

If you have knowledge of  
fraud, waste, or abuse  
of County resources –

# REPORT IT



- ✓ Theft/misuse of resources:  
cash, equipment, supplies
- ✓ Extortion, bribery, kickbacks
- ✓ Payroll or benefit fraud
- ✓ Gross disregard of: controls,  
regulations, policies
- ✓ False claims for payment
- ✓ False reporting of financial  
information
- ✓ Conflict of Interest

County of Ventura



Office of the  
Auditor-Controller

TO REPORT FRAUD, WASTE, OR  
ABUSE OF COUNTY RESOURCES

COUNTY OF VENTURA

# EMPLOYEE FRAUD HOTLINE

CALL:

**(805) 644-6019**

EMAIL\*:

[Fraud.Hotline@ventura.org](mailto:Fraud.Hotline@ventura.org)

\* Email is not confidential

WRITE:

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

## Authorization

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 Report

County employees and citizens can call the Hotline 24 hours a day, 7 days a week:

**(805) 644-6019**

Hotline operators are available to answer your call 8:00 a.m. to 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:

**Fraud.Hotline@ventura.org**

(please note that e-mail is not confidential)

...or by mailing a letter to:

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

## What to Report

Examples of reportable fraud, waste, and abuse:

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

The Hotline works best when you provide specific names, dates, locations, and other details to properly investigate 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 investigate the issue or whether to refer the matter to other County agencies/departments for investigation. 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 activity for a 6-month period, and describes the complaints that were substantiated and the corrective action taken.

The Reports, as well as frequently asked questions (FAQ) and printable posters/brochures, are available on the Auditor-Controller's website:

[https://www.ventura.org/  
auditor-controllers-office/  
fraud-hotline/](https://www.ventura.org/auditor-controllers-office/fraud-hotline/)