COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER

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March 8, 2013

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

FROM: Wendy L. Watanabe
Auditor-Controller

SUBJECT: **SEMI-ANNUAL FRAUD HOTLINE STATUS REPORT – JULY 1, 2012 THROUGH DECEMBER 31, 2012**

The Los Angeles County Fraud Hotline, managed by the Auditor-Controller's (A-C) Office of County Investigations (OCI), began the July 1 through December 31, 2012 reporting period with 762 pending cases. During the period, OCI opened 615 new cases and closed 537 cases, ending the period with 840 cases in progress. This caseload count is an increase of 78 (10%) from the end of the prior reporting period.

Comparison of Current Case Counts with the Prior Reporting Period

CASE STATUS	SEMI-ANNUAL PERIOD ENDING		
	6/30/2012	12/31/2012	% Increase (Decrease)
Beginning Caseload	719	762	6%
+ New Cases Opened	594	615	4%
- Cases Closed	(551)	(537)	-3%
Ending Caseload	**762**	**840**	**10%**

RESULT OF CASES CLOSED	6/30/2012		12/31/2012	
Substantiated	148	27%	144	27%
Not Substantiated	247	45%	232	43%
Not Investigated	156	28%	161	30%
Total Cases Closed	**551**	**100%**	**537**	**100%**

Of the 537 closed cases that were investigated by various County departments (Attachment I) during this reporting period, 144 (27%) were substantiated (Attachment II), 232 (43%) were not substantiated, and 161 (30%) were not investigated because the allegations were previously investigated, a non-County agency has jurisdiction, and/or the allegations were immaterial, or lacked sufficient detail. In addition, 19 of the 161 cases were referred to the County Equity Oversight Panel, which does not report its findings to OCI.

Of the 144 substantiated cases, the following actions were taken:

Substantiated Cases (144)

ACTION(S) TAKEN	No.
Disciplinary/Corrective Action Pending	55
Suspended	43
Reprimand Letter	19
Counseled (verbal/written warning)	13
Procedures Changed/Reinforced	12
Resigned/Retired/Resigned in Lieu of Discharge	8
Notice of Expectation/Instruction/Reinforcement	5
Discharged	4
Contract Cancelled/Terminated	4
Reimburse/Restitution/Repayment/Timecard Adjustments	2
Top of File Notice in Personnel Folder	2
Transferred/Reassigned	2
Demoted	1

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

As the lead department for fraud investigations of County employees and contractors, OCI reviews the final reports for cases referred to other County departments, to ensure the allegations are properly investigated. OCI also requests updates from departments every 90 days on cases where disciplinary and/or corrective actions are pending. Attachment III details the 99 prior period cases where disciplinary action was taken, and Attachment IV identifies the 35 prior period cases for which departments have not taken, or have not reported to us on, disciplinary action(s).

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

WLW:RGC:GZ:ms
Fraud Hotline Status ending Dec 31 2012.doc

Attachments

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

COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER
LOS ANGELES COUNTY FRAUD HOTLINE
CLOSED CASE SUMMARY
July 1, 2012 through December 31, 2012

	Substantiated		Not Substantiated		Not Investigated *		Total	
CASES INVESTIGATED BY AUDITOR-CONTROLLER:								
Office of County Investigations	13		19		140		172	32%
CASES REFERRED TO AND INVESTIGATED BY OTHER DEPARTMENTS:								
Agricultural Commissioner/Weights and Measures	0		1		0		1	0.2%
Assessor's	1		2		0		3	0.6%
Auditor-Controller	0		2		0		2	0.4%
Chief Executive Office	1		0		0		1	0.2%
Child Support Services	7		5		0		12	2.2%
Children and Family Services	16		34		3		53	9.9%
Community and Senior Services	1		1		2		4	0.7%
County Counsel	0		2		0		2	0.4%
District Attorney	0		3		0		3	0.6%
Fire	2		2		0		4	0.7%
Health Services	15		11		2		28	5.2%
Human Resources (Countywide)	1		0		1		2	0.4%
Internal Services	3		4		0		7	1.3%
Mental Health	15		7		2		24	4.5%
Parks and Recreation	7		3		0		10	1.9%
Probation	0		10		0		10	1.9%
Public Health	0		15		1		16	3.0%
Public Social Services	59		98		10		167	31.1%
Public Works	0		2		0		2	0.4%
Registrar-Recorder/County Clerk	1		1		0		2	0.4%
Sheriff's	1		7		0		8	1.5%
Treasurer and Tax Collector	1		3		0		4	0.7%
Other Departments Total:	131		213		21		365	68%
Grand Total	144	27%	232	43%	161	30%	537	100%

** Cases not investigated due to immateriality, the referral was previously investigated, referred to outside agencies, or insufficient information was provided. In addition, 19 of 161 cases were referred to the County Equity Oversight Panel (CEOP) for investigation. CEOP does not report their findings back to Office of County Investigations and therefore would have to be contacted directly for further information.*

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

SUMMARY OF SUBSTANTIATED CASES

FOR THE PERIOD JULY 1, 2012 THROUGH DECEMBER 31, 2012

SUBSTANTIATED CASES INVESTIGATED BY AUDITOR-CONTROLLER

Office of the Assessor (Assessor's)

Case Number: 20126371

An Assessor's manager had a history of borrowing significant amounts of money from subordinates, and did not always repay the loans. The manager also violated California Fair Political Practices Commission regulations prohibiting loans of more than $250 from co-workers. In addition, the investigation revealed that the manager behaved unprofessionally toward her staff. Assessor's indicated that the manager was demoted, and transferred to another department.

Auditor-Controller (A-C)

Case Number: 20126863

A review of Internet usage within the A-C identified an employee who used his assigned County computer to view inappropriate material. A-C indicated that the employee was discharged.

Children and Family Services (DCFS)

Case Number: 20116272

A DCFS employee was paid $335 for fraudulent mileage claims on days her timecards indicated she was not at work. DCFS indicated that the employee retired prior to discipline.

Case Number: 20116276

A DCFS employee was paid $499 for fraudulent mileage claims on 18 days her timecards indicated she was not at work. DCFS intends to discharge the employee.

Health Services (DHS)

Case Number: 20105165

An audit disclosed that a DHS food service contractor over-charged the County, and did not provide contractually required cost savings analyses. The contractor reimbursed the County $542,500 to settle the overcharges.

Human Resources (DHR)

Case Number: 20127284

A DHR manager issued a written warning to an employee for a performance issue, when the employee was on an approved medical leave of absence. DHR rescinded the written warning.

Internal Services (ISD)

Case Number: 20126670

An ISD employee, while formerly employed with DCFS, inappropriately installed County software on his County desktop and laptop computers, and uploaded the software to a website, violating the software license agreement, and rendering the software unusable by other County employees. The employee admitted his actions were outside the scope of his duties, and the software developer is pursing litigation against the employee. ISD indicated that disciplinary action is pending.

Parks and Recreation (Parks)

Case Number: 20115926

A Parks employee misused his position to organize fundraisers at County parks for non-County swim teams, collected money for the teams, and opened bank accounts on their behalf, in violation of Parks policy. In addition, the employee allowed a non-County swim team that he coached to practice at a park under his management, without completing a permit, securing liability insurance, obtaining approval, and without paying all applicable fees. The employee also failed to report his outside employment activity, in violation of Board policy. Parks intends to discharge the employee.

Probation Department (Probation)

Case Number: 20126569

A Probation manager allowed a subordinate to work full-time for a non-County agency, in violation of Board Policy 9.060 (outside employment), while he used his County accrued benefits time (holiday, vacation, and sick), to maintain his full-time County employment status. Probation indicated that the manager received a seven-day suspension without pay, and intends to suspend the employee for 20 days without pay.

Public Health (DPH)

Case Number: 20116318

A DPH manager created a conflict of interest when he engaged in personal relationships with subordinates. The manager also interfered with a subordinate supervisors' attempts to manage and evaluate staff who were involved in the personal relationships. DPH indicated that one manager retired, and two managers received Notices of Expectation because they were aware of the behavior and failed to take action. In addition, disciplinary action is pending for one subordinate employee.

Case Number: 20126587

A DPH employee falsified college transcripts as part of her application for a promotional examination, resulting in a promotion for which she did not meet the education requirements. DPH indicated that disciplinary action is pending.

Public Social Services (DPSS)

Case Number: 20126760

DPSS could not account for approximately $1,200 in t-shirt sales as part of a charitable fund raising event. The loss resulted from a lack of basic internal controls over charitable merchandise inventory and sales, and lax cash handling procedures. There was no evidence that funds were misappropriated. DPSS indicated that corrective action is pending.

Sheriff's Department (Sheriff's)

Case Number: 20126667

The Sheriff's altered model Master Agreement (MA) language without clearly identifying the change in Board correspondence, such that the Department had sole discretion to select a specific vendor, which compromised the intent of the competitive bidding process. The investigation also found that Sheriff's personnel used Department aircraft inappropriately, including to transport a civilian to her father's (a Sheriff's Commander) retirement party, to fly across the country when commercial flights would have been substantially cheaper, and for a non-emergency flight to Tucson at a time when the County had restrictions on business with Arizona. The Sheriff's indicated that all

applicable MAs and purchase orders are being reviewed, and they are working with ISD to identify and correct any deviations from purchasing standards. Also, the Sheriff's indicated that one manager was disciplined for misuse of aircraft, and procedures were changed to ensure appropriate flight approvals and documentation are maintained.

