



UNITED STATES CAPITOL POLICE

OFFICE OF INSPECTOR GENERAL

SEMIANNUAL REPORT TO THE CONGRESS

April 1, 2010 — September 30, 2010



United States Capitol Police



History

Created by Congress in 1828 following the assault on a son of John Quincy Adams in the Capitol Rotunda, the original duty of the United States Capitol Police was to provide security for the United States Capitol Building. Its mission has expanded to provide the Congressional community and its visitors with a variety of police services. These services are provided through the use of a variety of specialty support units, a network of foot and vehicular patrols, fixed posts, a full time CERT (Containment and Emergency Response Team), K-9, a Patrol/Mobile Response Division and full time Hazardous Devices and Hazardous Materials Sections. The agency has 2,154 sworn and civilian employees as of September 30, 2010.

Mission

Today's United States Capitol Police officer has the primary responsibility for protecting life and property; preventing, detecting, and investigating criminal acts; and enforcing traffic regulations throughout a large complex of congressional buildings, parks, and thoroughfares. The USCP has exclusive jurisdiction within the United States Capitol Grounds and has concurrent jurisdiction with other police agencies, including the United States Park Police and the DC Police, in an area of approximately 200 blocks around the complex. Additionally, they are charged with the protection of Members of Congress, Officers of Congress, and their families throughout the entire United States, its territories and possessions, and the District of Columbia.

Office of Inspector General



History

With Public Law 109-55, (August 2, 2005), Congress directed the Capitol Police Board to appoint an Inspector General (IG) for the Department without regard to political affiliation and solely on the basis of integrity and demonstrated ability in accounting, auditing, financial analysis, law, management analysis, public administration, or investigations.

On July 12, 2006, the Chairman of the Capitol Police Board swore in the first IG for the Department at the Eney, Chestnut, Gibson Memorial Building, United States Capitol Police Headquarters in Washington, D.C.

Mission

The Inspector General is responsible for conducting and supervising audits and investigations relating to the programs and operations of the Department. The Office of Inspector General (OIG) examines, evaluates and, where necessary, critiques these programs and operations, recommending ways to carry out departmental responsibilities in the most effective, efficient, and economical manner possible. OIG also audits, investigates, and oversees matters related to the Department's programs and operations, consistent with applicable laws, regulations, and policies.

MESSAGE FROM THE INSPECTOR GENERAL



**Inspector General
Carl W. Hoecker**

I am pleased to present the United States Capitol Police (USCP) Office of Inspector General (OIG) semiannual report for the period April 1, 2010 to September 30, 2010.

The audits, investigations, and other activities outlined within this report demonstrate OIG's ongoing commitment to ensure efficiency and integrity within USCP programs and operations.

In November, 2009, OIG auditors stopped work on the fiscal year 2009 financial statement audit until the Government Accountability Office (GAO) issued a legal decision related to expired/cancelled funds. GAO issued its decision in June 2010 and, accordingly, the auditors resumed work in August 2010 toward the issuance of the FY 2009 audited financial statements. Concurrently, we also began the audit of the FY 2010 financial statements. Furthermore, we conducted an audit of the Department's budget formulation process and issued that report in June 2010.

During this period, USCP OIG conducted several joint investigations with the Department's Office of Professional Responsibility and the OIGs of the Architect of the Capitol and Library of Congress. For further details on OIG projects, I invite you to peruse the contents of this report.

I would also like to take this opportunity to thank our committees of jurisdiction, the Capitol Police Board, and the Department for the interest and the support that everyone has shown our office. We look forward to working closely with the Chief and his leadership team, the Board, and the Congress to increase efficiency and effectiveness in USCP programs and operations.

A handwritten signature in black ink that reads "Carl W. Hoecker".

**Carl W. Hoecker
Inspector General**

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EXECUTIVE SUMMARY

This Semiannual Report is issued pursuant to the provisions of Section 5 of the Inspector General Act of 1978, as amended, and summarizes the activities of the United States Capitol Police's (USCP or Department) Office of Inspector General (OIG) for the period March 31 through September 30, 2010. During this reporting period, OIG continued to direct its available resources toward those areas of greatest risk with the Department. We completed work to promote the economy, efficiency, effectiveness, and integrity of the Department's programs and operations. The work of each of the OIG components is summarized below.

