

**OFFICE OF INSPECTOR GENERAL
CITY OF ALBUQUERQUE**



**INVESTIGATION REPORT
CASE NO. 13-204**

Department of Family and Community Services
Jack Candelaria Community Center
Case No. 13-204
Executive Summary

The Office of Inspector General (OIG) conducted an investigation concerning a Department of Family and Community Services (DFCS) employee for alleged misuse of City time during the employee's work hours. This investigation was predicated upon an email received from a City Council member's office.

An anonymous complaint was brought forth involving a General Service Worker employee (E1) at the Jack Candelaria Community Center (JCCC). According to the complaint, E1 allegedly had been training two (2) professional boxers at the JCCC boxing gym during his regular work hours.

METHODOLOGY

- Review of security footage
- Review of online media resources
- Interviews of appropriate City personnel

Our investigation was conducted in accordance with fraud investigation techniques, which include-but are not limited to examination of records, documents, interviews with appropriate personnel, and other evidence-gathering procedures as necessary under the circumstances.

OBJECTIVE

- *Is there evidence to support the allegation of misuse of City time?*

FINDING

- There is sufficient evidence to show that E1, who is in charge of maintenance and cleaning of JCCC, misused City time during his workday, and improperly used City resources to conduct his outside activities.

RECOMMENDATION

- DFCS should consider appropriate disciplinary action as dictated by E1's actions.

OIG also identified a lack of operational controls that may have prevented E1's actions.

Associated finding and recommendations can be found within the body of the report.

CITY RESPONSE:

“The City’s review of the IG Report and a separate disciplinary investigation do not indicate sufficient evidence to warrant discipline because E1 was not instructed that his conduct was unacceptable. This is a legal criteria in discipline matters where the conduct is not per se wrong or impermissible.

“As to operational controls, the department should determine whether E1’s job duties description should be restructured to make clear that the conduct under review either is or is not acceptable.”



CITY OF ALBUQUERQUE
Office of Inspector General
P.O. BOX 1293, ALBUQUERQUE, NM 87103

October 30, 2013

Accountability in Government Oversight Committee
City of Albuquerque
Albuquerque, New Mexico

Investigation: Jack Candelaria Community Center
Department of Family and Community Services
13-204

FINAL

OIG INVESTIGATIVE REPORT

The Office of Inspector General (OIG) conducted an investigation concerning a Department of Family and Community Services (DFCS) employee for alleged misuse of City time during the employee's work hours. This investigation was predicated upon an email received from a City Council member's office.

According to the email, an anonymous complaint was brought forth involving a General Service Worker employee (E1) at the Jack Candelaria Community Center (JCCC). According to the complaint, E1 had allegedly been training two (2) professional boxers at the JCCC boxing gym during work hours.

I. On March 14, 2013 the OIG visited the JCCC to view the facility. During this visit, it was confirmed that JCCC did in fact have a boxing gym, equipped with three (3) boxing rings, numerous punching bags and various exercise equipment.

II. During the initial review of the allegation, the OIG did media research via the web and found multiple video interviews with E1 on YouTube. The videos were about the two (2) main boxers that E1 trains; Boxer 1 and Boxer 2, who are part of E1's boxing team called "Team Old School. In one video filmed at the JCCC posted on YouTube April 28, 2012, E1 is viewed wearing his work tee shirt with the City of Albuquerque logo on the front. On the video it shows E1 wrapping Boxer 2's hand with E1 wearing his City of Albuquerque shirt. E1 also gives an interview in the video. On April 19, 2013, the OIG went back to YouTube to review Boxer 2's video, but the video had been removed since it was first viewed back on March 21, 2012.

Video of E1's boxing team, "Team Old School" was found going back to January of 2011 for Boxer 1. Boxer 1's professional boxing career goes back to January of 2009 according to records we found.

