



UNITED STATES CAPITOL POLICE  
OFFICE OF INSPECTOR GENERAL



PERFORMANCE AUDIT OF THE OFFICE OF LOGISTICAL  
SERVICES

Report Number: OIG-2025-01

Date: November 2024

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## Abbreviations and Acronyms

Architect of the Capitol	AOC
Facilities Management Division	FMD
National Institute for Occupational Safety and Health	NIOSH
Occupational Safety and Health	OSH
Occupational Safety, Health, and Environment	OSHE
Office of Facilities and Logistics	OFL
Office of Inspector General	OIG
Office of Logistical Services	OLS
Powered Industrial Truck	PIT
Property and Asset Management Division	PAMD
Safety Data Sheet	SDS
Self-Contained Breathing Apparatus	SCBA
Standard Operating Procedures	SOP
United States Capitol Police	USCP or Department
Vehicle Management Division	VMD

## EXECUTIVE SUMMARY

At the request of the Capitol Police Board, and in accordance with our *Annual Performance Plan Fiscal Year 2024*, dated November 2023, the Office of Inspector General (OIG) conducted a performance audit of the United States Capitol Police (USCP or the Department) Office of Logistical Services (OLS). The scope of the performance audit included controls and processes from January 1, 2022, through December 31, 2023.

OIG objectives were to determine if the Department (1) established adequate internal controls and processes for ensuring compliance with select Department policies, and (2) complied with select policies and procedures, laws, regulations, and best practices.

Based on our performance audit of OLS' policies, procedures, and operations, OIG found that though the Department had several Directives and Standard Operating Procedures (SOPs) governing OLS operations, the Department had many directives and SOPs that were outdated. Additionally, through testing, OIG determined that OLS complied with many of their policies and procedures. However, OIG also identified numerous instances of non-compliance.

OIG made eight recommendations as shown in Appendix A. On October 25, 2024, OIG provided a draft report to the Department for comments. Additionally, on December 2, 2024, OIG scheduled to conduct an exit conference with Department officials. We incorporated the Department's comments and attached its response in its entirety in Appendix B.

## BACKGROUND

On November 9, 2023, the United States Capitol Police (USCP or Department) underwent a reorganization focused on investing and enhancing USCP standards and training. This reorganization established the Office of Logistical Services (OLS) which was formerly the Office of Facilities and Logistics (OFL).

OLS is made up of four divisions, the Facilities Management Division (FMD), the Property and Asset Management Division (PAMD), Occupational Safety, Health, and Environment (OSHE), and the Vehicle Management Division (VMD). These four divisions provide essential services to support USCP operations.

FMD serves as a liaison to the Architect of the Capitol (AOC) to manage USCP's facility maintenance. As of September 30, 2023, the Department had a total of one directive and one standard operating procedure (SOP) to govern FMD operations.

PAMD operations include providing inventory and asset management, uniforms and equipment, shipping and receiving, weapons and ammunition, disposals, and lost and found property across all USCP bureaus/divisions. As of September 30, 2023, the Department had a total of two directives and four SOPs to govern PAMD operations.

OSHE operations include overseeing USCP's occupational and safety programs, coordinating with AOC for all environmental issues and coordinating with AOC on fire safety issues. As of September 30, 2023, the Department had a total of nine directives and two SOPs to govern OSHE operations.

VMD provides fleet management across all bureaus/divisions. As of September 30, 2023, the Department had a total of one directive and three SOPs to govern VMD operations.

In total, the four divisions are essential to USCP's operations. There are a total of 13 directives and 10 SOPs across all four OLS divisions.

## OBJECTIVES, SCOPE, AND METHODOLOGY

At the request of the Capitol Police Board, and in accordance with our *Annual Performance Plan Fiscal Year 2024*, dated November 2023, the OIG conducted a performance audit of USCP's OLS. OIG objectives were to determine whether the Department (1) established adequate internal controls and processes for ensuring compliance with select Department policies, and (2) complied with select policies and procedures, laws, regulations, and best practices. The scope of the performance audit included controls and processes from January 1, 2022, through December 31, 2023. Though the scope period was from 2022 through 2023, some testing was performed during 2024 using current data.

