



# Richmond City Council

The Voice of the People

Richmond, Virginia

## Office of the Inspector General

October 28, 2022

Mr. Lincoln Saunders  
Acting Chief Administrative Officer  
City of Richmond

The Office of the Inspector General (OIG) has completed an investigation within the Department of Human Resources. This report presents the results of the investigation.

### Allegations

The Office of the Inspector General received a complaint from the DCAO Finance and Administration alleging the Department of Human Resources received a Request for Pay Differential – Special Assignment by Appointing Authority form in which the signature area appeared to be copied from a previous Pay Differential – Special Assignment by Appointing Authority form.

### Legal and City Policy Requirements

- 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 Code section 2-231 requires the Office of the Inspector General to conduct investigations of alleged wrongdoing.
- 3) City of Richmond Administrative Regulation 1.1 Code of Ethics:  
Section II. Policy – It is the duty of each employee and official to ensure that their conduct and private affairs be above reproach to assure that their City position is not used for private or personal gain.  
Section III. B. Responsibility – 1. All City employees assume public trust and should recognize the importance of high ethical standards within the specific department or organization they support. An employee shall avoid action, whether or not specifically prohibited by this administrative regulation, which might result in or create the appearance of the following:
  - a. Using public office for personal or private gain;
  - b. Giving preferential treatment to any person;
  - c. Impeding government efficiency or economy;
  - d. Losing complete independence or impartiality;
- 4) Code of Virginia, §18.2-168, Forging public records.

## **Findings**

The investigator interviewed the Interim Director of Human Resources and was advised that two employees are assigned to process the Request for Pay Differential – Special Assignment by Appointing Authority form and the initials that appear on the forged document belonged to one of the assigned employees. The investigator identified the subject employee as a Human Resources Generalist assigned to the Department of Human Resources.

The investigator interviewed the subject employee who stated he/she changed the start date on the Request for Pay Differential – Special Assignment by Appointing Authority form and denied photocopying the signature line. The subject employee stated he/she received the Request for Pay Differential – Special Assignment by Appointing Authority form with the signatures on it already but could not tell the investigator who sent him/her the form. The subject employee stated he/she would send the investigator a copy of what he/she received. The investigator advised the subject employee that he would accompany him/her to their office to review the emails. Upon review of the subject employee's email, the investigator observed a Request for Pay Differential – Special Assignment by Appointing Authority form dated August 17, 2022, and signed by the DCAO of Human Services. There were no additional signatures on the form. The subject employee was asked about the form and stated the form had not been processed yet. The subject employee was shown the similarities between the form signed on August 17, 2022, and the Forged form. He/she could not explain the similarities. Further review of the emails discovered the subject employee scanned and emailed to themselves the forged Request for Pay Differential – Special Assignment by Appointing Authority form at 1:13 P.M to themselves. This form matched the Request for Pay Differential – Special Assignment by Appointing Authority form that was signed by the DCAO of Human Services on August 17, 2022, but it did not have the same signature of the DCAO of Human Services it was a photocopy of a Request for Pay Differential – Special Assignment by Appointing Authority form that was previously signed and dated in June 2022.

The subject employee subsequently admitted to photocopying the signature area of the Request for Pay Differential – Special Assignment by Appointing Authority form. The subject employee said they did it because the individual who was receiving the pay differential was harassing him/her and it was the last day to process payroll for it to appear on the August 19, 2022 payroll.

## **Conclusion**

Based on the findings, the OIG concludes that the allegation is substantiated against the Human Resources Generalist violating Administrative Regulation 1.1 Code of Ethics: Section II. Policy – It is the duty of each employee and official to ensure that their conduct and private affairs be above reproach to assure that their City position is not used for private or personal gain.

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prohibited by this administrative regulation, which might result in or create the appearance of the following:

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In accordance to Code of Virginia, §18.2-168. Forging public records, etc.

If any person forges a public record or certificate, return, or attestation, of any public officer or public employee, in relation to any matter wherein such certificate, return, or attestation may be received as legal proof, or utter, or attempt to employ as true, such forged record, certificate, return, or attestation, knowing the same to be forged, he shall be guilty of a Class 4 felony.

### Recommendation

The OIG recommends the Department of Human Resources take appropriate disciplinary action on the subject employee for violation of City of Richmond Administrative Regulations 1.1 Code of Ethics and Code of Virginia, §18.2-168, Forging public records.

Should you have any questions, please contact me at extension 1840.

Submitted,



James Osuna  
Inspector General

CC: Sabrina Joy-Hogg, DCAO of Finance and Administration  
Robin Redmond, Interim Director of Human Resources  
Honorable Members of City Council