E1's public Facebook page showed E1 with a boxer and some other individuals in the same photo, at what appeared to be a boxing match. A second smaller picture had a "Team Old School" logo. The Facebook page also stated that E1 works at City of Albuquerque. On April 19, 2013 the OIG went to review E1's Facebook and found that his page had been made private and was no longer available for public viewing.

A photo from the Albuquerque Journal dated May 30, 2012, shows E1 with a caption stating that E1 "runs the boxing program at the Jack Candelaria Community Center".

III. On April 3, 2013, a second visit was made to the JCCC where we met with the JCCC Center Supervisor (CS). CS stated that there are sixteen (16) surveillance cameras located in and around the JCCC. Two (2) cameras are located in the boxing gym, one (1) in the lobby, one (1) in the recreation room, one (1) in the basketball gym, one (1) in the computer lab, one (1) in the meeting room and the remaining nine (9) are located outside the perimeter of the JCCC. The video surveillance from the cameras only goes back thirty (30) days, so various days from each week, coordinated with E1's work schedule and within that thirty day time period, were viewed.

On April 5, 2013 a third visit was made to meet with the JCCC surveillance camera vendor so that video footage from the center's surveillance cameras could be burned to discs. The dates and times randomly chosen to be reviewed were:

March 12, 2013 (Tuesday) 6:00 am to 10:00am
March 15, 2013 (Friday) 6:00 am to 3:00 pm
March 18, 2013 (Monday) 6:00 am to 3:00 pm
March 22, 2013 (Friday) 8:20 am to 11:20 am
March 26, 2013 (Tuesday) 10:50 am to 1:00 pm

** It should be noted that all time stamps on the videos are approximately forty (40) minutes ahead of real time. The times below have been adjusted to real time.

When reviewing the footage, E1 and an older gentleman -- identified as a Goodwill employee -- arrive in the morning around the same time each day the video was reviewed. According to the CS, the Goodwill employee works approximately 3 hours in the morning during the week. However, most of the days reviewed show the Goodwill employee doing a majority of the morning cleaning: vacuuming, sweeping, mopping, shaking out the rugs and picking up trash around the center. In reviewing the video footage throughout the center, E1 is seen spending the majority of his workday inside the boxing gym.

CITY RESPONSE:

“The Goodwill employee has custodial duties. E1 has maintenance level duties which only partially overlap custodial tasks. In addition, the boxing gym encompasses the major part of the center. The maintenance of its equipment is part of E1’s job. Consequently, from the description above one cannot conclude that E1’s conduct was inappropriate.”

SECURITY VIDEO FOOTAGE

E1’s work schedule is 6:00am to 2:30 with one half hour lunch

Below are bullet points along with detailed information on each day of video reviewed.

Tuesday, March 12, 2013 – hours reviewed 6:00am to 10:00am

- 6:12 am E1 and Goodwill employee enter JCCC
- 8:54 am E1 leaves JCCC in personal vehicle
- 9:26 am E1 and passenger return to JCCC

Goodwill employee and E1 enter the JCCC at 6:12 am. E1 is observed cleaning for approximately an hour and one half first thing in the morning. E1 is seen talking on the phone for approximately one half hour. At 8:54 am E1 gets into his personal vehicle and leaves; then returns at 9:26 am with a passenger. E1 is in the boxing gym for the majority of the remaining video. From the records received, E1 reported his regular hours from 6:00 am to 2:30 pm.

CITY RESPONSE:

“E1 is entitled to a total of one hour per day of breaks. With many jobs, employees are given latitude as to when to take their “breaks” so long as their work gets done appropriately and timely.”