TOTAL SUBSTANTIATED CASES INVESTIGATED BY AUDITOR-CONTROLLER: 13

CASES REFERRED TO AND INVESTIGATED BY OTHER DEPARTMENTS

Office of the Assessor (Assessor's)

Case Number: 20126889

An Assessor's employee used his assigned County computer during his break periods to watch movies stored on a personal electronic storage device. Assessor's indicated that the employee was verbally counseled and reminded that personal use of County information technology resources is prohibited.

Chief Executive Office (CEO)

Case Number: 20115689

Five CEO employees used their assigned County computers to access the Internet for personal use. CEO indicated that each employee received a letter of reprimand.

Child Support Services Department (CSSD)

Case Number: 20115472

Child support checks from some non-custodial parents were lost or discarded due to lax check handling procedures. CSSD indicated that new check handling procedures were implemented, and replacement checks were requested.

Case Number: 20115558

A CSSD employee used her assigned County computer and Internet access during work hours for non-County purposes including viewing personal e-mails and downloading audio and video files. CSSD indicated that disciplinary action is pending.

Case Number: 20115650

A CSSD employee used her assigned County computer, Internet access, and e-mail during work hours for non-County purposes including shopping, on-line auctions, bill payment, school, and entertainment. CSSD indicated that the employee received a 30-day suspension without pay.

Case Number: 20115965

A CSSD employee used his assigned County computer, Internet access, and e-mail during work hours to view sexually explicit images and send personal e-mails. CSSD indicated that the employee resigned in lieu of discharge.

Case Number: 20116088

A CSSD employee used her assigned County computer and e-mail during work hours to send chain e-mails to other County employees. CSSD indicated that the employee was counseled.

Case Number: 20126425 (Investigated by Department of Human Resources)

A CSSD employee was promoted using a selective certification process without getting approval from the Department of Human Resources (DHR), as required by County policy in effect at that time. Shortly thereafter, authority was delegated to departments to use the selective certification process without DHR approval. No disciplinary action was taken.

Case Number: 20126513

A CSSD employee falsified a Verification of Income document that overstated his wages and included a forged signature, in order to refinance his mortgage. CSSD indicated that disciplinary action is pending.

Case Number: 20126534
A CSSD employee used her assigned County computer and e-mail during work hours to send and receive inappropriate e-mails containing sexual, violent, religious, and personal content. CSSD indicated that the employee received a 25-day suspension without pay.

Children and Family Services (DCFS)

Case Number: 20115950
A DCFS employee admitted using his assigned County computer and Internet access during work hours for non-County purposes, and used a County color printer to print photographs of paintings of nude models. DCFS indicated that disciplinary action is pending.

Case Number: 20116023
A DCFS employee failed to disclose that she was married to and living with a foster parent, and did not report alleged domestic violence between her and her husband that occurred in the home where foster children reside. DCFS indicated that the employee received a Notice of Expectation (NOE).

Case Number: 20116248
A DCFS employee engaged in inappropriate and unprofessional phone and text message conversations with two youth clients, and had an argument over the phone with a client's boyfriend. DCFS indicated that disciplinary action is pending.

Case Number: 20116253
Four gift cards totaling $100 were stolen after being left unsecured in a manila envelope on an employee's desk. The individual who stole the gift cards could not be identified. DCFS indicated that the employee who failed to secure the gift cards was counseled.

Case Number: 20116325
Two DCFS supervisors treated a subordinate employee unprofessionally, and assigned her a disproportionate amount of work compared to her peers. Two managers were aware of the supervisors' unprofessional conduct, but took no corrective action. In addition, the same two supervisors and another supervisor were found to have used County equipment and the Internet during work hours for personal business, including paying bills and shopping. DCFS indicated that two supervisors received written warnings, and one supervisor received a NOE. DCFS intends to give the two managers each a NOE.

Case Number: 20126365
A DCFS employee violated department policies and procedures by inappropriately denying services to clients, contacting clients not assigned to her, and improperly disclosing confidential information about a client's medical condition. The employee also made threats to her co-workers. DCFS intends to discharge the employee, upon her return from leave of absence.

Case Number: 20126447
A DCFS employee exhibited unprofessional conduct in the workplace, used rude gestures, and grabbed a co-worker's arm. DCFS indicated that the employee received a three-day suspension without pay.

Case Number: 20126474
A DCFS employee placed her hands on a child, in violation of Department policy. The employee claimed she was trying to restrain the child from running around the office

and hitting his younger brother. DCFS indicated that the employee was counseled.

Case Number: 20126582

An unknown DCFS employee allegedly had an inappropriate conversation with minors at the department's Emergency Response Command Post (ERCP). The minors could not identify the employee. The department reminded ERCP staff about the department's mission, vision, and core values.

Case Number: 20126585

A DCFS employee inadvertently provided inaccurate data to the South Coast Air Quality Management District, resulting in a $135,000 fine to the department. DCFS indicated that the fine to the department was reduced to $6,116.27, and the employee received a NOE.

Case Number: 20126701

Two DCFS employees, who are married to each other, used County computers and the Internet during work hours to access non-County related websites. In addition, the husband used another employee's credentials to access various department databases to perform his wife's work, while she used the Internet for personal business including real estate work and arranging travel for herself and others. DCFS indicated that disciplinary actions are pending.

Case Number: 20126856

A DCFS employee was not documenting client telephone contacts in the Child Welfare System/Child Management System timely. DCFS indicated that the employee was counseled.

Case Number: 20126892

A DCFS employee misused Department letterhead to write a letter of recommendation for a relative, in violation of DCFS policy. DCFS indicated that the employee received a three-day suspension without pay.

Case Number: 20127098

A DCFS employee threatened his roommate, who is also a co-worker in the same DCFS office, in their home and outside work hours. DCFS indicated that disciplinary action is pending.

Case Number: 20127110

A DCFS employee provided inaccurate information to a youth on her caseload, resulting in financial hardship for the youth. DCFS indicated that the employee was counseled.

Case Number: 20127327

A DCFS employee falsified case file documentation about the composition of a foster youth caregiver's home. A subsequent home inspection by another DCFS employee revealed that the home was not an appropriate living arrangement for the foster youth. DCFS intends to give the employee a 10-day suspension without pay.

Community and Senior Services (CSS)

Case Number: 20127073

A CSS employee was excessively tardy to work, claimed unauthorized overtime, was disrespectful towards her supervisor, and failed to follow instructions on multiple occasions. CSS indicated that the employee received a five-day suspension without pay.

Fire Department (Fire)

Case Number: 20104523

Two Fire employees misappropriated Department materials and inmate labor to repair the roof of a privately owned structure, and were not immediately available to respond with their crews to an emergency incident. Fire indicated that one employee received a nine-day suspension without pay, and the other employee received a Notice of Instruction.

Case Number: 20104847

A Fire employee was discourteous and disrespectful to a County vendor. The employee retired in lieu of disciplinary action.

Health Services (DHS)

Case Number: 20093864

DHS identified substantial policy violations related to financial, physical, and management controls over procurement and warehousing functions operated by a high-volume hospital supply contractor. The violations compromised the integrity of automated inventory systems intended to provide checks-and-balances over procurement, warehousing, and distribution, including ensuring adequate supplies for hospital clinics. DHS indicated that the agreement with the supply contractor was terminated, and policies were reinforced with County staff.

Case Number: 20094040

A DHS janitorial services contractor did not comply with the terms of its contract, including not maintaining cleanliness standards, insufficient staffing, and not complying with administrative requirements such as background checks and health screenings for contract personnel. DHS indicated that the contract expired on December 31, 2012 and was not renewed.

Case Number: 20104701

DHS determined that a nurse practitioner performed administrative tasks, in addition to her regular duties, during work hours, and received a stipend for the work from a private doctors' group in addition to her County wages. DHS indicated that the administrative tasks were reassigned, and the stipend arrangement ended.

Case Number: 20104885

A DHS contract employee used her assigned County computer and Internet access during work hours for non-County purposes including banking, shopping, and viewing entertainment websites. DHS indicated that the employee received a 10-day suspension without pay.

Case Number: 20105070

A contract employee working with DHS solicited donations, from her own agency and other contract agencies, for a DHS workplace celebration. DHS notified applicable contractors and staff that solicitation of donations from vendors is a violation of DHS policy.

Case Number: 20105110

DHS identified timekeeping irregularities at a warehouse facility, including staff punching in for other employees, manually recording arrival and break times to avoid time clock accountability, and eating, socializing, or playing computer games during work hours. The review also found that supervisors allowed staff to combine rest breaks to create a

longer lunch, and failed to correct irregular timekeeping practices. DHS indicated that disciplinary actions are pending for the employees.

Case Number: 20105158

DHS discovered that an employee was taking bags of shredded paperwork to a recycling center for personal gain. The shredded paperwork may have contained confidential health information. DHS indicated that the employee received a written warning, and issued a memo to all employees reminding them to safeguard protected health information.

