



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

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March 28, 2014

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

FROM: Wendy L. Watanabe
Auditor-Controller

SUBJECT: **SEMI-ANNUAL FRAUD HOTLINE STATUS REPORT – JULY 1, 2013
THROUGH DECEMBER 31, 2013**

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, 2013 reporting period with 948 pending cases. During the period, OCI opened 638 new cases and closed 537 cases, ending the period with 1,049 cases in progress. This caseload count is an increase of 101 (11%) from the end of the prior reporting period.

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

CASE STATUS	SEMI-ANNUAL PERIOD ENDING		
	6/30/2013	12/31/2013	% Increase (Decrease)
Beginning Caseload	840	948	13%
+ New Cases Opened	601	638	6%
- Cases Closed	(493)	(537)	9%
Ending Caseload	948	1,049	11%

RESULT OF CASES CLOSED	6/30/2013		12/31/2013	
Substantiated	119	24%	120	22%
Not Substantiated	227	46%	207	39%
Not Investigated	147	30%	210	39%
Total Cases Closed	493	100%	537	100%

Of the 537 closed cases that were investigated by various County departments (Attachment I) during this reporting period, 120 (22%) were substantiated (Attachment II), 207 (39%) were not substantiated, and 210 (39%) 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, 12 of the 210 cases were referred to the County Equity Oversight Panel, which does not report its findings to OCI.

Of the 120 substantiated cases, the following actions were taken:

Substantiated Cases (120)

ACTION(S) TAKEN	No.
Disciplinary/Corrective Action Pending	79
Suspended	27
Counseled (verbal/written warning)	18
Resigned/Retired/Resigned in Lieu of Discharge	15
Reprimand Letter	12
Discharged/Released	6
Procedures Changed/Reinforced	5
Notice of Expectation/Instruction	4
Top of File Notice in Personnel Folder	2
Transferred/Reassigned	2
Reimburse/Restitution/Repayment/Timecard Adjustments	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 37 prior period cases where disciplinary action was taken, and Attachment IV identifies the 44 prior period cases for which departments have not taken, or have not reported to us on, disciplinary action(s). We noted that disciplinary action has been substantially delayed on a significant number of cases, including 25 cases where action has been pending for more than one year. We will continue to work with the Departments to ensure that they take timely action.

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 December 31 2013.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, 2013 through December 31, 2013**

	<i>Substantiated</i>	<i>Not Substantiated</i>	<i>Not Investigated *</i>	<i>Total</i>				
<u>CASES INVESTIGATED BY AUDITOR-CONTROLLER:</u>								
Office of County Investigations	14	18	183	215	40.0%			
<u>CASES REFERRED TO AND INVESTIGATED BY OTHER DEPARTMENTS:</u>								
Animal Care and Control	1	0	0	1	0.2%			
Assessor	1	2	0	3	0.6%			
Board of Supervisors	0	1	0	1	0.2%			
Child Support Services	6	6	2	14	2.6%			
Children and Family Services	18	37	1	56	10.4%			
Community and Senior Services	1	4	1	6	1.1%			
Coroner/Medical Examiner	0	1	0	1	0.2%			
County Counsel	0	2	0	2	0.4%			
District Attorney	0	1	0	1	0.2%			
Fire	0	0	6	6	1.1%			
Health Services	8	23	7	38	7.1%			
Human Resources	3	0	0	3	0.6%			
Human Resources (Countywide)	2	10	0	12	2.2%			
Internal Services	1	3	0	4	0.7%			
Mental Health	15	8	1	24	4.5%			
Parks and Recreation	2	3	0	5	0.9%			
Probation	2	12	2	16	3.0%			
Public Health	2	4	1	7	1.3%			
Public Social Services	43	66	5	114	21.2%			
Public Works	0	3	0	3	0.6%			
Registrar-Recorder/County Clerk	1	0	1	2	0.4%			
Sheriff's	0	3	0	3	0.6%			
Other Departments Total:	106	189	27	322	60.0%			
Grand Total	120	22%	207	39%	210	39%	537	100.0%

* Cases not investigated due to immateriality, the referral was previously investigated, referred to outside agencies, or insufficient information was provided. In addition, 12 of 210 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, 2013 THROUGH DECEMBER 31, 2013

SUBSTANTIATED CASES INVESTIGATED BY AUDITOR-CONTROLLER

Animal Care and Control (ACC)

Case Number: 20138005

An ACC employee admitted stealing as much as \$4,500 in cash collected from constituents for pet licensing fees over a four-month period. The employee also admitted to altering official receipts and entering false information in ACC's payments database to conceal the thefts. In addition, the employee's supervisor failed to properly maintain or reconcile collection records, and a manager failed to take appropriate action after the thefts were discovered. The case was referred to the District Attorney's (DA) Office for possible criminal prosecution. ACC indicated that the employee resigned in lieu of discharge and a "Top of File" was placed in the employee's personnel folder, the supervisor was counseled, and disciplinary action for the manager is pending.

Auditor-Controller (A-C)

Case Number: 20127055

An A-C employee was excessively tardy and had unauthorized or unscheduled absences. The employee also submitted inaccurate timecards, provided false statements during an investigation, failed to accurately report information to supervisors/managers, withheld information from supervisors/managers, and violated the County's and Department's Ethical Principals. A-C indicated that the employee was discharged.

Case Number: 20138145

An A-C employee used assigned County computer, e-mail account, and Internet access to send a non-work related e-mail and download personal images during work hours. A-C indicated that the employee received a one-day suspension without pay.

Children and Family Services (DCFS)

Case Number: 20127059

A DCFS employee violated Department policy by placing a DCFS-supervised child for adoption with another DCFS employee without following appropriate protocols (e.g., first consulting with the Placement and Recruitment Unit (PRU)). In addition, the adoptive mother did not obtain the required prior approval from her executive manager for the placement of a DCFS-supervised child. DCFS indicated that disciplinary action is pending.

Case Number: 20127372

Two DCFS employees violated Department policy by placing a DCFS-supervised child for adoption with two other DCFS employees, without following appropriate protocols (e.g., first consulting with the PRU). In addition, the adoptive parents did not obtain the required management approval prior to adopting the child in question. DCFS indicated that they intend to suspend three of the employees without pay for 30 days each, and issue one employee a written reprimand.

Summary of Substantiated Cases

Child Support Services Department (CSSD)

Case Number: 20127532

Two CSSD employees falsified medical certificates to justify their absences. The two employees also admitted misusing their assigned County computers and Internet access to engage in Outside Employment (OE) during work hours, and failing to declare the outside business that they operated together on their OE forms. CSSD indicated that the employees resigned in lieu of discharge.

Department of Coroner (Coroner)

Case Number: 20137825

A Coroner employee violated the Gratuity Policy by accepting two free admissions to an entertainment show from a client. In addition, the employee's supervisor inappropriately condoned this activity. Coroner indicated that disciplinary action is pending.