Friday, March 15, 2013 – hours reviewed 6:00am to 3:00pm

- 6:15 am E1 and Goodwill employee enter the JCCC
- 7:22 am E1 leaves JCC in personal vehicle
- 8:03 am E1 returns to JCCC with Boxer 3
- 11:15 am E1 leaves JCCC
- 12:05 pm E1 returns to JCCC
- 2:26 pm E1 leaves with boxer 3

Goodwill employee and E1 enter the JCCC at 6:15 am. Between 6:25 am and 7:21 am, E1 is back and forth a couple of times between the boxing gym and the kitchen. During this period of time, the Goodwill employee can be seen sweeping, vacuuming and mopping. At 7:22 am E1 exits the boxing gym and leaves in his personal vehicle. At 8:03 am he arrives back at the center with Boxer 3, and heads back into the boxing gym. During the time period that E1 had left in his personal vehicle, the Goodwill employee can be seen mopping the gym and the entrance to the

locker room, as well as picking up all the trash around the center. E1 stays in the boxing gym from 8:04 am to 10:53 am; in and out of view of the camera. During the time he is viewed, he can be seen watching the boxers who are in the gym. At 11:15 am E1 leaves the JCCC and comes back at 12:05 pm. From 12:08 pm to 2:26 pm, E1 is in and out of the boxing gym. He was seen wrapping up Boxer 2's hand and talking with him. E1 also stood just outside by the boxing ring observing Boxer 2 while he was training. E1 left JCCC at 2:26 pm and took Boxer 3 with him. E1 is not observed doing any of his job duties during this period of time. From the records received, E1 reported his regular hours from 6:00 am to 2:30 pm.

CITY RESPONSE:

“See the City’s Responses above regarding breaks and job duties. The description of the March 15 events in isolation do not demonstrate misconduct. E1’s office is adjacent to the boxing gym, which encompasses seventy-five percent (75%) of the center.”

Monday, March 18, 2013 – hours reviewed 6:00am to 3:00pm

- 6:15 am E1 arrives at JCCC
- 7:52 am E1 leaves JCCC in personal vehicle
- 8:34 am E1 returns to JCCC with Boxer 3
- 1:02 pm to 1:15 pm E1 steps inside the boxing ring wearing what looks like boxing mitts and works with a boxer
- 1:16 pm – 1:40 pm E1 is viewed taking his lunch break

Goodwill employee arrives at 6:07 am. E1 arrives at the JCCC at 6:15 am. At 6:53 am E1 can be seen vacuuming. At 7:43 am, E1 goes to his vehicle and gets 2 duffle bags and what appears to be safety gear that boxers wear. At 7:52 am E1 gets into his personal vehicle and leaves. He arrives back at the center at 8:34 am and Boxer 3 is with him. E1 spends the majority of the rest of this day inside the boxing gym, occasionally exiting for short periods of time. Though E1 is in and out of view of the camera, he can be seen sitting and watching those who are in the gym; he can be seen standing at the boxing ring watching people train; he spends a couple of minutes showing a boxer some moves over by the punching bags; he spends a couple of minutes holding the punching bag for a boxer. From 11:46 am to 11:57 am E1 is seen working with a boxer. From 1:02 pm to 1:15 pm, E1 actually steps into the boxing ring, wearing what looks like boxing mitts, and works with a boxer. From 1:16 pm to 1:40 pm E1 goes into the break room where he eats lunch and spends some time talking with CS and a couple of kids. E1 then returns to the boxing gym and from 1:42 pm to 1:48 pm, he is working with a boxer near the punching bags. E1 spends the remainder of this workday in the boxing gym. When E1 leaves JCCC, he leaves with Boxer 3. From the records received, E1 reported his regular hours from 6:00 am to 2:30 pm.

In reviewing the video, it caught our attention that there was an unknown person cleaning the facility for over 4 hours. The person cleaned windows, mirrors, swept the entire sidewalk around JCCC, picked up trash inside and out and cleaned the boxing gym.

We spoke with the CS and he stated that it was a person who was doing community service. CS stated that many people have come to the facility to do community service, but that as of May 2013 he has put a stop to it and no longer accepts anyone who wants to do community service at JCCC.

