

OIG EXHIBITS AND APPENDIX

- EXHIBIT A** **Overtime Distribution Policy memorandum dated November 28, 2000, by George Poulos, Interim Chief.**
- EXHIBIT B** **Pay Schedule for Park Security Officers, Supervisors, and Chief (Source: 2003 Pay Plan).**
- EXHIBIT C** **OIG Schedule of overtime authorizations and sick leave approved by captain for the period 9/16/02 – 10/6/02, while out on annual leave.**
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- APPENDIX 1** **Park and Recreation Department's response to the OIG's draft report.**
- APPENDIX 2** **Employee Relations Department's response to the OIG's draft report.**

ORIGINAL



MEMORANDUM

TO: All Park Officer Unit Staff

DATE: November 28, 2000

FROM: George Poulos, Interim Chief
Park Officer Unit

A handwritten signature in black ink, appearing to read "G. Poulos".

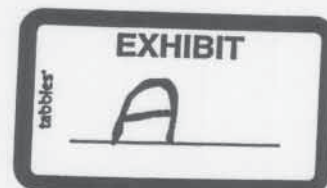
SUBJECT: Overtime Distribution
Policy

To clarify any misunderstandings and alleviate any misconceptions regarding the distribution of overtime to the members of the Miami-Dade County Park Officer Unit, effective immediately, the following policy and procedures will be adhered to regarding overtime distribution:

1. The Park Officer Captain will serve as the Department's Off-Duty Assignment Coordinator, all issues regarding the distribution of overtime will be handled by his office.
2. Overtime will be distributed according to the current Departmental seniority list. When an officer is offered an overtime assignment, The Park Officer Captain, or his designee, will ensure that a notation is made on both; the original request and in the assignment book, which is secured in the Park Officer Captain's office. The officer will then verify confirmation of the assignment by completing and signing a Request for Leave & Overtime Form, detailing the name and date of the event. The officer will then turn-in the form to the Park Officer Captain, or his designee. The form will be placed in the overtime folder, which is also secured in the Park Officer Captain's office, for the next PAR.
3. In the event that the officer declines the assignment offered, that officer will then complete an inner-office memo stating that they are declining the overtime offered. This memo will be placed in the employee's inner-office file and the assignment will be offered to the next officer in rotation. The declining officer will be lose his turn in the rotation until their name comes up again.
4. Overtime distribution will also be handled according to the needs of the Department and the priority given to the individual assignment, (example: short-notice and special assignments). In addition, the availability of personnel and time of response from an officer regarding his availability/non-availability for an event is also a factor.

If there are any further questions regarding the aforementioned policy and procedures, please contact your supervisor.

Cc: Captain Milian-Zabala
Lieutenant Apperson
Lieutenant Mangual
Park Officer Unit Staff
File



OCCUP
 CODE
 NUMBER

OCCUPATIONAL
 TITLE

01	02	03	04	05	06	07
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11	12	13	14	15	16	17