Fire Department (Fire)

Case Number: 20127552

A Fire employee admitted violating County and Fire Policies by parking the assigned County vehicle at the employee's residence overnight for personal use. The employee also misappropriated Fire materials/supplies for use in non-County related electrical work. Because Fire does not maintain adequate inventory records, the exact amount of the Fire materials misappropriated could not be quantified. Additionally, the employee falsified OE declarations, violating Board of Supervisors Policy and Fire Rules and Regulations governing standards of behavior. We referred this matter to the DA for possible criminal prosecution. Fire intends to discharge the employee.

Department of Health Services (DHS)

Case Number: 20127008

A DHS employee misappropriated \$1,520 in patient payments, and fraudulently voided patient receipts to conceal the thefts. The case was referred to the DA for possible criminal prosecution. DHS indicated that the employee resigned.

Case Number: 20137758

A DHS employee altered and embezzled at least 90 patient money orders, totaling \$10,417, between April 2012 and February 2013, and misused her access to the payment system to falsify patient payment records to conceal her thefts. The investigation also identified 240 other suspicious patient payment transactions, totaling \$26,708 that investigators believe were also embezzled. The case was referred to the DA for possible criminal prosecution. DHS indicated that the employee retired.

Department of Human Resources (DHR)

Case Number: 20126974

Two DHR managers violated Civil Service Rules by using a substitute list to appoint a candidate to a vacancy when there was an existing eligible list for the class, and the candidate was not on the list. In addition, DHR did not document, and did not complete timely, standard forms and administrative actions typically required in the hiring process. Chief Executive Office (CEO) indicated that they have counseled the managers and the final disciplinary actions are pending.

Case Number: 20127034

Three DHR managers allowed a DHR employee to continue performing duties and receive an Out-Of-Class bonus in an acting position for 13 months after she failed the

Summary of Substantiated Cases

exam for the position, and after an eligible list for the position with viable candidates was promulgated. CEO indicated that they have counseled the managers and the final disciplinary actions are pending.

Department of Parks and Recreation (Parks)

Case Number: 20137768

A Parks employee admitted misappropriating County funds, misused County time and resources for personal business, and violated County and Parks' policies on outside employment and cash handling. Additionally, another employee exercised poor judgment when she took part in the employee's misconduct, and failed to report it. Other Parks managers failed to ensure that controls over fees collected were in place, and failed to properly supervise the employee, as well as Park operations. The case was referred to the DA for possible criminal prosecution. Parks indicated that one employee retired in lieu of discharge, and disciplinary actions are pending against another employee and the three managers.

Department of Public Social Services (DPSS)

Case Number: 20127153

A DPSS employee improperly received an administrative reassignment even though she did not meet the minimum requirements, and was not required to participate in the examination process. DPSS indicated that disciplinary action is pending.

TOTAL SUBSTANTIATED CASES INVESTIGATED BY AUDITOR-CONTROLLER: 14

Summary of Substantiated Cases

CASES REFERRED TO AND INVESTIGATED BY OTHER DEPARTMENTS

Animal Care and Control (ACC)

Case Number: 20137836

An ACC employee failed to properly secure a \$50 collection, which was subsequently stolen by an unknown suspect. ACC installed video surveillance cameras to deter future thefts.

Office of the Assessor (Assessor)

Case Number: 20137658

An Assessor's cellular phone was stolen by an unknown suspect. Assessor could not determine whether the phone was stolen before or after being received from the mail carrier. Assessor strengthened controls over receiving mailed packages.

Child Support Services Department (CSSD)

Case Number: 20126815

A CSSD employee used assigned County computer and Internet access during work hours for personal e-mail, and to visit non-County related websites. CSSD indicated that the employee received a Notice of Expectation (NOE).

Case Number: 20126992

A CSSD employee used assigned County computer and Internet access during work hours to view non-County related shopping and entertainment websites. CSSD indicated that the employee was counseled, and subsequently resigned for personal reasons.

Case Number: 20127477

A CSSD employee used assigned County computer and e-mail account during work hours to send non-County related e-mails, and continued to do so after being directed not to by the employee's supervisor. The employee also sent threatening, inappropriate and derogatory text messages to co-workers, took extended lunch breaks, and was excessively absent from her work area. CSSD also determined the employee to be under the influence while at work. CSSD indicated that the employee was medically released.

Case Number: 20137700

A CSSD employee used assigned County computer, e-mail account, and Internet access during work hours to send personal e-mails and to view non-County related websites (e.g., for banking). CSSD indicated that the employee received a NOE.

Case Number: 20137756

A CSSD employee used assigned County computer and Internet access during work hours to view non-County related websites such as news and shopping. CSSD indicated that the employee received a written warning.

Case Number: 20137814

A CSSD employee submitted false medical documents to excuse absences. CSSD indicated that the employee resigned before the investigation was completed.

Department of Children and Family Services (DCFS)

Case Number: 20116183

A DCFS employee provided inaccurate documentation for a home assessment, did not complete the assessment within the required 30-day period, and approved the home for

Summary of Substantiated Cases

caregiving without suitable living arrangements. DCFS intends to suspend the employee without pay.

Case Number: 20126888

A DCFS employee failed to conduct face-to-face contacts with a DCFS client and complete a case plan, as required. A second DCFS employee failed to comply with a court order to keep the location of the child and mother confidential. DCFS intends to discharge one employee, and issued a NOE to the other.

Case Number: 20127052

A DCFS employee used assigned County computer and e-mail account to conduct personal business during work hours. The employee also violated the Conflict of Interest Policy by demanding the Holiday Teambuilding Committee pay \$1,000 to hire the employee's personal friend as the event photographer. A second DCFS employee failed to cooperate with the investigation. DCFS indicated disciplinary actions are pending.

Case Number: 20127151

A DCFS employee slept, watched videos, completed personal work, and accessed the Internet for non-County related business purposes during work hours. In addition, the supervisor allowed the employee to end the employee's work shift 10 minutes early to take a bus ride home, without reporting the variances on her timecards. DCFS indicated that disciplinary action is pending.

Case Number: 20127177

A DCFS employee was excessively tardy to work over the past two years. DCFS indicated that the employee received a written warning.

Case Number: 20127257

A DCFS employee did not conduct regular in-home visits to the employee's clients, and did not document field itineraries for visitations and contact follow ups in the Child Welfare Services/Case Management System (CWS/CMS) as required by policy. DCFS indicated that the employee was counseled.

Case Number: 20127502

A DCFS employee submitted and received duplicate claim reimbursements from the County and the employee's private insurance carrier for the same vehicle damage claim. DCFS indicated that employee agreed to repay the County, and the Department intends to suspend the employee without pay.