CITY RESPONSE:

“See the City’s Responses to other observations above. Additionally, to a limited extent, E1, as a City employee, is expected to interact with patrons of the Center in a friendly and welcoming manner.”

Friday, March 22, 2013 – hours reviewed 8:20am to 11:20am

- 8:32 am E1 and Boxer 3 arrive at JCCC
 - On April 9, 2013 Boxer 3 fought in the “Battle of Three Crosses” in Las Cruces where E1 stated he was part of his corner team

E1 arrives at the JCCC with Boxer 3 at 8:32 am and both go directly into the boxing gym. (On April 9, 2013 Boxer 3 fought in the “Battle of Three Crosses” in Las Cruces where E1 stated he was part of his corner team) Around this same time, another JCCC staff member is seen sweeping the gym. At 9:20 am E1 and Boxer 2 enter the boxing gym. From the time he arrives at JCCC until 11:20 am, E1 is in and out of the boxing gym. E1 spends time talking to Boxer 2 and Boxer 3; several different times E1 is showing boxing moves to both Boxer 2 and Boxer 3; E1 gives water to the boxers in the gym; sits and watches the boxers in the ring or stands ring side to watch the boxers. At one point, E1 goes outside and retrieves something from his personal vehicle, which he then takes into the boxing gym. E1 is not observed doing any of his job duties during this period of time. From the records received, E1 reported his regular hours from 6:00 am to 2:30 pm.

CITY RESPONSE:

“If E1 spent significantly more than one hour per day actively working with citizens, as opposed to occasionally responding to citizen requests for comments, he may have been overstepping his job duties; however, the amount of time he spent each day with boxing participants, not doing custodial or maintenance tasks, is not clear. Consequently, the observations do not provide sufficient information from which one could conclude that E1’s conduct was inappropriate.”