7000 PARK & REC, ZOO, LIBRARY

7200 PARK & RECREATION OPERATIONS

007202	PARK SERVICE AIDE	99	\$9.36	Flat Hourly Rate						
007206	POOL/LAKE LIFEGUARD TRAINEE	99	\$9.36	Flat Hourly Rate						
007207	POOL/LAKE LIFEGUARD 1	99	\$9.89	Flat Hourly Rate						
007208	POOL/LAKE LIFEGUARD 2	99	\$10.28	Flat Hourly Rate						
007209	POOL/LAKE LIFEGUARD 3	99	\$11.43	Flat Hourly Rate						
007211	POOL MANAGER	99	\$14.49	Flat Hourly Rate						
007213	SWIM INSTRUCTOR	99	\$10.57	Flat Hourly Rate						
007215	PARK ATTENDANT	3	795.24	821.27	853.08	882.02	919.66	954.42	989.05	1029
			1151.19	1197.47	1246.60	1298.77	1353.72	1409.74	1469.36	1531
007217	RANGE ATTENDANT	3	809.56	842.94	876.29	909.55	942.95	981.86	1017.98	1051
			1187.41	1237.52	1287.48	1343.00	1399.35	1459.47	1521.54	1591
007218+	RANGE MASTER	6	1292.31	1351.94	1417.27	1482.57	1556.40	1635.92	1715.44	1795
			2070.55	2172.70	2280.66	2391.40	2507.82	2629.98	2752.14	2879
007221	CONCESSION ATTENDANT	3	748.80	759.56	787.33	812.35	842.94	870.75	904.08	940
			1054.10	1092.96	1131.94	1179.15	1223.61	1270.82	1320.80	1370
007223	PARK SECURITY OFFICER	6	893.78	933.33	972.91	1015.33	1054.85	1105.76	1148.20	1199
			1365.84	1426.82	1490.84	1560.77	1630.60	1709.23	1784.89	1866
007224	PARK SECURITY SUPERVISOR	6	1221.08	1280.65	1340.10	1405.27	1470.45	1544.10	1617.78	1697
			1952.08	2045.60	2147.57	2249.54	2362.87	2476.22	2598.06	2725
007225+	PARK SECURITY CHIEF	6	1405.27	1470.45	1544.10	1617.78	1697.04	1776.40	1864.25	1952
			2249.54	2362.87	2476.22	2598.06	2725.52	2856.62	2994.02	3128
007227	PARK RANGER	99	\$9.36, \$9.99, \$10.50, \$12.85	Flat Hourly Rate						

PARKS SECURITY UNIT
Overtime Hours and Sick Leave
Approved by Captain
from 9/16/02 - 10/6/02

Employee Name	Number of Sick Leave Hours Per Request for Leave and O/T Forms	Type of Leave	O/T Hours Per Requests for Leave and O/T Forms	Date Captain Signed Request for Leave and O/T Forms
Buhr			2	9/16/2002
Poulos			3	9/17/2002
Owen			8	9/18/2002
Poulos			3	9/18/2002
Buhr			3	9/18/2002
Poulos			3	9/20/2002
Poulos			3	9/20/2002
Buhr			3	9/20/2002
Buhr			2	9/21/2002
Buhr			2	9/23/2002
Buhr			2	9/23/2002
Pineda			9	9/24/2002
Poulos			1	9/24/2002
Poulos			2	9/24/2002
Poulos			2	9/24/2002
Poulos			3	9/24/2002
Harvey			10	9/24/2002
Owen			3.5	9/25/2002
Palomino	30	Sick		9/26/2002
Williams	40	Sick		9/26/2002
Harvey			10	9/26/2002
Pineda			7	9/27/2002
Buhr			3	9/27/2002
Buhr			2	9/28/2002
Buhr			2	9/29/2002
Buhr			2	9/30/2002
Buhr			3	10/1/2002
Palomino	10	Sick		10/1/2002
Poulos			3	10/1/2002
Palomino	10	Sick		10/2/2002
Williams			1	10/2/2002
Buhr			3	10/4/2002
Pineda			3	10/4/2002
Williams			8	10/4/2002
Buhr			2	10/5/2002
Buhr			2	10/6/2002
Pineda			3	10/6/2002
Total Hours	90		118.5	18 Days
Total # of Requests	4		33	37 Requests

EXHIBIT
C



March 10, 2004

FILE COPY

**OFFICE OF THE
INSPECTOR GENERAL
MIAMI-DADE COUNTY**

CHRISTOPHER R. MAZZELLA
INSPECTOR GENERAL

ALAN SOLOWITZ
DEPUTY INSPECTOR GENERAL

PATRA LIU
ASSISTANT INSPECTOR GENERAL
LEGAL COUNSEL

Ms. Vivian Donnell Rodríguez, Director
Park and Recreation Department
275 NW 2nd Street, 5th Floor
Miami, Florida

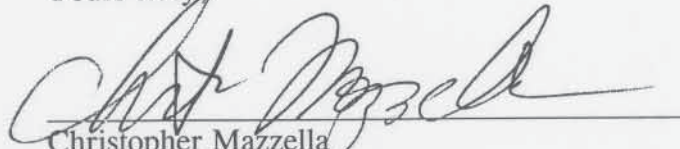
Dear Ms. Donnell Rodriguez:

Attached please find a copy of the Office of the Inspector General's (OIG) Draft Audit Report regarding the Park Security Unit, an entity of the Department of Park and Recreation's Operations Division. This audit evaluated if Miami-Dade County and the Park and Recreation Department's policies and procedures regarding overtime were properly adhered to and the fiscal impact of these overtime procedures as implemented. We are providing this draft in accordance with the Board of County Commissioners' mandate of advance notification.