Case Number: 20137554

A DCFS employee failed to report a \$1,598 compensation check the employee received for being bumped from an airline flight while on County business. DCFS indicated that the employee received a five-day suspension without pay.

Case Number: 20137692

A DCFS employee shared his DCFS Mileage Claim system user name and password with a second employee, who the employee inappropriately paid to prepare his mileage claims. The second employee was also paid to prepare manual mileage claims for several other employees. DCFS indicated that the employee received a three-day suspension and intends to give the second employee a written reprimand.

Case Number: 20137846

A DCFS employee acted in a manner unbecoming of a County employee when the

Summary of Substantiated Cases

employee displayed threatening behavior and used profanity toward others, including Sheriff's deputies, while attending a court hearing off-duty. DCFS indicated that disciplinary action is pending.

Case Number: 20137850

A DCFS employee violated DCFS policy by failing to obtain appropriate levels of approval, or to comply with the appropriate steps during an adoption. DCFS indicated that the employee received a NOE.

Case Number: 20137945

A DCFS employee violated County policy by uploading and viewing the employee's County e-mails on a personal smart phone. DCFS indicated that the employee was counseled.

Case Number: 20138064

A DCFS employee left the work area for extended periods without authorization to attend to personal business. In addition, the employee also received personal mail at work. DCFS indicated that disciplinary action is pending.

Case Number: 20138066

A DCFS employee did not make the required in-home visits to clients, and did not conduct case work in accordance with DCFS and State policies and procedures. DCFS intends to discharge the employee.

Case Number: 20138192

A DCFS employee was overheard using inappropriate language while in a teleconference meeting with a client's family member. DCFS indicated that the employee received a written warning.

Case Number: 20138259

A DCFS employee used assigned County computer and e-mail account to send inappropriate e-mails to another employee. In addition, the employee e-mailed confidential information to the other employee, who did not have a business need to have the information. DCFS indicated that the employee received a written reprimand.

Case Number: 20138374

A DCFS employee falsified information in the case file of a DCFS-supervised child. DCFS indicated that disciplinary action is pending.

Case Number: 20138469

A DCFS employee inappropriately used Departmental letterhead to write a letter supporting a former foster home that was decertified by the Foster Family Agency, which conflicted with DCFS' recommendation regarding the use of the home. DCFS indicated that the employee was counseled.

Department of Community Senior Services (DCSS)

Case Number: 20126884

A former County employee working as a 120-day retiree for DCSS used assigned County computer and Internet access during work hours to view non-County related websites. DCSS indicated that by order of the CEO, DCSS terminated the 120-day retiree from County service, prior to completion of the investigation.

Summary of Substantiated Cases

Fire Department (Fire)

Case Number: 20116321 DHR Investigated

DHR determined that 44 Fire employees did not receive annual and/or probationary performance evaluations for two or more annual periods, as required by Civil Service Rules. Fire indicated that corrective action is pending.

Department of Health Services (DHS)

Case Number: 20115400

A DHS pharmacy inventory determined that a small quantity of a controlled substance was unaccounted for. The reason for the discrepancy could not be determined. DHS implemented a control that requires a witness when dispensing medication.

Case Number: 20115645

A DHS employee took an extended three-hour lunch break and did not report actual hours worked on his timecard, and the employee's supervisor failed to take appropriate corrective action. DHS indicated that disciplinary actions are pending for the employee and the supervisor.

Case Number: 20115820

A DHS employee left work early on three occasions and did not report to work on one occasion, and failed to report actual hours worked on her timecard. DHS indicated that disciplinary action and timecard corrections are pending.

Case Number: 20116148

A DHS employee did not consistently clock in/out, deviated from assigned work schedule without authorization, did not always respond to work related pages and calls and may not have always worked the hours reported on the employee's timecard. In addition, the employee's supervisor was aware of the employee's inaccurate time reporting and did not take proper corrective action. DHS indicated that disciplinary actions are pending.

Case Number: 20126377

A DHS employee left work early to conduct non-County related business and did not report a variance on the employee's timecard. DHS indicated that disciplinary action and timecard corrections are pending.

Case Number: 20127242

A DHS employee exceeded the 24-hour per week limit on outside employment, and was absent from the employee's County job to engage in her outside employment. DHS indicated that the employee was discharged.

Case Number: 20137582

A DHS employee used assigned County computer, e-mail account, and Internet access during work hours for non-County purposes such as job searches. DHS indicated that disciplinary is pending.

Case Number: 20138058

A DHS employee was excessively tardy to work and did not record variances on the timecard, and the employee's supervisor did not consistently monitor the employee's time. DHS indicated that the employee was counseled, and the supervisor was reminded of the responsibilities to monitor employee work hours including tardiness.

Summary of Substantiated Cases

Department of Human Services (DHR)

Case Number: 20115884

A DHR employee used assigned County computer, e-mail account, and Internet access during work hours to visit non-County related sites such as shopping, and travel, and sending/receiving personal e-mails. In addition, the employee had personal packages delivered to the employee's work location. DHR indicated that the employee received a five-day suspension without pay.

Case Number: 20116316

Two DHR employees were excessively tardy and absent from work. DHR intends to suspend each employee for 10 days without pay.

Case Number: 20126942

A DHR employee was excessively tardy to work. DHR will implement a mechanism to monitor work hours and reinforce attendance policies with their employees.

Internal Services Department (ISD)

Case Number: 20126907 DHR Investigated

DHR determined that an ISD employee was inappropriately transferred from the Department of Public Works to ISD, and subsequently appointed to a different position in violation of Civil Service Rules (CSR). ISD consulted with County Counsel (CC) regarding the transfer, and CC recommended that no action be taken. In addition, ISD reviewed its transfer and promotion practices to ensure consistency with County and CSR.

Case Number: 20137899

An ISD employee sent an e-mail containing inappropriate language to a County contractor. ISD indicated that disciplinary action is pending.

Department of Mental Health (DMH)

Case Number: 20116332

A DMH employee used assigned County computer, e-mail account, and Internet access during work hours for non-County purposes such as engaging in outside employment, sending personal e-mails, and storing non-work related documents on the employee's network drive. DMH indicated that disciplinary action is pending.

Case Number: 20126417

Three DMH employees used assigned County computers and e-mail accounts to send hundreds of non-County related e-mails to co-workers and others over a two-year period. One employee also used assigned County computer and Internet access to view non-County related websites, and to e-mail information regarding another investigation to the employee's supervisor, after the employee had been admonished to keep the investigative matter confidential. DMH indicated that disciplinary actions are pending.

Case Number: 20126433

DMH discovered 107 bus tokens (\$160 value) were missing. Due to internal control weaknesses, the individual responsible for the loss/theft could not be identified. DMH indicated that disciplinary and corrective actions are pending.