Tuesday, March 26, 2013 – hours reviewed 10:50am to 1:00pm

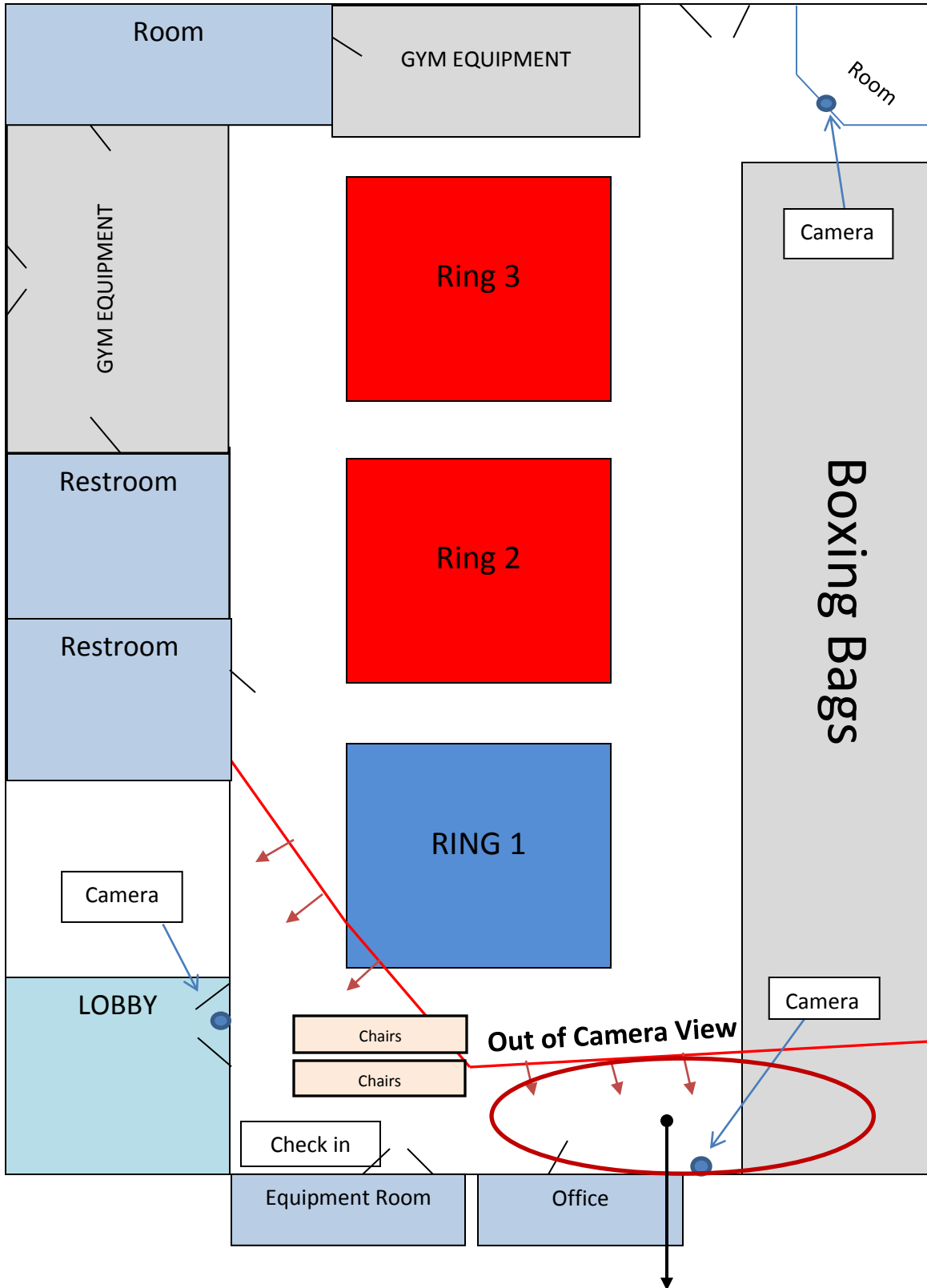
- 11:02 am to 11:07 am E1 holding punching bag for female boxer
- 11:13 am to 11:20 am E1 works with another female boxer
- 12:22 pm E1 puts boxing gloves on boxer 3 and sits down to watch boxer 3 in the boxing ring

At 10:56 am E1 enters the boxing gym and from 11:02 am to 11:07 am he can be seen holding a punching bag for a female boxer and showing her some boxing moves. From 11:13 am to 11:20 am E1 works with another female boxer, showing her boxing moves. At 12:22 pm E1 has a pair of boxing gloves and puts them on Boxer 3, and after taking a phone call outside, goes back into the boxing gym at 12:27 pm and sits down to watch Boxer 3 in the boxing ring. At 12:36 pm, E1 gets up to go stand ringside and watches the boxers spar. E1 spends a majority of the time inside the boxing gym -- exiting every so often to talk on the phone or to go out to his personal vehicle. A JCCC staff member can be seen sweeping the basketball court. E1 is not seen doing any of his job duties during this period of time. From the records received, E1 did use comp time from 1:00 pm to 2:30 pm.

On the next page is a diagram of the boxing gym showing camera locations and layout.

DIAGRAM OF BOXING GYM

NOTE: Diagram is estimate of dimensions and not to scale



NOTE: When E1 is in and out of the camera view, the majority of the time E1 would reenter the camera view was from the oval area.

- ↓ Arrow indicates direction of no camera view
- Indicates a camera
- ↘ Indicates a door or open entrance

INTERVIEWS

IV. On April 12, 2013 the Building Maintenance Coordinator (BMC) for Family and Community Services, and the supervisor to E1 was interviewed. BMC stated that E1's position is that of a General Service Worker and his job duties include cleaning and maintaining the JCCC. E1's working hours are 6:00 am to 2:30 pm Monday through Friday, with a scheduled lunch from 10:00 am to 10:30 am. The BMC confirmed that even though JCCC is one of the smaller centers, it is the only one that E1 works at. When asked what E1 should be doing once his daily cleaning duties are completed, the BMC stated that there are various projects, such as painting, that need to be done every so often. He added that when there are no special projects assigned by maintenance management, then the regular cleaning cycle should be started again. When asked if E1 has ever called to say he will be stepping into the ring for a short time or helping a boxer out for about fifteen minutes, the BMC stated he has never received a call of that nature from E1.

