate and threatening manner toward his supervisor, posted flyers with malicious content in DCFS work areas, entered DCFS offices after hours without authorization, and made false statements to investigators during an administrative investigation. DCFS indicated that the employee was discharged, and a "Top of File" notice was placed in the employee's personnel file.

### **Case Number: 201511258**

Three DCFS employees accessed the CWS/CMS system without a business need to view personal and confidential information in a client's case records. DCFS indicated that two employees were counseled, and one employee received a NOE.

## **Summary of Substantiated Cases**

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### **Case Number: 201511259**

A DCFS employee failed to appropriately investigate allegations of child abuse, and failed to provide adequate services to a child and the child's family. DCFS intends to give the employee a 30-day suspension without pay.

### **Case Number: 201511346**

A DCFS employee used his assigned County computer and Internet access to view non-County related websites, such as news and entertainment sites, during work hours. DCFS indicated that the employee was counseled.

### **Case Number: 201511392**

A DCFS employee was arrested for loitering. DCFS indicated that disciplinary action is pending.

### **Case Number: 201511432**

A DCFS employee did not conduct required site visits, did not conduct a required face-to-face meeting with a school official, and falsified these contacts in two summary reports. DCFS intends to discharge the employee.

### **Case Number: 201511493**

While on jury duty, a DCFS employee failed to report to work on a day when she was excused from court. DCFS indicated that the employee's time for this day was coded as unauthorized absence without pay, the employee subsequently resigned in lieu of discipline, and a "Top of File" notice was placed in the employee's personnel file.

### **Case Number: 201611574**

A DCFS employee obtained a medical certificate to justify her absences from work, but went on vacation during the time off. The employee also used her assigned County computer and Internet access to plan the vacation, and failed to report her outside employment. DCFS indicated that the employee resigned in lieu of discipline, corrections were made to her timecards to reflect vacation time taken, and a "Top of File" notice was placed in the employee's personnel file.

## **Fire Department (Fire)**

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### **Case Number: 20149148**

Over a 2 1/2-year period, a Fire employee reported full shifts worked on numerous days that she was absent, and did not record variances on her timecards when she was late to work. The employee's supervisor approved the employee's timecards although he had not verified their accuracy. Fire indicated that the employee and her supervisor received a Notice of Instruction (NOI) and has initiated recovery of the \$3,395 overpayment from the employee.

### **Case Number: 20149440**

A Fire employee was frequently late to work, took extended rest and lunch breaks, and used her assigned County telephone for personal calls. The employee also brought her teenaged daughter to work with her on several occasions, and allowed her daughter to access confidential personnel information, including medical records. Fire indicated that the employee received a Letter of Reprimand.

### **Case Number: 20149964**

Over a 2-year period, a Fire employee took extended rest breaks and did not record variances on her timecards. The employee also exhibited disrespectful and discourteous behavior toward others in the workplace, used her assigned County computer and Internet access to conduct personal business, such as completing

## **Summary of Substantiated Cases**

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schoolwork and viewing non-County related websites, and used County equipment (i.e., a printer) to print documents for school. The employee's current and former supervisors failed to properly supervise her time reporting and/or computer and Internet usage. Fire indicated that the employee and two supervisors received reprimands.

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### **Case Number: 201510287**

A Fire manager and a supervisor allowed an employee to telework from home for four months although the employee had not attended the Department's telework certification training and a written telework agreement had not been completed. Also, the employee used telework as a means to care for a family member, in violation of County policy, and she failed to record actual hours worked on her timecards. Fire indicated that the manager, supervisor, and employee were issued a NOI, and must attend telework training.

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### **Case Number: 201511492**

A Fire employee submitted an inaccurate timecard, which was approved by her supervisor. Fire indicated that the employee and the supervisor were issued a NOI.

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

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### **Case Number: 20148917**

Two DHS employees failed to properly maintain documentation of surplus medical supplies in the hospital's perpetual inventory, and failed to properly document the disposal of surplus property. Also, one of the employees failed to keep accurate documentation of the use, transfer, and disposal of inventory, as required by the County Fiscal Manual and Departmental policies, which resulted in the submission of an inaccurate cost report. Further, this employee failed to properly perform his job duties and made misleading and/or untruthful statements during the administrative investigation. DHS indicated that one employee retired and disciplinary action is pending concerning the second employee.

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### **Case Number: 20149055**

Two DHS employees failed to properly clock in and out for their work shifts and lunch breaks, and one of these employees was observed sleeping during work hours. Also, the employees' supervisor approved their timecards without ensuring that the employees accurately reported their time worked. DHS indicated that disciplinary actions are pending for the employees and the supervisor.

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### **Case Number: 20149326**

Two DHS employees who are related to one another and who work in the same functional area did not consistently disclose their familial relationship as required by the Department's nepotism policy. One of the employees conducted her outside employment activities during work hours and failed to disclose her outside employment to the Department, as required. A third employee assisted this employee with her outside employment during work hours. DHS indicated that disciplinary actions are pending.

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### **Case Number: 20149344**

A DHS employee left work early on a number of occasions and had a coworker clock her out. Two other employees failed to properly clock in and out for their work shifts and lunch breaks. DHS indicated that the first employee retired after being given a Letter of Intent to Discharge, and disciplinary actions are pending for the other two employees.

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## **Summary of Substantiated Cases**

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### **Case Number: 20149490**

A DHS employee arrived to work late on a number of occasions and did not record variances on her timecards, and the employee's supervisor failed to ensure that the employee reported actual hours worked on her timecards. Additionally, another DHS employee used his assigned County computer and Internet access to view non-County related websites, such as shopping sites, during work hours. The first employee resigned, and disciplinary actions are pending for the supervisor and the second employee.