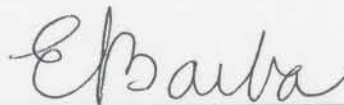
The OIG requests your response to this Draft Report. If you would like your response to be included in the final report, you must submit it to the OIG by close of business on March 24, 2004. If you wish, you may provide your response by fax to (305) 579-2656.

Please do not hesitate to call should you have any questions.


Yours truly



Christopher Mazzella
Inspector General



Acknowledgment of Receipt or Proof of Service



Date

cc: Ms. Alina Hudak, Assistant County Manager

APPENDIX 1

Filed 3/29/0



MDC-OFFICE OF THE
INSPECTOR GENERAL
2004 APR -1 PM 1:53

MIAMI-DADE COUNTY PARK & RECREATION DEPARTMENT • 275 N.W. 2ND STREET • MIAMI, FL 33128

March 24, 2004

Mr. Christopher Mazzella
Inspector General
19 West Flagler Street
Suit 220
Miami, FL 33130

Dear Mr. Mazzella:

Attached please find the Park and Recreation Department's response to the Office of The Inspector General's Draft Audit regarding the Park and Recreation Department's Park Security Unit.

If you have any questions or wish to discuss our response, please do not hesitate to contact me at (305) 755-7903.

Sincerely,

A handwritten signature in black ink, appearing to read "Vivian", with a long, sweeping horizontal line extending to the right.

Vivian Donnell Rodriguez
Director

c: Allina Hudak, Assistant County Manager
Jack Kardys, Assistant Director for Operations
William Irvine, Operations Coordinator

**RESPONSE TO
OFFICE OF THE INSPECTOR GENERAL
DRAFT AUDIT REPORT
Department of Park and Recreation
Park Security Unit Overtime Practices**

SECTION I. OVERTIME USAGE AND ALLOCATION

Finding No. 1: **The four highest-ranking officers in the Park Security Unit were compensated a combined total of \$175,175 for 6592 overtime hours worked between January 1, 2001 – August 31, 2003, which represents 60% of the total amount of overtime compensation for the entire Unit.**

Recommendation No. 1

The Park and Recreation Department should evaluate the results of the Unit's overtime assignments to determine whether such results are reasonable and desirable and whether the Unit should modify its policy and practices to result in a more equitable, cost effective distribution of overtime among all staff.

Department Response:

The Park and Recreation Department has reviewed the overtime practices of the Park Security Unit. The 86% of overtime worked at special events or off-duty assignments noted in the OIG's report, **was in addition to the Units primary mission** of providing evening and night security patrol service to 155 facilities seven days a week. After 9/11 the Park Security Unit assumed a bigger role, as police were no longer made available for the smaller special event assignments. We also considered hiring freezes, vacancies, vacation, sick leave and shift schedules, which impacted the scheduling of overtime. Our review of overtime assignments reinforced the Department's position that the services provided by the Park Security Unit exceed what should reasonably be expected with the recourses allocated to this work group. The review further illustrated that the circumstances under which the overtime was worked were appropriate.

The Park Security Unit will continue to review each event on a case-by-case basis. However, generally the following guidelines will be utilized to assign Park Security personnel:

- One (1) Park Security Officer will be required for every 200 people
- One (1) Park Security Supervisor will be required for every four (4) officers
- One (1) Park Security Chief will be required for every three (3) supervisors

Overtime will continue to be distributed according to seniority and in compliance with the November 28, 2000, Overtime Distribution Policy memorandum from George Poulos, Acting Chief of the Park Security Unit.

