



COUNTY OF VENTURA

AUDITOR-CONTROLLER

Employee Fraud Hotline Report ... Update #4 For the Period January through June 2003

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.

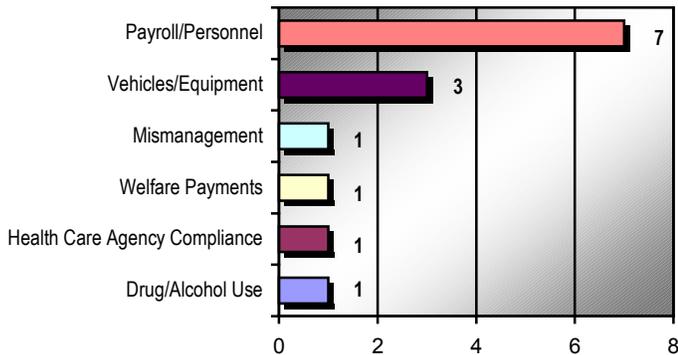
I am pleased to present the Semi-Annual Report of the Employee Fraud Hotline, which was established as an avenue to report fraud, waste, and abuse occurring at the County of Ventura. I encourage employees to resolve concerns through their normal administrative channels whenever possible. However, the 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 July 29, 2003.

Christine L. Cohen
Auditor-Controller

Hotline Activity at a Glance . . . During January through June 2003, the Employee Fraud Hotline received 14 new complaints of improper governmental activities, of which we pursued 12 (86%). We did not pursue two issues because one caller was redirected to another hotline and one issue was closed because of insufficient information.

The 14 new complaints received on the Hotline mainly involved payroll and personnel issues:

Types and Number of New Hotline Issues



As of June 30, 2003, most of the 14 new issues were still under review:



During January through June 2003, we resolved/closed a total of 10 Hotline issues out of the 14 new complaints and 10 prior complaints that were still under review/open:

Summary Outcomes of 10 Hotline Issues Resolved/Closed during January-June 2003

| | |
|---|---|
| Substantiated (see description below) | 4 |
| Unsubstantiated | 4 |
| Redirected caller to another hotline | 1 |
| Insufficient information | 1 |

DESCRIPTION OF SUBSTANTIATED COMPLAINTS

Misuse of County Time and Vehicle. An employee inappropriately used a County vehicle to conduct non-County-related work on County time. The employee admitted the improper use of the County vehicle and the department imposed disciplinary action against the employee.

Improper Use of County Credit Card. An employee improperly used a County credit card to purchase a meal for a non-County employee. The employee repaid \$30 for the meal, and the department implemented procedures to ensure that expense claims are properly completed and reviewed and that policies covering meals are reviewed with staff.

Misuse of Equipment and Personnel. An employee inappropriately used County equipment and personnel to perform repairs at a County facility while on County time without proper work authorization. The employee was counseled and instructed to obtain appropriate work authorization when performing such work in the future.

Payroll Time Abuse. Although the specific allegations against the employee could not be substantiated due to a lack of specific dates, the department responded to the allegations by: counseling the employee about time keeping practices; reviewing time reporting procedures with staff; and issuing a reminder to employees about departmental policies for alternative work schedules.