### **Case Number: 20149526 Investigated by Department of Human Resources**

A DHS employee falsified and exaggerated her job duties on a number of employment applications over a four-year period in an effort to gain a promotion. As a result, the employee was placed on one eligibility list, but was not in a reachable band. DHS indicated that disciplinary action is pending.

### **Case Number: 201510597**

A DHS employee had excessive unscheduled absences, exhibited a pattern of tardiness, and failed to properly perform her job duties. DHS indicated that disciplinary action is pending.

### **Case Number: 201510817**

A DHS employee frequently took extended lunch breaks, failed to record variances on her timecards, and socialized excessively during work hours. DHS indicated that disciplinary action is pending.

### **Case Number: 201511407**

A DHS employee accessed a subordinate's personnel file without a business need to obtain the subordinate's confidential, personally identifiable information (PII), and used the information to impersonate the subordinate within a web-based system. DHS indicated that disciplinary action is pending.

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

### **Case Number: 201510982**

An ISD employee transported a non-County employee (a relative) in a County vehicle after her manager instructed her not to do so. In addition, the employee used the vehicle for a personal errand. ISD indicated that disciplinary action is pending.

### **Case Number: 201511049**

An ISD employee inappropriately drove his assigned County vehicle to his residence without authorization, took time off during the day and ended his work shift early without recording variances on his timecards, and falsified information on his mileage claims. ISD indicated that disciplinary action is pending.

### **Case Number: 201612102**

An ISD employee could not locate the security bag he used to store cash-in-transit, resulting in a cash shortage of approximately \$338 in a petty cash fund. ISD indicated that disciplinary action is pending.

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

### **Case Number: 20138106**

A DMH employee used a County facsimile machine for personal use during work hours, including sending documents to a coworker for use in litigation against the County. DMH indicated that disciplinary action is pending.

## **Summary of Substantiated Cases**

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### **Case Number: 20138134**

A DMH employee used his assigned County computer and e-mail account to send a work-related e-mail after the end of his work shift, and he failed to report the time worked on his timecard. The employee also used his personal laptop at his workstation after work hours. DMH indicated that disciplinary action is pending.

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### **Case Number: 20138157**

A DMH employee reported to work late, took extended lunch breaks, left before the end of her work shift, and failed to record variances on her timecards. The employee also claimed overtime that she did not work, completed schoolwork and conducted non-County related business during overtime hours, and reported to work on her regular day off to complete schoolwork. Further, the employee used her assigned County computer, Internet access, and e-mail account to view and complete schoolwork, and used County equipment (i.e., telephone, copier, etc.) for non-County related business. The employee's supervisor failed to properly supervise the employee when she worked overtime. DMH indicated that disciplinary actions are pending.

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### **Case Number: 20138671**

A DMH employee inappropriately combined her rest breaks with her lunch breaks to take extended lunch periods without her supervisor's authorization. DMH indicated that disciplinary action is pending.

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### **Case Number: 20148903**

A member of the public inappropriately used the County seal on flyers advertising his personal fitness business, and placed the flyers in the lobby of DMH headquarters. After determining the business owner was not a County employee, DMH management issued the owner a cease and desist letter.

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### **Case Number: 20149036**

A DMH employee used his assigned County computer and Internet access to download music files and saved the files to a shared computer drive. DMH indicated that disciplinary action is pending.

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### **Case Number: 20149327**

A DMH employee failed to sign out and left work early on several occasions without authorization. DMH indicated that the employee was counseled and he subsequently transferred to another County department.

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### **Case Number: 20149341**

A DMH employee used his assigned County computer and e-mail account to send over 31,600 non-work related e-mails to a County employee and other individuals over approximately a two-year period. DMH indicated that disciplinary action is pending.

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### **Case Number: 201510156**

A DMH employee failed to declare her outside employment as a biller for County-contracted providers, and inappropriately used her access to the Integrated Behavioral Health Information System to submit claims for County-contracted providers. DMH indicated that the employee retired.

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### **Case Number: 201510588**

A DMH employee used his assigned County computer to complete schoolwork during work hours, used his Internet access to view non-County related websites, and used his County e-mail account to send non-work related e-mails. The employee also remained at work after work hours without authorization or a business need. Also, the employee's supervisor failed to address the employee's misconduct. DMH indicated that the



## Summary of Substantiated Cases

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employee retired, and disciplinary action is pending for the employee's supervisor.

**Case Number: 201511316**

A DMH employee damaged a County vehicle and filed a false Security Incident Report, claiming that an unknown suspect broke into the vehicle. DMH indicated that disciplinary action is pending.

**Case Number: 201511402**

A DMH employee used her assigned County computer, e-mail account, and an office printer for non-County related business during work hours, and conducted personal business during her work hours. DMH indicated that disciplinary action is pending.

**Case Number: 201611663**

A DMH employee who is not a clinician entered a clinic's medication room without authorization. Also, the clinic did not comply with DMH policies requiring that access to the medication room be adequately controlled, and medication logs were not complete and accurate. DMH indicated that the employee received a NOE, and the lock to the medication room was changed from a keypad to a key lock to effectively limit, monitor, and control access.

### Probation Department (Probation)

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**Case Number: 201510773**

A Probation employee used her assigned County computer and Internet access to view non-County related websites, such as shopping and entertainment sites. Probation indicated that the employee was counseled.

**Case Number: 201510774**

A Probation employee used her assigned County computer and Internet access to view non-County related websites, such as video and news sites, etc. Probation indicated that the employee was counseled.

**Case Number: 201510775**

A Probation employee used her assigned County computer and Internet access to view non-County related websites, such as video and shopping sites, etc. Probation indicated that the employee was counseled.

