



County of Ventura

Office of the  
Auditor-Controller

If you have knowledge or  
allegations of fraud, waste, abuse  
or mismanagement –  
**REPORT IT !**

- ☒ Theft or misuse of County resources (cash, equipment or supplies)
- ☒ Extortion/bribery/kickbacks
- ☒ Payroll/benefit fraud
- ☒ Gross disregard of regulations, policies, controls
- ☒ Presenting false claims for payment
- ☒ False reporting of financial information
- ☒ Conflict of interest

County of  
Ventura



# EMPLOYEE FRAUD HOTLINE

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

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

E-Mail\*: [Fraud.Hotline@ventura.org](mailto:Fraud.Hotline@ventura.org)

\* *E-Mail is not confidential.*

## Background

The Ventura County Auditor-Controller's Office established the Employee Fraud Hotline with approval of the Board of Supervisors in 2001.

## Purpose

The Employee Fraud Hotline provides Ventura County employees and citizens with a way to report possible incidents of fraud, waste, and abuse in Ventura County government.

Hotlines such as this are used by businesses and governmental agencies throughout the country and have proven effective as a fraud prevention and detection device.

Employees are encouraged 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 Ventura County government are properly addressed.

## Hotline Policy in Brief

Our Hotline policy requires that all complaints are handled in a professional, confidential manner. All reported issues are pursued until the Auditor-Controller's Office determines that the issues have been satisfactorily resolved.

## How to Contact the Hotline

County employees and citizens can call the Hotline 24 hours a day, 7 days a week at **(805) 644-6019**. Hotline operators are available to answer the Hotline telephone between 8:00 a.m. and 5:00 p.m., Monday through Friday. When Hotline operators are not available, messages can be left on voice mail, and your call will be retrieved as soon as possible. You may choose to remain anonymous.

The Hotline can also be reached via e-mail at [Fraud.Hotline@ventura.org](mailto:Fraud.Hotline@ventura.org) (please note that e-mail is not confidential), and by regular mail at:

*Employee Fraud Hotline*  
Ventura County Auditor-Controller  
800 South Victoria Avenue  
Ventura, CA 93009-1540

## What to Report

The Employee Fraud Hotline is intended for reporting indications of fraud, waste, and abuse; misuse of County resources by County employees, vendors, or contractors; and significant violations of County policy. Examples of reportable offenses include:

- |  |  |
|--|--|
| ✓ Theft                                  | ✓ Embezzlement                             |
| ✓ Conflicts of interest                  | ✓ Bribes, kickbacks                        |
| ✓ Filing fictitious claims               | ✓ Abuse of work hours                      |
| ✓ Misuse of County equipment or vehicles | ✓ Inappropriate use of County credit cards |

The Hotline works best when you are able to provide specific information (such as names, dates, etc.) to properly evaluate your complaint.

## How Complaints Are Handled

All complaints are logged and assigned a tracking number. You may refer to this tracking number to identify your particular complaint in the event you wish to check on the status. Please keep in mind that we are not able to release information on investigations still in progress.

If sufficient information exists to pursue a complaint, the Auditor-Controller's Office determines whether to take action to resolve the issue or whether to refer the matter to other County agencies/departments. The Auditor-Controller's Office will evaluate the investigation results for completeness and reasonableness before considering the issue closed.

## Reporting of Results

Twice a year, we report the Hotline results to the Board of Supervisors and publish the Employee Fraud Hotline Report. The Report summarizes Hotline activity and significant statistics for a 6-month period. The Report also includes a description of the complaints that were substantiated and the corrective action taken.

The Report is available on the Auditor-Controller's Web site at:

<http://auditor.countyofventura.org/hotline.htm>.

Periodic Hotline updates are also published in the Auditor-Controller newsletter.