Case Number: 20126506

A DMH employee arrived to work late and left work early on multiple occasions, and failed to report the variances on her timecards. The employee's supervisor failed to

Summary of Substantiated Cases

accurately verify the employee's timecards and requests for overtime and time off. Additionally, the employee and the supervisor used their assigned County computer and e-mail accounts to send non-County related e-mails. DMH indicated that disciplinary actions are pending.

Case Number: 20126738

A DMH employee used DMH's headquarters address as private business address, and to receive correspondence from the State Bar of California. DMH indicated that disciplinary action is pending.

Case Number: 20126935

A DMH manager and supervisor did not notify management of a possible inappropriate relationship between an employee and a DMH client. DMH indicated that the supervisor resigned for personal reasons, the employee resigned in lieu of discharge, and disciplinary action is pending for the manager.

Case Number: 20127198

A DMH employee used assigned County computer to store non-County related documents and images. DMH indicated that disciplinary action is pending.

Case Number: 20127247

A DMH employee used assigned County computer, e-mail account, and Internet access during work hours to view non-County related websites and to send personal e-mails. In addition, the employee falsely reported no outside employment (OE), and the employee's supervisor approved her OE forms despite knowing that the employee had an outside job. DMH indicated that disciplinary actions are pending.

Case Number: 20127260

Two DMH employees used a County vehicle to conduct personal business during their lunch break. In addition, one of the employees reported 30 minutes of overtime to take a co-worker to the employee's residence after their work shift ended. DMH indicated that disciplinary actions are pending.

Case Number: 20127266

A DMH employee falsified a medical record by backdating a progress note to make it appear as though the service provided took place earlier than the true service date. DMH indicated that disciplinary action is pending.

Case Number: 20127286

A DMH employee overstated the miles to a field location resulting in an overpayment of \$1,323.52. In addition, the employee's supervisor did not appropriately review the claims. DMH indicated disciplinary actions are pending for the employee and the supervisor. DMH also intends to seek reimbursement for the overpayment from the employee.

Case Number: 20137844

A DMH employee used assigned County computer, e-mail account, and Internet access during work hours for non-County purposes such as sending non-County related e-mails and viewing non-County related websites. DMH indicated that disciplinary action is pending.

Case Number: 20137862

A DMH employee used assigned County computer and e-mail account during work hours to send over 300 non-County related e-mails to County employees and

Summary of Substantiated Cases

family/friends over a 28-month period. DMH indicated that disciplinary action is pending.

Case Number: 20137907

A DMH employee did not attend a scheduled training class or report to work on one day, but reported nine hours worked on the employee's timecard. The Department identified the error and corrected the employee's timecard. DMH indicated that the employee resigned.

Case Number: 20137981

A DMH employee used assigned County computer and Internet access during work hours to view non-County related websites, and she slept at her work station during work hours on at least three occasions. Additionally, the manager allowed staff to use the Internet for personal use, allowed the employee to inappropriately flex her work schedule, and approved her inaccurate timesheets. DMH indicated that disciplinary action is pending.

Department of Parks and Recreation (Parks)

Case Number: 20137629

A Parks employee used assigned County computer and Internet access during work hours for non-County purposes such as viewing shopping and travel websites. Parks indicated that the employee received a five-day suspension without pay.

Case Number: 20137663

Three Parks employees mishandled grant funds by submitting false expense claims for attendance to a sporting event. Parks plans to review expense claims to ensure the purchases are valid, prior to supervisor and manager approval. Additionally, the expense claims will be reconciled by an individual other than the one making the purchase. Parks indicated that disciplinary actions are pending.

Department of Probation (Probation)

Case Number: 20127371

Two Probation employees were rude and unprofessional during their interactions with members of the public. Probation indicated that both employees were counseled.

Case Number: 20137577

A Probation employee did not report outside employment activities to his Department as required, and he was not in compliance with the 24-hour per week limit. Probation indicated that disciplinary action is pending.

Department of Public Health (DPH)

Case Number: 20127504

A DPH employee admitted to using assigned County computer and Internet access during work hours to visit the Craigslist website. DPH indicated that the employee received a five-day suspension without pay.

Case Number: 20138135

A DPH employee used assigned County computer, e-mail account, and Internet access during work hours to conduct Union-related business without prior approval from the employee's manager. DPH indicated that the employee received a written warning.

Department of Public Social Services (DPSS)

Case Number: 20115233

A DPSS employee accessed the Los Angeles Eligibility Automated Determination

Summary of Substantiated Cases

Evaluation and Reporting (LEADER) system without a business need to view personal and confidential information in four participants' (relatives) case records. DPSS indicated that the employee received a 10-day suspension without pay.

Case Number: 20115355

Two DPSS employees used their assigned County computers and Internet access during work hours for non-County purposes, such as viewing news, shopping, and banking websites. DPSS indicated that the employees each received a 10-day suspension without pay.

Case Number: 20115403

A DPSS employee accessed the LEADER system without a business need to view and update personal and confidential information in a participant's (relative) case record. The employee also did not report to the Department as required that the employee's relative was a DPSS participant. DPSS indicated that the employee received a 10-day suspension without pay.

Case Number: 20115603

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in two participants' (relatives) case records. The employee also did not report to the Department as required that the employee's relatives are DPSS participants. DPSS indicated that the employee received a 10-day suspension without pay.

Case Number: 20115806

A DPSS employee used assigned County computer, e-mail account, and Internet access during work hours for non-County purposes such as viewing shopping websites and sporting events, and accessing the employee's personal e-mail account. DPSS indicated that the employee received a 13-day suspension without pay.

Case Number: 20115807

A DPSS employee accessed the County Wide Timekeeping and Payroll Personnel System without a business need to view personal and confidential information of a co-worker's payroll record. In addition, the employee used assigned County telephone to contact the co-worker without a business need. DPSS indicated that the employee received a 10-day suspension without pay.

Case Number: 20115808

A DPSS employee made unsolicited telephone calls to a participant, and posted confidential case information about the participant on Facebook. DPSS indicated that the employee received a 30-day suspension without pay.

Case Number: 20115879

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 attempted a social relationship with the participant by texting the participant. DPSS indicated that the employee received a five-day suspension without pay.

Case Number: 20115962

A DPSS employee failed to conduct the required home visits for two Gain Program participants, and falsified the mileage claims for the visits the employee did not conduct. DPSS indicated the employee received a five-day suspension without pay.

Summary of Substantiated Cases

Case Number: 20116016

A DPSS employee brought medical marijuana to the workplace, failed to report living with the employee's mother who was a recipient of public assistance, provided the employee's personal cellular phone number to a participant, and was not forthcoming when questioned concerning accessing participant files. DPSS indicated that the employee retired.