OIG Audits supported the Department's effort to improve accountability and financial management by issuing the *Audit of USCP Budget Formulation Process* (OIG-2010-03). In July 2010, the Inspector General (IG) testified before the Subcommittee on Capitol Security of the Committee on House Administration on the results of that audit. Also, in August 2010, after receiving a GAO legal decision, OIG and the independent auditors resumed work toward the issuance of the FY 2009 audited financial statements. Concurrently, we began the audit of the FY 2010 financial statements.

OIG Investigations received and evaluated 127 complaints during this reporting period, of which 119 were hotline complaints and 8 were from other sources. In addition, we initiated nine investigations and closed six.

Also, OIG responded to inquiries of three congressional committees, the House Committee on Oversight and Government Reform, the Senate Committee on Finance, and the Permanent Subcommittee on Investigations. OIG provided the committees legislative suggestions to further improve the *Inspector General Act of 1978*, as amended. Additionally, OIG provided data related to the number of open and unimplemented recommendations, and proposed corrective action plans, and the status and cost savings associated with applicable recommendations.

During this reporting period, OIG continued work with our stakeholders to maintain and foster an open and effective relationship. For example, OIG continued its active engagement with the Chief, Board, and Congress through meetings, briefings, and dialogue with members and staff of the Department's authorizing and appropriation committees and subcommittees on a range of issues relating to the work of the OIG and USCP. Additionally, OIG remains a contributing participant in the activities of the Council of Inspectors General on Integrity and Efficiency (CIGIE), which was established to enhance governmentwide efforts to promote integrity and efficiency and to detect and prevent fraud, waste, and abuse in Federal programs. The USCP IG continued to serve as the vice-chairman of the Investigations Committee of CIGIE. OIG also continues to monitor applicable legislation.

LEGISLATION MONITORED

Legislation Monitored

OIG continues to review and monitor legislation as follows:

H.R. 4173

- **Latest Major Action: Became Public Law No: 111-203, Section 989C** requires IGs to include in their semiannual reports any peer review results or recommendations they provided or received during the relevant reporting period.

H.R. 5815 – *The Inspector General Authority Improvement Act*

S.1745 – *The Non-Federal Employee Whistleblower Protection Act*

S.1490 – *The Personal Privacy and Security Act of 2009*

S. 942 – *The Government Charge Card Abuse Prevention Act of 2009*



AGENT OF POSITIVE CHANGE

Privacy Program

As reported in a previous semiannual report, (*Audit of USCP Privacy Program* - Report No. OIG-2009-03), OIG recommended that the Department fully implement a privacy program and conduct a review to identify where personally identifiable information (PII) was being collected, maintained, processed, or disseminated within the organization. Additionally, OIG recommended that the Department finalize privacy training materials and require all employee and contractors to periodically complete privacy training. The Department has issued an interim privacy policy and training manual, compiled an inventory of PII, and it expects that all employees will have completed the PII training by December 2010. As a result, OIG has closed three associated recommendations.

Procurement Guidance and Training

Also previously reported, (*Review of Hazardous Materials Response Team Procurement Process* - Report No. OIG-2010-02), OIG made three recommendations to improve the Department's procurement process. The Department immediately hosted training sessions for all of the Department's Financial Liaison Officers and provided training and guidance for submitting sole source justifications. Additionally, the Department provided annual refresher training on government contracting. As a result, OIG closed two recommendations.



USCP HMRT during a training exercise

PROACTIVE EFFORTS

Recommendation Resolution

To further assist the Department, OIG and the Government Accountability Office (GAO) continue to analyze and group similar open recommendations made to the Department. To leverage resources and ensure that OIG and GAO do not duplicate any on-going work or place an undue burden on the Department, OIG will follow-up on 20 open GAO recommendations (financial management and payroll related) identified through our initial analysis. OIG's follow-up will occur during our on-going audit of the Department's FY 2010 financial statements.