To accomplish our objectives, we interviewed Department personnel, performed site visits, and reviewed the following Department Directives and SOPs:

- Directive [REDACTED] dated November 22, 2019
- Directive [REDACTED] dated June 19, 2020
- Directive [REDACTED] dated March 9, 2021
- Directive [REDACTED] dated May 28, 2021
- Directive [REDACTED] dated May 28, 2021
- Directive [REDACTED] dated June 25, 2021
- Directive [REDACTED] dated September 3, 2021
- Directive [REDACTED] dated September 8, 2021
- Directive [REDACTED] dated March 25, 2022
- Directive [REDACTED] dated March 29, 2022
- Directive [REDACTED] dated May 3, 2023
- Directive [REDACTED] dated June 13, 2023
- Directive [REDACTED] dated October 4, 2024
- SOP [REDACTED] dated April 25, 2011
- SOP [REDACTED] dated April 25, 2011
- SOP [REDACTED] dated August 8, 2016
- SOP [REDACTED] dated September 22, 2017
- SOP [REDACTED] dated September 22, 2017
- SOP [REDACTED] dated April 20, 2018
- SOP [REDACTED] dated April 20, 2018

- SOP [REDACTED] dated August 29, 2018
- SOP [REDACTED] dated November 26, 2018
- SOP [REDACTED] dated July 24, 2023

Additionally, OIG selected six judgmental samples, six random samples and nine samples that included 100% of the population, for a total of twenty-one samples across all four OLS divisions to test operating effectiveness of processes and controls.

OIG conducted this performance audit in Washington, D.C., from February 2024 through November 2024, in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence that will provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

On October 25, 2024, we provided a draft copy of this report to Department officials for comments. Additionally, OIG scheduled an exit conference on December 2, 2024, with Department officials. See Appendix A for a complete list of recommendations. OIG incorporated Department comments as applicable and attached their response to the report in its entirety in Appendix B.

## RESULTS

Though the Department had several directives and SOPs governing the OLS operations, there were many directives and SOPs that were outdated. Additionally, a few processes performed by the Department were not documented.

### Outdated Policies and Procedures

As of September 30, 2023, across all four OLS divisions, there were a total of 13 directives and 10 SOPs. Of those directives and SOPs, OLS had a total of 11 directives and 5 SOPs that were outdated.

Specifically, we identified 11 directives and two SOPs that referred to the “Office of Facilities” and/or “OFL” despite the Department going through an organizational change and transitioning to OLS. Prior to issuing our report, the Department updated one of the directives that was identified. Specifically, the Department updated Directive [REDACTED], dated October 4, 2024. OIG noted that the updated directive no longer references the outdated structure.

Additionally, we identified multiple processes that are performed by FMD, however, are not documented. Some of these processes, include, interior office signage, key control program, and space management.

Finally, we identified numerous outdated elements in OLS policies. For example, multiple items within the Directive [REDACTED], dated March 29, 2022, were outdated. The directive stated that the Department will maintain a vendor listing within the Department's property system of record. However, USCP's vendor listing is no longer maintained within this system. Additionally, there are forms within the directive that the Department no longer utilizes such as the [REDACTED]. Finally, the Department needs to update the [REDACTED] form, utilized for the lost and found, to reflect current operations.

Additionally, SOP [REDACTED], dated August 29, 2018, required VMD motorcycle mechanics to receive specific certifications including the *Harley Davidson, Police B: Power Train Services* and *Police E: Engine Management System* certifications. However, these two certifications were no longer offered within the Harley Davidson training program.

Also, SOP [REDACTED], dated April 25, 2011, required the Department to utilize a [REDACTED] form when maintaining Department motorcycles. However, the Department no longer utilizes these forms during their maintenance process.

Additionally, SOP [REDACTED], dated April 25, 2011, required the Department to utilize both the [REDACTED] and [REDACTED] forms when maintaining Department vehicles and trailers. However, the Department no longer utilizes these forms during their maintenance process.

Finally, SOP [REDACTED], dated July 24, 2023, included an Appendix C that provided a [REDACTED] to be utilized. However, in 2023, the Department transitioned to a new safety program database which updated the format of the [REDACTED] form.

Overall, USCP has not updated OLS policies to reflect updated Department processes and an updated organizational structure. Outdated policies and procedures can increase process inefficiencies, create ambiguity, and impede the effectiveness of the Department. Additionally, the use of an outdated structure can cause confusion with new employees who are not familiar with the past structure.

