



# Richmond City Council

The Voice of the People

Richmond, Virginia

## Office of the Inspector General

DATE 12/3/2025

Odie Donald  
Chief Administrative Officer  
City of Richmond

*Code of Virginia §15.2-2511.2- Authorization to perform investigative duties, the Inspector General is required to investigate all allegations of fraud, waste, and abuse. 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.*

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

### Case Origin:

This administrative investigation is predicated from information shared by the City of Richmond (COR) Auditors Office, concerning an employee in violation of the City of Richmond Administrative Policy § 21-7 Unauthorized Purchases. An employee within the Department of Parks and Recreation (DPR) alleged to have violated city fuel card policy for potential personal gain. During a routine audit, the employee's assigned fuel card was flagged for consecutive transactions in a visit. A detailed review of the transactions was subsequently conducted to verify the validity of the purchases. Reported loss to the city is \$80.01.

### Investigative Facts:

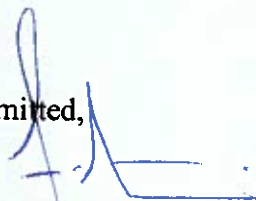
Video surveillance footage from a City fueling station dated June 21, 2024, captured an individual—later identified as a temporary employee—fueling three separate rental vehicles simultaneously using the same City-issued fuel PIN, resulting in total charges of \$80.01. Review of the footage confirmed that the assigned cardholder was not present during these transactions. After interviewing the supervisor, they identified the employees involved and stated they were aware the individuals were using their PIN to fuel the vehicles, further indicating that the employees had authorization. The City's fueling policy was amended after this date to require that the PIN holder be physically present during all fueling transactions.

**Conclusion:**

The investigation into the alleged unauthorized fuel purchases made using a City-issued fuel card, in violation of City Administrative Policy § 21-7, is unsubstantiated. At the time of the transactions, the previous City fueling policy permitted this practice; therefore, the conduct did not constitute a policy violation. The employee has been advised of the updated City fueling policy and instructed not to share their personal PIN with other employees.

The total confirmed financial loss to the City of Richmond from this incident **\$0.00**.

Submitted,



Foster Curtiss  
Interim Inspector General

CC: Honorable Members of City Council  
Christopher Freckle, Director of Parks and Recreation