**Case Number: 201510779**

A Probation employee used his assigned County computer and Internet access to access non-County related websites, such as music streaming sites. Probation indicated that the employee was counseled.

**Case Number: 201510782**

A Probation employee used her assigned County computer and Internet access to view non-County related websites, such as video and entertainment sites, etc. Probation indicated that the employee was counseled.

**Case Number: 201511360**

A Probation employee was observed sleeping during work hours, and she used her assigned County computer and Internet access to view non-County related websites, such as movie streaming and real estate sites. Probation indicated that the employee was counseled and a request has been submitted to remove her Internet access.

**Case Number: 201511367**

A Probation employee used her County e-mail account to send an inappropriate e-mail with religious content to two other employees. Probation indicated that the employee was counseled.

## **Summary of Substantiated Cases**

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### **Case Number: 201511439**

A Probation employee used her assigned County computer and Internet access to view non-County related websites, such as shopping and sports/recreation sites. Probation indicated that the employee was counseled.

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

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### **Case Number: 201510961**

A PH substance abuse treatment contractor failed to maintain its facilities as required by their County contract. PH indicated that the contractor was instructed to comply with audit recommendations.

### **Case Number: 201511163**

A PH employee failed to report his outside employment, and used his assigned County computer and Internet access to view non-County related websites, such as the website for his outside employment, as well as entertainment and technology sites. Also, the employee's supervisor failed to ensure the employee complied with Departmental policies, and failed to appropriately document the employee's performance issues in performance evaluations. PH indicated that disciplinary actions for the employee and supervisor are pending.

### **Case Number: 201511294**

A PH contractor billed the County for time that its staff spent working on activities and events that were not related to the PH program, and were not included in the contractor's Scope of Work. In addition, the contractor staff time records did not accurately document the non-County activities or overtime worked. PH Audit and Investigations Division recommended conducting a fiscal review of the contractor, and PH will take appropriate action, per the fiscal review findings, including recouping any overpayments for non-County activities.

## **Public Library (Library)**

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### **Case Number: 20148912**

A Library manager created a conflict of interest when five subordinate staff volunteered their personal time to perform work on his rental property. The manager also inappropriately borrowed County equipment (e.g., a plumbing snake) to use at his rental property. The Library indicated that the employee was counseled.

### **Case Number: 201510497**

A payroll audit revealed that in 2012, a Library manager inappropriately claimed and was overpaid \$10,350 for call back overtime that he did not work. The Library indicated that procedures were changed and the manager repaid the overpayment.

### **Case Number: 201611565**

A part-time Library employee inappropriately logged on to the Department's book lending system, improperly credited her account for \$92 in lost book charges, and borrowed books without properly checking them out. The employee later found and returned the lost books. The employee was released from her part-time position. The Department also discovered that an unknown employee failed to remit \$30 in overdue book fees collected. The Library plans to strengthen its internal controls related to the lending system and fee collection.

## Summary of Substantiated Cases

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### Department of Public Social Services (DPSS)

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**Case Number: 20138291**

A DPSS employee was arrested for a sexual crime involving a minor. DPSS indicated that employee was discharged and a "Top of File" notice was placed in the employee's personnel file.

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**Case Number: 20149048**

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 several participants' case records, including her boyfriend. The employee also was found to have a DPSS client's PII at her home, and she made untruthful statements during an administrative investigation. DPSS intends to discharge the employee.

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**Case Number: 20149639**

A DPSS employee used her assigned County computer to complete schoolwork and for other personal business. DPSS indicated that the employee was counseled.

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**Case Number: 201510200**

Two DPSS employees participated in interviews with a journalist and were quoted in a news article without the authorization of DPSS management, as required. DPSS indicated that one employee received a written warning and the other employee received a 5-day suspension without pay.

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**Case Number: 201510397**

Four DPSS employees used their assigned County computers and Internet access to view non-County related websites, such as shopping, sports, and/or entertainment sites, etc. DPSS indicated that one employee was counseled, another employee was reprimanded, and the remaining two employees each received a written warning.

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**Case Number: 201510599**

A DPSS employee altered an employment verification form to obtain a loan, and the employee's supervisor signed the inaccurate form. Also, the employee and her supervisor made misleading statements during the administrative investigation. DPSS indicated that disciplinary actions are pending.

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**Case Number: 201510683**

A DPSS employee arrived to work late on several occasions and did not record variances on her timecards. DPSS indicated that the employee received a reprimand.

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**Case Number: 201510784**

A DPSS employee submitted 22 falsified medical certificates to justify her absences from work. DPSS intends to discharge the employee.

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**Case Number: 201510939**

A DPSS employee arrived to work late on a number of occasions and conducted personal business during her County work hours. DPSS indicated that the employee received a written warning.

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**Case Number: 201510941**

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's (her daughter's) case records. DPSS intends to give the employee a 15-day suspension without pay.

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**Case Number: 201510966**

Three DPSS employees accessed the LEADER system without a business need to

## **Summary of Substantiated Cases**

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view personal and confidential information in a participant's case records. DPSS indicated that one employee received a written warning, a second employee received a 10-day suspension without pay, and they intend to give the third employee a 10-day suspension without pay.

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### **Case Number: 201510991**

A DPSS employee made inappropriate personal comments to two participants and behaved in an unprofessional manner. DPSS indicated that the employee received a 10-day suspension without pay.

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### **Case Number: 201510992**

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in two participants' (her children's) case records. DPSS intends to give the employee a 10-day suspension without pay upon the employee's return from leave.