**Recommendation 1:** We recommend that the United States Capitol Police (USCP), Office of Logistical Services, create Directives and Standard Operating Procedures (SOPs) to ensure that the Facilities Management Division's roles and responsibilities are documented to reflect Department operations. Additionally, we recommend that USCP updated the following Directives and SOPs to reflect the current organizational structure and Department operations:

- Directive [REDACTED] dated November 22, 2019
- Directive [REDACTED] dated June 19, 2020
- Directive [REDACTED] dated March 9, 2021
- Directive [REDACTED] dated May 28, 2021

- Directive [REDACTED] dated May 28, 2021
- Directive [REDACTED] dated September 3, 2021
- Directive [REDACTED] dated September 8, 2021
- Directive [REDACTED] dated March 25, 2022
- Directive [REDACTED] dated March 29, 2022
- Directive [REDACTED] dated June 13, 2023
- SOP [REDACTED] dated April 25, 2011
- SOP [REDACTED] dated August 29, 2018
- SOP [REDACTED] dated November 26, 2018
- SOP [REDACTED] dated July 24, 2023

### Compliance with Policies and Procedures

In many instances, OLS divisions were operating in compliance with Department policies and procedures. However, due to the rapid increase in Department growth and increased operations, instances of non-compliance with essential administrative tasks were also identified.

### Property and Asset Management Division

SOP [REDACTED], dated April 20, 2018, required a canine retirement packet include the [REDACTED] and [REDACTED]. During 2022 and 2023, there were a total of eight USCP canine retirements. All eight retirement packets (100% of the population) were maintained and properly filled out in accordance with Department policy.

Directive [REDACTED], dated May 28, 2021, required users to complete a [REDACTED] to obtain or modify access to the Department's asset management system. As of March 30, 2024, the Department had a total of 67 users who could access their asset management system. Of the 67 total users, a sample of 40 user's [REDACTED], were reviewed for accuracy and completeness. Out of the forms reviewed, 38 (95% of the sample) were properly completed, but one form was not signed by the required Bureau Commander/Office Director for approval and one form was unable to be provided.

Additionally, Directive [REDACTED], dated March 29, 2022, required PAMD to officially receive, barcode and enter in their asset management system received assets before distribution to other USCP bureaus/divisions. As of March 27, 2024, USCP had a total of 59 canines. All 59 canines (100% of the population) were properly reported in the Department's asset management system. Additionally, during a site visit on March 28, 2024, 21 VMD vehicles were randomly selected. All 21 assets (100% of the population) were properly reported in [REDACTED]. However, distributed assets were identified around the USCP

campus that had not been properly processed by PAMD. Specifically, there were a total of 32 assets identified that had been distributed to bureaus/divisions without being properly processed by PAMD and were not listed in the Department's asset management system.

According to Department personnel, USCP utilized the [REDACTED] form to dispose of excessive property within bureaus/divisions. Ten [REDACTED] forms were randomly selected (five forms from 2022 and five forms from 2023) to ensure that they were accurately completed. All forms reviewed (100% of sample) were accurately completed.

Further, Directive [REDACTED] dated March 29, 2022, required the Department to utilize a [REDACTED] form for missing, damaged, or destroyed USCP property. Thirteen [REDACTED] forms were randomly selected and reviewed. Of the 13 forms reviewed, there were a total of four forms that the Department did not properly complete.

Finally, Directive [REDACTED], dated March 29, 2022, required the Department to perform inventories over the lost and found database. The Department performed monthly inventories and disposed of required assets timely and in line with Department policies and procedures. Additionally, the directive required a monthly cash reconciliation for all cash collected and maintained in USCP's lost and found. However, there were multiple instances where reconciliations were not performed monthly, and multiple months were combined in one reconciliation.

One factor that affected OLS' ability to follow all requirements outlined in USCP directives, is USCP's mission and personnel growth since January 6, 2021. According to multiple Department personnel across OLS, there has been an increase in OLS responsibility such as accommodating property requests and support for all USCP operations.

Without proper access controls in place for USCP's asset management system, there is a risk that unauthorized users may gain access to the system. Additionally, by not properly completing USCP's [REDACTED] form, there is a risk that property is not kept or disposed of properly. Finally, by not performing a timely cash reconciliation for cash obtained in the "lost and found", the Department risks the misappropriation of assets or fraud.

### **Occupational Safety, Health, and Environment Division**

Directive [REDACTED], dated October 4, 2024, required 22 bureaus/divisions to designate an OSH Committee Representative. As of March 30, 2024, all required USCP bureaus/divisions (100% of population) had an active OSH Committee Representative in accordance with Department policy.