**RESPONSE TO
OFFICE OF THE INSPECTOR GENERAL
DRAFT AUDIT REPORT
Department of Park and Recreation
Park Security Unit Overtime Practices**

Finding No. 2: An overwhelming amount of Unit overtime hours is for Special Events coverage.

Recommendation No. 2

The Park and Recreation Department, as part of its Unit overtime evaluation, also should evaluate how changing staff allocations (shift assignments), work schedules and /or filling budgeted vacancies will reduce the Unit's overall payroll cost.

Department Response:

Currently there are seventeen (17) mobile Park Security Officers and three (3) on-site guards for a total complement of twenty positions in the Park Security Unit. At present, the Park Security Unit has two (2) vacant Park Security Officer positions and the Park Security Chief's position is currently vacant.

The Units **primary responsibility** is to provide evening and night security patrol service to 155 facilities seven days per week. Park Security Officers are assigned to Districts, North, Central and South. The Unit is a mobile patrol that travels from park to park. Special assignments may also be assigned to work a specific Park or patrol a specific area more often at address identified security needs. The Unit operates two (2), ten (10) hour shifts. The first shift is from 2:00PM to 12:00 AM and the second shift is from 4:00 PM to 2:00 AM. On Fridays full staffing is deployed to allow adequate District coverage while allowing the Unit the opportunity to saturate identified special needs areas at the end of the work week, when the parks experience their highest level of night time non-organized activity.

The Park and Recreation Department recognizes that, notwithstanding special events, that the Park Security Unit does not have adequate resources to fulfill all the identified security needs of the Department. For the past three (3) budget cycles a PATC has been submitted with the Departments budget request that would add four (4) Park Security Supervisors and fourteen (14) Park Security Offices to the Unit. As of yet, funding has not been identified to accommodate this identified need.

The Department concurs with the OIG's recommendation that the Department fill budgeted vacancies. However, as evidence by the OIG's findings in this report, within the 32-month period that was examined, 28 different individuals occupied the 12 available Park Security Officer positions. Having a full complement in this classification has been an ongoing issue. Coupled with aggressive recruitment for new police officers, for which these individuals are prime candidates, and the frequent hiring freezes imposed to deal with the County's financial condition, meeting this objective has been elusive.

**RESPONSE TO
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Department of Park and Recreation
Park Security Unit Overtime Practices**

The OIG report acknowledges an overwhelming amount of the Units overtime is for special events. In the 32-month period covered in this report \$248,000 of the \$293,000 was attributed to special events or 86% of the Unit's total overtime.

As to special event assignments, those assignments would be more appropriately compared to off-duty assignments for police officers. Assignments are outside the scope of the unit's primary mission, but are a service the Department is expected and able to provide to our customer/patron. The Park Security Unit provides the required security personnel whom are more familiar with the park environment and typically, due to training, are more customer friendly.

Finding No. 3: Chief Job Classification and Overtime Eligibility

Recommendation No. 3

The Park and Recreation Department should immediately commence an appropriate advertisement and selection process to make permanent its appointment of a qualified individual to the Chief of Park Security position.

Department Response:

The Acting Park Security Chief assumed that responsibility on February 17, 2000. This appointment was necessitated as a result of the previous incumbent in the Park Security Chief position being suspended without pay from his position on February 17, 2000 pending the final disposition of a criminal indictment. That resolution was achieved on June 3, 2003 when that individual resigned his position as Park Security Chief.

After going through the administrative process to exempt the position from the countywide hiring freeze, on December 22, 2003 a requisition was approved to recruit for the Park Security Chief position. Recruitment has been completed and an eligibility list established. It is anticipated that interviews will take place this month with an appointment being made by made in early April.

Recommendation No. 4

The Miami-Dade County Employee Relations Department should review its monitoring of other County Departments and their handling of employees with "acting " designations to determine whether other Departments, or employees or both, are abusing this designation and, thus, reduce the amount of overtime payable to such employees, as a result of the abuse.

**RESPONSE TO
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Department of Park and Recreation
Park Security Unit Overtime Practices**

Department Response:

The above recommendation is beyond the purview of the Park and Recreation Department to implement.