V. On April 25, 2013 the Building Maintenance Supervisor (BMS) was interviewed regarding E1. Prior to being interviewed, BMS was placed under oath and he acknowledged this and understood that the interview was being taped.

BMS stated he is aware that E1 has a boxing team by the name of "Team Old School". BMS stated that E1 is not there to train boxers and acknowledged that if he ever saw E1 in the ring or even holding a punching bag for someone, then those would be red flags. He stated that E1 is there to clean the facility; to fix the bags; to maintain the rings -- he is not there to hold punching bags for anybody or to hold up mitts or anything of that nature.

When asked if E1 has ever called to say he will be stepping into the ring for a short time or helping a boxer out for about fifteen minutes, the BMS stated he has never received a call of that nature from E1. However, E1 has called to say when he is planning to end his shift a little early or take time off; and in these instances, E1 completed a leave form. In addition, BMS stated there have been instances in which E1 used comp time that was awarded to him for work completed outside of his regular work hours. BMS did not know if on these occasions E1 stayed at JCCC to do boxing related activities, but any time off should be reflected on E1's timesheets. Timesheets, leave slips and comp time taken off were reviewed.

When asked what E1 should be doing when there is downtime, BMS stated that there really should not be a lot of downtime. The centers have enough to do and there is enough work there to keep busy. The BMS commented there is work to be found if you want to find it.

CITY RESPONSE:

"Downtime" should be clarified. If E1 is assisting patrons at their request, this should not be considered "downtime"; however, his other duties should not be neglected."

VI. On April 15, 2013 the JCCC Center Supervisor (CS) was interviewed regarding E1. Prior to being interviewed, CS was placed under oath and he acknowledged this and understood that the interview was being taped. CS stated that he is the center Manager at the JCCC, and stated that

E1 does not report to him. CS stated that some of E1's job responsibilities include cleaning the facility; helping with any equipment that may be down; and tending to heating and cooling issues.

According to the CS, E1 does not do any training at JCCC, but he does have a team who trains there and they are usually there in the morning from about 9:00 to 11:00 or noon. He stated that E1 may stop and show someone how they may be doing a move wrong, or he may go and get some water for people who are training, but the CS does not believe that E1 is training anyone at the facility. However, the CS stated that there have been times when E1 has told him things such as "Hey, I have the day off, I'm going to jump in the boxing ring for a little bit" or "I already talked to my supervisor, I'm going to be helping this person out with the bag for about fifteen minutes". The CS stated that E1 will actually walk into his office and say, "CS, I'm going to jump in the boxing ring just for a little bit". The CS commented that E1 knows everything about boxing, including such things as taping hands, but E1 has told him in the past that he is not allowed to be in the boxing ring. The CS added that E1 would not approach people in the boxing gym, but there are people that will ask him if they are doing certain moves correctly.

The CS stated that E1 actually has another gym that he goes to once he gets off work. Though not one hundred percent certain, the CS did not think that E1 is compensated for training or managing. The CS stated that perhaps E1 may receive something if one of his fighters wins a match, but for the most part everything he does is on his own time and is because he wants to help out.

CITY RESPONSE:

"Employees with hobbies which may put them in the public eye, even if not paid, may be wise to submit an "Outside Employment" disclosure form to avoid the appearance of impropriety; however, failure to do so is not a violation of any City rule or regulation."

The OIG wanted to know if filming was allowed at JCCC. According to the CS, there should be no filming going on in the boxing gym, but there are no set rules for the adults. He confirmed that in the past, boxers have been pulled aside and interviewed on film, but even these types of situations can be problematic if for instance, another boxer is in the background who may not want to be filmed.

