



Richmond City Council

The Voice of the People

Richmond, Virginia

Office of the Inspector General

September 1, 2021

Mr. Lincoln Saunders
Acting Chief Administrative Officer
City of Richmond

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

Allegation

The Office of the Inspector General received anonymous complaint from an individual alleging a City of Richmond employee is abusing time by taking a City vehicle into Henrico County to a residence during work hours.

Legal and 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.
- 2) City Code section 2-231 requires the Office of the Inspector General to conduct investigations of alleged wrongdoing.
- 3) Administrative Regulations 5.5 Outside Employment Section III Procedure (5) 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.
(8) Employees are required to seek written approval of the CAO or his designee prior to engaging in any outside employment, activity, or enterprise. A copy of such approval will be actively maintained in the employees' City personnel files. The absence of said approval from the Employees City personnel files shall create a presumption that the employees failed to obtain the written approval required in this section.
- 4) Administrative Regulation 6.2 Motor Pool and City Vehicle Usage Section IV Operating Boundaries 1. City vehicles are provided for use within the corporate limits of the City of Richmond. 2. Employees required to operate a vehicle outside the corporate limits to perform normal business must obtain permission from their Appointing Authority prior to operating a City vehicle outside the City's corporate limits. Authorized Use 2. No personal use of City-owned vehicles is allowed.

- 5) Personnel Rule 6.13 Unauthorized Absence - An unauthorized absence from duty during required hours of attendance shall be treated as a leave without pay. Such absence may be the grounds for disciplinary action including dismissal. Where there are extenuating circumstances for the unauthorized absence, the Appointing Authority or designee, has the discretion to authorize the absence with a later grant of leave.

Findings

The investigator responded to the residence in Henrico County where the complainant said the City employee was with the City vehicle. Upon arrival, the Investigator observed a City vehicle parked in the driveway of the residence. The Investigator did not observe any City employee at or near the City vehicle. The investigator performed computer checks and was able to identify the City employee as a Maintenance Specialist assigned to the Department of Parks and Recreations. The subject employee works independently doing various plumbing assignments. The location where the City vehicle was located in Henrico County is known to the subject employee. This is a violation of Administrative Regulation 6.2 Motor Pool and City Vehicle Usage Section IV Operating Boundaries 1. City vehicles are provided for use within the corporate limits of the City of Richmond.

Surveillance was conducted from May 19, 2021, through June 18, 2021. Below are the dates, times, and duration the subject employee visited locations in the City of Richmond, Henrico County, and Chesterfield County. The table does not include the travel time it took for the subject employee to get to and from the locations.

Date	Time Arrived	Time Left	Location	Duration
5/21/2021	9:03am	09:15am	Henrico commercial	12 min.
5/24/2021	10:03am	10:14am	Chesterfield Residential	11 min.
5/24/2021	11:19am	12:47am	Chesterfield Residential	1 hr. and 28 min.
5/24/2021	1:03pm	1:55pm	Chesterfield Residential	52 min.
5/24/2021	2:02pm	2:09pm	Chesterfield Commercial	7 min.
5/24/2021	2:14pm	2:34pm	Chesterfield Residential	20 min.
5/25/2021	8:52am	9:06am	Richmond Residential	14 min.
5/25/2021	11:53am	12:09pm	Chesterfield Residential	16 min
5/27/2021	7:18am	7:24am	Henrico Residential	6 min.
5/27/2021	7:29am	7:45am	Henrico Commercial	16 min.

