



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Office of the Inspector General

MEMORANDUM OF LIMITED INVESTIGATION

March 26, 2025

**To:** Bill Tyler, Director  
Prince George's County Department of Parks and Recreation

Steve Carter, Deputy Director  
Parks and Facilities Management

Anthony Potts, Division Chief  
Southern Region Park Division

**From:** Renee Kenney, CIG, CPA, CIA, CISA *Renee Kenney*  
Inspector General

Modupe Ogunduyile, CIG *Modupe Ogunduyile*  
Deputy Inspector General

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Assistant Inspector General

**Subject:** Limited Investigation - PGC-013-2025  
Southern Region Park Division – Alleged Theft of Assets

A Memorandum of Limited Investigation describes specific issues or complaints received and the outcomes of limited procedures undertaken during a preliminary inquiry conducted by the Office of the Inspector General (OIG). The investigation was not conducted per Government Auditing Standards or Principles and Standards for Inspector Offices of Inspector General.

**Concern/Allegation:** On January 21, 2025, an anonymous allegation was posted to the Maryland-National Capital Park and Planning Commission's (M-NCPPC) employee hotline involving theft of bug sprays, face masks, first aid kits and other items by an M-NCPPC employee. The OIG investigated and was unable to substantiate the allegations. However, during our Investigation, we identified opportunities to strengthen internal controls over inventory management.

## **1. Ensure Transfers of Inventory are Documented**

**Issue:** Transfers of inventory from the Bock Road warehouse to the Watkins warehouse are not documented. Both warehouses contain items such as bug spray, masks, and first aid kits. The Bock Road warehouse is currently using paper sign out sheets for withdrawal of inventory<sup>1</sup>. Employees are required to sign for items removed from the warehouse on a paper log. The Watkins warehouse utilizes automated barcode technology (Wasp). Wasp tracks the quantity of items removed as well as who removed the items. During our interview with the Inventory Manager, he/she stated, when inventory is transferred from the Bock Road warehouse to the Watkins warehouse, he/she does not record the transfer on paper.

**Risk/Criteria:** Failure to document withdrawals from the Bock Road warehouse increases the risk of fraud, waste and abuse of Commission assets.

**Cause:** The Inventory Manager stated he/she believed because he/she was in charge of the stockroom at both locations, he/she did not need to sign out the inventory being moved between the locations.

**Issue Risk:** Medium

**Recommendation:** The Inventory Manager should sign out any inventory items transferred from Bock Road to the Watkins warehouse until such time the Wasp Barcode Technologies Inventory Solutions is fully implemented at the Bock Road facility. warehouse/stockroom.

**Management Response:** We concur with the findings outlined in the report and acknowledge the need for improved tracking and accountability of moving assets between our maintenance yards. To address this, we will implement the **Wasp Inventory Management System** as our primary solution for recording and monitoring our consumable asset allocations and distributions. The Wasp Inventory Management System will enable us to:

- **Track Asset Locations:** Each asset will be assigned a unique barcode, allowing staff to scan and log its movement between maintenance yards in real-time.
- **Improve Accountability:** Staff members responsible for asset transfers will be required to update the system, ensuring a clear record of each item's status and location.
- **Enhance Reporting:** The system's reporting features will allow us to generate comprehensive inventory summaries and audit trails to ensure compliance with internal controls.

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We will begin system implementation within the next 30 days, with full integration and staff training scheduled for completion within 60 days. This proactive approach will enhance asset visibility, streamline inventory processes, and mitigate risks identified in the report.

**Expected Completion Date:** June 2025

**Follow-Up Date:** August 2025

Cc:

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