CITY RESPONSE:

"No City policy exists regarding "filming" in City facilities."

VII. On April 26, 2013 E1 was interviewed regarding the allegations that he has been training boxers during work hours. E1 was advised of his obligation to cooperate and that he was being taped. E1 also acknowledged that he had received and signed a letter of investigation provided to him. E1 was advised that he had the right to consult with a union or legal representative and he had union representation present for this interview.

E1 stated his title is a General Services Worker and he has been with the JCCC for approximately eleven (11) years. As a General Services Worker, E1 is responsible for maintenance of the facility. He confirmed that there is a Goodwill employee who assists with the cleaning. He also indicated that the seasonal and temp workers help maintain the center as well. E1 stated that he never directs the Goodwill employee as to what should be done around the center; he stated that is up to the Center manager. E1 stated he will double check the cleaning of the Goodwill employee.

E1 confirmed that he is a boxing trainer and that he did have a boxing team by the name of "Team Old School", but claimed that as of December 2012, this boxing team is no longer together. The two (2) boxers on this team were Boxer 1 and Boxer 2. He admitted that Boxer 1 and Boxer 2 have come to JCCC during his working hours to work out, but he did not train them during working hours. E1 stated he does not use the JCCC to train, and goes to another gym. When asked if he has worked any other boxers who were not part of Team Old School, E1 stated that he'll help anybody and will answer any questions that he can. The way he sees things is, as a City employee, if the public asks for assistance, then you assist them. E1 also stated that somebody could be doing something wrong, and by him assisting them, they are being safe.

E1 admitted that he has left the facility to go pick people up and bring them back to the center. He stated that he will use his lunch hour to do this and will always call his supervisor to let them know he will be taking an early lunch. E1 confirmed that one of the individuals he picks up is Boxer 3. He stated that he has worked Boxer 3's corner during boxing matches, but Boxer 3 is not one of his fighters.

E1 claimed he was never compensated while with Team Old School, and if anything, he lost money because he would cover the boxers' expenses out of his own pocket. E1 stated he does not even really consider himself a trainer and sees all of the boxing related activity as a hobby and an opportunity to be able to help people.

When asked what he does when he arrives at the center in the morning. E1 states that he usually cleans the kitchen and can spend a good hour and one half to two hours cleaning and disinfecting all the boxing gloves, headgear and other boxing equipment.

NOTE: E1 stated in his interview that as of December 2012 "Team Old School" was no longer together. However, we found that on March 29, 2013, Boxer 2 had a boxing match in Albuquerque where we viewed pictures that showed "Team Old School's" name on the back of Boxer 2's corner team, which E1 is part of. E1 is in the ring between rounds and can also be viewed in the ring with Boxer 2 when he wins.

CITY RESPONSE:

"Neither the center supervisor nor E1's chain of command in the Maintenance Division have expressed any problem with E1 completing his duties. Without such a complaint, the City cannot say E1 is failing to do his job fully or properly and cannot say he is abusing his work time."

CONCLUSION

In reviewing the video taken from JCCC, E1 was observed spending the majority of his workday in the boxing gym doing non-work related activities.

E1 has been at JCCC so long that he has become a fixture of sorts; several times during the interview he referred to the JCCC as “my” facility. It appears that E1 has become a little too relaxed in his position and as a result, exudes an attitude of being able to do what he pleases. E1 will have the boxing gear sanitized and perform some janitorial duties before JCCC opens. However, the Goodwill employee performs the remainder of the janitorial duties and often other staff members will do the remainder throughout the day.

JCCC employees all seem to have an attraction for boxing. Some stated that they attend local boxing events throughout the state. Given that JCCC has a boxing gym, it is good for the employees to be knowledgeable and supportive of the sport. However, when an employee’s specified job duties are unrelated to boxing, and their affinity for the sport interferes with those job duties and cuts into their work hours, it then becomes a problem.