The Directive also stated that the Department is required to conduct facility safety inspections on USCP assigned work areas quarterly. To document these inspections, the Directive required

USCP to utilize the [REDACTED]. USCP had a total of 32 assigned work areas that required an inspection quarterly. Out of the 32 locations, 12 locations had one or more missing [REDACTED] during 2022 or 2023. Specifically, of the 256 quarterly inspections that should have occurred during our scope period, 33 were not performed.

Directive [REDACTED], dated June 19, 2020, required all covered employees to receive mandatory annual training. As of April 30, 2024, USCP had a total of 10 employees in positions with potential exposure to blood borne pathogens. All 10 employees (100% of population) received training certificates indicating that they had completed the required training in both 2022 and 2023 in accordance with Department policy. Additionally, Directive [REDACTED], dated June 25, 2021, required USCP to maintain a Hazard Chemical master file of all hazardous chemicals utilized by USCP and a Safety Data Sheet (SDS) for each chemical on the master file. As of May 31, 2024, USCP had reviewed and updated the hazardous chemical master file in accordance with Department policy. There was a total of 509 hazardous chemicals listed on the master file. Of the 509 hazardous chemicals, 40 chemicals were judgmentally selected to ensure their SDS' were maintained. All 40 (100% of the sample) SDS reviewed included all required components in accordance with Department policy.

Further, Directive [REDACTED], dated September 8, 2021, required that USCP's Hearing Conservation Safety Program be evaluated annually and that USCP monitored high noise areas and documented findings quarterly. OIG requested evidence that the Department evaluated the program annually and monitored high noise locations quarterly. However, Department personnel explained, "Due to lack of manpower to fully support [the] program, OSHE has been unable to maintain this program to the fullest."

Also, Directive [REDACTED] [REDACTED] dated March 25, 2022, required all USCP PIT operators receive the OSHE PIT Safety training every three years. As of April 30, 2024, the Department had a total of 69 PIT operators. All USCP PIT operators (100% of population) had received training in accordance with Department policy.

The Directive also required PIT charging stations to be in designated areas, to ensure the space is maintained for safety, and ensure an eye washing station and spill kit were available. However, three of the three PIT charging stations visited across the USCP campus had one or more violations. Specifically, two stations were not located in a marked off designated area, one station was cluttered with metal and not maintained (See Exhibit 1), and three stations did not have a spill kit available.

**Exhibit 1: USCP PIT Station**



Source: OIG captured.

Finally, SOP, [REDACTED], dated July 24, 2023, required that the Department conduct monthly inspections of all USCP Stop-the-Bleed kits to ensure they are properly maintained. To document these inspections, the Department utilized a [REDACTED]. However, the Department did not conduct the required monthly inspections for four months in 2022. Additionally, out of a total of 24 inspection forms reviewed over 2022 and 2023, eight inspection forms did not have the properly completed OSHE program manager signatures.

Without ensuring essential safety processes such as USCP's facility safety inspections on assigned work areas, USCP's self-contained breathing apparatus inspections, USCP's hearing conservation safety program, USCP's powered industrial truck (PIT) safety program, and USCP's stop the bleed kit inspections are maintained and conducted timely, the Department increases the risk of safety incidents across the USCP campus.

### **Vehicle Management Division**

Throughout 2022 and 2023, VMD conducted spot check inventories over VMD assets to identify discrepancies between inventory on hand and inventory listed in the system. According to Directive [REDACTED], dated May 28, 2021, a wall-to-wall inventory is required when multiple discrepancies are identified during a special or spot-check inventory. Despite identifying discrepancies during their spot check inventories, VMD did not conduct a wall-to-wall inventory in 2022 or 2023.

In addition to the inventories, the Directive also requires that VMD maintain all inventory in VMD's vehicle inventory system. During a site visit on March 28, 2024, 10 assets were randomly selected out of the VMD inventory room. All 10 assets (100% of the sample) were accurately recorded in VMD's vehicle inventory system in accordance with Department policy.

The Directive also required USCP Fleet Operation Specialists to complete purchase card training. As of March 15, 2024, the Department's Operation Specialist had successfully completed the required training in accordance with Department policy.

Additionally, VMD is required to utilize a [REDACTED] to adjust for discrepancies identified during the inventory process. Because inventories were not performed in 2022 or 2023, the [REDACTED] were also not utilized.

Further, Department SOPs [REDACTED], dated April 25, 2011, and [REDACTED], dated April 25, 2011, required the [REDACTED] be utilized for USCP's fleet management. Out of a total of 40 VMD assets selected, 27 of the [REDACTED] were not completed properly, and the Department was unable to provide the remaining 13 reports.

