



## COUNTY OF VENTURA

# AUDITOR-CONTROLLER

### Employee Fraud Hotline Report ... *Update #5* For the Period July through December 2003

*I am pleased to present the Semi-Annual Report of the Employee Fraud Hotline, which was established as an avenue to report fraud, waste, and abuse occurring at the County of Ventura. I encourage employees to resolve concerns through their normal administrative channels whenever possible. However, the Employee Fraud Hotline provides an alternative reporting mechanism to ensure that concerns about possible wrongdoing in our County government are properly addressed. This report reflects information provided to the Board of Supervisors on January 27, 2004.*

*Christine L. Cohen  
Auditor-Controller*

#### Three ways to contact the Hotline:

**Call:**  
(805) 644-6019



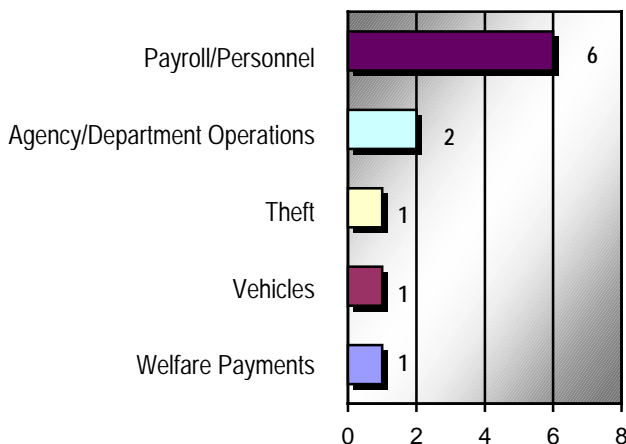
**Write:**  
Employee Fraud Hotline  
Ventura County Auditor-Controller  
Administration Building L#1540  
800 South Victoria Avenue  
Ventura, CA 93009

**E-Mail\*:**  
Fraud.Hotline@mail.co.ventura.ca.us  
\* E-mail is not confidential.

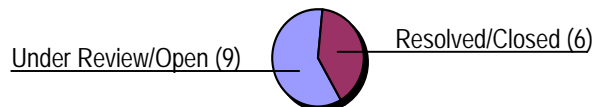
**Hotline Activity at a Glance . . .** During July through December 2003, the Hotline received 15 new complaints of improper governmental activities, of which we pursued 11 (73%). We did not pursue four issues because two callers were redirected to other agencies, and two issues were closed because of insufficient information.

The 11 new complaints that we pursued mainly involved payroll and personnel issues:

**Types and Number of  
New Hotline Issues Pursued**



As of December 31, 2003, most of the 15 new issues were still under review:



During July through December 2003, we resolved/closed a total of 16 Hotline issues out of the 29 complaints that were under review/open (15 new complaints and 14 prior complaints):

#### Summary Outcomes of 16 Hotline Issues Resolved/Closed during July-December 2003

Unsubstantiated . . . . .	10
Substantiated (see description below) . . . . .	2
Redirected callers to other agencies . . . . .	2
Insufficient information . . . . .	2

**DESCRIPTION OF SUBSTANTIATED COMPLAINTS:** The two Hotline issues that were substantiated during July through December 2003, resulted in the following:

- Payroll Time Abuse.** An employee did not properly report all time off from work. The department ensured that appropriate timecard adjustments were made to reduce the employee's accumulated leave hours, counseled the employee, and strengthened time reporting procedures.
- Misuse of County Vehicle.** An employee inappropriately used a County vehicle to transport non-County personnel for personal business. The department imposed administrative action to correct the situation.