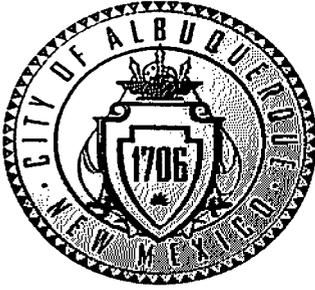


**OFFICE OF INSPECTOR GENERAL  
CITY OF ALBUQUERQUE**



**Investigative Report  
Case # 12-209**



OFFICE OF INSPECTOR GENERAL  
CITY OF ALBUQUERQUE

March 16, 2012

James Breen  
Fire Chief, Albuquerque Fire Department  
City of Albuquerque

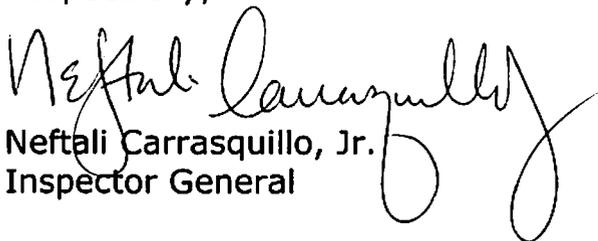
**Re: OIG-12-209, AFD Missing Deposit**

Dear Chief. Breen,

On January 12, 2012, the Office of Inspector General (OIG) was contacted by City Treasurer, Cilia Agliodoro regarding missing monies from the Albuquerque Fire Department. On January 19, 2012 the OIG began an investigation regarding the alleged loss or theft of an Albuquerque Fire Department (AFD) deposit in the amount of \$745 which included \$400 in cash and two checks totaling \$345.

Enclosed please find a copy of the OIG's investigative report regarding this matter.

Respectfully,



Neftali Carrasquillo, Jr.  
Inspector General

cc: Richard J. Berry, Mayor  
City Council  
Robert J. Perry, CAO  
John Soladay, COO  
Lou Hoffman, Director DFAS

## **Executive Summary**

On January 12, 2012, the Office of Inspector General (OIG) was contacted by City Treasurer, Cilia Aglialoro regarding missing monies from the Albuquerque Fire Department. On January 19, 2012 the OIG began an investigation regarding the alleged loss or theft of an AFD deposit in the amount of \$745 which included \$400 in cash and two checks totaling \$345.

The OIG investigation included conducting interviews with Treasury and AFD personnel, reviewing documents and information provided, and gathering evidence. Based on the investigation conducted, the OIG concludes the following:

- 1. That on December 20, 2011, AFD1 received a deposit in the amount of \$745 that should have been taken to the City Treasury for deposit. AFD1 did not realize, until January 6, 2012, that the money was never deposited and was now missing.**
- 2. That AFD1 knew the deposit was missing on January 6, 2012 but waited until January 10, 2012 to report it missing to her supervisor.**
- 3. That AFD1 did not properly deposit the monies in a 24 hour period as required by state statute and City policies.**
- 4. That AFD1 did not safeguard the deposit.**
- 5. That on January 20, 2012, AFD1 was asked during her interview, if she would be willing to voluntarily take a polygraph. She was informed that she could not be required to take a polygraph and that nothing could be concluded from her refusal to take a polygraph test. AFD1 stated she would be willing to voluntarily take a polygraph and on February 29, 2012 Albuquerque Police Department (APD) gave AFD1 a polygraph test. The APD polygrapher concluded that AFD1 was not deceptive when asked questions regarding the missing deposit.**

The OIG made the following recommendations for consideration by the Albuquerque Fire Department:

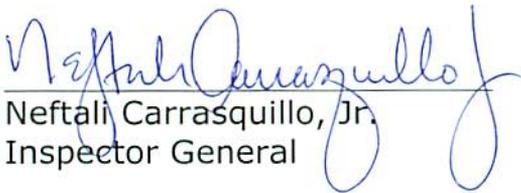
1. Management should ensure that funds be deposited before the close of the next succeeding business day in accordance with state statute (Section 6-10-3, NMSA1978), City Administrative Instruction 2-8 and the City's Cash Handling Manual.
2. Management should ensure that all monies be secured in a safe location with limited and documented access.

3. That instructions and training/re-training be provided to all employees that deal with currency regarding cash-handling procedures, transactions and safeguarding of monetary instruments.
4. That doors be re-keyed so that employees do not have access to each other's offices.
5. That the duties of collecting cash, maintaining documentation, preparing deposits and reconciling records be separated among different individuals.

During the course of the OIG investigation, AFD implemented the following:

- AFD purchased and installed a drop safe that will be utilized for any monies that cannot be deposited immediately.
- The fiscal manager and fiscal officer are now the only personnel that will have the combination to this drop safe.

Details of the investigation are contained within the investigative report and are attached to this executive summary.

  
Neftali Carrasquillo, Jr.  
Inspector General

## **OIG INVESTIGATIVE REPORT**

On January 12, 2012, the Office of Inspector General (OIG) was contacted by City Treasurer, Cilia Agliodoro regarding missing monies from the Albuquerque Fire Department. On January 19, 2012 the OIG began an investigation regarding the alleged loss or theft of an AFD deposit in the amount of \$745 which included \$400 in cash and two checks totaling \$345.

I. On January 20, 2012, the OIG interviewed AFD2 regarding an alleged loss or theft of an AFD deposit in the amount of \$745. AFD2 was advised of her obligation to cooperate and that she was being taped.