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### **Case Number: 201511001**

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

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### **Case Number: 201511015 and 201511016**

Two DPSS employees inappropriately called in sick and recorded sick time taken and FMLA leave time on their timecards on a day they participated in a work action rally. DPSS indicated that the two employees each received a 5-day suspension without pay.

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### **Case Number: 201511029**

A DPSS employee inappropriately told a participant to leave her two children unattended at a DPSS facility, took the participant out of the office during business hours to conduct personal business, and contacted the participant on her personal phone outside of work hours. DPSS intends to give the employee a 25-day suspension without pay.

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### **Case Number: 201511066**

A DPSS employee engaged in outside employment while on medical leave and failed to report her outside employment to the Department, as required. DPSS indicated that the employee was issued a written reprimand.

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### **Case Number: 201511087**

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

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### **Case Number: 201511103**

A DPSS supervisor shared her LEADER password with a subordinate, who admitted to using the password to access the system and approve benefit cases. Also, the supervisor was not forthcoming during the Department's administrative investigation. DPSS indicated that the supervisor was issued a reprimand and the employee received a written warning.

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### **Case Number: 201511111**

A DPSS employee failed to report her outside employment to the Department, as required, and may have inappropriately engaged in outside employment while receiving Worker's Compensation benefits. DPSS intends to give the employee a 5-day suspension without pay.

## **Summary of Substantiated Cases**

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### **Case Number: 201511155**

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's (a relative's) locked case record. DPSS indicated that the employee received a 5-day suspension without pay.

### **Case Number: 201511179**

A DPSS employee submitted four altered medical certificates to justify her absences from work. DPSS intends to discharge the employee.

### **Case Number: 201511218**

A DPSS employee misrepresented that he was acting on behalf of the County when he identified himself as a DPSS employee as he served a court document for a friend during off-duty hours. DPSS indicated that the employee was counseled.

### **Case Number: 201511243**

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in two participants' (her children's) case records, and failed to report that her children are DPSS participants. DPSS intends to give the employee a 15-day suspension without pay.

### **Case Number: 201511321**

A DPSS employee made inappropriate sexual comments and gestures to two other employees, and continued to do so after being told by DPSS Human Resources staff to discontinue his behavior. DPSS intends to give the employee a 20-day suspension without pay.

### **Case Number: 201511384**

Two DPSS employees arrived to work late on several occasions, and one of the employees left work early several times. However, the two employees did not record variances on their timecards. DPSS indicated that one employee received a reprimand and the other employee received a written warning.

### **Case Number: 201511397**

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 3-day suspension without pay.

### **Case Number: 201511422**

A DPSS employee submitted a falsified medical certificate to justify her three-month absence from work. DPSS indicated that the employee received a 10-day suspension without pay.

### **Case Number: 201511491**

A DPSS employee repeatedly parked in reserved parking spaces at his facility without authorization. DPSS indicated the employee was counseled.

### **Case Number: 201611526**

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

### **Case Number: 201611567**

A DPSS employee accessed the LEADER system without a business need to view the personal and confidential information in two participants' case records, and she failed to report that she lived with the two participants and that she had a new address. A second DPSS employee also accessed the LEADER system to view the personal and



## **Summary of Substantiated Cases**

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confidential information in a participant's (her brother's) case records, accessed her own benefits case multiple times, and failed to report that her daughter was a participant who was living with her. DPSS intends to give the first employee a 15-day suspension without pay, and the second employee a 20-day suspension without pay.

### **Case Number: 201611569**

A DPSS employee accessed the LEADER system without a business need to view the personal and confidential information in a participant's (her sister's) case records. The employee also was not truthful during the administrative investigation. DPSS intends to give the employee a 20-day suspension without pay.

### **Case Number: 201611616**

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

### **Case Number: 201611641**

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

### **Case Number: 201611712**

A DPSS employee accessed the Medi-Cal Eligibility Data System and the LEADER system without a business need to view personal and confidential information in a participant's (his son's) case records. The employee also failed to report that a participant lived with him. DPSS intends to give the employee a 10-day suspension without pay.

### **Case Number: 201611775**

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in two participants' (her relatives') case records. DPSS intends to give the employee a 10-day suspension without pay.

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

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### **Case Number: 201510185**

A DPW employee used his assigned County computer and Internet access to watch sports. The employee also used a County facility and vehicle to store personal belongings. DPW indicated that the employee was counseled, and he removed his personal belongings.

## **Treasurer and Tax Collector (TTC)**

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### **Case Number: 20148989**

Two TTC employees used their assigned County computers and Internet access to view non-County related websites, such as shopping and finance websites. TTC indicated that disciplinary action is pending.

### **Case Number: 20149592**

A TTC employee was excessively late to work and took extended/additional rest breaks. TTC indicated that the employee was counseled.

### **Case Number: 201510516**

A TTC Public Administrator employee violated Departmental policy by conducting a search of a decedent's property without the presence of a witness. TTC indicated that the employee was reprimanded.

## **Summary of Substantiated Cases**

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**Case Number: 201511445**

A TTC employee violated Departmental policy by arranging to receive personal mail at work. TTC indicated that disciplinary action is pending.

