

Memorandum



CITY OF DALLAS
(Report No. I17-003)

DATE: November 7, 2016

TO: Honorable Mayor Michael S. Rawlings
Honorable Jennifer S. Gates, Chair – Budget, Finance & Audit Committee
Larry Casto, City Attorney

SUBJECT: Investigative Report:
Department of Park and Recreation – Theft

This report provides results of an administrative investigation of an allegation involving the theft of cash by a Department of Park and Recreation (PKR) employee, Ms. Angela Clemons, Program Specialist. ¹

On January 6, 2016, PKR Management reported the potential theft by Ms. Clemons and provided supporting documentation to the Office. On January 8, 2016, the Office referred this matter to the Dallas Police Department – Public Integrity Unit (DPD-PIU), and they conducted a criminal investigation of the allegation. On August 9, 2016, the Office received a memo from DPD-PIU reporting the criminal investigation was completed and that there was sufficient evidence to determine Ms. Clemons did commit the criminal offense of Theft, a Class A Misdemeanor. Ms. Clemons' employment with the City of Dallas (City) was terminated on March 30, 2016. Ms. Clemons was arrested for Theft by a Public Servant on June 2, 2016.

The evidence obtained and reviewed in the Office's administrative investigation is sufficient to support the finding that Ms. Clemons violated the City's Personnel Rules, specifically: dishonesty, disregard of the public trust and theft.

The PKR Management reviewed the Office's administrative investigation and on October 19, 2016, responded the following initiatives have been established or reestablished:

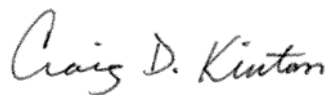
- Managers are required to reconcile all transactions on a daily basis
- Staff are authorized to conduct transactions on the main terminal only

¹ Council Resolution 90-4027 requires the Office of the City Auditor to report to the Mayor, the Chair of the City Council Budget, Finance & Audit Committee, and the City Attorney any apparent violations of law, apparent instances of misfeasance, or nonfeasance by City of Dallas employees. Investigations by the Office of the City Auditor are considered nonaudit projects under the Government Audit Standards and are conducted in accordance with Quality Standards for Inspection and Evaluation established by the Council of the Inspectors General on Integrity and Efficiency, Association of Certified Fraud Examiners Code of Professional Ethics, and City Code.

- All corrections made to daily cash journals are required to be reported to deposit warrant clerk within 24 hours of transaction
- All *over* and *under* cash discrepancies are to be resolved by Rec Trac Administrators and reported to the District Manager within 24 hours of transaction
- The Rec Trac Administrator has ensured all transactions would be directed to only one drawer in which the daily cash journal would capture. All computers at the site are disabled from accessing cash drawer with the exception of the main cash drawer which is designated for the facility.
- Facility Staff have been trained on current City and Departmental Cash Handling policies and procedures. All employees are aware that if asked to confirm a cash count at the end of a shift the money needs to be counted and certified by two people.
- All employees are required to sign in and sign out when they are assigned to cashier duties, and logins and passwords are not to be shared between staff members
- All refunds are required to be logged and justified by the manager and reported in a weekly memo submitted to the District Manager
- Employees will follow designated cash handling procedures to process payments when patrons request additional time for reservations

If you have any questions or would like to be briefed regarding this matter, please contact me at (214) 670-3222 or Doug O'Rourke, Assistant City Auditor, at (214) 670-5265.

Sincerely,



Craig D. Kinton
City Auditor

C: Honorable Members of the City Council
A.C. Gonzalez, City Manager
Mark McDaniel, Assistant City Manager
Max W. Wells, President – Park and Recreation Board
Willis C. Winters, Director – Department of Park and Recreation