SECTION II. OVERTIME APPROVALS AND DOCUMENTATION

Finding No. 4: Authorized personnel did not approve all of the Acting Chief's overtime hours

Recommendation No. 5

The Department needs to enforce its overtime approval procedures, as applied to the Acting Chief of the Park Security Unit. Additionally, the Department must adhere to the County's standard requirement of pre-approval as stated in A.O. 7-9.

Department Response:

The Acting Chief has been instructed that the Department's Operations Coordinator will pre-approve all future overtime he may be required to work. A review of all overtime during this period illustrated that the circumstances under which the overtime was worked were appropriate.

Recommendation No. 6

The Department should consider taking appropriate administrative action relative to the Acting Chief's 1,170 unapproved overtime hours identified above.

Department Response:

A review of all overtime during this period illustrated that the circumstances under which the overtime was worked were appropriate. As stated above, the Acting Chief has been instructed that the Department's Operations Coordinator will pre-approve all future overtime he may be required to work.

Finding No. 5: The Acting Chief did not properly sign and date all overtime request forms submitted by the Captain from January 1, 2002 to August 31, 2003

**RESPONSE TO
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DRAFT AUDIT REPORT
Department of Park and Recreation
Park Security Unit Overtime Practices**

Recommendation No. 7

The Park and Recreation Department needs to re-emphasize to the Acting Chief the importance of approving overtime, in accordance with County and department guidelines.

Department Response:

The Acting Chief has been informed of the importance of approving all overtime in accordance with established County procedures and Department guidelines

Finding No. 6 **The Captain and two Lieutenants approved a total of 654 hours of overtime (from January 1, 2002 thru August 31, 2003) on days when their own time and leave records showed that they were not working on that day (i.e. their day off or on leave).**

Recommendation No. 8

The Department should instruct the Acting Chief to more closely review the preparation of overtime requests to ensure his supervisory subordinates are appropriately approving overtime.

Department Response:

The Acting Chief has been informed of the importance of approving all overtime in accordance with established County procedures and Department guidelines. Although it has been a frequent practice of the unit supervisors, the Park Security Supervisors will be instructed to discontinue the voluntary practice of coming into the office to visit or perform work on their scheduled days off or while on leave.

Recommendation No. 9

The Department should consider appropriate administrative action relative to the questionable approval of the *Request for Leave and Overtime Forms* noted above.

Department Response:

The Department's review found that while not consistent with County procedure, the voluntary practice on coming to the office on their day off was well-intentioned and done in the best interest of the public, the Department and the Unit. It is the Department's position that no further action is required.

**RESPONSE TO
OFFICE OF THE INSPECTOR GENERAL
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Department of Park and Recreation
Park Security Unit Overtime Practices**

SECTION III. ACCOUNTABILITY FOR SUPERVISORY ACTIVITIES

Finding No. 7 **Park Security Unit Supervisors do not prepare a log of their daily activities while working regular or overtime shifts**

Recommendation No. 10

The Park and Recreation Department should require all Unit employees, including supervisors, to complete daily activity sheets for all regular and overtime shifts.

Department Response:

As noted in the IOG's report, beginning September 11, 2003 the Acting Chief and all Park Security Supervisors began completing supervisor's daily activity logs.

SECTION IV. INADEQUATE AND ERRONEOUS SALARY RATES

Finding No. 8: **The Corporate Events Office undercharged private event sponsors by \$7,137 because it did not use current salaries of Unit officers.**

Recommendation No. 11

The Park and Recreation Department needs to monitor the security officer rates charged by the Corporate Events Office to private event sponsors to ensure that they are sufficient to fully cover all Unit costs related to the special events.

Department Response:

The Park and Recreation Department Operations Management will supply the Corporate Events Office with updated overtime rate sheet for the Park Security Unit on a quarterly basis. A copy of the current rate sheet is attached for your information.