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**Total Cases Referred to, Investigated, and Substantiated by Other Departments:  
119**

**Total Number of Substantiated Cases from January 1, 2016 through June 30,  
2016: 132**



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CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
<b>Department of Auditor-Controller (A-C)</b>		
1 <b>201511223</b> <b>(OCI Investigated)</b>	An A-C employee used a coworker's identity without authorization to register her for unwanted advertising and commercial services. In addition, the employee used her County e-mail account for personal and non-County related correspondence.	A-C indicated that the employee received a 1-day suspension without pay.
<b>Children and Family Services (DCFS)</b>		
2 <b>20127274</b>	A DCFS employee failed to conduct face-to-face home visits with DCFS clients and complete other contacts as required and falsified documentation in Child Welfare Services/Case Management System (CWS/CMS).	DCFS indicated that the employee was discharged, and a "Top of File" was placed in the employee's personnel folder.
3 <b>20138318</b>	A DCFS employee inappropriately engaged in personal, non-County work related conversations with a client's adult relative.	DCFS indicated that the employee received a 30-day suspension without pay.
4 <b>20138723</b>	A DCFS employee accessed the CWS/CMS system without a business need to view personal and confidential information in a client's case records.	DCFS indicated that the employee was counseled.
5 <b>20149471</b>	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 the employee resigned in lieu of discharge, and a "Top of File" was placed in the employee's personnel folder.
6 <b>20149548</b>	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 indicated that the employee was discharged, and a "Top of File" was placed in the employee's personnel folder.
7 <b>201410054</b>	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 the employee received a written warning.



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CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
8	<b>201410075</b> A DCFS employee engaged in an inappropriate sexual relationship with a client, creating a conflict of interest. The employee also used her County-issued cell phone to make personal calls to the client, released confidential information from DCFS case records, and falsified her timecard by indicating a full shift worked on a day she did not work. The employee's supervisor failed to properly monitor the employee's work hours and allowed the employee to telecommute without ensuring the employee completed her agreed-upon work assignments. DCFS indicated that no administrative action was warranted for the supervisor.	DCFS indicated that the employee was discharged, and a "Top of File" was placed in the employee's personnel folder.
9	<b>201510143</b> 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 indicated that the employee resigned in lieu of discharge, and a "Top of File" was placed in the employee's personnel folder.
10	<b>201510336</b> 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 the employee retired in lieu of discharge, and a "Top of File" was placed in the employee's personnel folder.
11	<b>201510338</b> A DCFS employee failed to report that she was arrested (no job nexus), and failed to fully cooperate during an administrative investigation.	DCFS indicated that the employee received a written warning.
12	<b>201510455</b> A DCFS employee did not properly document client contacts in the CWS/CMS case file, including not entering case contacts timely, not entering narratives, and using generic narrative language.	DCFS indicated that the employee was discharged, and a "Top of File" was placed in the employee's personnel folder.
13	<b>201510555</b> A DCFS employee failed to notify her supervisor when she was detained by law enforcement during the service of a search warrant at her residence. The employee also failed to cooperate during an administrative investigation.	DCFS indicated that the employee was counseled.



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CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
<b>Child Support Services Department (CSSD)</b>		
14 <b>20149520</b>	A CSSD employee falsified time records to claim time on a day she did not work.	CSSD indicated that the employee received a 15-day suspension without pay.
<b>Department of Coroner (Coroner)</b>		
15 <b>20137827 (DHR Investigated)</b>	A Coroner manager violated Civil Service Rules by making a contingent job offer to an employee without first obtaining the certified eligible list from Department of Human Resources (DHR). Another Coroner manager violated DHR Policies, Procedures and Guidelines when she failed to maintain examination/appointment-related documentation for the required retention period. Also, two Coroner employees provided inaccurate information on a job questionnaire, and as a result, one employee was inappropriately deemed qualified for a promotional exam and was later promoted.	Coroner indicated that the two managers retired, and the employee who was promoted has left the Department. For the second employee, the Coroner indicated that due to insufficient supportive documentation, no disciplinary action is warranted.
<b>Office of the District Attorney (DA)</b>		
16 <b>20149216 (OCI Investigated)</b>	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 canceled.	To ensure accountability, the DA updated their policy regarding the assignment of Voyager cards to issue them to employees, instead of to County vehicles.
<b>Fire Department (Fire)</b>		
17 <b>20138236</b>	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 indicated that the employee received a 5-day suspension without pay.





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<b>Department of Health Services (DHS)</b>		
18 <b>20126838</b>	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 the employee resigned from County service.
<b>Internal Services Department (ISD)</b>		
19 <b>20149366</b>	An ISD employee arrived to work late, left work early, and did not report the variances on his timecard.	ISD indicated that the employee received a 5-day suspension without pay.
<b>Department of Mental Health (DMH)</b>		
20 <b>20126594</b>	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 coworkers.	DMH indicated that the employee received a 6-day suspension without pay.
21 <b>20127349</b>	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 implemented its procedures to log and manage all hardware/equipment.
22 <b>20127506</b>	A DMH employee submitted 49 psychiatric service claims totaling \$19,653 that were disallowed by Medi-Cal because the services were not provided, supporting documentation was missing, or the claim was not reimbursable.	DMH indicated that the employee received a 13-day suspension without pay.
23 <b>20148997</b>	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 both employees each received an Intent to Discharge letter, and both subsequently resigned.
24 <b>20149844</b>	A DMH employee violated the Health Insurance Portability and Accountability Act when she removed DMH and DCFS clinical records that contained personal health information 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 the employee was issued a Letter of Reprimand.



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CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
<b>Parks and Recreation (Parks)</b>		
25  <b>20137663</b>	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 one employee received a written reprimand, the recurrent employee was released, and the third party is not a County employee; therefore, no administrative/disciplinary action will be taken.
26  <b>20149002</b>	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 one manager retired, and further review indicated that no administrative/disciplinary action is warranted for the second manager.
27  <b>20149177</b> <b>(OCI Investigated)</b>	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 donations and failed to ensure that volunteers were "live scanned" before they began working at Parks.	Parks indicated that one employee received a 30-day suspension without pay, the second employee received a 5-day suspension without pay, and no administrative/disciplinary action was warranted for the third employee.
28  <b>20149303</b> <b>(OCI Investigated)</b>	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 the employees each received a Notice of Expectation (NOE).



