



Richmond City Council

The Voice of the People

Richmond, Virginia

Office of the Inspector General

October 18, 2018

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

The Office of the Inspector General (OIG) has completed an investigation within the Department of Social Services, as it relates to theft of city property. This report, presents the results of the investigation.

Legal & City Policy Requirements:

- 1) In accordance with the Code of Virginia, §15.2-2511.2, the Inspector General 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. In addition, during this investigation the investigator referred to the following regulations:
- 2) City of Richmond Administrative Regulation 6.2, Motor Pool and City Vehicle Usage

Allegation:

The complaint alleged a Summer Youth Intern assigned to the Department of Social Services stole three city vehicles.

Findings:

The investigator was able to confirm the employee who took the three vehicles was an intern assigned to the Department of Social Services via the Summer Youth Program. The intern had worked with the program for the past three years.

The investigators interviewed the intern's Supervisor who stated the intern was assigned to wash and detail City vehicles. The vehicles were driven by City employees to the washing location for the intern. At no time was the intern authorized to operate any City vehicle and did not have access to the keys.

Vehicle #1 - The investigator spoke with the intern's supervisor regarding the allegation who provided information regarding stolen vehicle #1. According to the supervisor, the intern stole the vehicle on or about July 13, 2018. At that time, there was no indication of the vehicle being missing from the City of Richmond. On July 14, 2018, the vehicle was observed by Henrico

County Police near the county line at 29th and Nine Mile Road. At which time the occupants of the vehicle fled the scene. Richmond Police (RPD) was notified and assisted with the recovery and tow of the vehicle to fleet services.

On July 16, 2018, after being notified of vehicle #1 being recovered, the Social Services Facilities Manager requested that all vehicles be inventoried. It was then that two additional vehicles were discovered missing. When the Facilities Manager called Richmond Police to notify them of the missing vehicles, RPD advised DSS that the other two vehicles have already been recovered by RPD at or near the area where vehicle #1 was recovered.

The investigator conferred with police officers regarding the recovery of the two additional City vehicles.

Vehicle #2 - Officer #1 stated the intern and several other individuals had crashed vehicle #2 and ran from the scene and were apprehended moments later. The officer detained the intern. The intern stated that they found the vehicle with the keys inside near the Fulton area and drove the vehicle into the area in which they were caught. The intern was arrested for unauthorized use of a motor vehicle.

Vehicle #3 - Officer #2 stated that during a traffic stop, they noticed the intern along with others in vehicle #3. At the time of the traffic stop, all occupants fled from the officers. The intern subsequently returned to the scene to retrieve their belongings which was in the trunk of the vehicle, to include their City of Richmond I.D. and a personal cellphone. Per the officer, due to no reports of the vehicle being stolen at the time, the intern was allowed to leave. Subsequently, the intern was arrested for grand larceny and unauthorized use of a motor vehicle and is currently awaiting trial.

The investigators obtained video surveillance of the parking lot where the City vehicles are housed. The video surveillance showed on July 13, 2018, at the end of the intern's shift, the intern had changed clothes and walked into the garage where the City vehicles are located and drove off in a city vehicle. A subsequent video dated July 16, 2018, also showed the intern leaving the parking garage in a city vehicle.

The investigators also reviewed procedures for vehicle usage and vehicle log records and noted gaps in the documentation of the location and mileage of vehicles being checked in and out. The investigators noted that employees were able to drop vehicle keys off in a tray without properly checking vehicles back in.

Conclusion:

During the investigation we identified poor internal controls for the vehicle check in/out process and incomplete documentation of the DSS fleet vehicle usage. DSS has begun to implement new policies and procedures pertaining to vehicle logs and monitoring. Based on the findings, the OIG concludes that the allegation is substantiated and the case is currently being handled by the Commonwealth Attorney's Office.

If you have any questions, please contact me at extension 5616.

Sincerely,

Louis G. Lassiter

Louis Lassiter, CPA

City Auditor/Interim Inspector General

cc: The Richmond Audit Committee
The Richmond City Council
Mr. Reginald Gordon, Interim DCAO of Human Services
Ms. Shunda Giles, Director of DSS