OIG also continues its practice of meeting with Department officials responsible for taking corrective action to close open recommendations. For instance, the IG followed up with the Chief of Police and Acting Chief Administrative Officer related to the eight open recommendations made in OIG's budget report, in terms of the evidence sufficient to close those recommendations.

Legislative Branch Financial System Cross-Servicing Agreement Common Auditor

USCP OIG continues to work with the Inspectors General of the Legislative Branch participating in a financial system cross-servicing agreement with the Library of Congress. The participating agencies are forming a committee and developing a charter in effort to select a common auditor to conduct the financial statement audit for each respective agency. Each agency also is in the process of developing its specific needs and requirements for a single Request for Proposal.

Major Management Challenges

OIG has identified protection/security, information security, financial management, human capital, and resolution of audit recommendations as major management challenges for the Department for FY 2011.

OIG Annual Performance Plan

To ensure our stakeholders have an opportunity to participate in the development of our *Annual Performance Plan for 2011*, we sought input from the Department, Capitol Police Board, and our congressional oversight committees. We met with Department and Board officials and congressional members and staff to discuss potential projects for our FY 2011 plan. The *Annual Performance Plan* is OIG's "roadmap" for audits, inspections, and proactive investigations, which it plans to conduct each fiscal year to evaluate the Department's programs and operations.

AUDITS

Audit of USCP Budget Formulation Process (Report No. OIG-2010-03)

The Department did not formulate its FY 2010 budget submission accurately. During the Department's work with the House and Senate Appropriations Subcommittees, the Department was provided an opportunity to resubmit its FY 2010 budget request for further consideration. This resubmission was utilized by the Subcommittees to determine the enacted appropriation provided to the Department for FY 2010. After the first quarter budget execution review, the Department determined that its FY 2010 resubmission was calculated incorrectly. The Department then carried forward already noted miscalculations into its FY 2011 budget submission, which resulted in the Department submitting an amended FY 2011 budget request to Congress.

Therefore, on March 10, 2010, the Chief requested OIG conduct an audit to (1) assess whether the Department had established adequate controls over the budget formulation process to ensure accurate data was collected and developed; (2) if so, determine if staff complied with those controls during the formulation process of the FY 2010 and 2011 budgets; (3) if not, note exceptions and root causes; and (4) determine the reasonableness of the FY 2010 and 2011 revised budgets for personnel compensation and benefits. Our scope included the original and revised/amended FY 2010 and 2011 budget submissions and processes/controls utilized to formulate those submissions.

OIG found that the Department does not have adequate controls over the budget formulation process to ensure that accurate data is collected and developed. During the formulation of the FY 2010 and 2011 budgets, the Department also did not follow its proven past budget practices or comply with prior controls over the budget process. Furthermore, OIG found that miscalculations, omissions, and other factors contributed to the insufficient budget submissions for FY 2010 and 2011, resulting in a significant deficit for the Department. For FY 2010, OIG projects the salary and benefits budget shortfall to range between \$3.8 million and \$5.1 million depending on the actual attrition for the remainder of FY 2010 and the impact of the Department's cost-cutting measures implemented by the Chief in response to this budget crisis. For FY 2011, OIG projects the salary and benefits budget shortfall to range between \$9.3 million and \$14.8 million depending on the actual attrition and the Department's cost-cutting measures.

OIG made eight recommendations, which the Department agreed to take action(s) to implement the recommendations. Also, the IG testified before the House Subcommittee on Capitol Security on the results of this audit.

ON-GOING AUDITS

Audit of USCP's FY 2009 Financial Statements

In accordance with our FY 2009 *Annual Plan*, OIG began the audit of the Department's 2009 principal financial statements in July 2009. The primary objective of the audit is to express an opinion on whether the financial statements are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. In addition, the auditors will express an opinion on the effectiveness of the USCP's internal control over financial reporting based on the *Standards for Internal Control in the Federal Government*, issued by the Comptroller General of the United States and will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants (AICPA) and *Government Auditing Standards*, issued by the Comptroller General of the United States. Further, the auditors will evaluate and report on compliance with laws and regulations related to the financial statements.

