



# Richmond City Council

The Voice of the People

Richmond, Virginia

## Office of the Inspector General

November 13, 2024

Mr. Lincoln Saunders  
Chief Administrative Officer  
City of Richmond

The Office of the Inspector General (OIG) has completed an investigation within the Department of Emergency Communications, Preparedness and Response. This report presents the results of the investigation.

### **Authority:**

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 of Richmond Code 2-214 authorizes the Office of the Inspector General to conduct criminal, civil and administrative investigations related to the municipal affairs of the City.

### **Background:**

The subject of the investigation is an Emergency Communications (EC) Supervisor with the Department of Emergency Communications, Preparedness and Response. The EC Supervisor conducts classroom training for all new hires.

### **Allegations:**

1. An EC Supervisor with the Department of Emergency Communications, Preparedness and Response, supervised a family member in violation of City of Richmond Administrative Regulation 5.17, Employment of Relatives which may constitute an abuse of authority.

"Abuse" means the excessive or improper use of something, or the employment of something in a manner contrary to the natural or legal rules for its use; the intentional destruction, diversion, manipulation, misapplication, maltreatment, or misuse of resources owned or operated by the locality; or extravagant or excessive use so as to abuse one's position or authority. Va. Code §15.2-2511.2.

**Facts:**

The EC Supervisor conducts classroom training for all new EC Officers for approximately eight weeks. After the training, the EC Officers perform on-the-job training with a training supervisor for four weeks before transitioning to their area of responsibility. Once the EC Officers have completed training, they will be assigned to a permanent supervisor.

The EC Supervisor was listed as the supervisor for the EC Officer from January 3, 2023, to September 12, 2023, when the EC Officer's employment with the City of Richmond ended. The EC Supervisor was not employed with the City of Richmond from February 25, 2023, to July 17, 2023.

The investigator spoke to the EC Supervisor, who stated the EC Officer is their cousin. The EC Supervisor stated that they conduct training for the new EC Officers in a classroom setting. The EC Supervisor stated they disclosed the family relationship to their supervisor. The EC Supervisor said their manager handled all supervisory requirements for the EC Officer because of the family relationship. The investigator spoke to the manager of the EC Supervisor and confirmed the above statements. The EC Officer's supervisor was not changed in CORERP (City of Richmond Enterprise Planning System) – Rapids.

Investigators reviewed the EC Officer's personnel file, which showed the employee disclosed the EC Supervisor as a relative on the employment application.

City of Richmond Administrative Regulation 5.17, Employment of Relatives, Section III, Procedure states, "If any employee, after employment or change in employment, enters one of the above relationships, one of the affected individuals must seek a transfer or a change in the reporting relationship. Such changes must be approved by the Director of Human Resources or designee. If a decision cannot be made by the affected employees within fourteen (14) days of reporting, reassignment will be made on direction of the appointing authority/department head or designee and the Director of Human Resources or designee. No exception to this policy will be made without the written consent of the Director of Human Resources or designee."

Allegation No. 1: **Unsubstantiated.**

**Analysis:**

The EC Supervisor disclosed the family relationship to departmental management, and another manager handled all supervisory requirements for the EC Officer. Therefore, there was no violation of City policy. The allegation does not constitute abuse because there is no evidence the EC Supervisor abused their position as another manager handled all supervisory requirements for the EC Officer.

**Conclusion:**

Based on the findings, the Office of the Inspector General concludes the allegation is unsubstantiated.

Point of contact for this report can be reached at extension 1840.

Submitted,



James Osuna  
Inspector General

CC: Honorable Members of City Council  
Stephen Willoughby, Director of Emergency Communications, Preparedness and Response.