SECTION V. SPECIAL EVENTS

Finding No. 9: **Poor communication and lack of confirmations for scheduled corporate events resulted in unfulfilled security commitments**

**RESPONSE TO
OFFICE OF THE INSPECTOR GENERAL
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Department of Park and Recreation
Park Security Unit Overtime Practices**

Recommendation No. 12

The Park and Recreation Department needs to establish procedures to:

- a. Track notifications and
- b. Require the Corporate Events Office to re-confirm an event notification from the Park Security Unit, if a confirmation is not received within an established number of days.

Department Response:

The Corporate Events Office will now make all requests for Park Security service via e-mail. The Park Security Unit will confirm the assignment within three (3) working days. If confirmation is not received within this time frame the Corporate Events Office is to contact the Park Security Unit to inquire as to the status of the request. The Corporate Events Office is to maintain a file, which will include all requests for Park Security services and the corresponding confirmation from the Park Security Unit acknowledging the assignment. (Procedural memo attached)

Recommendation No. 13

The Department should reimburse the \$860 to the overcharged entities. The Department can contact the OIG to obtain the information about the specific events and overcharged amounts noted herein.

Department Response:

The Department is contacting the OIG to get the information on the three (3) over charged groups who did not receive security service so that, if appropriate, the requisite refunds can be made.

Finding No. 10 **The Park Security Unit has circumvented the Corporate Events Office by scheduling special events requiring the Unit's services.**

Recommendation No. 14

The Park and Recreation Department should prohibit the Acting Chief, as well as any member of the Park Security Unit, from scheduling the Unit's services for special events. All requests for special event services should be directed to the Corporate Events Office, where, additionally, all financial transactions should be coordinated and finalized.

**RESPONSE TO
OFFICE OF THE INSPECTOR GENERAL
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Department of Park and Recreation
Park Security Unit Overtime Practices**

Department Response:

In the Department's review of the 13 off-duty/overtime assignments booked directly through the Park Security Office during the period beginning January 1, 2001 through August 31, 2003, none were found to fit the classification of a special event. Seven (7) were film shoots, three (3) were picnics rentals, two (2) were parking lot rentals at Matheson Hammock Park in which the Unit provide traffic control and parking lot security, one (1) was a facility rental at Metro-Zoo where the Park Security Unit was requested to supplement the Zoo's security staff for a concert in the facility's concert meadow.

SECTION VI. INACCURATE AND INCOMPLETE ACCOUNTING

Finding No. 11: Inaccurate and incomplete accounting for overtime costs cost the Unit \$2,159 in internal credits against its overtime costs.

Recommendation No. 15

The Department needs to develop procedures to ensure the:

- a) The salary calculations prepared by the Acting Chief are reviewed for accuracy and
- b) The Unit receives periodic reports for it to use to verify that it has been reimbursed fully for the actual costs of its services.

Department Response:

Operations Management will review salary calculations on all reimbursement requests prepared by the Park Security Unit. Additionally, Operation Management will supply the Acting Chief with a FAMIS account detail inquiry of overtime reimbursements for the preceding month on a monthly basis to allow him to monitor if reimbursements have been received.

Finding No. 12: The Department incurred costs that were not reimbursed because the Corporate Events Office did not adhere to a standard specifying the number of officers required to staff an event.

**RESPONSE TO
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Department of Park and Recreation
Park Security Unit Overtime Practices**

Recommendation No. 16

The Park and Recreation Department needs to instruct its Corporate Events Office to round up the number of officers needed to staff an event when the number of estimated attendees exceeds the standard threshold(s). Also, for the very large events, the Corporate Events Office should discuss Unit staffing needs with the Acting Chief, prior to invoicing the event sponsor.

Department Response:

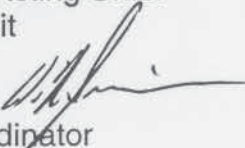
The Park and Recreation Department concurs with the OIG's recommendation and has informed the Corporate Events to round up the number of officers to staff event when estimated attendees exceeds the established standards and to confer with the Park Security Unit for staffing requirements on large events.