Case Number: 20105199

A DHS nurse practitioner wrote a prescription for her husband, a non-County patient, for a substance that she was not authorized to prescribe. DHS indicated the nurse practitioner resigned from County service, and placed a "Top of File" in the employee's personnel file. In addition, the DHS Chief Medical Officer and DHS Pharmacy Director are developing additional controls over prescription pads.

Case Number: 20105372

A DHS investigation revealed that some warehouse staff were arriving late for work and not reporting the variances, filling in timecards by hand instead of using the time clock, clocking co-workers in/out of work, and improperly combining breaks to create an extended lunch period. DHS indicated that disciplinary and corrective actions are pending.

Case Number: 20115402

A DHS employee worked overtime that was not pre-approved 39 of the 57 days investigators reviewed. Additionally, the employee did not clock-out on 13 of those days, and claimed overtime on four days when the time clock indicates she left work at the end of her scheduled shift. The employee also failed to report her outside employment as a restaurant owner during 2010, and her supervisor failed to follow-up when she learned of the outside employment. DHS intends to counsel the employee.

Case Number: 20115424

A DHS employee used his County computer and Internet access during work hours to access inappropriate (adult) content. DHS indicated that disciplinary action is pending.

Case Number: 20116288

A DHS employee violated timekeeping policies by manually recording her arrival time to avoid time clock accountability, recording false arrival times that were substantially earlier than the actual time of arrival, and clocking out over the handwritten arrival times to obscure the time printed by the time clock. The employee also violated the Fair Labor Standards Act (FLSA) by not taking meal breaks. In addition, the employee's office was in disarray, resulting in lost documents and duplicate work by staff. DHS indicated that disciplinary action is pending.

Case Number: 20126427

A DHS employee frequently arrived to work late, and took long lunches without recording timecard variances. When the investigation began, the employee's supervisor provided her with a written counseling memorandum, and the employee's start time was adjusted. DHS indicated that the employee was counseled.

Case Number: 20126472
A DHS employee used her assigned County computer and Internet access during work hours for non-County purposes including shopping, to operate a private business, and for legal research. DHS indicated that the employee was discharged.

Case Number: 20126614
A DHS contractor failed to pay its employees for services provided. DHS indicated that the contract was suspended.

Internal Services Department (ISD)

Case Number: 20126776
An ISD employee used his assigned County computer and e-mail during work hours to transmit non-County e-mails. ISD indicated that the employee received a written reprimand.

Case Number: 20126781
An ISD employee was observed departing work one to two hours before the end of his workday on numerous occasions. The employee also falsified his timecards, and his County vehicle mileage records did not match his work itinerary. It was also determined that the employee's supervisor was not reconciling the itinerary, and the mileage records. ISD indicated that disciplinary actions are pending.

Case Number: 20126996
An ISD employee used her assigned County computer to access the Internet for personal use, and used her County e-mail to send inappropriate (sexual) material to five other employees. ISD indicated that the employee received a written reprimand.

Mental Health (DMH)

Case Number: 20115370
A DMH employee spent an entire workday at a personal appointment, but coded eight hours of time worked on her timecard. DMH intends to suspend the employee for five days without pay.

Case Number: 20115630
A DMH manager authorized a DMH contractor to pay for hotel accommodations on behalf of DMH employees totaling approximately $1,200 for a conference held locally in the County of Los Angeles. County and Department travel policies do not allow lodging expenses for local conferences. DMH indicated that the manager resigned and DMH did not reimburse the contractor the $1,200.

Case Number: 20115805
A DMH employee forged witness signatures on two conservator cursory search inventories, and on two other occasions had a witness stay in a County van while the employee conducted cursory searches alone, in violation of DMH policy. DMH indicated that the employee resigned.

Case Number: 20115888
Two DMH employees used their County assigned e-mail accounts during work hours to send personal e-mails. DMH intends to suspend the employee for 10 days without pay.

Case Number: 20115989
A DMH employee falsified her timecard, by claiming overtime during her regularly assigned workday, failing to record the actual number of hours taken-off, and submitting time-off requests to the in-house timekeeping system that were not reflected on her

official County timecard. DMH intends to suspend the employee for 15 days without pay.

Case Number: 20116202

A DMH employee used his assigned County computer and Internet access during work hours for non-County purposes such as shopping, gathering automotive information, entertainment, and on-line banking. He also sent numerous sexual, religious, and racial e-mails to co-workers. DMH intends to suspend the employee for 15 days without pay.

Case Number: 20116336

A DMH employee used her assigned County computer and e-mail during work hours for non-County purposes. Some of the e-mails contained large file attachments. DMH intends to suspend the employee for 15 days without pay.

Case Number: 20126381

A DMH employee used his assigned County computer and Internet access during work hours to view news, shopping, entertainment, and banking websites. DMH intends to suspend the employee for 15 days without pay.

Case Number: 20126416

A DMH employee used her assigned County computer, scanner, and e-mail account during work hours to send and receive numerous e-mails, scanned or had subordinate employees scan at least 11 non-County related documents, stored personal files on County computer equipment, accessed the Internet for personal matters, and inappropriately shared her system log-in credentials with other employees. DMH intends to suspend the employee for 15 days without pay.

Case Number: 20126473

A DMH supervisor inadvertently approved a subordinate's timesheet which included standby hours that were not worked. The supervisor subsequently sought guidance from her managers to ensure proper coding of timesheets. DMH intends to give the employee a written reprimand.

Case Number: 20126489

A DMH employee did not comply with his field visits itinerary, failed to respond promptly to his supervisor's cellular telephone calls, did not properly sign in and out, and could not account for some of the miles he drove using a County vehicle. DMH intends to suspend the employee for 15 days without pay.

Case Number: 20126549

A DMH employee drove an assigned County vehicle to his residence during work hours, and sometimes parked the vehicle at his residence overnight in violation of Department policy. The employee also worked at least 26 hours of unreported overtime between January 1 and July 11, 2012, in violation of the FLSA. DMH intends to suspend the employee for 15 days without pay.

Case Number: 20126620

A DMH employee did not disclose her outside employment between 2007 and 2010. The employee no longer works for the outside employer. DMH intends to suspend the employee for 10 days without pay.

Case Number: 20126625
A DMH employee exercised poor judgment by giving her personal cellular phone number and e-mail address to clients, and on one occasion rode in a client's personal vehicle to a field trip. DMH intends to suspend the employee for 30 days without pay.

Case Number: 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 suspend the employee for five days without pay.

Parks and Recreation (Parks)

Case Number: 20126712
Parks employees were parking a County vehicle near their homes, and then picking up the vehicle on their way to work in the morning. This practice subsidized the employees' commute, violates County policy, and could result in liability if the employees are considered at work while driving the County vehicle. Parks indicated that disciplinary and corrective actions are pending.

Case Number: 20126830
A Parks volunteer charged participants for aerobics classes, use of the County's fitness equipment, and set up a private snack bar without coordinating arrangements or paying a percentage of proceeds to the County, as required by Parks policy. Parks plans to ensure that individuals conducting programs or revenue generating activities share a percentage of revenue with the County, and comply with applicable policies.

Case Number: 20126850
A Parks recurrent employee collected bribes from individuals referred by the Court in exchange for signing-off on community service hours that the individuals did not actually work. Parks indicated that the employee resigned, and a "Top of File" was placed in the employee's personnel file.

Case Number: 20126874
Four Parks employees wore their Department issued uniforms during a non-County event in violation of department policy. Parks indicated that the four employees were reminded that County uniforms can only be worn during County work hours.

Case Number: 20126973
A Parks employee admitted selling snack foods from his park office to park visitors, during work hours, and that he used a County vehicle to transport the snack food inventory to his office. The employee stated he used some of the proceeds to purchase sports equipment for children in Parks programs, and kept the remaining proceeds for himself. Parks indicated that disciplinary action is pending.

Case Number: 20126998
A Parks contractor increased horse boarding fees by $25, without the Department's authorization. Parks indicated that the increased fee was rescinded, and the contract was terminated.

Case Number: 20127182
A Parks employee solicited maintenance equipment such as water hoses, shovels, and push brooms, from individuals assigned to perform court-ordered community service, in exchange for signing-off on community service hours that were not worked. Parks indicated that disciplinary action is pending.

Public Social Services (DPSS)

Case Number: 20104548

A DPSS employee accessed the Los Angeles Eligibility Automated Determination Evaluation and Reporting (LEADER) system without a business need to view personal and confidential information on his girlfriend, two of her sisters, and his mother's case records. DPSS indicated that the employee received a 15-day suspension without pay.

Case Number: 20104868

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in five participants' case records. DPSS indicated that the employee received a 20-day suspension without pay.

Case Number: 20115698

Two DPSS employees violated the department's attendance and punctuality policy, including arriving late, taking extended breaks, and leaving early without recording the variances. DPSS indicated that one employee received a five-day suspension without pay, and the other employee received a written reprimand.

Case Number: 20115766

A DPSS employee falsified medical certifications for time off extending over several years. In addition, employees donated leave time to cover some of the fraudulent absences. DPSS indicated that the employee was discharged.

