

July 2009

The County Council and County Executive  
of Prince George's County, Maryland

Re: Departure of Melvin C. High  
Chief of the Prince George's County Police Department

INTRODUCTION AND SCOPE OF EXAMINATION

Conforming to Article III, Section 313 of the Charter of Prince George's County, Maryland, we have performed a special audit of the accounts of the Police Department. This audit was initiated due to the retirement of Melvin C. High from the position of Chief of Police, effective August 31, 2008.

Our examination included tests of the accounting records and other auditing procedures, as we considered necessary under the circumstances. Consideration was given to the fact that these records were included in the scope of the County's annual financial audit conducted by Thompson, Cobb, Bazilio & Associates, PC, independent auditors, for the year ended June 30, 2008, and no discrepancies or irregularities were disclosed. Therefore, we primarily directed our examination to include a review of Mr. High's travel advances, expense reimbursements, leave records, and selected expense accounts for the period July 1, 2008 through August 31, 2008.

The County Council and County Executive  
July 2009  
Page -2-

## FINDINGS, COMMENTS, AND RECOMMENDATIONS

### Expenditures, Encumbrances and Commitments

A statement of expenditures, encumbrances and commitments compared with appropriations for the Office of Chief of Police, Prince George's County Police Department, for the period July 1, 2008 through August 31, 2008 is presented in Schedule 1 of this report. At August 31, 2008, total expenditures and encumbrances did not exceed total appropriations for the Department.

### Travel Advances and Expense Reimbursements

We reviewed the travel advances log maintained by the Office of Finance, Accounting Division, for the period July 1, 2008 through August 31, 2008, and determined that Mr. High did not have any unsettled travel advances at the time of his departure from the County. We also reviewed expense reimbursements paid to Mr. High for the period July 1, 2008 through August 31, 2008 and found no discrepancies or irregularities.

### Leave Records and Final Pay

We verified final pay computations for Mr. High based on leave records maintained by the Payroll Section of the Office of Finance and the salary and hourly rate of pay maintained by the Office of Human Resources Management and found no discrepancies or irregularities.

The County Council and County Executive  
July 2009  
Page -3-

Fixed Assets

The Fixed Assets Procedures Manual prepared by the Office of Finance requires that the Office of Central Services' General Services Division, upon departure of any agency head, take inventory of only those fixed assets for which the agency head has signed an Equipment Custody Receipt (PGC Form # 1890) form. It further requires that the unexplained loss of any such fixed assets be reported to the Chief Administrative Officer, who is to take action to recover the costs of the assets. We contacted personnel within the General Services Division and personnel within the Police Department to determine whether any fixed assets were assigned to Mr. High.

Our review also included the verification of County issued non-fixed asset items such as cell phone, personal digital assistant, County identification and security card, keys, laptop equipment, etc. We determined that all County non-fixed asset items issued to Mr. High were collected and properly accounted for. We also contacted personnel within the Fleet Management Division and personnel within the Police Department to determine the status of the County vehicle that was assigned to Mr. High. We determined that the vehicle is now reassigned to an official within the Police Department.

Financial Disclosure Requirement

Section 2-294 (c) (1) of the Prince George's County Code requires certain officials, employees, and candidates for office (among them the Chief of Police) to file financial disclosure statements. Council Bill 125-1984, effective February 4, 1985, modified Section 2-294 (c) (1) of the County Code, by adding the following requirement:

The County Council and County Executive  
July 2009  
Page -4-

“Any official or employee who is required to file a statement and who leaves office or employment for any reason, other than the official’s or employee’s death, shall file, within sixty (60) days of leaving office or employment, the statement required by this Section, for the calendar year immediately preceding, unless a statement has previously been filed for that year, and any portion of the current calendar year during which that official or employee held office or employment.”

Mr. High filed a financial disclosure statement with the Prince George’s County Board of Ethics for the reporting period January 1, 2008 through August 31, 2008.



David H. Van Dyke, C.P.A.  
County Auditor



Emmanuel C. Nwachukwu  
Auditor-In-Charge

**POLICE DEPARTMENT**  
**OFFICE OF THE CHIEF**  
**STATEMENT OF EXPENDITURES AND ENCUMBRANCES**  
**COMPARED WITH APPROPRIATIONS FOR THE PERIOD**  
**JULY 1, 2008 THROUGH AUGUST 31, 2008**

<u>Appropriations</u>	<u>Compensation</u>	<u>Fringe Benefits</u>	<u>Other Operating Expenses</u>	<u>Total</u>
Current Year	\$ 758,100	\$ 578,200	\$ 93,000	\$ 1,429,300
Total Appropriations	\$ 758,100	\$ 578,200	\$ 93,000	\$ 1,429,300
<u>Expenditures &amp; Encumbrances</u>				
Current Year				
<u>Compensation</u>				
Officials & Administrative	\$ 40,859	\$ -	\$ -	\$ 40,859
Professionals	181,823	-	-	181,823
Para-Professionals	248	-	-	248
Other Compensation	(2,845,400) <sup>1</sup>	-	-	(2,845,400)
Membership Costs	-	-	7,675	7,675
Mileage Reimbursement	-	-	32	32
Operating Supplies	-	-	14,955	14,955
Miscellaneous	-	-	20,000	20,000
Group Health	-	15,379	-	15,379
Group Life	-	1,512	-	1,512
Employees Retirement	-	3,821	-	3,821
Police Retirement	-	41,975	-	41,975
Supplemental Retirement	-	4,127	-	4,127
Employer FICA	-	10,747	-	10,747
County Employee Fringe	-	(1,227,800)	-	(1,227,800)
Total Expenditures & Encumbrances	(2,622,470)	(1,150,239)	42,662	(884,648)
Unencumbered Balance				
August 31, 2008	\$ 3,380,570	\$ 1,728,439	\$ 50,338	\$ 5,159,347

<sup>1</sup>Due to a delay in approving the labor agreement for the Fraternal Order of Police, Prince George's County Lodge 89, Inc., for the period July 1, 2007 through June 30, 2009, a retroactive adjustment was required for accounting purposes. Compensation earned in fiscal year 2008 was paid in fiscal year 2009, and then adjusted and charged back to fiscal year 2008.