Memorandum

To: Jose Toledo, Special Events
Coordinator
George Poulos, Acting Chief
Park Security Unit

Date: March 23, 2004

From: William N. Irvine 
Operations Coordinator

Subject: Park Security Unit
Over time Rates

Attached please find the current overtime rates for personnel in the Park Security Unity. These rates are to be used when calculating and billing either externally or internally for Park Security services.

If you have any further questions concerning this matter, please contact me.

c. Frank Faragalli, Assistant to the Director

PARK SECURITY SALARY & FRINGES

FY 2004


EMPLOYEE NAME	CLASSIFICATION	REGULAR HOURLY RATE	O/T HRLY RATE	REGULAR FRINGES 15.34%	O/T FRINGES 15.34%	TOTAL HR. RA WITH F
George Poulos	Acting Park Security Chief	27.15713	40.74	4.17	6.25	
Edwin Milian-Zabala	Park Security Supervisor	22.5175	33.78	3.45	5.18	
Floyd Peters	Park Security Supervisor	19.61375	29.42	3.01	4.51	
Mathias Buhr	Park Security Supervisor	18.69313	28.04	2.87	4.30	
Argel Villalonga Jr.	Park Security Officer	13.07388	19.61	2.01	3.01	
Ciro Pineda	Park Security Officer	13.07388	19.61	2.01	3.01	
Efrain Lopez	Park Security Officer	12.08475	18.13	1.85	2.78	
Eladio Padron	Park Security Officer	13.07388	19.61	2.01	3.01	
Eugene Williams	Park Security Officer	17.17275	25.76	2.63	3.95	
Gerardo Rodriguez	Park Security Officer	13.07388	19.61	2.01	3.01	
Juan Palomino	Park Security Officer	17.9855	26.98	2.76	4.14	
Luis Arce	Park Security Officer	13.07388	19.61	2.01	3.01	
Luis Oyola	Park Security Officer	18.74775	28.12	2.88	4.31	
Lula Harvey	Park Security Officer	13.07388	19.61	2.01	3.01	
Sandy Owen	Park Security Officer	18.74775	28.12	2.88	4.31	
TOTAL		251.16329	376.74	38.68	57.95	2
Average Supervisor Rate						
Average Officer Rate						



Memorandum

To: Jose Toledo, Special Events
Coordinator
George Poulos, Acting Chief
Park Security Unit

Date: March 23, 2004

From: William N. Irvine 
Operations Coordinator

Subject: Requests for Park
Security Services for
Corporate Events

Effective immediately, the Corporate Events Office will now make all requests for Park Security service via e-mail. The Park Security Unit will confirm the assignment within three (3) working days. If confirmation is not received within this time frame the Corporate Events Office is to contact the Park Security Unit to inquire as to the status of the request.

The Corporate Events Office is to maintain a file, which will include all requests for Park Security services and the corresponding confirmation from the Park Security Unit acknowledging the assignment.

If you have any further questions concerning this matter, please contact me.

c. Frank Faragalli, Assistant to the Director



**OFFICE OF THE
INSPECTOR GENERAL
MIAMI-DADE COUNTY**

CHRISTOPHER R. MAZZELLA
INSPECTOR GENERAL

ALAN SOLOWITZ
DEPUTY INSPECTOR GENERAL

PATRA LIU
ASSISTANT INSPECTOR GENERAL
LEGAL COUNSEL

March 10, 2004

FILE COPY

Mr. Donald Allen, Director
Employee Relations Department
111 NW 1 Street, 21st Floor
Miami, Florida 33128

Dear Mr. Allen:

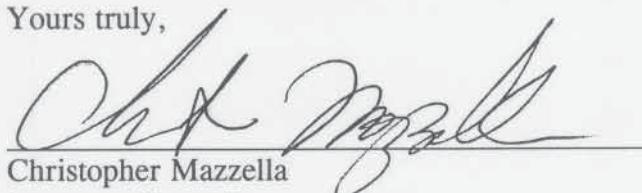
Attached please find a copy of the Office of the Inspector General's (OIG) Draft Audit Report regarding the Park Security Unit, an entity of the Department of Park and Recreation's Operations Division. This audit evaluated whether Miami-Dade County and the Park and Recreation Department's policies and procedures regarding overtime were properly adhered to and the fiscal impact of these overtime procedures as implemented. We are providing this draft in accordance with the Board of County Commissioners' mandate of advance notification.