Case Number: 20116152

A DPSS employee did not disclose the marital relationship with a participant whose case file the employee managed. In addition, the supervisor did not transfer the participant's case record to another unit upon notification of the relationship between the employee and the participant. DPSS indicated that the employee resigned and the supervisor received a written warning.

Case Number: 20116174

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

Case Number: 20116203

A DPSS employee borrowed money from subordinates in violation of DPSS policy. In addition, she behaved unprofessionally towards another employee by making sexual comments that created an uncomfortable work environment. DPSS indicated the employee received a five-day suspension without pay.

Case Number: 20126410

A DPSS employee arrived late to work on a regular basis, and used assigned County computer, e-mail account, and Internet access during work hours for non-County related purposes such as viewing personal e-mails and accessing non-County related websites. DPSS indicated that the employee received a seven-day suspension without pay.

Case Number: 20126468

A DPSS employee arrived late to work and/or returned late from lunch on six occasions without reporting a variance on the employee's timecard. The supervisor approved the employee's timecard knowing the employee's timecard was inaccurate. DPSS indicated that the employee and the supervisor each received a written reprimand.

Case Number: 20126596

A DPSS employee used assigned County computer and printer during work hours for non-County related purposes. The employee also used someone else's password. DPSS indicated that the employee received a 10-day suspension without pay.

Case Number: 20126810

A DPSS employee allowed an insurance company to present a solicitation during a non-voluntary general staff meeting. DPSS indicated that the employee was counseled.

Case Number: 20126923

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

Case Number: 20126988

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's (relative) case record. In

Summary of Substantiated Cases

addition, the employee did not disclose to the Department that the relative lives with the employee. DPSS indicated that the employee received a 10-day suspension without pay.

Case Number: 20127074

A DPSS employee did not report that the employee resided with two In-Home Supportive Services (IHSS) clients whom she cared for. The employee retired.

Case Number: 20127103

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

Case Number: 20127125

A DPSS employee submitted an altered medical certificate to extend the employee's absence from work. DPSS indicated that the employee was medically released from County service.

Case Number: 20127272

A DPSS employee accessed the Case Management Information and Payroll System without a business need to view personal and confidential information in a participant's (relative) case record. DPSS indicated that the employee received a written warning.

Case Number: 20127313

A DPSS employee circumvented the Department's intake process by asking a co-worker to process the employee's friend's Medi-Cal application, and by asking a second co-worker to process another application for the employee's friend after the first was denied. In addition, the two co-workers violated Department policy by agreeing to process the applications. DPSS indicated that the employees each received a 10-day suspension without pay.

Case Number: 20127387

A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in a participant's case record. The employee also admitted to inappropriately calling the participant without a business need. DPSS indicated that the employee was discharged.

Case Number: 20127421

A DPSS employee did not report to management that the employee received public assistance benefits, as required by Department policy. DPSS indicated that the employee received a written reprimand.

Case Number: 20127428

A DPSS employee did not report to management that the employee received public assistance benefits, as required by Department policy. DPSS indicated that the employee received a five-day suspension without pay.

Case Number: 20127437

A DPSS employee did not report to management that the employee received public assistance benefits, as required by Department policy. DPSS indicated that the employee received a written reprimand.

Case Number: 20127458

A DPSS employee used assigned County computer and Internet access during work hours for non-County business purposes such as sending and receiving personal e-

Summary of Substantiated Cases

mails and shopping for loans. The employee also inappropriately borrowed money from the employee's subordinate. DPSS indicated that the employee received a 30-day suspension without pay.

Case Number: 20127531

A DPSS employee used a County mail meter machine to meter at least seven personal letters. The mail meter password was changed. DPSS indicated that the employee received a written reprimand, and was transferred out of the mail room.

Case Number: 20127546

Two DPSS employees used their assigned County computer and printer for personal business during work hours. One employee retired before the investigation was completed and a "Top of File" was placed in the employee's personnel folder. DPSS indicated that the other employee was counseled.

Case Number: 20137709

A DPSS employee forged a supervisor's signature on insurance documents so the employee could claim disability benefits. DPSS indicated that the employee received a 20-day suspension without pay.

Case Number: 20137736

A DPSS employee did not disclose to management that the employee applied for Medi-Cal benefits, as required by Department policy. The employee also did not report receiving CalWORKs benefits in previous years while remaining a DPSS employee. DPSS indicated that the employee received a written reprimand.

Case Number: 20137786

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

Case Number: 20137837

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 warning.

Case Number: 20137919

A DPSS employee engaged in outside employment as an IHSS worker while on medical leave from the employee's County job, in violation of County OE policy. In addition, the employee failed to report OE as an IHSS provider to the Department, as required. DPSS indicated that the employee was counseled.

Case Number: 20137923

A DPSS employee failed to report the employee's outside employment as an IHSS provider, and lived with an IHSS recipient (a relative). DPSS indicated that the employee received a five-day suspension without pay.

Case Number: 20137927

A DPSS supervisor approved an employee's OE as an IHSS worker while on medical leave from the County, in violation of County OE policy. DPSS intends to counsel the supervisor, and will issue a memo instructing Office Heads not to approve OE requests whenever an employee is on medical leave.

Summary of Substantiated Cases

Case Number: 20137931

A DPSS supervisor approved an employee's OE while on County medical leave from the County, in violation of County OE policy. DPSS intends to counsel the supervisor, and will issue a memo instructing Office Heads not to approve OE requests whenever an employee is on medical leave.

Case Number: 20137936

A DPSS employee failed to report that the employee was living with the mother, an IHSS participant. DPSS indicated that the employee received a written reprimand.

Case Number: 20137937

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

Case Number: 20137958

A DPSS employee inappropriately borrowed money from a participant, who later threatened to harm the employee. DPSS indicated that disciplinary action is pending.

Case Number: 20137970

DPSS erroneously approved an employee's outside employment as a General Relief (GR) housing vendor. The GR Housing Subsidy Program (GRHSP) was not aware that the applicant was a DPSS employee. The employee no longer rents the property to the GR participant. DPSS indicated that staff overseeing the GRHSP were advised to deny applications from DPSS employees due to a potential conflict of interest.

Registrar-Recorder/County Clerk (RR/CC)

Case Number: 20137572

A RR/CC employee used assigned County computer and Internet access to view non-County related entertainment and news websites. In addition, the employee behaved unprofessionally toward a subordinate, and two supervisors did not address the employee's unprofessional behavior after the subordinate reported it. RR/CC intends to suspend the employee for 25 days without pay, and indicated that disciplinary actions are pending for the two supervisors.

