

The Maryland-National Capital Park and Planning Commission  
Office of the Inspector General

INTERNAL CONTROL REPORT

**Alleged Personal Use of Commission Vehicle and  
Timecard Fraud  
Montgomery County Department of Parks  
Facilities Management Division**

Report Number: MC-005-2026-B

December 2, 2025

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**A. Overall Perspective**

The Office of the Inspector General (OIG) has completed their investigation into allegations of personal use of a Maryland-National Capital Park and Planning Commission (M-NCPPC or Commission) vehicle and timecard fraud and issued a confidential Fraud, Waste and Abuse Report (MC-005-2026-A) detailing the results of the investigation.

During the completion of the investigation, the OIG identified opportunities to strengthen internal controls within the Facilities Management Division in Montgomery Parks.

The fraud, waste and abuse investigation was conducted in accordance with the Principles and Standards for Offices of Inspector General. The investigation covered activities between May 1, 2025 – September 30, 2025.

This Internal Control Report is being provided as a supplement to the Fraud, Waste, and Abuse Report.

## **B. Findings and Recommendations**

### **1. Instruct Employees on the Proper Completion of Vehicle Mileage Logs**

**Issue:** During the completion of the fraud, waste, and abuse investigation, the OIG identified several deficiencies in the completion of an individual's mileage log.

Identified irregularities included:

- Commission vehicle mileage logs were not reflective of actual driving activity. The logs did not consistently reflect where the vehicle was driven.
- Total mileage driven, per the vehicle GPS reports, did not reconcile to identified destinations on the vehicle mileage log.
- The onsite assigned vehicle was driven from the place of employment, to a restaurant and back to the place of employment. Although the mileage is incidental, it was not enroute to carrying out official Commission duties.

**Risk/Criteria:** Commission Practice 6-11, *M-NCPPC Vehicle Use Program* provides guidance on the use of a Commission vehicle. Per the Practice:

- Vehicle logs must be maintained in all vehicles to track use. Completed logs must be maintained by the Vehicle Administer for three (3) years.
- Personal use of onsite assigned vehicles is not allowed. The Practice makes an exception for incidental use for meal breaks if the use occurs during the workday and such meals are enroute to carrying out official M-NCPPC duties.

In addition, the OIG queried Prince George's County and Montgomery County Parks Facility Managers on their internal requirements for vehicle mileage log completion. The Deputy Director of Operations in Montgomery Parks, told the OIG, for workers going to several stops, we are looking for where they go and just one start and end mileage disclosure. For assigned vehicles, he expected more details on what the workers are doing. The Deputy Director of Parks and Facilities Management in Prince George's County Department of Parks and Recreation stated he writes "variety" on his mileage log when stopping a variety of facilities.

**Cause:** Commission Practice 6-11 does not provide detailed instructions on log completion, rather it states logs must be maintained.

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Management has adequate controls in place to ensure vehicle logs are being completed, however, the controls do not provide adequate guidance to ensure the data documented on the logs is accurate and beneficial.

**Issue Risk:** Medium

**Recommendation:** Onsite and pooled vehicle logs should include sufficient data to support adequate managerial oversight by management. It is understood that many drivers within the Facilities Management Division must make several stops in one day. Management must decide the level of detail required to ensure Commission employees are using Commission vehicles responsibly.

Topics for consideration include:

- Should each stop be logged?
- Should the beginning and ending mileage for each stop be logged, or is it sufficient to only record the beginning and ending mileage?
- Have responsibilities been assigned for periodic review of the vehicle logs?

Once management determines how they would like vehicle mileage logs completed and the level of review required, internal procedures should be documented and shared with all Commission drivers.

In addition, employees with onsite assigned vehicles should be reminded, the assigned vehicle must not be used for meal breaks, unless incidental and the use occurs during the workday.

**Management Response:** We will take a multifaceted approach to address the recommendations from these findings to ensure corrections are made timely throughout the Division. We will immediately issue a written reminder to staff followed by planned in-person meetings. We will also develop a training that will be aimed at ensuring all vehicle operators understand the requirements of Practice 6-10. They will be instructed in the proper completion of the vehicle logs to include:

- Vehicle information
- Date
- Driver name
- Beginning and ending mileage
- Start and end times
- Location for each stop and reason for stop
- Acknowledgement smoke and damage free.
- The forms will be complete and legible.

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In addition, supervisors will be instructed to perform reviews of vehicle logs for completeness and make notations on the monthly vehicle inspection checklist.

**Expected Completion Dates:** Written reminder, December 2025, in-person meetings, March 2026, and training program, December 2026.

**Follow-Up Date:** January 2027

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### **C. Conclusions**

We believe the findings identified and communicated are correctable and that management's responses to all recommendations satisfactorily address the concerns. It is the responsibility of management to weigh possible additional costs of implementing our recommendations in terms of benefits to be derived and the relative risks involved.

We wish to express our appreciation to the Montgomery Parks management and staff for the cooperation and courtesies extended during the course of our review.

Although the investigation was specific to Montgomery Parks, the OIG will share a copy of this Internal Control Report (MC-005-2026-B) with Prince George's County Department of Parks and Recreation management.

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