Specifically, the OIG directs your attention to Audit Finding No. 3 and Recommendation No. 4, which directly relates to your department's function.

The OIG requests your response to this Draft Report. If you would like your response to be included in the final report, you must submit it to the OIG by close of business on March 24, 2004. If you wish, you may provide your response by fax to (305) 579-2656.

Please do not hesitate to call should you have any questions.

Yours truly,



Christopher Mazzella
Inspector General



Acknowledgment of Receipt or Proof of Service

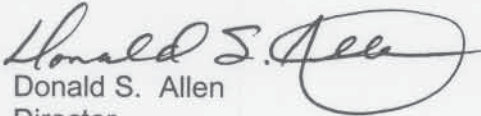
3/10/04
Date



MEMORANDUM

TO: Christopher Mazzella
Inspector General

DATE: March 19, 2004

FROM: 
Donald S. Allen
Director
Employee Relations Department

SUBJECT: Response to Draft Report of March 10, 2004, concerning Park Security Unit of Miami-Dade County Parks and Recreation Department

At your request, I have reviewed the specific issues under Audit Finding No. 3 and Recommendation No. 4 as brought forward in your attached memorandum of March 10, 2004 concerning the Draft Audit Report of the Parks Security Unit of the Miami Dade County Parks and Recreation Department.

Our records reflect that the employee in question is receiving out of class pay (CL) for the position of Park Security Chief in accordance with the provisions contained in the current Collective Bargaining Agreement between the County and the Government Supervisors Association of Florida OPEIU, Local 100 (GSAF) under Article 18 Acting Appointments paragraph #4 as follows:

"An employee who is specifically authorized and assigned by the Department Director or their designee to temporarily assume the duties of a higher pay status classification for five (5) consecutive days will receive a one (1) pay step increase for all consecutive hours worked in the higher classification."

Accordingly, this employee received a one (1) pay step increase while maintaining the non-job basis designation of his permanent classification of Parks Security Supervisor and would therefore continue to be eligible for overtime compensation in accordance with the contract provisions under Article 29 Overtime Compensation. This employee was never designated as an Acting Appointment under the provisions of Article 18 paragraph #1 and therefore, the six (6) month time limit provisions do not apply. As you will note there are no maximum time limit provisions pertaining to the length of time that an employee may receive out of class pay under Article 18 paragraph #4.

In order to assist County Departments in monitoring this out of class pay provision a biweekly PAR Code Report is furnished that indicates which employees are receiving this supplement. The Parks and Recreation Department regularly received this report (see attached) during the past year that indicated the employee in question was receiving out of class pay and any appropriate overtime compensation. Unfortunately, at this time, the County does not have the capability of capturing information electronically in a manner where certain types of payments can be regularly and electronically flagged and monitored. The County has explored time collection systems where these edits can be placed in the system and abuses can be readily identified based on established business rules. At this time, the County has not finalized a course of action for a system which would accommodate such a need. Please note that throughout various investigations of this nature, my staff has worked closely with members of the OIG and have expressed concerns about the lack of monitoring in the payroll system and the need for a time collection system.

Continued...

The ultimate authority regarding the granting and monitoring of an employees out of class pay is the applicable County Department including the responsibility of initiating a timely recruitment process to permanently fill a vacant position. The Parks and Recreation Department initiated recruitments in April 2002 and January 2004 in an effort to fill the vacant position of Park Security Chief. The January recruitment yielded seven (7) qualified applicants and the April recruitment yielded two (2) qualified applicants. The employee receiving out of class pay was found to be included on both eligible lists that were generated as a result of these recruitments. However, neither of these recruitment efforts resulted in a qualified candidate being appointed by the Department to the position.

I trust that this is responsive to the issues raised in your draft report concerning out of class pay for the employee in question; however in the event you require any additional information, please contact me.

Attachments

Cc: George M. Burgess, County Manager
Barbara Jordan, Assistant County Manager