AFD2 stated that AFD1 came to her on the morning of January 10, 2012 asking if she had given her a deposit for safe keeping. AFD2 stated that she showed AFD1 her drawer which did not contain AFD1's deposit. AFD2 stated that she went with AFD1 to her office to assist in looking for the deposit, but they were unsuccessful in finding it. AFD2 stated she spoke to AFD1's Supervisor, AFD3 and advised him that if the deposit did not turn up he would have to report it to Treasury.

AFD2 stated that deposits are supposed to be made within 24 hours. The OIG asked what would cause a deposit not to meet the standard. AFD2 stated that this occurs when a deposit is received at the end of the day and there is not enough time for an individual to make the deposit at City Hall. The OIG asked AFD2 what is the procedure for safeguarding the deposit if it cannot be made and AFD2 stated that the employee with the deposit would usually go to AFD3 or herself to have it locked up. The OIG asked AFD2 if it was her understanding that in this instance that procedure was not followed to which AFD2 stated she never received that deposit. The OIG asked AFD2 if she was available on December 20, 2011 to safeguard the deposit and AFD2 stated that she was.

II. On January 20, 2012, the OIG interviewed AFD3 regarding an alleged loss or theft of an AFD deposit in the amount of \$745. AFD3 was advised of his obligation to cooperate and that he was being taped.

AFD3 stated that on the January 10, 2012, AFD1 came to talk to him about a missing deposit. AFD3 stated that AFD1 told him that on December 20, 2011 she received a deposit and was not aware until January 6, 2012 when another deposit came in that the December 20, 2011 deposit was never done and it was now missing or stolen.

The OIG asked AFD3 if AFD1 was in charge of making deposits and what training and protocols are in place. AFD3 stated AFD1 has been entrusted with the funds and that she has taken the cash handling class. AFD3 stated he has also set some policies regarding cash handling for the department such as the requirement that

deposits be logged in a book and signed by the person who verifies and receives the deposit and also signed by the person giving deposit acknowledging amount is correct.

AFD3 stated that they were looking at getting a drop box that would be bolted to the floor and that AFD2 and he would be the only ones with access to open it. AFD3 stated he did not believe any of his employees would take the monies, but that quite a few people come through the office throughout that day.

The OIG asked AFD3 to contact the two check issuers to inform them that the checks may have gone missing and to request that they make a stop payment on those checks to prevent a financial loss.

III. On January 20, 2012, AFD1 was interviewed regarding an alleged loss or theft of an AFD deposit in the amount of \$745. AFD1 was advised of her obligation to cooperate and that she was being taped. AFD1 also acknowledged that she had received and signed a letter of investigation provided to her by AFD. AFD1 was advised that she had the right to consult with a union representative or legal but she declined as she was a union representative herself.

AFD1 stated that on Tuesday, December 20, 2011, she received a deposit from an AFD Captain containing \$400 in cash and two checks totaling \$345. AFD1 stated that after verifying and logging in the deposit she placed the monies in an interoffice envelope and placed it in her desk drawer to deposit later. AFD1 stated her drawer where she placed the deposit does not lock.

AFD1 stated that deposits are usually done the same day they are received, but that on Tuesday, December 20, when she received this deposit they were going to their Christmas lunch and the day was chaotic. When she returned from lunch, AFD1 stated she totally forgotten about the deposit. AFD1 stated the next day she did not remember the deposit and that the holidays were right after that. AFD1 also stated that they were short staffed and that she was off from around noon on Thursday, December 22 until Wednesday, December 28.

AFD1 stated that she did not realize the deposit had not been made until Friday, January 6, 2012 when the same AFD Captain came to make another deposit. AFD1 stated as she was logging in the deposit, she noticed that she had logged in the previous deposit but had never taken it to Treasury. AFD1 stated she believes she may have misplaced it due to the holidays and just forgotten where it was now.

AFD1 stated she told AFD2 on Tuesday, January 10, 2012 about the missing deposit. AFD1 stated she kept looking for the deposit and back tracking but was not able to find it. The OIG asked AFD1 if there was no other way of securing the monies and AFD1 stated if she cannot make the deposit that day, she takes the money to one of her supervisors and they would lock it in their drawer. The OIG asked AFD1 if she understood that leaving the deposit unsecured was not a good procedure to follow and

AFD1 stated she did. The OIG on several occasions during the interview asked AFD1 if she took the monies or if she knew who did. AFD1 stated she did not take it nor did she know who would have taken it. AFD1 stated, "Here, we are a trust worthy department, I didn't lock my door, my door was open. Even if I did lock it, everybody has a key to get into my office; my drawer on my top desk does not lock. I've done this previous times and it's never gone missing." AFD1 stated that one key opens most doors in her office.

The OIG asked AFD1 if she would be willing to voluntarily take a polygraph. AFD1 was informed that she could not be required to take polygraph and that nothing could be concluded from her refusal to take a polygraph test. AFD1 stated she would be willing to take a polygraph.

### **Polygraph Test**

On February 29, 2012 AFD1 was asked to come to the OIG office where upon her arrival she was asked if she was still willing to voluntarily take a polygraph test. AFD1 stated that she was and at that time she was advised that we would be walking her over to APD to have the test conducted.

The polygraph examination was given and the APD polygrapher concluded that AFD1 did not show deceptiveness when asked questions regarding the missing deposit.