Total Cases Referred To, Investigated, and Substantiated by Other Departments: 106

Total Number of Substantiated Cases from July 1, 2013 through December 31, 2013: 120



Los Angeles County Fraud Hotline
Disciplinary and/or Corrective Actions Resolved
From Previous Semi-Annual Reports
As of December 31, 2013

Attachment III

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
Children and Family Services (DCFS)		
1 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 the employee was not involved in managing the contracts, and the remaining employee received a 10-day suspension without pay.
2 20116063	A DCFS employee failed to accurately report information in a court document, which prevented a child from receiving services.	DCFS indicated that the employee received a three-day suspension without pay.
3 20116285	A DCFS employee and the supervisor did not conduct their case work in accordance with Departmental policies and procedures and the supervisor did not ensure the employee complied with the policies and procedures.	DCFS indicated that the supervisor received a Notice of Expectation, and the employee received a 15-day suspension without pay.
4 20126744	A DCFS employee's behavior was unprofessional and threatening toward a co-worker.	DCFS indicated that the employee received a five-day suspension without pay.
5 20126963	A DCFS employee took a minor out of a group home for two days for a basketball game and funeral without authorization while on extended leave of absence.	DCFS indicated that the employee resigned.
6 20127000	A DCFS employee exhibited unprofessional behavior to a group home administrator and to a child placed in the group home. In addition, the employee refused to complete paperwork for the child, denied the child services she qualified for, attempted to have the child sign for a bus pass she never received, and touched the child in an aggressive manner.	DCFS indicated that the employee resigned in lieu of discharge.

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
7 20127308	A DCFS employee created a conflict of interest when the family business rented an apartment to a DCFS client in violation of the DCFS Outside Employment (OE) Policy. The rental property was also cited by Housing Authority of the City of Los Angeles (HACLA) for being in poor condition.	DCFS indicated that the employee received a 15-day suspension without pay.
8 20127446	A DCFS employee used assigned County computer, e-mail account, and telephone during work hours to send sexually explicit e-mails and called personal friends outside the County.	DCFS indicated that the employee received a written reprimand.
Health Services (DHS)		
9 20093994	A DHS shredding services vendor did not comply with the terms of their contract, resulting in delayed shredding of confidential records and overcharging the County by approximately \$1,125.	DHS indicated that the contractor made restitution of the excess charges.
Internal Services Department (ISD)		
10 20127122	An ISD employee used assigned County computer, printer, and e-mail account to print non-work related material, and viewed non-County related websites during County work hours.	ISD indicated that the employee received a written reprimand.
11 20127453 (OCI investigated)	An ISD employee improperly fueled personal vehicle at the ISD fueling station on five occasions totaling approximately \$390. The employee also falsified official Daily Mileage Reports by claiming to drive a County vehicle on the days the employee fueled personal vehicle.	ISD indicated that the employee was discharged.
Parks and Recreation (Parks)		
12 20115926 (OCI investigated)	A Parks employee misused 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 of personal interest to practice at a direct oversight park, without completing a permit, securing liability insurance, obtaining approval, and without paying all applicable fees. The employee also failed to report outside employment activity, in violation of Board policy.	Parks indicated that the employee was discharged.
13 20126454	A Parks employee and one recurrent employee did not report arrival times in the log books, and did not report actual hours worked on their timecards. The recurrent employee also used assigned County computer to work on outside employment activities during work hours, and left work early once a week. A third Parks employee approved timecards claiming additional hours for another employee. The recurrent employee was released due to services were no longer needed, and the third employee retired from County service.	Parks indicated that the employee was discharged.

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
14 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 the employee was to remove himself from all involvement with the organization and events for the organization was transferred to another facility.
15 20126973	A Parks employee admitted selling snack foods from the park's office to park visitors, during work hours, and used a County vehicle to transport the snack food inventory to the office. The employee stated using some of the proceeds to purchase sports equipment for children in Parks programs and kept the remaining proceeds.	Parks indicated that the employee resigned prior to discipline being imposed.
16 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 the employee resigned prior to discharge being imposed. Additionally, the employee's supervisor received a written warning and the manager received a written reprimand.
Public Health (DPH)		
17 20115804	A DPH employee used assigned County computer and GroupWise e-mail account to solicit and sell pirated DVD videos to County employees during work hours and collect payments from co-workers.	DPH indicated that the employee received a 10-day suspension without pay.
18 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 the annual outside employment declaration, and lied to investigators when questioned about 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 the employee received a 10-day suspension without pay, and the supervisor was counseled.
19 20116318 (OCI investigated)	A DPH manager created a conflict of interest when 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 NOE because they were aware of the behavior and failed to take action.	DPH indicated that the subordinate employee received a written reprimand.
20 20126587 (OCI investigated)	A DPH employee falsified college transcripts as part of the application for a promotional examination, resulting in a promotion for which the employee did not meet the education requirements.	DPH indicated that the employee was demoted and received a 15-day suspension without pay.

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
Public Social Services (DPSS)		
21 20126470	A DPSS employee used assigned County computer to access the Internet for non-County purposes including streaming television shows, shopping, and reading foreign news.	DPSS indicated that the employee received a 30-day suspension without pay.
22 20126677	A DPSS employee submitted a copy of a California Driver License with an altered expiration date because the license was previously suspended for unpaid traffic tickets. The employee needed a valid license to continue as a mileage permittee. In addition, the employee submitted a fake medical certificate to extend leave of absence for 30 days.	DPSS indicated that the employee was discharged.
23 20126809	A DPSS supervisor created a conflict of interest when failed to report to the Department that the employee's two sons receive General Relief benefits, and that their eligibility status were approved within the unit that the employee supervises.	DPSS indicated that the employee received a two-day suspension without pay.
24 20126840	A DPSS employee falsified 40 medical certificates over a 15-month period.	DPSS indicated that the employee was discharged.
25 20126885	A DPSS employee exhibited inappropriate behavior towards participants.	DPSS indicated that the employee received a five-day suspension without pay.
26 20127043	Three DPSS employees accessed the LEADER system without a business need to view personal and confidential information in three participants' case records. DPSS indicated that two employees each received a 10-day suspension without pay.	DPSS indicated that the remaining employee received a 10-day suspension without pay.
27 20127200	A DPSS employee failed to remove a domestic partner from County benefits when the relationship ended. The County paid \$38,902 in medical and dental benefits allowance for coverage under the County's Domestic Partner Program from 2002 through 2011. DPSS indicated that the employee received a five-day suspension without pay.	DHR Benefits Administration indicated that the medical premium deductions were accurate; therefore, there is no refund due to the employee, and there is no intent to collect for the paid healthcare benefits.
28 20127204	A DPSS employee made inappropriate and harassing comments to two participants and went to one of the participant's residence after work hours.	DPSS indicated that the employee was discharged.

