



# Richmond Office of the City Auditor

## Office of the Inspector General

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*Fighting government waste, fraud and abuse*

February 13, 2018

Mrs. Selena Cuffee-Glenn  
Chief Administrative Officer  
City of Richmond

The Office of the Inspector General (OIG) has completed an investigation in the Department of Parks and Recreation. This report presents the results of the investigation.

### **Complaint:**

The Office of the Inspector General received a complaint alleging that a Parks and Recreation supervisor was abusing their time by working for an association event while on duty for the City. The complaint further alleged that the Supervisor received payment for services from the association during that time.

### **Legal Requirements:**

In accordance with the Code of Virginia, §15.2-2511.2, the City Auditor is required to investigate all allegations of fraud, waste and abuse. Also, City Code section 2-214 requires the Office of the Inspector General to conduct investigations of alleged wrongdoing.

City of Richmond Administrative Regulation: 5.5-III.5, (Outside Employment) Employees shall not engage in any outside employment during on duty hours. This includes the sale of products, consulting, or scheduling appointments to meet with customers.

### **Findings:**

The investigator interviewed the former Chairperson, Accountant, and President of the Association. The former Chairperson stated that in both 2016 and 2017, the subject employee was paid for the event.

The investigator obtained and analyzed payment documentation and the analysis revealed the subject employee received two checks:

- \$450 in 2016
- \$400 in 2017

The subject employee cashed the 2016 check, but did not accept the check issued in 2017 citing they were working for the City during this event. In addition, the payment documents revealed other City employees who were off duty also worked the event and received payment in both 2016 and 2017. The investigator confirmed through City records that the off-duty City employees did not receive payment from the City during the event.

The investigator interviewed the subject employee inquiring if the subject employee worked the event for the Association. The subject employee stated that they worked the event for a couple of years but not in the capacity of performing duties for the Association, such as picking up trash, walking the ground, etc. The subject stated that they helped the Association by doing things such as, rearranging vendor locations, answering calls and questions as well as being their liaison. The investigator asked the subject whether they received payments for performing these duties for the Association and the subject affirmed they did receive payment. In addition, the subject employee was asked if they were paid for the 2016 event, and the subject employee stated they received payment of \$400 (check was actually \$450). The subject employee stated that in 2017 they were working for the City of Richmond during the time of the event and refused to accept payment from the Association.

Based on a subsequent conversation with the former chairperson, the Association conducted business with the subject employee only during business hours. The investigator interviewed the Deputy Director and inquired if answering calls throughout the year from the chairperson, and rearranging vendor locations were part of the subject's duties. The Deputy Director stated that these duties are part of the subject employee's regular duties.

**Conclusion:**

Based on the findings, the OIG concludes that the facts within the allegation are substantiated. The OIG recommends appropriate disciplinary actions be taken in regards to this matter in consultation with Human Resources.

If you have any questions, please contact me at extension 5640.

Sincerely,

*Louis G. Lassiter*

Louis G. Lassiter, CPA  
City Auditor/Inspector General

cc: Honorable Richmond City Council Members  
Members of Richmond City Audit Committee  
Ms. Debbie Jackson, Interim DCAO Human Services  
Mr. Christopher Frelke, Director, Parks and Recreation