



# Richmond City Council

The Voice of the People

Richmond, Virginia

## Office of the Inspector General

March 4, 2025

Ms. Sabrina Joy-Hogg  
Interim Chief Administrative Officer  
City of Richmond

The Office of the Inspector General (OIG) has completed an investigation within the Department of Justice Services. 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 investigation involves a Director and Project Manager with the Department of Justice Services (DJS). DJS oversees the Division of Juvenile Community Programs, Adult Pretrial, and the Office of Neighborhood Safety & Engagement and works with the Community Criminal Justice Board. DJS has six (6) active procurement cards (P-Cards) and two (2) additional P-Cards that were suspended at the end of 2024. DJS also utilizes various Federal grants to fund their juvenile and adult programs.

### **Allegations:**

1. A DJS Director and a DJS Project Manager abused their authority and misused City funds when they utilized the City P-Card to purchase personal items delivered to their home addresses.

### **Facts:**

On November 22, 2024, the OIG received a complaint alleging a DJS Director and a Project Manager were using their P-Cards or demanding that employees who had a P-Card send them personal items as “gifts” to their home addresses while they were on extended medical leave.

The OIG investigator obtained and reviewed the Amazon purchases made on October 18, 2024; the date provided by the complainant for the gift purchases. Four “Get Well Soon” gifts totaling \$95.94 were sent to a director’s residence, and a “Get Well Soon” gift totaling \$85.98 was sent to a Project Manager’s residence.

The OIG investigator interviewed a DJS Senior Executive Assistant whose card was used to make the two Amazon purchases. The Senior Executive Assistant stated they spoke with a DJS Deputy Director and selected the items to send to the two employees on extended medical leave. The

Senior Executive Assistant stated that the items were selected individually for each employee to make the gesture personable and help with their recovery. The Senior Executive Assistant was not asked or told by either employee on leave to order these gifts, and they were unaware the Department would be sending them.

The Senior Executive Assistant advised that it is not uncommon for their office to send a personalized gift to employees on FMLA leave, extended medical leave, or in the case of a funeral. The Senior Executive Assistant stated that DJS abides by the City of Richmond procurement policy regarding bereavement and does not exceed the threshold of \$150. None of the items sent to the employees were in the City of Richmond non-allowable category of purchases.

The OIG investigator further obtained and reviewed all P-Card transactions for the six (6) active cards and two (2) suspended cards from January 1, 2023, through November 25, 2024. The purchases from all employees during this time were justified and in compliance with the City of Richmond procurement policies.

### **Analysis:**

Va. Code §15.2-2511.2 states, “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 to abuse one’s position or authority. The Senior Executive Assistant stated that a DJS Director and Project Manager were unaware of the gifts being sent to their address while they were out on extended leave, and a DJS Deputy Department Director approved this purchase.

Based on the investigation, a DJS Director and Project Manager did not abuse their authority or misuse government resources and funds. All purchases were approved, and the proper documentation was submitted through procurement for the allowable transactions, which does not constitute abuse.

Allegation No. 1 is **Unsubstantiated**.

2. A DJS Director wasted government resources by mismanaging and squandering government grant funds.

### **Facts:**

A complainant stated that a DJS Director wasted government resources by intentionally mismanaging government grant funds, purchasing unauthorized items through program grants, and moving grant funds into different unauthorized accounts.

The OIG investigator interviewed a Deputy Director who oversees grant purchases through DJS. The Deputy Director explained there is extensive oversight of grant funds both by the City and Federal Government. While monitoring grant purchases, the Deputy Director has not seen any suspicious, careless, or unwarranted purchases made through any of the many programs with DJS that use grants. All purchases through DJS under any specified grant must fall within the clearly defined restrictions and are tracked by the program supervisor and the Deputy Director.

The Deputy Director advised that grant money is only transferred when there are overlapping issues during a transition of employment and is quickly corrected between the grant account and Human Resources (HR). For example, if a grant funded employee is transferred to a permanent City position the employee should stop being paid by the grant funds and be paid by City funds; however, the hiring code may not immediately be transferred from grant funds to City funds. This

would result in grant funds being used and City funds needing to be transferred to cover payments made using grant funds.

The Deputy Director stated that each grant is carefully monitored and there has not been any intentional mismanagement of funds or unauthorized purchases, further noting a DJS Director could not transfer funds without proper oversight and approval. The Deputy Director reviews all purchases by each grant program, and there have not been any questionable purchases, as all items fall within each specific grant's restrictions. The purchases are tracked and monitored through purchase orders and the City P-Card.

The OIG investigator reviewed transactions and purchase orders from DJS since 2023, including items purchased under several grants. There is no evidence to supports that grant funds were wasted, squandered, or mismanaged.

**Analysis:**

Va. Code §15.2-2511.2 states, "Waste" means the intentional or unintentional, thoughtless or careless expenditure, consumption, mismanagement, use, or squandering of resources owned or operated by the locality to the detriment or potential detriment of the locality. Waste also includes incurring unnecessary costs because of inefficient or ineffective practices, systems, or controls. Grant funds are strictly monitored and only transferred for administrative purposes after proper approval and documentation, which does not violate any policy. DJS appropriately used grant funds for various adult and juvenile city programs and did not violate purchasing restrictions, therefore not constituting waste.

Allegation No. 2 is **Unsubstantiated**.

**Conclusion:**

Based on the findings, the Office of the Inspector General concludes that these allegations are Unsubstantiated.

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

Submitted,



James Osuna  
Inspector General

CC: Honorable Members of City Council  
Traci DeShazor, DCAO, Human Services