Finally, to ensure preventative maintenance is performed over the entire USCP fleet, VMD is required to provide monthly inspection schedules to USCP bureaus. These schedules were required to be communicated to bureaus by the 28th day of each month to ensure each bureau's

VMD assets are in rotation for preventative maintenance. However, in both 2022 and 2023, VMD did not provide inspection schedules to USCP bureaus as required. According to a VMD official, VMD conducts preventative maintenance when vehicles are brought to VMD for other reasons, or when preventative maintenance is requested by the operational bureau or individual that the vehicle is assigned to.

As of June 30, 2024, the Department had a total of 517 owned and leased vehicles to maintain. Additionally, USCP operations were twenty-four hours a day, seven days a week. To accommodate Department operations and vehicle quantity, the VMD shop, and mechanics were available to USCP officers Monday through Friday, 6:00am to 10:30pm. Though VMD operations are available until 10:30pm on weekdays, most of their administrative staff and inventory specialists were only available for the day shift. VMD relied on bureaus to communicate when their vehicles required maintenance instead of upkeeping a preventative maintenance schedule.

According to a VMD official, if inventory is needed by a mechanic and administrative/inventory personnel is not available, mechanics access the inventory themselves. This results in administrative/inventory personnel catching up on the activity that occurred when they were away instead of maintaining essential administrative tasks such as performing inventories, utilizing essential VMD reports, and maintaining maintenance schedules. Without maintaining essential administrative processes, the Department is at higher risk for misappropriation of assets and not properly maintaining USCP assets.

### **Facilities Management Division**

There were no instances of non-compliance identified within FMD due to the limited number of USCP policies and procedures governing FMD operations.

### **Conclusion**

We identified many instances of compliance with Department policies and procedures. However, multiple instances of non-compliance were also identified. According to Department officials, one factor that affected OLS' ability to follow all requirements outlined in USCP policies, is USCP's growth over the last few years. Without the Department performing all essential administrative tasks, the Department faces increased risk.

**Recommendation 2:** We recommend that the United States Capitol Police, Office of Logistical Services, Property Asset Management Division, ensure required USCP forms are complete and accurate. Specifically, the USCP [REDACTED] and [REDACTED]  
[REDACTED]

**Recommendation 3:** We recommend that the United States Capitol Police, Office of Logistical Services, Property Asset Management Division perform lost and found cash reconciliations in accordance with USCP's Directive [REDACTED]  
[REDACTED], dated March 29, 2022.

**Recommendation 4:** We recommend that the United States Capitol Police, Office of Logistical Services, Occupational Safety, Health & Environment Division, ensure required USCP forms are timely, complete, and accurate. Specifically, the [REDACTED], and the [REDACTED] form.

**Recommendation 5:** We recommend that the United States Capitol Police, Office of Logistical Services, Occupational Safety, Health & Environment Division maintain essential USCP programs. Specifically, USCP's Hearing Conservation Safety Program and USCP's Powered Industrial Truck (PIT) Safety Program in accordance with Directives [REDACTED] dated September 8, 2021, and [REDACTED] dated March 25, 2022.

**Recommendation 6:** We recommend that the United States Capitol Police, Office of Logistical Services, Occupational Safety, Health & Environment Division ensure proper safety inspections are performed for stop the bleed kits in accordance with Standard Operating Procedure, [REDACTED] dated July 24, 2023.

**Recommendation 7:** We recommend that the United States Capitol Police, Office of Logistical Services, Vehicle Management Division (VMD), perform inventories in accordance with Directive [REDACTED], dated May 28, 2021. Additionally, we recommend VMD properly utilize the [REDACTED] forms.

**Recommendation 8:** We recommend that the United States Capitol Police, Office of Logistical Services, Vehicle Management Division, coordinate and perform preventative maintenance for all assets in the USCP fleet as required by Standard Operating Procedure, [REDACTED] dated April 25, 2011, and [REDACTED] dated April 25, 2011.