In November 2009, in coordination with the United States Capitol Police Board, OIG placed this audit on hold to seek a legal decision from GAO related to expired/canceled funds. June 4, 2010, GAO issued its decision that amounts advanced in FY 2007 by the Department from its FY 2003 appropriation were available to cover obligations incurred by the Department of Transportation's Volpe Center until September 30, 2008. At that point, the Department's FY 2003 appropriation (both obligated and unobligated balances) was canceled by operation of law. The funds were not available to cover Volpe's November 2008 obligation for its interagency agreement with the Naval Air Systems Command. The Department is seeking ratification of its use of the FY 2003 appropriation.

OIG resumed the audit in September 2010 and expects to issue a report on or before February 28, 2011.

ON-GOING AUDITS (Continued)

Audit of USCP's FY 2010 Financial Statements

In accordance with our fiscal year 2010 *Annual Plan*, OIG began the audit of the Department's 2010 principal financial statements in September 2010. The primary objective of the audit is to express an opinion on whether the financial statements are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. In addition, the auditors will express an opinion on the effectiveness of the USCP's internal control over financial reporting based on the *Standards for Internal Control in the Federal Government*, issued by the Comptroller General of the United States and will be conducted in accordance with attestation standards established by the AICPA and *Government Auditing Standards*, issued by the Comptroller General of the United States. Further, the auditors will evaluate and report on compliance with laws and regulations related to the financial statements.

OIG expects to issue a report on or before February 28, 2011.

Recommendation Follow-up

To assist the Department, OIG and GAO continue to analyze and group similar open recommendation made to the Department. To leverage resources and ensure that OIG and GAO do not duplicate any on-going work or place an undue burden on the Department, OIG is following up on open GAO recommendations (financial management and payroll-related) during our on-going audit of the Department's FY 2010 financial statements.

OIG also continues its follow-up efforts of meeting with Department officials responsible for taking corrective action to close open recommendations. As a result, during this period, OIG closed five open recommendations of which three were over six months old.

INVESTIGATIONS

Sale of Memorabilia by Department Employee (2010-I-0001)

OIG and the Office of Professional Responsibility (OPR) conducted a joint investigation of an employee who sold materiel and documents found within the Capitol complex and buildings. The investigation was sustained and the Department issued a command discipline report for conduct unbecoming.

Joint Investigation with AOC and LOC (2010-I-0002)



In November 2009, the OIGs of the Architect of the Capitol, the Library of Congress, and USCP conducted a joint investigation involving the sale of pirated DVDs. An AOC employee was reported to have sold these DVDs to a USCP employee. The investigation was sustained and the AOC dismissed its employee.

ONGOING INVESTIGATIONS

Additional Duty Hours (Time and Attendance)



In August 2010, OIG received an anonymous complaint alleging that officers on light duty status received additional (overtime) duty hours.

In addition, it was alleged that officers left work early without applying for approved absences. According to the complaint, time-keepers were instructed to clock employees out, in violation of Standard Operating Procedure, [REDACTED], [REDACTED], dated June 22, 2009.

Subsequently, OIG initiated an inquiry, which is ongoing, into the practice of administering time and attendance procedures and use of additional duty for officers in a light duty status.

Potential Misconduct

During the OIG audit of the budget formulation process, OIG auditors identified potential misconduct to Investigations. As a result, OIG initiated several investigations into these matters.

APPENDIX 1 – REPORTS ISSUED

OIG-2010-03

**Audit of USCP's Budget Formulation
Process**

APPENDIX 2 – RESOLUTION OF REPORT RECOMMENDATIONS

Timely resolution of outstanding recommendations continues to be a priority of both our office and the Department. As of September 30, 2010, OIG has made 137 recommendations to the Department. The Department has closed 81 recommendations and 56 recommendations remained open, which require additional corrective action(s) for completion. Listed below are recommendations over six months old.