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
29 20127207	Three 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 10-day suspension without pay.	DPSS indicated that one employee received a 25-day suspension without pay and the remaining employee received a 10-day suspension without pay.
30 20127269	A DPSS employee accessed the LEADER system without a business need to view personal and confidential information in two participants' (employee's relatives) case records.	DPSS indicated that the employee received a 20-day suspension without pay.
31 20127391	A DPSS employee used assigned County computer and Internet access during work hours for non-County business purposes including viewing personal e-mail and sports websites.	DPSS indicated that the employee received a 30-day suspension without pay.
32 20137653	A DPSS employee stole a \$30 VISA gift card from a co-worker.	DPSS indicated that the employee received a 15-day suspension without pay.
33 20137662 (OCI investigated)	A DPSS employee brought a personal flash drive and computer equipment to work without authorization, and used assigned County computer, Internet, and e-mail for personal use.	DPSS indicated the employee received a 10-day suspension without pay.
34 20137922	A DPSS employee failed to comply with the Department's OE Policy which prohibits employees from engaging in outside employment during an employee's medical or family leave of absence.	DPSS indicated that the employee received a letter of reprimand.
35 20137933	A DPSS employee exceeded the 24-hour per week limit on outside employment as an In-Home Supportive Services provider and engaged in outside employment during medical leave of absence.	DPSS indicated that the employee received a written warning.
Department of Public Works (DPW)		
36 20116021	A DPW employee falsified 21 timecards claiming 290 hours that the employee did not work. DPW indicated that the employee received a 13-day suspension without pay. In addition, the supervisor received a written reprimand for approving timecards without verifying their accuracy.	DPW indicated that the employee reimbursed the County for the hours she did not work.

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	DISCIPLINARY AND/OR CORRECTIVE ACTION TAKEN
Sheriff's Department (Sheriff's)		
37 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 is evaluating the future use of the coin operated token lockers and plans to develop internal controls for the collection of tokens and recording of revenue which will be addressed in an Internal Control Plan.

Total: 37



Los Angeles County Fraud Hotline
Disciplinary and/or Corrective Action Pending
From Previous Semi-Annual Reports
As of December 31, 2013

Attachment IV

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
Community and Senior Services (CSS)			
1 20126579 (OCI Investigated)	Nine employees and one supervisor from CSS admitted to working uncompensated off-the-clock/unreported overtime and submitting inaccurate timecards since approximately 2005.	CSS indicated that the proposed disciplinary actions from the Department of Human Resources (DHR) are pending County Counsel's review.	298
Children and Family Services (DCFS)			
2 20126826	A DCFS employee did not make daily contact attempts with an informant, as required, in response to emergency child abuse investigation. Additionally, the employee falsified Departmental records indicating certain case management activities that the employee did not perform.	DCFS intends to discharge the employee.	358
Fire Department (Fire)			
3 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.	1016
Health Services (DHS)			
4 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.	1454

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
5 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.	629
6 20104964 (CEO-Risk Management Investigated)	A DHS employee did not report outside employment and was working outside of County assignment as a private physician while on Workers' Compensation (WC) leave from the County. The case was referred to the District Attorney, and filed charges for seven counts of WC insurance fraud.	DHS indicated that disciplinary action is pending.	216
7 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.	550
8 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.	550
9 20115275	Two DHS employees reported more time worked than was supported by their arrival and departure times on time records. Both employees also acknowledged occasionally using County equipment, such as fax machine, computer, and/or telephones for personal use, in violation of DHS policy.	DHS indicated that disciplinary actions are pending.	383
10 20115402	A DHS employee worked overtime that was not pre-approved on 39 of the 57 days investigators reviewed. Additionally, the employee did not clock-out on 13 of those days, and claimed overtime on four days when the time clock indicates the employee left work at the end of the scheduled shift. The employee also failed to report outside employment as a restaurant owner during 2010, and the supervisor failed to follow-up upon learning of the outside employment.	DHS intends to counsel the employee.	483
11 20115424	A DHS employee used assigned County computer and Internet access during work hours to access inappropriate (adult) content.	DHS indicated that disciplinary action is pending.	515

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
12 20115612 (OCI investigated)	Two DHS employees failed to report two missing laptop computers to law enforcement. In addition, another DHS employee failed to ensure the facility's computer inventory was accurate, and that all portable devices are immediately encrypted and assigned a property tag. The missing laptops did not contain confidential or Health Insurance Portability and Accountability Act (HIPAA) related information.	DHS indicated that two employees were issued a Notice of Expectation (NOE) and disciplinary action is pending for the remaining employee.	748
13 20115628	A DHS employee used assigned County computer and Internet access during work hours for non-County purposes, including viewing and shopping Internet sites.	DHS indicated that disciplinary action is pending.	197
14 20115648	A DHS employee took extended lunches and the employee's behavior created a hostile work environment.	DHS indicated that disciplinary action has been held in abeyance pending the employee's return to work. Final disposition is pending.	250
15 20116288	A DHS employee violated timekeeping policies by manually recording arrival time to avoid time clock accountability, recording false arrival times that were substantially earlier than the actual time of arrival, and clocking out over the handwritten arrival times to obscure the time printed by the time clock. The employee also violated the Fair Labor Standards Act (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.	610
Internal Services (ISD)			
16 20126781	An ISD employee was observed departing work one to two hours before the end of the regular workday on numerous occasions. The employee also falsified timecards, and the County vehicle mileage records did not match the work itinerary. It was also determined that the employee's supervisor was not reconciling the itinerary and the mileage records. ISD indicated that the employee was discharged.	ISD indicated that disciplinary action is pending for the employee's supervisor.	532
17 20127152	An ISD employee used assigned County vehicle to conduct personal business during County work hours. The employee also falsely claimed trips on the mileage claim that the employee did not take.	ISD indicated that disciplinary action is pending.	323

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
Mental Health (DMH)			
18 20115370	A DMH employee spent an entire workday at a personal appointment, but coded eight hours of time worked on the timecard.	DMH intends to discharge the employee. Final disposition is pending.	512
19 20115735	A DMH employee left work early and did not report actual hours worked on timecard on 80 dates, claimed overtime that was not worked on 23 dates, and submitted 11 overtime requests that were not signed by the supervisor. In addition, the employee used assigned County computer and Internet access to view 157 non-work related websites.	DMH intends to issue a Letter of Discharge to the employee.	357
20 20115803	Two DMH employees used their assigned County computers, fax machines, and e-mail accounts during work hours for non-County business purposes, including conducting private practice business during work hours. In addition, one of the employees met with County inmates under DMH jurisdiction to conduct court appointed assessments and review mental health information for private practice. The employee also employed DMH employees to work in a private practice and assisted the employee with writing a book, and did not report outside business interests on the California Statement of Economic Interests (Form 700).	DMH indicated that disciplinary actions are pending.	348
21 20116202	A DMH employee used assigned County computer and Internet access during work hours for non-County purposes such as shopping, gathering automotive information, entertainment, and online banking. The employee also sent numerous sexual, religious, and racial e-mails to co-workers.	DMH intends to discharge the employee. Final disposition is pending.	540
22 20116261	A DMH employee was observed leaving work between 5-10 minutes early on a daily basis and did not report actual hours worked on the timecard.	DMH indicated that disciplinary action is pending.	201
23 20116336	A DMH employee used assigned County computer and e-mail during work hours for non-County purposes. Some of the e-mails contained large file attachments.	DMH intends to give the employee a 15-day suspension without pay. Final disposition is pending.	488
24 20126381	A DMH employee used assigned County computer and Internet access during work hours to view news, shopping, entertainment, and banking websites.	DMH indicated that disciplinary action is pending.	530

	CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
25	20126399	Two DMH employees used their assigned County computers and Internet access for non-County related business during their work hours to access 161 and 228 non-work related websites, respectively.	DMH indicated that disciplinary actions are pending.	553
26	20126416	A DMH employee used assigned County computer, scanner, and e-mail account during work hours to send and receive numerous e-mails, scanned or had subordinate employees scan at least 11 non-County related documents, stored personal files on County computer equipment, accessed the Internet for personal matters, and inappropriately shared the system log-in credentials with other employees.	DMH intends to give the employee a 15-day suspension without pay. Final disposition is pending.	525
27	20126473	A DMH supervisor inadvertently approved a subordinate's timesheet which included standby hours that were not worked. The supervisor subsequently sought guidance from the employee's manager to ensure proper coding of timesheets.	DMH intends to give the supervisor a written reprimand. Final disposition is pending.	413
28	20126489	A DMH employee did not comply with field visits itinerary, failed to respond promptly to supervisor's cellular telephone calls, did not properly sign in and out, and could not account for some of the miles while using a County vehicle.	DMH intends to give the employee a 15-day suspension without pay. Final disposition is pending.	413
29	20126549	A DMH employee drove an assigned County vehicle to residence during work hours, and sometimes parked the vehicle at the residence overnight in violation of Department policy. The employee also worked at least 26 hours of unreported overtime between January 1 and July 11, 2012, in violation of the FLSA.	DMH intends to give the employee a 15-day suspension without pay. Final disposition is pending.	490
30	20126808	A DMH employee altered two Request for Time Off documents to excuse tardiness on two days.	DMH intends to discharge the employee.	203
31	20126975	A DMH employee used assigned County computer and e-mail account to send and received personal emails concerning school assignments.	DMH indicated that disciplinary action is pending.	286
32	20126977	A DMH employee arrived to work late, flexed work schedule, did not work the full shift on 27 occasions, and did not claim overtime on timecard when working overtime on 26 occasions.	DMH indicated that disciplinary action is pending.	700

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
33 20127040	A DMH manager approved an on-site yoga program, and allowed at least six employees to participate in the yoga classes during work hours.	DMH intends to give the manager a five-day suspension without pay. Final disposition is pending.	413
34 20127299	A DMH employee admitted attempting to obtain money from two DMH clients by fraudulently stating that the employee could help them retain services. In addition, a third DMH client claimed to have paid \$309 cash to the employee. A review of the client's chart did not indicate a \$309 payment transaction and there was no reason a financial payment was required from the client.	DMH intends to issue a Letter of Discharge to the employee. Final disposition is pending.	320
35 20137608	A DMH contractor reported to DMH that they discovered that one of their employees did not provide services for some of the claims totaling \$45,734.61 submitted to the County over a four-year period. The contractor voided the claims and will reimburse the County. The contractor will revise their cost reports for four prior years for which services were not provided	The employee was placed on administrative leave pending disciplinary action.	294
36 20137615	A DMH employee used assigned County computer, scanner, fax, and printer for non-County business purposes. Additionally, the employee failed to declare rental property and property management outside employment on the Statement of Economic Interest Form 700.	DMH indicated that disciplinary action is pending.	238
Parks and Recreation (Parks)			
37 20126621	A Parks employee admitted to keeping toys totaling at least \$120 for personal use that were purchased as gifts for a park holiday program. The employee also falsified field trip consent forms and used County equipment (e.g., cotton candy machine, snow cone machine, tables, and chairs) for personal use. Another Parks employee provided a fictitious address for the son to qualify in a park program and falsified field trip consent forms.	Parks indicated that disciplinary actions are pending.	337
38 20127160	A Parks employee used assigned County computer and Internet access during work hours for non-County business purposes such as online shopping, researching restaurants, and planning daughter's wedding.	Parks indicated that disciplinary action is pending.	376
39 20127375	A Parks employee created a hostile work environment by being rude to fellow employees and Parks' patrons.	Parks indicated that disciplinary action is pending.	329

CASE NUMBER	SUBSTANTIATED CASE SUMMARIES-PREVIOUSLY REPORTED STATUS	STATUS OF DISCIPLINARY AND/OR CORRECTIVE ACTION	NUMBER OF DAYS OUTSTANDING
Probation Department (Probation)			
40 20126569 (OCI investigated)	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 using County accrued benefits time (holiday, vacation, and sick), to maintain a full-time County employment status. Probation indicated that the manager received a seven-day suspension without pay.	Probation intends to give the employee a 20-day suspension without pay. Final disposition is still pending.	453
Public Health (DPH)			
41 20126502 (DHR Investigated)	Several DPH employees did not properly disclose immediate relatives working for the Department as required by the Departmental Nepotism Policy. One of these employees authorized the daughter-in-law to work overtime under the employee's indirect supervision. Additionally, a supervisor violated the Departmental Overtime Policy by allowing the employee to work overtime without prior authorization and exceeding pre-authorized overtime hours on six different occasions.	DPH indicated that disciplinary actions are pending.	348
Public Social Services (DPSS)			
42 20115767	A DPSS employee misused the supervisor's password to access the Los Angeles Eligibility Automated Determination Evaluation and Reporting (LEADER) system, in violation of Department policy. Additionally, although the supervisor alleges not sharing the password, the supervisor admitted allowing the employee to approve the casework. DPSS indicated that the supervisor was counseled.	DPSS intends to give the employee a seven-day suspension without pay when the employee returns from leave of absence. Final disposition is still pending.	823
43 20126812	Eight DPSS employees were frequently tardy to work without reporting a timecard variance. In addition, the supervisor failed to impose corrective action. DPSS indicated that four employees each received either a 5-day or 10-day suspension without pay, two employees received written reprimands, and the manager retired.	DPSS intends to medically release one employee, and intends to give the supervisor a 10-day suspension without pay when the supervisor returns from leave of absence. Final disposition is still pending.	276
44 20127270	A DPSS employee was an IHSS provider while on medical leave and did not report outside employment as an IHSS provider to the Department, as required.	DPSS intends to give the employee a letter of reprimand when the employee returns from leave of absence. Final disposition is still pending.	227

Total: 44