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CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
<b>Probation Department (Probation)</b>		
29 <b>20138217</b> <b>(OCI Investigated)</b>	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 the employee was counseled, and the manager retired.
<b>Department of Public Defender (PD)</b>		
30 <b>201510885</b>	A PD employee reported nine hours worked on her timecard on a day she did not work, and she failed to submit a time-off slip.	PD indicated that the employee received a 5-day suspension without pay.
<b>Department of Public Health (PH)</b>		
31 <b>20138030</b> <b>(DHR Investigated)</b>	A PH 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. PH indicated that they are working with DHR and the Chief Executive Office regarding placement and compensation for the employee. PH also plans to recover the overpayment from the employee. PH indicated the manager and the employee retired.	PH indicated that the employee retired from County service; therefore, there has been no attempt to recover any overpayment.
32 <b>20138333</b>	A PH employee used her assigned County computer and Internet access to view non-County related websites, such as travel and shopping sites, during work hours.	PH indicated that the employee was counseled.
33 <b>20138362</b>	Six PH employees failed to abide by County time reporting standards by failing to accurately report time worked on their timecards, failing to consistently sign in/out, inappropriately flexing workdays, working unauthorized overtime, and/or under-or over-reporting overtime. Also, a manager failed to ensure that asset inventories were kept current and failed to follow up on potentially missing laptops. PH indicated that the manager and one employee each received a NOE.	PH indicated that after further review, management revised its time collection and monitoring practices. Therefore, no disciplinary action was warranted for any of the five employees.
34 <b>20138751</b>	A PH 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.	PH indicated that the employee was counseled.



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CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
35	<b>20138777</b>	A PH manager did not follow proper hiring guidelines and showed favoritism in the selection and appointment of a candidate.
		After further review, PH determined there was no violation and the allegation was not substantiated. Therefore, disciplinary action was not warranted.
36	<b>20149157</b>	A PH employee brought her two children to work on several occasions. A second employee used his assigned County computer and Internet access to view non-County related websites during work hours, including a site that streamed a sporting event. The first employee was counseled.
		PH indicated the second employee received a written reprimand.
37	<b>201611079</b>	A PH recovery program provider failed to meet its performance benchmarks over several fiscal years. PH indicated that the contract was terminated.
		PH indicated that a referral for collection was made to the Treasurer and Tax Collector for approximately \$74,000 in disallowed billings.
<b>Public Library (Library)</b>		
38	<b>20137611</b>	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 indicated that the employee received a 20-day suspension without pay.
<b>Department of Public Social Services (DPSS)</b>		
39	<b>20138092</b>	A DPSS employee was unprofessional during her interaction with her coworkers and DPSS participants.
		DPSS indicated that the employee received a 30-day suspension without pay.
40	<b>20149015</b>	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 indicated that the employee received a 20-day suspension without pay.
41	<b>201510423</b>	A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's (her ex-husband's) case records. The employee also failed to report that her ex-husband is a participant.
		DPSS indicated that the employee received a 15-day suspension without pay.



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CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
42 <b>201510498</b>	A DPSS employee inappropriately sent text messages containing sexual comments to a participant's cell phone. The employee also deliberately misled the participant into believing that she was liable for an inflated overpayment amount, and that he could resolve the overpayment for her, if she agreed to have an intimate relationship with him.	DPSS indicated that the employee was discharged.
43 <b>201510587</b>	A DPSS employee admitted to vandalizing a restroom in a County facility, and the employee made untruthful statements during an administrative investigation.	DPSS indicated that the employee received a 20-day suspension without pay.
44 <b>201510646</b>	A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's (her boyfriend's) case record.	DPSS indicated that after further review, disciplinary action was not warranted.
45 <b>201510823</b>	A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in several participants' (spouse, cousin, etc.) case records. The employee also failed to report timely that a relative (her spouse) is a DPSS participant.	DPSS indicated that the employee received a 10-day suspension without pay.
46 <b>201510891</b>	A DPSS employee created a conflict of interest when she approached her coworkers about processing her relative's Medi-Cal case during work hours.	DPSS indicated that after further review, the final disposition was changed to not substantiated and disciplinary action was not warranted.
47 <b>201511013</b>	A DPSS employee submitted six falsified medical certificates to justify absences from work.	DPSS indicated that the employee received a 20-day suspension without pay.
48 <b>201511014</b>	A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's case record.	DPSS indicated that the employee was counseled.
49 <b>201511058</b>	A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's (her child's) case records, and did not report that her child is a participant.	DPSS indicated that the employee received a 10-day suspension without pay.

Total: 49





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CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN	NUMBER OF DAYS OUTSTANDING
<b>Children and Family Services (DCFS)</b>			
1 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 intends to discharge the employee upon the employee's return from medical leave. Final disposition is pending.	583
2 201511388	A DCFS employee failed to complete monthly client contacts and entered false client contact entries (i.e., blank entries) in at least nine CWS/CMS case files. The employee also failed to perform other assigned job duties.	DCFS intends to counsel the employee upon the employee's return from leave. Final disposition is pending.	212
<b>Fire Department (Fire)</b>			
3 20149121	A Fire employee used her assigned County computer and Internet access to view non-County related websites, such as shopping and travel sites, during work hours.	Fire intends to give the employee a 1-day suspension upon the employee's return from leave. Final disposition is pending.	357
4 201510162	A Fire employee brought a replica firearm into his work area, and carried a firearm in his vehicle onto Department premises. The employee also used his assigned County computer and Internet access to view non-County related websites, such as sites related to guns, during work hours.	Fire intends to give the employee a 10-day suspension without pay. Final disposition is pending.	359
5 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. Final disposition is pending.	391
<b>Department of Health Services (DHS)</b>			
6 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.	809



