



# Richmond Office of the City Auditor

Office of the Inspector General

*Fighting government waste, fraud and abuse*

**Umesh Dalal, CPA, CIA, CIG**  
Richmond City Auditor/Inspector General

March 2, 2017

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 Finance. This report presents the results of the investigation.

## Complaint:

The Office of the inspector General received a complaint alleging that an Operations Manager with the Department of Finance was conducting church related business during the City's normal work hours.

## 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 2-231 requires the Office of the Inspector General to conduct investigations of alleged wrongdoing. In addition, during this investigation, the investigator referred to the following:

- **Admin. Regulations 2.5 C – Use of Electronic Media System** – *The electronic mail systems (e-mail), Internet, Intranet, hardware, software, tools and information are provided for the purpose of conducting business for the City of Richmond only.*

## Findings:

The investigator reviewed the Operations Manager's computer data, emails, and the desk phone assigned to the employee. The computer data revealed that the subject employee worked on documents related to their church. The email records revealed that the subject employee had sent at least 200 church related emails during the period from January 1, 2015 through January 18, 2017 using their City of Richmond email account. The City telephone records revealed 161 outgoing calls to and 83 incoming calls from the church during January 1, 2015 through February 1, 2017.

During an interview, the subject employee admitted to working on church related business during work hours. The employee explained that due to the malfunctioning of their home wireless network, they chose to use the City computer to send information via email to individuals associated with the church. The investigators had no way to verify the accuracy of this statement.

**Conclusion:**

The OIG concludes that the allegation is substantiated. The OIG recommends appropriate action be taken against the employee. If you have any questions, please contact me at extension 5640.

Sincerely,

*Umesh Dalal*

Umesh Dalal, CPA, CIA, CIG  
City Auditor/Inspector General

cc: City Council Members  
City Audit Committee  
Ms. Lenora Reid – DCAO Finance and Administration  
Mr. John Wack – Director of Finance