<i>Appendix 2 – Resolution of Report Recommendations</i>			
Report Number	Report Title	Recommendation Number	Recommendation
2009-01	<i>FY 2008 FS</i>	1.2	Payroll Processing - We recommend that the CAO develop and implement policies and procedures requiring all employees to positively attest to the accuracy of pay period information transmitted to NFC.
2009-01	<i>FY 2008 FS</i>	1.3	Payroll Processing - We recommend that the CAO enforce existing policies and procedures to require supervisors to approve the accuracy of pay period information before it is transmitted to NFC.
2009-01	<i>FY 2008 FS</i>	1.4	Payroll Processing - We recommend that the CAO continue monitoring implementation of policies and procedures to permit USCP to efficiently and effectively track and certify all hours incurred by all employees.
2009-01	<i>FY 2008 FS</i>	1.6	Payroll Processing - We recommend that the CAO develop policies and procedures that specifically outlines when reconciliations are to be completed to whom the reconciliations are to be provided for supervisory review.
2009-01	<i>FY 2008 FS</i>	1.8	Payroll Processing - We recommend that the CAO develop detailed procedures to guide employees and supervisors responsible for the maintenance of separated employee documentation. Testing found two forms [REDACTED] was missing from 38 employee files tested. Two of these 38 were also missing the final [REDACTED] and one was missing the SF-50.
2009-01	<i>FY 2008 FS</i>	1.9	Payroll Processing - We recommend that the CAO develop detailed procedures to guide employees and supervisors responsible with procedures to document and/or obtain collaborating evidence to support employee assertions.
2009-01	<i>FY 2008 FS</i>	1.10	Payroll Processing - We recommend that the CAO develop procedures to guide supervisors responsible for reviewing and approving certification reports in identifying circumstances in which civilian personnel would be entitled to night differential pay. As an alternative, [REDACTED] could be programmed to incorporate the rule.
2009-01	<i>FY 2008 FS</i>	1.12	Payroll Processing - We recommend that the CAO implement a procedure to add a system date to the certification reports to document the date when timekeepers print the reports.
2009-01	<i>FY 2008 FS</i>	2.1	Financial Management - We recommend that the CAO continue to develop policies and procedures covering all matters impacting USCP's financial performance, take steps to ensure that they are implemented consistently through the Department, and provide training for all employees.
2009-01	<i>FY 2008 FS</i>	2.2	Financial Management - We recommend that the CAO develop procedures to prevent significant erroneous entries as well as procedures to detect significant errors in a timelier manner and to develop a more rigorous quality assurance process.

Appendix 2 – Resolution of Report Recommendations			
Report Number	Report Title	Recommendation Number	Recommendation
2009-01	FY 2008 FS	2.3	Financial Management – We recommend that the CAO develop and implement policies and procedures to facilitate the flow of information from the General Counsel to OFM.
2009-01	FY 2008 FS	2.6	Financial Management - We recommend that the CAO develop procedures to ensure that ████████ transactions classified as FA are in fact new additions and not corrections of previously existing assets. Additionally, FD transactions should be actual disposals and not corrections.
2009-01	FY 2008 FS	2.7	Financial Management - We recommend that the CAO insure that OFM and PAMD need to continue to work vigorously together to insure that their past efforts are not wasted.
2009-01	FY 2008 FS	3.1	Financial Management – We recommend that USCP officially appoint a CPO and develop policies and procedures to ensure all personally identifiable information is identified and safeguarded.
2009-01	FY 2008 FS	3.2	Information Systems - We recommend that management ensure that a standard security benchmark for all systems is developed and implemented. Organizations such as the National Institute for Standards and Technology and the Center for Internet Security provide guidance on security benchmarks for Federal government systems.
2009-01	FY 2008 FS	3.3	Information Systems - We recommend that management ensure that all system users (including contractors) receive security awareness training on an annual basis, and that management develops procedures to ensure all users agree to abide by the Rules of Behavior for using USCP systems.
2009-01	FY 2008 FS	3.4	Information Systems - We recommend that management develop new procedures to ensure that all users of major financial applications review and acknowledge system specific Rules of Behavior prior to gaining system access.
2009-01	FY 2008 FS	3.5	Information Systems - We recommend that management conduct risk assessments in accordance with guidelines and recommendations for protecting Federal information systems. This risk assessment process and the documented results should be integrated into a comprehensive process for Certifying and Accrediting major systems.
2009-01	FY 2008 FS	3.6	Information Systems - We recommend that management create system security plans in accordance with guidelines and recommendations for protecting Federal information systems. System security plans should document all controls protecting the system and the final document should be approved by management before it is integrated into a comprehensive process for Certifying and Accrediting major systems.
2009-01	FY 2008 FS	3.7	Information Systems - We recommend that management ensures that there is an independent assessment of security controls conducted as part of a comprehensive C&A process.
2009-01	FY 2008 FS	3.8	Information Systems - We recommend that management develops a process to track and manage all know own system weaknesses. This process should include a centralized method of documenting and managing known issues, their associated corrective action plans, and the status of change implementations.
2009-01	FY 2008 FS	3.9	Information Systems - We recommend that management obtain and review a SAS No. 70 report or equivalent for the ████████ system as part of their continuous monitoring process.
2009-01	FY 2008 FS	3.11	Information Systems - We recommend that management establish and implement policies and procedures that ensure inactive network accounts are periodically reviewed and addressed in a timely manner.
2009-01	FY 2008 FS	3.12	Information Systems - We recommend that management ensure that key infrastructure components of the general support system are continuously monitored for security violations and malicious activities, and reported to management in a timely manner.