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CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN	NUMBER OF DAYS OUTSTANDING
7 <b>20115399</b>	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 District Attorney's Office. 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.	820
8 <b>20116148</b>	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 intends to issue the employee a Letter of Determination, and the supervisor was counseled.	1022
9 <b>20126377</b>	A DHS employee left work early to conduct non-County related business and did not report a variance on her timecard.	DHS indicated that timecard corrections and disciplinary action are pending. Final disposition is pending.	1154
10 <b>20126702</b>	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 the employee received a Notice of Expectation, and disciplinary action is pending for the employee's supervisor. Final disposition is pending.	735
11 <b>20127251</b>	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 the supervisor was counseled, and disciplinary or corrective action is pending for the employee. Final disposition is pending.	906
12 <b>20138258</b>	A DHS employee arrived excessively late to work without recording a variance on her timecard.	DHS indicated that disciplinary action is pending.	903
13 <b>20138263</b>	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.	722



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CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN	NUMBER OF DAYS OUTSTANDING
14 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.	423
15 20138444	A DHS employee did not keep accurate time reporting documentation and did not 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.	478
16 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 the employee's approved timecards to enter employee time records into the electronic timekeeping system.	DHS indicated that disciplinary actions are pending.	612
17 20149027	A DHS manager behaved in a manner unbecoming of 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.	475
18 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.	423
19 20149163	A DHS employee made false statements to Department investigators during an official administrative investigation.	DHS indicated that disciplinary action is pending.	423
20 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.	394
21 20149246	A DHS employee made a false allegation concerning two other employees based on office rumors.	DHS indicated that disciplinary action is pending.	400
22 20149318	A DHS employee used his assigned County computer and Internet access to view non-County related websites, such as business, news, etc., during work hours.	DHS indicated that disciplinary action is pending.	400



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CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN	NUMBER OF DAYS OUTSTANDING
23 <b>20149496</b>	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.	406
24 <b>20149507</b>	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 (5 hours) she took to conduct her outside employment.	DHS indicated that disciplinary action is pending.	401
25 <b>20149679</b>	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.	519
26 <b>20149693</b>	Two DHS employees slept during work hours. Additionally, one of the employees sold clothing for his personal business to other staff during work hours.	DHS indicated that disciplinary actions are pending.	304
27 <b>20149852</b>	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 indicated that disciplinary actions are pending.	400
28 <b>20149888</b>	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.	384
29 <b>20149906</b>	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.	384
<b>Internal Services Department (ISD)</b>			
30 <b>20149026</b>	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.	556
<b>Department of Mental Health (DMH)</b>			



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CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN	NUMBER OF DAYS OUTSTANDING
31 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.	694
32 20126496	A DMH employee used her assigned County computer and e-mail account to send personal e-mails to family members and friends. In addition, the employee violated Health Insurance Portability and Accountability Act (HIPAA) and departmental policy by using her personal e-mail account to transmit protected health information (PHI) and disclosed the PHI to individuals who did not have a business need to know. The breach was reported to the County HIPAA Privacy Officer.	DMH indicated that discharge is pending the employee's return from leave of absence.	905
33 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.	658
34 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.	640
35 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.	1045
36 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 30-day suspension without pay. Final disposition is pending.	1325
37 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.	1057
38 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.	906





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<b>CASE NUMBER</b>	<b>SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS</b>	<b>DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN</b>	<b>NUMBER OF DAYS OUTSTANDING</b>
39 <b>20137685</b>	Eight DMH employees used their assigned County computers, Internet access, and e-mail accounts, as well as County printers, for non-County business (i.e., completing schoolwork and corresponding with classmates and professors) during work hours. Each employee also used their Internet access to view non-County related websites, such as news, entertainment, and shopping sites, during work hours. Four of the employees used their County e-mail accounts to send e-mails with inappropriate racial and/or sexual content. Two employees transmitted DMH clients' PHI to their personal e-mail accounts.	DMH indicated that one employee resigned, one employee was transferred, and disciplinary actions are pending for the six employees. Final disposition is pending.	218
40 <b>20137805</b>	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.	556
41 <b>20137843</b>	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.	464
42 <b>20137893</b>	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, and one employee resigned.	DMH indicated that one employee received a 2-day suspension without pay, one employee received a 1-day suspension without pay, one received a Letter of Warning, six employees were counseled, and disciplinary actions are pending for the remaining nine employees. Final disposition is pending.	406
43 <b>20137900</b>	Two DMH supervisors failed to ensure that their staff were properly supervised while working overtime on weekends. DMH indicated that one supervisor retired.	DMH indicated that disciplinary action is pending for the other supervisor.	476



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CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN	NUMBER OF DAYS OUTSTANDING
44 <b>20137908</b>	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 one employee was discharged, nine employees were counseled, and disciplinary actions are pending for the remaining five employees. Final disposition is pending.	414
45 <b>20137981</b>	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.	975
46 <b>20138071</b>	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.	611
47 <b>20138087</b>	A DMH employee arrived to work late, took extended lunches, extended her afternoon breaks to conduct personal business, and failed to record variances on her timecards. The employee's supervisor was aware of her behavior and failed to take appropriate corrective action.	DMH indicated that disciplinary actions are pending.	198
48 <b>20138326</b>	A DMH employee used his assigned County computer and Internet access to stream music content during work hours.	DMH indicated that disciplinary action is pending.	223
49 <b>20138363</b>	A DMH employee used her assigned County computer and e-mail account to send personal e-mails, and used her colleagues' work e-mail addresses without their authorization to participate in a contest.	DMH indicated that disciplinary action is pending.	337
50 <b>20138365</b>	A DMH manager admitted sharing her electronic medical record system password with a subordinate to use to complete ongoing projects, and in emergencies during her absence.	DMH intends to suspend the employee upon her return from leave. Final disposition is pending.	836