Case Number: 20115826

A DPSS employee inappropriately circulated advertisements for an after-work event to co-workers within a County facility during work hours. DPSS indicated that the employee received a written reprimand.

Case Number: 20115868

A DPSS employee used her assigned County computer and Internet access during work hours for personal use such as on-line bill payment, personal e-mails, shopping, and entertainment. The employee and a co-worker also had personal packages delivered to a DPSS office, but each denied the packages were the result of on-line shopping during work hours. DPSS indicated that one employee received a five-day suspension without pay, and the other employee received a written warning.

Case Number: 20115898

A DPSS employee failed to report that she was the Authorized Representative for her program participant son's case. DPSS indicated that the employee received a written reprimand.

Case Number: 20115941

A DPSS employee accessed the LEADER system without a business need to view her own case record from a prior time period when she had been receiving benefits. DPSS indicated that the employee received a 10-day suspension without pay.

Case Number: 20115996

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant/co-worker's case record. In addition, the employee also accessed the participant record of his domestic partner, and contacted his domestic partner's caseworker to obtain case status information. DPSS intends to suspend the employee for 25 days without pay.

Case Number: 20116014
A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in three participants' (her daughter, her daughter's child, and the father of the child) case records. The employee had not reported that these family members were receiving public assistance benefits, or that the benefits were coming from the office where the employee worked. In addition, the employee had been providing personal financial assistance to her daughter while the daughter was receiving aid, but the daughter had not disclosed this assistance. The case of undisclosed financial assistance has been referred to the department's Welfare Fraud Prevention and Investigation Section. DPSS indicated that the employee received a 10-day suspension without pay.

Case Number: 20116071
A DPSS employee used her assigned County telephone, personal cell phone, and Facebook, to contact a program participant to inquire about the participant's ex-husband, with whom the employee had a current relationship. DPSS indicated that the employee received a 14-day suspension without pay.

Case Number: 20116225
A DPSS employee falsified medical certificates for multiple absences over several years. DPSS indicated that the employee received a 15-day suspension without pay.

Case Number: 20126346
A DPSS employee failed to report to the department that she applied for Medi-Cal while on an extended medical leave from her County employment. DPSS indicated that the employee received a five-day suspension without pay.

Case Number: 20126352
A DPSS employee accessed the LEADER and Medi-Cal Eligibility and Determination System (MEDS) systems without a business need on multiple occasions to view personal and confidential information in a participant's case record. DPSS indicated that the employee received a 10-day suspension without pay.

Case Number: 20126356
A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's case record, and failed to disclose to his department that the participant lived with him for one month. DPSS indicated that the employee received a 12-day suspension without pay.

Case Number: 20126376
A DPSS employee failed to disclose family members who were receiving public assistance benefits from the Department. In addition, the employee accessed the LEADER system without a business need to view personal and confidential case records for her daughter and two sisters. DPSS intends to give the employee a 25-day suspension without pay, upon her return from leave of absence.

Case Number: 20126421
A DPSS employee drove his personal vehicle for County business while his driver's license was suspended, and failed to report the suspension. The employee discontinued driving for County business. DPSS intends to give the employee a 25-day suspension without pay.

Case Number: 20126446
A DPSS employee did not report that her mother was an In-Home Supportive Services (IHSS) recipient. DPSS indicated that the employee received a written reprimand.

Case Number: 20126448
Approximately 50 DPSS employees were involved in a "lotto club" that collected $10 per person per month for the purchase of lottery tickets. Some club activities were conducted during work hours, including collecting money, photocopying tickets, and distributing them to club members. DPSS plans to update their lottery policy.

Case Number: 20126450
A DPSS employee used department systems (LEADER, CalWorks, CalFresh, and Medi-Cal) to access the electronic case files of a public assistance participant, and failed to disclose that the participant worked for a business owned by the DPSS employee's husband. DPSS indicated that the employee received a 10-day suspension without pay.

Case Number: 20126464
A DPSS employee accessed the LEADER system without a business need to obtain mailing addresses for nine applicants who were denied Medi-Cal benefits. The employee then misused the address information and misappropriated County postage to mail solicitations to the applicants, on behalf of his private business, offering Medi-Cal eligibility consulting services. DPSS indicated that the employee was discharged.

Case Number: 20126470
A DPSS employee used his assigned County computer to access the Internet for non-County purposes including streaming television shows, shopping, and reading foreign news. DPSS intends to give the employee a 20-day suspension without pay.

Case Number: 20126488
A DPSS employee failed to immediately disclose that a family member's Medi-Cal case was assigned to her, and attempted to access the family member's electronic case record. She also allowed another DPSS employee to use her assigned County laptop and access credentials to work on the family member's electronic Medi-Cal case file. DPSS indicated that the employee received a five-day suspension without pay.

Case Number: 20126491
A DPSS supervisor allowed FLSA covered employees to work through breaks and on their regular days off, without overtime pay, and to shift start and end times when they arrived late to work. These actions violated the FLSA. DPSS indicated that the supervisor received a 15-day suspension without pay.

Case Number: 20126562
A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's (family friend) case record. DPSS indicated that the employee received a five-day suspension without pay.

Case Number: 20126563
A DPSS employee accessed the LEADER system without a business need to view her own case record. DPSS indicated that the employee received a five-day suspension without pay.

Case Number: 20126567
A DPSS employee accessed the LEADER system without a business need to view

personal and confidential information in a participant's case record. DPSS indicated that the employee received a seven-day suspension without pay.

Case Number: 20126655

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information on multiple occasions in her daughter's case record. DPSS indicated that the employee received a seven-day suspension without pay.

Case Number: 20126658

A DPSS employee did not disclose that she allowed a participant to live in her home for several months, and to use her mailing address after he moved out of the home. DPSS indicated that there is insufficient information to pursue discipline.

Case Number: 20126661

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in program participant's (family members, a friend, and her own) case records. The employee also maintained one of the recipients on her County health benefits as her domestic partner, despite the fact they did not live together. In addition, the friend whose case file was reviewed did not qualify for aid because her children did not live with her. DPSS indicated that the employee received a 20-day suspension without pay.

Case Number: 20126662

A DPSS employee accessed the MEDS system without a business need to view her own case record. In addition, she had another employee access and print MEDS documentation for the father of her three children, to obtain his Social Security Number as part of a child support dispute. DPSS indicated that the employee received a 10-day suspension without pay.

Case Number: 20126674

A DPSS employee used her assigned County computer and Internet access during work hours to view non-County related websites such as celebrity gossip magazines, shopping, and real estate listings. DPSS indicated that the employee received a 10-day suspension without pay.

Case Number: 20126690

A DPSS employee falsified a bereavement leave request, claiming her sister died when the deceased was actually her cousin, which is not a qualifying family member for bereavement leave. In addition, the employee accepted donations from co-workers, who believed the decedent was her sister. DPSS indicated that the employee received a five-day suspension without pay.

Case Number: 20126694

A DPSS employee used her assigned County computer and Internet access to view travel, shopping, and entertainment websites during her County work hours. DPSS indicated that the employee received a written reprimand.

Case Number: 20126731

A DPSS employee used her assigned County e-mail during work hours to send inappropriate and non-County related messages to co-workers. DPSS indicated that the employee received a written warning.

Case Number: 20126739
A DPSS employee gave his personal cell phone number to a female client and asked her to call him, but had no business reason for providing the contact. DPSS indicated that the employee received a 10-day suspension without pay.

Case Number: 20126741
A DPSS employee used profanity toward a participant. DPSS indicated that the employee received a written reprimand.

Case Number: 20126755
A DPSS employee shared confidential information about a participant with the participant's former boyfriend. DPSS indicated that the employee received a five-day suspension without pay.

Case Number: 20126759
A DPSS employee accessed the MEDS system without a business need to view personal and confidential information in a participant's case record. DPSS intends to discharge the employee.

Case Number: 20126762
A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's case record. DPSS indicated that the employee received a 10-day suspension without pay.

Case Number: 20126764
A DPSS employee failed to disclose that his wife runs a child care business out of their home, while he works in the Stage-1 Child Care program, creating a conflict of interest. The employee also failed to report his outside employment as a Notary, and failed to request a ruling on the permissibility of his political activity under the Hatch Act, for his service as a member of the Democratic Central Committee. DPSS indicated that the employee received a written reprimand

Case Number: 20126777
A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's (her husband's) case record. DPSS indicated that the employee received a 10-day suspension without pay.

Case Number: 20126779
A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's (her son's) case record. DPSS indicated that the employee received a 10-day suspension without pay.

Case Number: 20126801
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 record. DPSS indicated that the employee received a 10-day suspension without pay.

Case Number: 20126842
A DPSS employee did not disclose an intimate relationship with the daughter of a person on his caseload, creating a conflict of interest. DPSS intends to give the employee a seven-day suspension without pay.

Case Number: 20126857
A DPSS employee asked another employee to access the LEADER system without a business need to view personal and confidential case information in a participant's (her

boyfriend's) case record. DPSS indicated that the requesting employee received a 10-day suspension without pay.

Case Number: 20126917
A DPSS employee created a conflict of interest when she borrowed money (in amounts ranging from $10 to $2,000) from co-workers, and did not repay the loans. DPSS indicated that the employee was counseled.