# APPENDICES

**Recommendation 1:** We recommend that the United States Capitol Police, Office of Logistical Services, create Directives and Standard Operating Procedures (SOPs) to ensure that the Facilities Management Division's roles and responsibilities are documented to reflect Department operations. Additionally, we recommend the following Directives and SOPs are updated to reflect the current organizational structure and Department operations:

- Directive [REDACTED] dated November 22, 2019
- Directive [REDACTED] dated June 19, 2020
- Directive [REDACTED] dated March 9, 2021
- Directive [REDACTED] dated May 28, 2021
- Directive [REDACTED] dated May 28, 2021
- Directive [REDACTED] dated September 3, 2021
- Directive [REDACTED] dated September 8, 2021
- Directive [REDACTED] dated March 25, 2022
- Directive [REDACTED] dated March 29, 2022
- Directive [REDACTED] dated June 13, 2023
- SOP [REDACTED] dated April 25, 2011
- SOP [REDACTED] dated August 29, 2018
- SOP [REDACTED] dated November 26, 2018
- SOP [REDACTED] dated July 24, 2023

**Recommendation 2:** We recommend that the United States Capitol Police, Office of Logistical Services, Property Asset Management Division, ensure required USCP forms are complete and accurate. Specifically, the USCP [REDACTED] and [REDACTED] [REDACTED]

**Recommendation 3:** We recommend that the United States Capitol Police, Office of Logistical Services, Property Asset Management Division perform lost and found cash reconciliations in accordance with USCP's Directive [REDACTED], dated March 29, 2022.

**Recommendation 4:** We recommend that the United States Capitol Police, Office of Logistical Services, Occupational Safety, Health & Environment Division, ensure required USCP forms are timely, complete, and accurate. Specifically, the [REDACTED] form.

**Recommendation 5:** We recommend that the United States Capitol Police, Office of Logistical Services, Occupational Safety, Health & Environment Division maintain essential USCP programs. Specifically, USCP's Hearing Conservation Safety Program and USCP's Powered Industrial Truck (PIT) Safety Program in accordance with Directives [REDACTED] [REDACTED] dated March 25, 2022.

**Recommendation 6:** We recommend that the United States Capitol Police, Office of Logistical Services, Occupational Safety, Health & Environment Division ensure proper safety inspections are performed for stop the bleed kits in accordance with Standard Operating Procedure, [REDACTED] [REDACTED], dated July 24, 2023.

**Recommendation 7:** We recommend that the United States Capitol Police, Office of Logistical Services, Vehicle Management Division (VMD), perform inventories in accordance with Directive [REDACTED] [REDACTED], dated May 28, 2021. Additionally, we recommend VMD properly utilize the [REDACTED] [REDACTED] and the [REDACTED] [REDACTED] forms.

**Recommendation 8:** We recommend that the United States Capitol Police, Office of Logistical Services, Vehicle Management Division, coordinate and perform preventative maintenance for all assets in the USCP fleet as required by Standard Operating Procedure, [REDACTED] [REDACTED], dated April 25, 2011, and [REDACTED] [REDACTED], dated April 25, 2011.

## Department Response



Form: 202-224-0606

### UNITED STATES CAPITOL POLICE

OFFICE OF THE CHIEF  
119 D STREET, NE  
WASHINGTON, DC 20510-7218

November 14, 2024

COP 242130

#### MEMORANDUM

**TO:** David T. Harper  
Inspector General

**FROM:** J. Thomas Manger  
Chief of Police

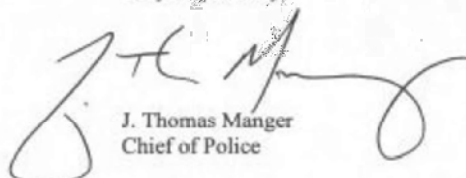
**SUBJECT:** Response to Office of Inspector General draft report *Performance Audit of the Office of Logistical Services* (Report No. OIG-2025-01)

The purpose of this memorandum is to provide the United States Capitol Police response to the recommendations contained within the Office of Inspector General's (OIG) draft report *Performance Audit of the Office of Logistical Services* (Report No. OIG-2025-01).

The Department generally agrees with all the recommendations and appreciates the opportunity to work with the OIG to further improve upon the policies and procedures in place for the management of the Office of Logistical Services. The Department will assign Action Plans to appropriate personnel regarding each recommendation in effect to achieve long term resolution of these matters.

Thank you for the opportunity to respond to the OIG's draft report. Your continued support of the women and men of the United States Capitol Police is appreciated.

Very respectfully,



J. Thomas Manger  
Chief of Police

cc: Ashan M. Benedict, Assistant Chief of Police for Protective & Intelligence Operations  
Jason R. Bell, Assistant Chief of Police for Standards and Training Operations  
Sean P. Gallagher, Assistant Chief of Police for Uniformed Operations  
Magdalena Boynton, Chief Administrative Officer  
[REDACTED] Program Manager/Audit Liaison