Date	Time Arrived	Time Left	Location	Duration
5/27/2021	9:41am	9:45am	Henrico Residential	4 min.
5/27/2021	10:36am	11:00am	Chesterfield Residential	24 min.
5/27/2021	11:04am	2:46pm	Chesterfield Residential	3 hrs. and 42 min.
6/1/2021	1:17pm	1:27pm	Richmond Residential	10 min.
6/2/2021	8:27am	8:34am	Richmond Residential	7 min.
6/2/2021	8:37am	9:12am	Chesterfield Residence	35 min.
6/2/2021	9:21am	9:30am	Chesterfield Residential	9 min.
6/4/2021	9:22am	9:45am	Chesterfield Commercial	23 min.
6/4/2021	9:51am	10:01am	Chesterfield Commercial	10 min.
6/4/2021	10:05am	10:19am	Chesterfield Residential	14 min.
6/4/2021	10:25am	10:45am	Chesterfield Residential	20 min.
6/4/2021	10:52am	11:14am	Chesterfield Residential	22 min.
6/4/2021	11:25am	12:41pm	Chesterfield Residential	1 hr. and 16 min.
6/4/2021	12:44pm	1:04pm	Chesterfield Commercial	20 min.
6/7/2021	9:51am	10:03am	Richmond Residential	12 min.
6/7/2021	10:40am	12:38pm	Henrico Residential	1 hr. and 58 min.
6/7/2021	12:46pm	12:56pm	Henrico Commercial	10 min
6/7/2021	1:12pm	1:59pm	Henrico Residential	47 min.
6/7/2021	2:10pm	2:36pm	Henrico Commercial	26 min.
6/8/2021	9:53am	1:23pm	Henrico Residential	3 hrs. and 30 min.
6/9/2021	6:09am	8:57am	Henrico Residential	2 hrs. and 48 min.
6/9/2021	9:11am	1:44pm	Chesterfield Residential	4 hrs. and 33 min.
6/9/2021	1:57pm	2:23pm	Richmond Residential	26 min.

Date	Time Arrived	Time Left	Location	Duration
6/11/2021	11:45am	12:19pm	Henrico Residential	34 min.
6/11/2021	12:56pm	1:23pm	Richmond Residential	27 min.
6/15/2021	7:04am	12:27pm	Henrico Residential	5 hrs. and 23 min.
6/15/2021	12:44pm	2:10pm	Chesterfield Residential	1 hr. and 26 min.
6/16/2021	6:24am	8:27am	Chesterfield Residential	2 hrs. and 3 min.
6/16/2021	8:45am	9:26am	Richmond Residential	41 min.
6/16/2021	11:20am	12:26pm	Chesterfield Commercial	1 hr. and 6 min.
6/16/2021	12:35pm	12:39pm	Chesterfield Residential	4 min.
6/17/2021	9:34am	9:38am	Richmond Residential	4 min.
6/17/2021	1:22pm	1:49pm	Henrico Residential	27 min.
6/17/2021	2:15pm	2:53pm	Chesterfield Residential	38 min.
Total				46 hrs. and 34 min.

The investigator interviewed the subject employee who stated he/she works from 6:00am-2:30pm with a 30-minute lunch. The subject employee was asked if he /she goes home for lunch. The subject employee admitted to going home (Henrico County) and staying for 15-45 minutes but no longer than an hour. The subject employee was also asked if he/she goes into Chesterfield County with the City vehicle. The subject employee stated he/she goes into Chesterfield County to pick up work supplies. He/she also admitted to visiting a Chesterfield Residence known to the subject employee but only staying for about 5 minutes. The subject employee was confronted with the discrepancies in the amount of time stayed at known locations in the City of Richmond, Henrico County, and Chesterfield County. The subject employee was unable to explain the difference between the surveillance data and the time the subject employee stated at the known locations.

During the interview, the subject employee admitted to providing estimates for plumbing work for his outside employment during work hours. This is a violation of Administrative Regulation 5.5 Outside Employment Section III Procedure (5) Employees shall not engage in any outside employment during on-duty hours. The subject employee did not have approval for outside employment in his personnel file.

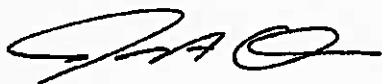
The investigator received the overtime report for the subject employee during the surveillance period which showed an accumulated 98.25 hours of overtime.

Conclusion

Based on the findings, the OIG concludes that the allegation is substantiated against the Maintenance Specialist. The Inspector General recommends appropriate action be taken against the employee who violated Administrative Regulations 5.5 Outside Employment, Administrative Regulation 6.2 Motor Pool and City Vehicle Usage and Personnel Rule 6.13 Unauthorized Absence.

Should you have any questions, please contact me at extension 1840.

Submitted,



James Osuna
Inspector General

Cc: Reginald Gordon, DCAO of Operations
Christopher Frelke, Director of Parks & Recreations
Honorable Members of City Council