Case Number: 20126921
A DPSS employee accessed the LEADER system without a business need to view her own case record. DPSS intends to give the employee a 10-day suspension without pay, upon her return from leave of absence.

Case Number: 20126922
A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's case record. DPSS indicated that the employee received a seven-day suspension without pay.

Case Number: 20126950
A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's case record. DPSS intends to give the employee a 30-day suspension without pay.

Case Number: 20126957
A DPSS employee stole $240 from a private citizen while shopping in a supermarket. The employee was confronted by the victim, and later returned the money. DPSS indicated that the employee received a 15-day suspension without pay.

Case Number: 20126965
A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's case record. DPSS indicated that the employee received a 10-day suspension without pay.

Case Number: 20126986
A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's case record. DPSS indicated that the employee received a 15-day suspension without pay.

Case Number: 20127070
A DPSS employee failed to report her outside employment as an IHSS provider timely. DPSS indicated that the employee received a written reprimand.

Case Number: 20127075
A DPSS employee failed to report her outside employment as an IHSS provider, and that the IHSS participant is her daughter who resides with the employee. DPSS indicated that the employee received a written reprimand.

Case Number: 20127092
A DPSS employee failed to report her outside employment as an IHSS provider, and that the IHSS participant is her daughter who resides with the employee. DPSS indicated that the employee received a written reprimand.

Case Number: 20127093
A DPSS employee failed to report her outside employment as an IHSS provider timely. DPSS indicated that the employee received a written reprimand.

Case Number: 20127096
A DPSS employee did not report her 2011 IHSS outside employment, as required. DPSS indicated that the employee no longer has outside employment and received a written reprimand.

Case Number: 20127196
A DPSS employee intercepted County mail, and stole a $387 gift card that was intended for the Department's charitable giving campaign. DPSS indicated that the employee paid full restitution. DPSS indicated that the employee received a 10-day suspension without pay.

Registrar-Recorder/County Clerk (RR/CC)

Case Number: 20116269
A RR/CC manager allowed subordinates to record eight-hour shifts worked, when the staff were absent attending to personal business. The employees' inaccurate timecards violate FLSA requirements. Another manager was aware of the inappropriate timekeeping practices, and failed to take corrective action. RR/CC indicated that the employees were counseled, one manager received a one-day suspension without pay, and the other manager received a two-day suspension without pay.

Sheriff's Department (Sheriff's)

Case Number: 20126389
A Sheriff's employee misused her assigned County computer and Internet access for non-County purposes to view shopping, entertainment, and news websites. Sheriff's indicated that the employee received a written reprimand.

Treasurer and Tax Collector (TTC)

Case Number: 20115846
A TTC employee accessed a LexisNexis database without a business need to view personal and confidential information of a person with whom the employee had a legal dispute, as well as that person's relatives and a friend. In addition, the employee used a County telephone to make personal calls. TTC indicated that the employee received a 30-day suspension without pay.

Total Cases Referred To, Investigated, and Substantiated by Other Departments: 131

Total Number of Substantiated Cases from July 1, 2012 through December 31, 2012: 144

Los Angeles County Fraud Hotline
Disciplinary and/or Corrective Actions Resolved
From Previous Semi-Annual Reports
As of December 31, 2012

Attachment III

	CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
	Children and Family Services (DCFS)		
1	**20093538**	A DCFS employee accessed the Child Welfare Services Case Management System (CWS/CMS) to view personal and confidential participant case records without authorization.	DCFS indicated that the employee received a 15-day suspension without pay.
2	**20094006**	A DCFS employee did not disclose a criminal conviction on her County employment application.	DCFS indicated that the employee was discharged.
3	**20104269**	A DCFS supervisor gave her electronic Countywide Accounting & Purchasing System (eCAPS) password to her secretary, and allowed the secretary to approve her own timecard and the timecards of seven other employees.	DCFS indicated that both employees were counseled.
4	**20104619**	Over a four year period, a DCFS employee engaged in outside employment while claiming 1,585 hours of paid sick leave and vacation, resulting in a loss of $13,500. The employee also violated the County's 24-hour per week limit on outside employment for 69 weeks.	DCFS indicated that the employee was discharged.
5	**20104906**	A DCFS employee falsified client home visits, submitted false mileage claims, and did not report outside employment that conflicted with his County job.	DCFS indicated that the employee was discharged.
6	**20104961**	Two DCFS employees inaccurately reported a family's living situation during five separate inspections, over a three-year period. A potential safety concern was unfounded, and the children were determined to be appropriately supervised.	DCFS indicated that the employees received one- and three-day suspensions without pay, respectively.
7	**20104963**	A DCFS employee used her assigned County computer and e-mail account for non-County related purposes.	DCFS indicated that the employee received a written warning.
8	**20105036**	A DCFS employee behaved in an unprofessional, inappropriate, and threatening manner toward a co-worker.	DCFS indicated that the employee received a 10-day suspension without pay.
9	**20105040**	DCFS discovered gift cards, valued at $125, missing from an office safe that was unlocked. Due to lax internal controls, it was not possible to determine accountability for the gift cards, or if the gift cards were stolen.	DCFS indicated that a corrective action plan was implemented, and Notice of Expectation memos were issued as applicable.

	CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
10	**20105075**	Five DCFS employees misused County phones to accept a total of 223 personal collect calls from incarcerated friends and relatives, costing the County $1,021. DCFS indicated that one employee retired.	DCFS indicated that one employee received a Notice of Expectation and repaid the County for the collect calls. Additionally, the other three employees each received written warnings, and DCFS initiated a recovery for the collect calls. DCFS indicated that one employee retired prior to discipline.
11	**20105124**	A DCFS employee used a County computer, printer, and Internet access to print non-County related documents during work hours.	DCFS indicated that the employee was counseled.
12	**20105161**	A DCFS employee used her assigned County computer and Internet access for non-County related purposes.	DCFS indicated that the employee received a written reprimand.
13	**20105186**	Six DCFS employees used their assigned County computers and e-mail accounts for non-County related purposes.	DCFS indicated that the six employees were counseled.
14	**20115211**	A DCFS employee attempted to obtain confidential information on her relatives' case records from her co-worker.	DCFS indicated that the employee was counseled.
15	**20115212**	A DCFS employee did not report her outside employment as a certified foster parent.	DCFS indicated that the employee received a 30-day suspension without pay.
16	**20115236B**	Two DCFS employees submitted mileage claims for trips on days when time records indicate they were not at work. In both cases, supervisors were complicit in allowing employees to work off-books time for future compensatory time off, violating Department policy and compromising the accuracy of official timekeeping records.	DCFS indicated that one employee received a Notice of Expectation and one supervisor was counseled.
17	**20115236E**	A DCFS employee submitted mileage claims for trips on days when time records indicate he was not at work. Supervisors were complicit in allowing the employee to work off-books time for future compensatory time off, violating Department policy and compromising the accuracy of official timekeeping records. The employee also submitted falsified mileage claims for trips on days when time records indicate he was not at work, and received $1,052 in mileage reimbursement.	DCFS indicated that the three employees were counseled.
18	**20115295**	A DCFS employee documented false or inaccurate information in a client's case record in the CWS/CMS system.	DCFS indicated that the employee retired prior to discipline.

	CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
19	**20115305**	DCFS incurred approximately $8,000 in fraudulent cellular phone charges over a one-year period because an employee did not know her cellular phone had been stolen. The employee had never used her cellular phone, and did not realize for several months that the phone had been stolen from her desk. DCFS did not review or distribute cellular phone bills to employees for review. The individual responsible for the theft could not be identified.	DCFS implemented a procedure requiring that all cellular phone bills are to be forwarded each month to the respective regional offices for review and monitoring.
20	**20115337**	A DCFS employee exhibited unprofessional behavior towards her co-workers.	DCFS indicated that the employee was counseled.
21	**20115368**	A DCFS employee borrowed money from her co-worker, creating a conflict of interest, and in violation of Department policy. The employee further used the co-worker's checking account information without authorization to set up multiple automatic payments to pay personal bills totaling $500, without authorization. The co-worker did not file a police report.	DCFS indicated the findings are related to a personal matter involving off duty conduct between the employees, with no job nexus.
22	**20115378**	A DCFS employee used his assigned County computer and Internet access for non-County related purposes during work hours.	DCFS indicated that the employee received a written warning.
23	**20115590**	A DCFS employee placed her hands around a co-worker's shoulders for a brief amount of time. The co-worker expressed that the contact was unwelcome.	DCFS indicated that the employee was counseled and then reassigned.
24	**20115621**	Two DCFS employees failed to report outside employment with a community-based provider that receives funding from DCFS, resulting in a conflict of interest with the County employees' job duties.	DCFS indicated that each employee received a five-day suspension without pay.
25	**20115631**	A DCFS employee created an ongoing conflict of interest by maintaining outside employment as a community-based treatment provider serving families she knew were also DCFS clients. In addition, the Social Worker did not consistently disclose her outside employment, as required by County policy.	DCFS indicated that the employee was discharged.
26	**20115654**	A DCFS employee submitted two false insurance claims, and falsified records overstating the amount of time that she was disabled and absent from work, resulting in overpayments totaling $7,413. The employee is currently repaying the insurer.	DCFS indicated that the employee resigned in lieu of discharge.
27	**20115677**	A DCFS employee falsified records of home visits that did not occur, and did not enter case contacts in the CWS/CMS system timely, in violation of the DCFS Procedural Guide.	DCFS indicated that the employee was discharged.
28	**20115729**	A DCFS employee was arrested for solicitation of prostitution during work hours.	DCFS indicated that the employee received a five-day suspension without pay.

	CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
29	**20115853**	A DCFS employee accepted $400 from a client involved in a child custody dispute. The employee later repaid the money to the client.	DCFS indicated that the employee was discharged.
30	**20115892**	A DCFS employee had numerous, unpermitted personal contacts with a client who was a foster child, including holding a birthday party for the client, taking the client to non-County related activitiesk, etc, without the required Department approval. The minor was removed and placed into an adoptive home.	DCFS indicated that the employee received a 30-day suspension without pay.
31	**20115927**	A DCFS employee inappropriately accessed the CWS/CMS, without a business need, to view personal and confidential case files of children in foster care. In addition, while off duty, the employee drove her vehicle into a security guard at a non-County facility, and lied to County investigators about the incident.	DCFS indicated that the employee received a five-day suspension without pay.
32	**20116052**	A DCFS employee violated Department policy by transporting a friend (a non-County employee) in her vehicle at the same time she transported foster children.	DCFS indicated that the employee resigned in lieu of discharge.
33	**20116055**	A DCFS employee attempted to access the CWS/CMS case record of a personal acquaintance, without a business justification for the access.	DCFS indicated that the employee received a written reprimand.
34	**20116140**	A DCFS employee was conducting outside employment activities during County work hours.	DCFS indicated that the employee was counseled.
35	**20116229 (DHR investigated)**	A DCFS manager did not take appropriate administrative action when she was notified of a pending merger between two Foster Family Agencies. The newly combined agency was not State approved, resulting in DCFS costs of $140,000 to care for placed children.	DCFS indicated that the employee was counseled.
36	**20116241**	A DCFS employee took extended breaks and lunches, and arrived to work late. The employee also used her assigned County computer, e-mail, and Internet to view shopping, political, and religious websites, and to transmit inappropriate images.	DCFS indicated that the employee received a five-day suspension without pay.
37	**20116260**	Housing and food vouchers valued at $700 were stolen after a DCFS employee left them unattended in a client's apartment. The individual(s) responsible for the theft could not be determined.	DCFS indicated that no corrective action will be taken.
38	**20116281**	A DCFS employee admitted he falsified client contacts in two CWS/CMS case records.	DCFS indicated that the employee was discharged.
39	**20116302**	A DCFS provider instructed parents to sign Child Care Attendance sheets for days when the children were not in the provider's care. The provider was paid $1,872 for child care services that were not provided.	DCFS indicated that no corrective action will be taken.

	CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
40	**20126443**	A DCFS employee violated procedures by failing to report that a child was not living in an assigned foster family household, putting the child at potential risk. In addition, the foster family household was overpaid for approximately one month.	DCFS indicated that the employee received a Notice of Expectation.
	Community and Senior Services (CSS)		
41	**20104508**	A CSS employee falsified his field itinerary, corresponding client visit case notes, and mileage claim for two trips he did not make to the same client. The client died six days before the falsified visits were reported by the CSS employee.	CSS indicated that the employee received a 20-day suspension without pay.
	County Counsel (CC)		
42	**20116198**	A CC supervisor failed to follow timecard procedures, resulting in a $693 overpayment. The employee submitted timecard adjustments. CC indicated that the employee resigned from County service.	CC indicated that the supervisor received a written warning, the employee resigned from County service, and the employee agreed to reimburse the department for the overpayment.
	Fire Department (Fire)		
43	**20105008**	A Fire employee stole five gallons of County fuel for his personal vehicle.	Fire indicated that the employee received a 30-day suspension without pay.
	Health Services (DHS)		
44	**20094190**	A DHS employee conducted outside employment activities during work hours, did not disclose his outside employment as required, and submitted timecards that did not reflect actual hours worked.	DHS indicated that the employee received a 30-day suspension without pay.
45	**20104876**	A DHS manager did not disclose his outside employment as required by DHS policy, and failed to report his business interest on the State of California, Statement of Economic Interests (Form 700).	DHS indicated that the employee resigned for unrelated reasons.
	Internal Services Department (ISD)		
46	**20115981**	An ISD employee slept during work hours and abused his work schedule.	ISD indicated that the employee received a written warning.
	Mental Health (DMH)		
47	**20093554**	A DMH employee used her assigned County cellular phone for 145 outgoing and 53 incoming out-of-state personal calls.	DMH indicated that the employee received a written reprimand.
48	**20104628**	A DMH employee used her County e-mail account to send and receive non-County related messages, including e-mails during work hours related to her outside employment, in violation of Department policies.	DMH indicated that the employee was discharged.

	CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
49	**20104720**	A DMH employee abused his regular work schedule by leaving work early and reporting full shifts worked on his timecards. In addition, the employee misused County vehicles for non-County related purposes.	DMH indicated that the employee was counseled.
50	**20104896 (DHR investigated)**	A DMH employee failed to notify management that her State psychologist license expired, making her ineligible for her position. The employee accepted a voluntary demotion, but was returned to her prior position when she renewed her license. The Department of Human Resources (DHR) determined that the temporary reassignment did not address the employee's performance issues and violations of DMH policy. DHR also noted that the employee has been transferred among various supervisors, and assigned work that is not commensurate with her position.	DMH indicated that the employee was transferred.
51	**20115634**	Disneyland tickets valued at $192 were stolen because a DMH employee did not properly secure them.	DMH indicated that the employee received a written reprimand
52	**20115838**	A DMH employee used her assigned County computer, e-mail, and Internet access for non-County related purposes including visiting non-work related websites, scanning personal documents, e-mailing personal documents to non-County employees, and creating and saving personal documents to her computer. The employee has been previously admonished for viewing non-work related websites.	DMH indicated that the employee was discharged.
53	**20115866**	A DMH employee failed to report her outside employment as a landlord, and did not disclose her landlord activity on her required Form 700. The employee was also dishonest during the department's investigation.	DMH indicated the employee received a one-day suspension without pay.
54	**20116083**	A DMH employee used her County e-mail account on three occassions to make personal travel arrangements, in violation of Department policy.	DMH indicated that the employee received a written warning.
55	**20116158**	A DMH employee admitted dispensing gasoline from a Sheriff's fuel pump into his personal vehicle on six occassions in July and August 2011.	DMH indicated that the employee resigned.
56	**20126401**	Two DMH employees used their assigned County computers and Internet access for non-County related business during their work hours to access 21 non-work related websites.	DMH indicated that one employee received a written reprimand and the other employee received a written warning.

	CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
57	**20126497**	A DMH employee used his assigned County computer and Internet access to view news articles, despite prior verbal warnings on inappropriate Internet use.	DMH indicated that the employee received a written reprimand.
	Parks and Recreation (Parks)		
58	**20115891**	A Parks employee did not sign out as required by department policy when he left his work area. Additionally, the employee used County materials and equipment to conduct personal business (e.g., signage projects) on County time. The employee also asked other staff for assistance with projects related to his personal business during their work hours.	Parks indicated that the employee was discharged.
	Probation Department (Probation)		
59	**20104235**	A Probation employee misused a County vehicle for daily commuting.	Probation indicated that the employee was counseled.
	Public Social Services (DPSS)		
60	**20061394**	Four DPSS employees accessed the Los Angeles Eligibility, Automated Determination, Evaluation and Reporting (LEADER) system, without a business need, to view personal and confidential information in a participant's case record.	DPSS indicated that two employees each received a 10-day suspension without pay, and the other two each received a five-day suspension without pay.
61	**20104785**	Four DPSS employees used their assigned County computers to access the Internet to view non-County related websites for personal use during work hours.	DPSS indicated that two employees each received a five-day suspension without pay, one employee received a four-day suspension without pay, and the fourth employee is deceased.
62	**20105042**	Five DPSS employees took extended breaks, lunches, and left work before their shifts ended, and failed to report the variances on their timecards.	DPSS indicated that one employee received a five-day suspension without pay, three employees each received a written reprimand, and one employee was counseled.
63	**20105046**	A DPSS employee accessed the LEADER system, without a business need, to view personal and confidential information in a participant's case record.	DPSS indicated that the employee received a written reprimand.

	CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
64	**20105051**	A DPSS employee used his assigned County computer to access the Internet to view unauthorized websites for personal use, including viewing his outside employer's website. Additionally, the employee engaged in outside employment during work hours, and did not report his outside employment to the Department in a timely manner.	DPSS indicated that the employee received a 10-day suspension without pay.
65	**20105068**	A DPSS employee accessed the Medi-Cal Eligibility Data System (MEDS) without a business need to view personal and confidential information in a participant's case record.	DPSS indicated that the employee received a 10-day suspension without pay.
66	**20105094**	A DPSS employee issued temporary homeless assistance benefits in excess of what the participant was qualified to receive, resulting in an overpayment of $455. In addition, the employee's supervisor authorized the case without reviewing it.	DPSS indicated that the employee received training, and the supervisor received a written reprimand.
67	**20105122**	A DPSS employee accessed the LEADER system, without a business need, to view personal and confidential information in two participants' case records. In addition, the employee did not report to the Department, as required, that she received foster care benefits.	DPSS indicated that the employee resigned prior to discipline.
68	**20105183**	A DPSS employee and her supervisor frequently reported to work late, took extended lunch breaks, left work early, and failed to report the variances on their timecards. In addition, the employee presented a temporary disability restriction for which the supervisor failed to initiate an interactive meeting, and did not place the employee on Family and Medical Leave Act status, as required.	DPSS indicated that the employee and the supervisor each received a written reprimand.
69	**20105201**	A DPSS employee falsified 25 medical certificates to conceal extensive, unauthorized absences between March 2009 and January 2011.	DPSS indicated that the employee received a written reprimand.
70	**20115237**	A DPSS employee used her assigned County computer to access the Internet to view non-County related websites for personal use during work hours.	DPSS indicated that the employee received a 10-day suspension without pay.
71	**20115246**	A DPSS supervisor deliberately left her LEADER access session logged-on when she left work early, did not inform management of the variance, and instructed a subordinate to perform her case authorization functions, using her LEADER session.	DPSS indicated that the employee received a 10-day suspension without pay.
72	**20115314**	A DPSS employee reported to work late, did not report variances on his timecard, and was observed sleeping at his desk during work hours. The employee was previously counseled for similar conduct.	DPSS indicated that the employee was counseled.
73	**20115343**	A DPSS employee used her assigned County computer to access the Internet for personal non-work related purposes during work hours.	DPSS indicated that the employee received a written reprimand.
74	**20115362**	A DPSS employee accessed the LEADER system, without a business need, to view personal and confidential information in two participants' case records.	DPSS indicated that the employee received a 10-day suspension without pay.

	CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
75	**20115371**	A DPSS employee accessed the LEADER system, without a business need, to view personal and confidential information in a participant's case record.	DPSS indicated that the employee received a written reprimand.
76	**20115383**	A DPSS employee accessed the LEADER system, without a business need, to view personal and confidential information in a participant's case record, and shared the information with a relative (brother). The employee also shared her LEADER password with a co-worker, in violation of Department policy.	DPSS indicated that the employee was discharged.
77	**20115404**	A DPSS employee did not report that she lived with a participant, as required by Department policy.	DPSS indicated that the employee received a five-day suspension without pay.
78	**20115412**	A DPSS employee accessed the LEADER system, without a business need, to view personal and confidential information in a participant's case record. In addition, the employee did not report that she lived with a participant, as required by Department policy.	DPSS indicated that the employee received a 10-day suspension without pay.
79	**20115413**	A DPSS employee accessed the LEADER system, without a business need, to view her own personal and confidential Medi-Cal case record. In addition, the employee did not report to the Department, as required by Department policy, that she receives Medi-Cal benefits for herself and her family.	DPSS indicated that the employee received a 10-day suspension without pay.
80	**20115469**	A DPSS employee used her assigned County computer to access the Internet to view non-County related websites for personal use during work hours.	DPSS indicated that the employee received a 20-day suspension without pay.
81	**20115548**	A DPSS employee took a confidential document containing a participant's personal and confidential information outside of a County office.	DPSS indicated that the employee received written warning.
82	**20115554**	A DPSS employee accessed the LEADER system, without a business need, to view her own personal and confidential Medi-Cal case record. In addition, the employee also used her system log-on credentials to provide another employee with access to LEADER, in violation of Department policy.	DPSS indicated that the employee received a two-day suspension without pay.
83	**20115594**	A DPSS employee failed to properly account for and secure cash received from participants, and another employee did not count the money before it was transferred to her, resulting in a $100 loss. Because of lax controls, the Department could not determine who was responsible for the theft.	DPSS indicated that each employee received a written reprimand.
84	**20115618**	A DPSS employee failed to report that she was a welfare recipient, and that she was living with a participant, as required by Department policy. Two other DPSS employees accessed the LEADER system, without a business need, to view personal and confidential information in participants' case records.	DPSS indicated that one employee received a 20-day suspension without pay, one employee received a 10-day suspension without pay, and one employee received a five-day suspension without pay.

	CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
85	**20115624**	A DPSS employee used her assigned County computer to access the Internet to view non-County related websites for personal use during work hours.	DPSS indicated that the employee received a five-day suspension without pay.
86	**20115695**	A DPSS employee was observed sleeping at his desk during work hours, and took extended breaks.	DPSS indicated that the employee was counseled.
87	**20115702**	A DPSS employee submitted mileage claims for home visits that he did not make.	DPSS indicated that after further review, there was insufficient information to discipline the employee.
88	**20115713**	A DPSS employee borrowed money from her subordinates, in violation of Department policy.	DPSS indicated that the employee received a written reprimand.
89	**20115727**	A DPSS employee accessed the LEADER system, without a business need, to view personal and confidential information in a participant's case record.	DPSS indicated that the employee received a 10-day suspension without pay.
90	**20115739**	A DPSS employee accessed the LEADER system, without a business need, to view and print personal and confidential information in a participant's case record.	DPSS indicated that the employee resigned prior to discipline.
91	**20115740**	A DPSS employee accessed the LEADER system, without a business need, to view her own personal and confidential CalFresh case record.	DPSS indicated that the employee received a 10-day suspension without pay.
92	**20115770**	A DPSS employee routinely arrived to work late, resulting in 14.75 hours of lost time during a one-month period, and did not report the variances on her timecards. In addition, the employee's supervisor admitted to not monitoring the employee's time.	DPSS indicated that both the employee and her supervisor each received a five-day suspension without pay.
93	**20115812**	A DPSS employee accessed the LEADER system, without a business need, to view personal and confidential information in a participant's case record. Additionally, the employee lied when asked if he knew the participant.	DPSS indicated that the employee was discharged.
94	**20116046**	A DPSS employee routinely arrived to work late, and did not report the variances on her timecards. The employee's supervisor contributed to the lax timekeeping environment by failing to require her staff to account for arriving late. Additionally, the employee used her assigned County computer to access the Internet for non-County related business during her work hours to view news and entertainment websites, and streaming radio and video.	DPSS indicated that the employee received a seven-day suspension without pay, and the supervisor received a written reprimand.

	CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
95	**20116080**	A DPSS employee accessed the LEADER system, without a business need, to view personal and confidential information in a participant's case record.	DPSS indicated that the employee received a 10-day suspension without pay.
96	**20116157**	A DPSS employee used his personal cellular telephone to send inappropriate text messages to a participant.	DPSS indicated that the employee received a 30-day suspension without pay.
97	**20116223**	A DPSS employee accessed the LEADER system, without a business need, to view personal and confidential information in her brother's case record.	DPSS indicated that the employee received a 10-day suspension without pay.
98	**20116279**	A DPSS employee accessed the LEADER system, without a business need, to view personal and confidential information in his son's case record.	DPSS indicated that the employee received a 14-day suspension without pay.
	Public Works (DPW)		
99	**20115774**	A DPW employee used his assigned County computer to access the Internet to view non-County related shopping, travel, and military websites during work hours, after being reminded by his supervisor about the computer use policy.	DPW indicated that the employee received a three-day suspension without pay.

Total: 99

Los Angeles County Fraud Hotline
Disciplinary and/or Corrective Action Pending
From Previous Semi-Annual Reports
As of December 31, 2012

Attachment IV

	CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
Children and Family Services (DCFS)				
1	**20082908**	A DCFS employee was inappropriately reimbursed $1,918 for vehicle damage from an accident that occurred outside County work hours. The Department changed its procedures to require employees to submit time records with damage claims.	DCFS indicated that the employee's release from County service is pending. Final disposition is still pending.	1308
2	**20105109**	DCFS discovered that a money bag containing $90 was stolen. The perpetrator(s) could not be identified.	DCFS indicated that corrective action is pending to strengthen internal controls over cash handling. Final disposition is still pending.	598
3	**20115485**	Three DCFS managers failed to properly manage services contracts, resulting in retroactive contracts due to expenditures exceeding Board-approved funding.	DCFS indicated that one employee retired prior to discipline, one employee was not disciplined because she was not involved in managing the contracts, and disciplinary action is pending for the remaining employee. Final disposition is still pending.	509
4	**20116113**	A DCFS employee's inappropriate actions and statements escalated into a physical confrontation with a youth, requiring nearby co-workers to restrain the employee.	DCFS intends to give the employee a written reprimand. Final disposition is still pending.	280

	CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
	Community and Senior Services (CSS)			
5	**20104769**	A CSS employee inappropriately influenced two staff to give a vendor a favorable rating/score during the Request for Proposals (RFP) process. The RFP was canceled, a new RFP was released, and the vendor in question did not submit a bid.	CSS intends to give the employee a 30-day suspension without pay. Final disposition is still pending.	543
	Fire Department (Fire)			
6	**20104356 (OCI investigated)**	An Internal Services Department (ISD) employee installed a private County telephone line at the request of a Fire employee, without following established Fire requisition and ISD work order authorization procedures. ISD has since removed the telephone line. ISD indicated that the employee received a written warning.	Fire intends to give the employee a three-day suspension without pay. However, action is pending ongoing litigation. Final disposition is still pending.	651
	Health Services (DHS)			
7	**20093262**	A DHS employee used her County computer for personal business, including downloading unauthorized software and storing 2,353 non-work related files (business agreements, personal financial records, etc.). In addition, the employee worked more overtime than was approved. Another DHS employee was allowed to telecommute without a formal agreement, and without completing the required telecommuting training.	DHS indicated that disciplinary actions are pending.	215
8	**20093476**	Nine DHS employees coded their timecards as if they worked full work days, when they were actually absent. Prior management had approved the employees to accumulate and use off-books time, and to monitor the time themselves. New management ended the practice, and adjusted the staffs' schedules to ensure sufficient patient coverage.	DHS intends to give the supervisor a 15-day suspension without pay, and timecard adjustments are pending for the nine employees. Final dispositions are still pending.	419
9	**20093539**	A DHS employee signed patients' names on nine Medi-Cal application forms, to expedite ordering equipment and supplies.	DHS indicated that disciplinary action is pending the employee's return from leave of absence.	1089
10	**20093558**	A DHS employee claimed full shifts worked for days she was absent. The Department is determining the amount of restitution.	DHS indicated that disciplinary and corrective actions are pending.	902

	CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
11	**20093835**	A DHS unit failed to maintain basic controls over timekeeping. As a result, management could not determine when staff were at work. Supervisors in the unit also failed to recognize timekeeping discrepancies, resulting in staff being paid for time not worked.	DHS indicated that timecard corrections and disciplinary actions are pending.	264
12	**20093994**	A DHS shredding services vendor did not comply with the terms of their contract, resulting in delayed shredding of confidential records, and over-charging the County by approximately $1,125.	DHS is pursuing repayment of the excess charges. Final disposition is still pending.	241
13	**20104281**	A DHS employee was allowed to telecommute without an agreement.	DHS indicated that discipline is pending against the employee's manager for allowing him to telecommute without an agreement. DHS indicated that the facility will ensure staff are pre-approved for telecommuting prior to working off-site, and ensure telecommuting activities are monitored in accordance with DHS policies. Final dispositions are still pending.	215
14	**20104323**	A DHS employee did not report to work when medical certification cleared her to return to work with restrictions. In addition, the employee did not disclose her outside employment, as required by DHS policy.	DHS indicated that disciplinary action is pending the employee's return from leave of absence.	524
15	**20105081**	A DHS employee continued to sell jewelry during County work hours, despite previous verbal counseling to stop. Additionally, the employee did not disclose her outside employment activities to the Department, as required.	DHS indicated that disciplinary action is pending.	419
16	**20115612**	Two DHS employees failed to report two missing laptop computers to law enforcement. In addition, another DHS employee failed to ensure the facility's computer inventory was accurate, and that all portable devices are immediately encrypted and assigned a property tag. The missing laptops did not contain confidential or Health Insurance Portability and Accountability Act (HIPAA) related information.	DHS indicated that disciplinary actions are pending.	383

	CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
17	**20116150**	A DHS employee failed to disclose on his County employment application and Employment Information Sheet that he was terminated by his prior employer, as required.	DHS intends to discharge the employee. Final disposition is still pending.	319
	Mental Health (DMH)			
18	**20104273**	A DMH employee used her assigned County computer, Internet access, and e-mail account for non-County related business, during work hours, to access non-work related websites for over 25 hours during a sampled month. The employee also composed a personal document using County equipment, and sent 589 non-work related e-mails during a three-year period. In addition, the employee made more than $3,900 of personal cellular telephone calls during the same three-year period using her County issued phone, and failed to repay the County for the cellular phone charges.	DMH intends to suspend the employee for 15-days without pay. Final disposition is pending.	222
19	**20104445**	A DMH employee used her assigned County computer, Internet access, and e-mail account for non-County related business during her work hours.	DMH intends to give the employee a 15-day suspension without pay. Final disposition is pending.	722
20	**20104582**	A DMH employee used her assigned County computer to access the Internet for non-work related websites, gave her husband the password for her County-issued portable storage device (USB flash drive), and transmitted and/or received offensive and non-work related e-mails, including one containing sexually explicit images. A potential HIPAA violation was referred to the HIPAA Privacy Unit for investigation.	DMH intends to suspend the employee for 15-days without pay. Final disposition is pending.	455
21	**20104845**	A DMH employee arrived to work late and left early without proper authorization.	DMH intends to suspend the employee for five-days without pay. Final disposition is pending.	370
22	**20105149**	A DMH employee used his assigned County computer to access the Internet and e-mail for non-County related business during his work hours.	DMH intends to give the employee a 15-day suspension without pay. Final disposition is pending.	532

	CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
23	**20115366**	A DMH employee used her assigned County computer to access the Internet for non-County related business during her work hours.	DMH intends to suspend the employee for 15-days without pay. Final disposition is pending.	369
24	**20115494**	A DMH employee failed to inform her supervisor that she had a prior relationship with a DMH client. Additionally, the employee failed to recuse herself from the case to avoid the appearance of a conflict of interest.	DMH intends to suspend the employee for five-days without pay. Final disposition is pending.	251
25	**20115913**	A DMH employee entered her work location, logged onto her County computer, and accessed the electronic Countywide Accounting & Purchasing System (eCAPS) to submit her timecard on a day she was absent, in violation of DMH policy.	DMH intends to give the employee a 15-day suspension without pay. Final disposition is pending.	299
26	**20116035**	A DMH employee used her assigned County computer, e-mail, and Internet access to view non-work related websites (i.e., news, entertainment, shopping, and school), and to send at least 110 personal e-mails.	DMH intends to suspend the employee for 15-days without pay. Final disposition is pending.	390
27	**20116101**	A DMH employee misused his County computer to send and receive over 1,500 non-County related e-mails. The employee and two other employees also sent a string of e-mails containing Protected Health Information (PHI) to one another, and the first employee also forwarded an e-mail that contained PHI to her personal e-mail account, and to her husband, who is also a DMH employee.	DMH indicated that one employee was discharged, and intends to give two employees each a 10-day suspension and one employee a 15-day suspension without pay. Final dispositions are pending.	273
28	**20116314**	A DMH employee used his County e-mail account to send and receive non-County related messages, and to notify DMH employees, contractors, and others about the publication of his book, in violation of Department policy. Additionally, the employee stored non-work related documents on his assigned County network drive, and used a County scanner to scan book-related materials.	DMH intends to suspend the employee for 15-days without pay. Final disposition is pending.	238

	CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
29	**20126399**	Two DMH employees used their assigned County computers and Internet access for non-County related business during their work hours to access 161 and 228 non-work related websites, respectively.	DMH intends to suspend the employee for 15-days without pay. Final disposition is pending.	188
	Parks and Recreation (Parks)			
30	**20126511**	A Parks supervisor, who is responsible for scheduling sports leagues use of Parks facilities, also serves as a Board Member for one of the sports leagues, creating a conflict of interest. The non-profit sports league runs a snack bar during games, and on at least one occasion, charged admission to a game in violation of Parks policy. The supervisor has signature authority for the leagues bank account.	Parks indicated that disciplinary action is pending.	242
	Public Health (DPH)			
31	**20116307**	A DPH employee took paid sick and vacation time, and was absent without pay, while working full-time for a local city. In addition to violating the County's 24-hour per week limit on outside employment, the employee failed to disclose this job on her annual outside employment declaration, and lied to investigators when questioned about her outside employment activity. In addition, the employee's supervisor failed to effectively manage the employee's use of leave benefits and excessive absenteeism.	DPH indicated that disciplinary action is pending for both the employee and her supervisor.	228
	Probation Department (Probation)			
32	**20104538**	A Probation employee used his assigned County computer and e-mail account to send non-work related e-mails to other County employees.	Probation indicated that disciplinary action is pending.	760
	Public Social Services (DPSS)			
33	**20115767**	A DPSS employee misused his supervisor's password to access the Los Angeles Eligibility Automated Determination Evaluation and Reporting (LEADER) system, in violation of Department policy. Additionally, although the supervisor alleges she did not share her password, she admitted that she has allowed the employee to approve casework for her. DPSS indicated that the supervisor was counseled.	DPSS intends to give the employee a 10-day suspension without pay when the employee returns from leave of absence. Final disposition is still pending.	458
34	**20115851 (OCI investigated)**	A DPSS employee inappropriately pressured a co-worker to vote for him in a Los Angeles County Employee Retirement Association (LACERA) election. The employee also inappropriately opened the sealed ballot of another employee, and completed the ballots of three other co-workers, in violation of the Board of Supervisors election conduct guidelines.	DPSS indicated that the employee resigned and managers were to remind employees of the election conduct protocol.	320

	CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
	Sheriff's Department (Sheriff's)			
35	**20116099 (OCI investigated)**	A Sheriff's contractor violated the terms of their contract by increasing prices for publicly accessible coin operated jail lockers. In addition, due to insufficient controls over jail locker collections, it could not be determined if the contractor remitted the County's share of locker proceeds.	Sheriff's indicated that corrective action is pending.	278

Total: 35