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**As of June 30, 2016**

<b>CASE NUMBER</b>	<b>SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS</b>	<b>DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN</b>	<b>NUMBER OF DAYS OUTSTANDING</b>
51 <b>20138371</b>	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.	598
52 <b>20138447</b>	A DMH employee used her assigned County computer to conduct personal business (i.e., work on a book manuscript) and used her County e-mail account to send and receive personal e-mails.	DMH indicated that disciplinary action is pending.	282
53 <b>20138612</b>	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.	392
54 <b>20149086</b>	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.	570
55 <b>20149123</b>	A DMH employee sent an e-mail with PHI/confidential data from a non-County e-mail account, in violation of HIPAA. 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.	701
56 <b>20149215</b>	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.	602
57 <b>20149370</b>	A DMH employee arrived to work late and did not report the variances on her timecards.	DMH indicated that disciplinary action is pending.	560
58 <b>201510503</b>	A DMH employee used her assigned County computer, Internet access, and e-mail account for non-County related purposes, including viewing non-County related websites and sending and receiving personal e-mails.	DMH indicated that disciplinary action is pending.	344



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**Disciplinary and/or Corrective Action Pending**  
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CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN	NUMBER OF DAYS OUTSTANDING
59 201510568	A DMH manager used his assigned County computer and e-mail account to send and receive non-County related e-mails, and requested that a subordinate perform personal business for him.	DMH indicated that disciplinary action is pending.	287
60 201510624	A DMH employee inappropriately took cash from a cashbox without authorization and replaced the cash amount at a later day when the cash was discovered missing.	DMH indicated that disciplinary action is pending.	206
61 201510627	A DMH employee used her assigned County computer and e-mail account to send personal e-mails to DMH staff and a personal e-mail account.	DMH indicated that disciplinary action is pending.	356
62 201510689	A DMH employee brought her children to the workplace during her scheduled work shifts and kept her children there until the end of her shift.	DMH indicated that disciplinary action is pending.	265
63 201510832	A DMH employee incorrectly worked an 8 1/2-hour work shift instead of a 9-hour work shift for approximately 7 months and as a result, was overcompensated for 99 hours of regular earnings.	DMH indicated that disciplinary action is pending and the Department intends to recoup the overpayment. Final disposition is pending.	198
<b>Public Health (PH)</b>			
64 20127261 (OCI Investigated)	A former PH 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. PH indicated that the employee retired.	PH indicated that disability retirement is pending upon the supervisor's return from leave of absence.	765
65 20138482	Two PH employees were unprofessional when they interacted with their clients.	PH indicated that one employee was counseled, and disciplinary action is pending for the other employee.	596
66 201510213	A PH employee exhibited inappropriate and threatening behavior toward his coworkers during work hours.	PH indicated that disciplinary action is pending.	227
67 201510762	Two PH employees exhibited discourteous and unprofessional behavior toward their supervisors and coworkers.	PH indicated that disciplinary actions are pending.	227
<b>Public Social Services (DPSS)</b>			



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**From Previous Semi-Annual Reports**  
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CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-ORIGINALLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN	NUMBER OF DAYS OUTSTANDING
68 <b>20127427</b>	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 5-day suspension without pay upon the employee's return from leave of absence. Final disposition is pending.	574
69 <b>20148877</b>	A DPSS employee submitted falsified medical certificates to inappropriately justify six additional days off from work.	DPSS intends to give the employee a 15-day suspension without pay upon return from leave of absence. Final disposition is pending.	777
70 <b>20149175</b>	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 3-day suspension without pay, two employees each received a 10-day suspension without pay, one employee received a 15-day suspension without pay, and another employee received a 20-day suspension without pay; five employees were counseled, and another supervisor received a written reprimand. DPSS also indicated that discipline (ranging from reprimand (3), counsel (3), suspension without pay (5) and discharge (1)) was imposed for three managers and nine employees.	DPSS intends to give the remaining employee a 15-day suspension without pay upon the employee's return from leave of absence. Final disposition is pending.	521
71 <b>201510377</b>	A DPSS employee failed to properly carry out her job duties and failed to follow her supervisor's instructions.	DPSS intends to give the employee a 20-day suspension without pay upon return from medical leave. Final disposition is still pending.	308

Total: 71





**LOS ANGELES COUNTY FRAUD HOTLINE  
CASES OPEN OVER ONE YEAR  
BY DEPARTMENT  
AS OF OCTOBER 3, 2016**

<b>Department</b>	<b>Cases</b>
Agricultural Commissioner/Weights and Measures	1
Alternate Public Defender	1
Animal Care and Control	9
Assessor's Office	8
Auditor-Controller (Admin and CCMD)	5
Chief Executive Office	5
Chief Executive Office - Workers' Compensation	34
Children and Family Services	57
Community and Senior Services	8
Fire	1
Health Services	50
Human Resources	3
Human Resources (Countywide)	38
Internal Services	2
Medical Examiner-Coroner	5
Mental Health	87
Office of County Counsel	3
Parks and Recreation	17
Public Health	7
Public Library	3
Public Social Services	15
Public Works	17
Registrar-Recorder/County Clerk	5
Sheriff's	8
Treasurer and Tax Collector	1

***Total Number of Cases Outstanding Over One Year*    390**