



# COUNTY OF VENTURA

# AUDITOR-CONTROLLER

## Employee Fraud Hotline Report ... Update #6 For the Period January through June 2004

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.

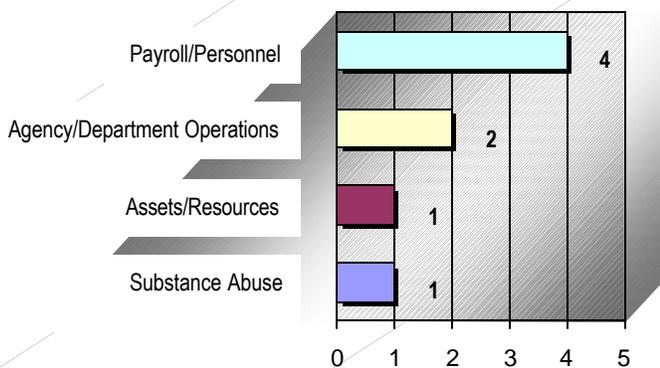
*I am pleased to present the Semi-Annual Report of the Employee Fraud Hotline, which was established as an avenue to report fraud, waste, and abuse occurring at the County of Ventura. I encourage employees to resolve concerns through their normal administrative channels whenever possible. However, the 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 27, 2004.*

Christine L. Cohen  
Auditor-Controller

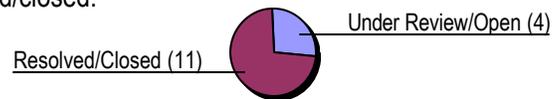
**Hotline Activity at a Glance . . .** During January through June 2004, the Employee Fraud Hotline received 15 new complaints of improper governmental activities, of which we pursued 8 (53%). We did not pursue seven issues because six callers were redirected to other agencies and one issue was closed due to insufficient information.

The 8 new complaints that we pursued mainly involved payroll and personnel issues:

Types and Number of New Hotline Issues Pursued



As of June 30, 2004, most of the 15 new issues have been resolved/closed:



During January through June 2004, we resolved/closed a total of 20 Hotline issues out of the 28 complaints that were under review/open (15 new complaints and 13 prior complaints):

### Summary Outcomes of 20 Hotline Issues Resolved/Closed during January-June 2004

Unsubstantiated . . . . .	8
Substantiated (see description below) . . . . .	5
Redirected callers to other agencies . . . . .	6
Insufficient information . . . . .	1

### DESCRIPTION OF SUBSTANTIATED COMPLAINTS

**Internal Service Fund (ISF) Rates.** Costs were not allocated properly to certain ISF functions, including \$180,000 that was under-allocated to one ISF function and consequently over-allocated to others. The department initiated action to ensure that costs are properly charged in the future.

**Outside Employment and Overtime.** Employee A's work schedule, which included several jobs outside of County employment, did not appear reasonable, and Employee B improperly received \$370 in overtime. Employee A left County service prior to the issuance of our conclusions, and the department initiated action to collect repayment of overpaid amounts from Employee B.

**Billing and Collections.** A customer's account was not managed properly, resulting in untimely and inadequate restitution payments to the customer. The agency corrected the customer's account and took steps to ensure that payments are processed in a timely manner.

**Misuse of County Vehicle A.** An employee improperly left a County vehicle running while unattended. The department took appropriate action with the employee.

**Misuse of County Vehicle B.** Employees inappropriately used a County vehicle for a non-business reason. The department reviewed County policy with staff.