FINDING

OIG makes recommendations regarding areas noted during the investigation that we believe could improve the Department’s effectiveness, efficiency and compliance with administrative policies and applicable rules and regulations. These recommendations could prevent future fraud and provide controls that would detect fraud.

1. E1 Improperly Used City Time and Resources to Conduct His Outside Activities.

Personal Rules and Regulations states:

301.12 City Property

Employees are responsible for preventing loss, damage, abuse, misuse or theft of City property or property entrusted to the City including, but not limited to: artifacts, vehicles, equipment, tools, supplies and City records. All City property should be used only for City business. *City property may not be used for personal gain or profit.*

In completing the investigation, we have determined that E1 did abuse City time during his workday. In reviewing E1’s job description there is nothing about boxing or training. In reviewing only 5 workdays of video, every day E1 engages in some sort of boxing activity.

In reviewing the video, March 12 and March 18 are the only dates in which E1 can really be seen doing some cleaning, and it is during the morning hours. E1 did state that each morning before the facility opens he sanitizes the equipment which is out of the cameras view.

On 4 out of the 5 workdays reviewed, E1 leaves JCCC in the morning and leaves the facility (in personal vehicle) and returns with Boxer 3, three (3) times, and with an unidentified man once.

OIG cannot prove that E1 financially profited from his training activities at JCCC. However, E1 did personally gain by using City time to instruct boxers including boxers from “Team Old School”.

E1 stated that most of his duties are done by the time JCCC opens. In watching the videos E1 spends the remainder of his day in the boxing gym watching boxers, showing them boxing moves, talking to them, holding boxing bags, inside the ring, talking on the phone, getting boxers water and even going to pick up boxers. None of which are in his job description and are an abuse of City time.

E1 stated that boxing was more of a hobby. This hobby though, is being performed on City time and at the City’s expense.

Recommendation

DFCS should consider disciplinary action that is appropriate as dictated by employee actions and behavior.

CITY RESPONSE:

“No admissible evidence exists that E1 used City resources improperly or abused his work time.”

DFCS could benefit from input from the Office of Internal Audit regarding the following observations made by the OIG during the investigation.

A. **Lack of Supervision**

In talking to E1’s supervisors, they stated that they make it to JCCC maybe once a week, but for sure every other week. This leaves the General Services Worker, E1, without any direct supervision. Besides E1 the only other full time employee at the JCCC is CS who E1 does not report to.

Recommendation

DFCS should consider having the maintenance workers report directly to the supervisors of each Community Center. The Community Center supervisors are there daily and they can keep the maintenance employees accountable for their time and this would also hold the supervisor accountable for the actions of those working at his/her center.

CITY RESPONSE:

“The maintenance division supervisors and center supervisor can and should communicate regarding embedded maintenance staff’s daily activities. In this situation, it appears that neither has had an issue, so one cannot say that communication was lacking or failed.”

B. Lack of Standard Operating Procedure (SOP)

In interviewing a maintenance supervisor she stated that there are is no written SOP regarding to what degree a General Service Worker employee can assist the boxers at JCCC.

Recommendation

Because of the uniqueness of this facility and because the majority of the staff have some boxing experience or affiliation, management should consider an SOP detailing what a General Service Worker employee can/cannot do.

DFCS should consider implementing a policy and document that has to be filled out by City employees stating that if they are going to train boxers or train at the facility that it will be done after work hours and not during their scheduled work times.

CITY RESPONSE:

“A guideline to all staff using centers and recreation facilities, about on and off duty conduct at the facility, might avoid misunderstandings; however, one cannot say that any problem exists here. City employees are entitled to use City facilities in their off-duty time in the same manner as the public generally.”

REVIEWED BY:

IG Investigator and Acting IG

IG Investigator

APPROVED:

APPROVED FOR PUBLICATION:

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