

**Office of the City Auditor**  
**FY 14 – Investigations Summary Results of Substantiated Cases**

| Case # |        | Outcome   | Department                     | Summary of Findings  | Action Taken   |
|--------|--------|---|--------------------------------|--|--|
| 1      | 14-002 | Substantiated/Obtaining Information from a City Database for Personal Use | City Treasurer                 | We found that an employee utilized the LAN System to inappropriately obtain a citizen's personal information for non-business use.   | Employee terminated.   |
| 2      | 14-003 | Substantiated/Falsifying Time Sheets                                      | Human Services                 | We found that the employee had taken sixteen days of leave without proper authorization or the submission of leave slips.  | Employee terminated.   |
| 3      | 14-004 | Substantiated/Theft - Embezzlement  | Human Services                 | We found that the employee had exploited \$3,500 from an elderly citizen who was seeking assistance for their spouse who was in a nursing home. The employee took the money from the citizen with the pretense that she was going to pay part of the spouse's nursing home bill.                                   | Employee terminated. Convicted of one felony charge of obtaining money by false pretense.          |
| 4      | 14-005 | Substantiated/Hiring Relative from Special Funds (Nepotism)               | Human Services                 | As the result of funds remaining after a National Conference that was hosted by the City of Virginia Beach, a manager instructed a program supervisor to hire their niece as a contracted employee for a program that was in need of assistance.   | Employee provided counseling.  |
| 5      | 14-007 | Substantiated/Theft   | Convention and Visitors Bureau | We determined funds were missing. We found that one employee had wristbands (which served as the event receipt) in her possession that did not belong to her. She was seen on video removing the wristbands from under her work space.   | Employee terminated.   |
| 6      | 14-008 | Substantiated/Unauthorized Use of City Telephone Number                   | Finance                        | We found that an employee utilized a city phone number on behalf of a friend's business on the friend's business card. According to the employee, the friend did not have a cellphone so they were trying to help out. Also, they indicated that the card was old and that the business was no longer operational. | Employee provided counseling.  |
| 7      | 14-009 | Investigative Report Issued   | Human Services - CPS           | We noted operating procedures were lacking or needed enhancements. Key findings: follow-up visits were not always performed, family assessment and investigations were not completed timely, 911 calls were not reviewed,  | Department is making enhancements /implemented procedures to address findings. Personnel changes / |

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|        |         |   | extensive drug testing was not utilized, and key dates were recorded incorrectly in several case files. | realignment were also made.   |   |
| 8      | 14-010  | Substantiated/Driving while Texting               | Public Works  | We found that the employee had several incidents while driving that had been reported to the department. The day we interviewed the employee the employee was caught speeding on city property.                                       | Contract employee terminated.   |
| 9      | 14-019  | Substantiated/Breach of Confidentiality           | Human Services  | The employee breached the confidentiality of a job selection by inappropriately revealing a finding from a background check to another staff member.  | Employee received a two day suspension.   |
| 10     | 14-020  | Substantiated/Misuse of City Time                 | Real Estate Assessor  | The employee admitted to consistently arriving late for work without taking leave.  | Employee was given verbal counseling and made to submit leave slips for the time taken.   |
| 11     | 14-022  | Substantiated/Falsifying the Closure of CPS Cases | Human Services  | We found that the employee had indicated that cases were closed, but the employee had failed to contact clients, send out result letters and made several errors that indicated that visits to client had not taken place.            | Employee resigned pending termination. Supervisor retired before disciplinary action taken.                                     |
| 12     | 14-023  | Substantiated/False Billing                       | Human Services  | We found that the employee was billing for services that he did not render to clients. The total amount of money was not determined because of the billing process.   | Contract employee terminated. Issue also reported to Medicaid.  |
| 13     | 14-024  | Substantiated/False Documents                     | Com IT  | The employee submitted a false doctor's note to avoid completing their duties as assigned.  | Employee terminated.  |
| 14     | 14-026  | Substantiated/Overlapping funds                   | Museums and Historic Houses   | We found that funds designated for the foundation were inappropriately used to replenish the petty cash fund issued by the City. During the reconciliation of the petty cash, we found that the petty cash fund was over by \$180.65. | Employee received a five day suspension.  |
| 15     | 14-027  | Substantiated/Cover up of Medication Error        | Human Services  | We found that staff covered up a medical error to avoid possible disciplinary action.   | Four employees terminated, one suspended, and one written reprimand issued. Note: Two terminations were overturned by Personnel |

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|        |  |                             |   | Board. Cases pending by the State Nursing Board  |
| 16     | 14-028<br>Substantiated/False Timesheet                                      | Museums and Historic Houses | The employee submitted a falsified time sheet.  | Employee resigned before disciplinary action taken.  |
| 17     | 14-033<br>Substantiated/Improper Destruction of Medication                   | Human Services              | Medications belonging to clients and prior clients that should have been disposed were not disposed and discovered in the office of an employee.  | Employee terminated. Note: Termination overturned by Personnel Board to time served of four months. Case pending by the State Nursing Board. |
| 18     | 14-034<br>Substantiated/Abuse of Time/Theft of Client's Identification Cards | Human Services              | We found that the Chesapeake Police returned the ID of a client at BizNet that had been found in the City of Chesapeake. The ID was never reported as missing by BizNet staff. We determined that the ID was found in the stolen purse of a staff member who had taken the ID while bringing the client to a doctor's appointment and failed to put the ID back in the client's folder. | Employee provided counseling.  |
| 19     | 14-036<br>Substantiated/Sponsorship Issue                                    | Parks and Recreation        | We found that the employee used a City sponsored event to promote their own private business.   | Employee provided counseling.  |
| 20     | 14-037<br>Substantiated/Misuse of City Time and Equipment                    | Human Services              | We found that the employee was using a City computer to conduct business for their privately owned business.  | Employee provided counseling.  |
| 21     | 14-039<br>Substantiated/Misuse of City Time                                  | Public Utilities            | Three employees failed to submit leave slips for time used for personal tasks for their supervisor.   | Employees and Supervisor provided counseling and were required to provide leave slips submitted for time used.                               |
| 22     | 14-040<br>Substantiated/Theft of City Signs                                  | Public Works                | We found that the signs had been removed from the garbage at the City's sign shop and given to the business.  | Issue discussed with employees. Policies and procedures developed for proper disposal of City signs.   |
| 23     | 14-041<br>Substantiated/Misuse of City                                       | Human                       | We found that the employee had not given the client the   | Employee received a three  |

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|        |        | Time                | Services             | required medication and falsified a timesheet.   | day suspension.  |
| 24     | 14-042 | Substantiated/Theft | Parks and Recreation | We found that \$100.00 was missing from a daily deposit.   | Police contacted for further investigation. Suspected employee no longer works for the City.                                       |
| 25     | 14-047 | Substantiated/Theft | Parks and Recreation | We determined that a customer paid their account by reviewing video from the Rec Center. The funds were not posted to customer's account and deemed missing. However, we could not determine which employee was responsible for the missing funds. | Issue discussed with employees but no formal discipline taken. Not able to determine which employee was responsible for the theft. |