Appendix 2 – Resolution of Report Recommendations			
Report Number	Report Title	Recommendation Number	Recommendation
2009-01	FY 2008 FS	3.13	Information Systems - We recommend that management revise and update the OFM COOP in accordance with best practices for Federal organizations, as well as ensure that all key areas of the COOP are adequately tested and documented. We further recommend that the recovery timeframes are appropriately established as part of COOP revision process.
2009-01	FY 2008 FS	3.15	Information Systems - We recommend that the CAO implement policies and procedures to require that a test plan and objectives be developed prior to testing contingency plans. The test plan should include a clear scope, scenario, and logistics as well as indicate the personnel who will be involved. Additionally, we recommend that a formal report be documented upon completion of the test. The report usually includes successful and non-successful steps as well as lessons learned. Furthermore, we recommend that the contingency plan be updated to reflect the discovered deficiencies.
2009-01	FY 2008 FS	3.16	Information Systems - We recommend that the CAO perform account reviews of all [REDACTED] users and ensure that all users have appropriate access and assigned roles.
2009-01	FY 2008 FS	3.17	Information Systems - We recommend that the CAO perform account reviews and ensure that all active accounts are assigned to an active [REDACTED] user or are otherwise disabled.
2008-06	Review of Specialty Assignment and Proficiency Pay Programs	1	Specialty Pay - We recommend that the United States Capitol Police develop and implement a sound, effective method of accounting for each specialty assignment and proficiency pay program in the National Finance Center and the [REDACTED] accounting systems. During the interim, the Office of Human Resources should establish written procedures for processing and reconciling its cuff records with actual disbursements.
2008-06	Review of Specialty Assignment and Proficiency Pay Programs	2	Specialty Pay - We recommend that the United States Capitol Police take action(s) to collect questioned costs totaling \$196,420 and provide supporting documentation for \$30,600.
2008-06	Review of Specialty Assignment and Proficiency Pay Programs	3	Specialty Pay - We recommend that the United States Capitol Police consider whether all the specialty assignment and proficiency pay programs are needed and, if so, determine the most efficient and effective method of implementation and allocate the necessary resources to effectively administrate the program(s).
2008-06	Review of Specialty Assignment and Proficiency Pay Programs	4	Specialty Pay - We recommend that the United States Capitol Police, in the interim, clarify [REDACTED] Directives regarding a. Exclusion(s) or payment(s) from multiple programs when using the same defining criteria such physical fitness, firearms proficiency, risk to self, and maintenance of certification or proficiencies, thereby avoiding costs of \$279,219 and putting funds to better use. b. the aggregate of 50 percent of the previous six-month period for pay purposes for hazardous duty and plainclothes. c. the 45-calendar day requirement for specialty assignment pay.
2008-06	Review of Specialty Assignment and Proficiency Pay Programs	5	Specialty Pay - We recommend that the United States Capitol Police finalize its draft firearms and field officer training directives and enforce the consistent use of a standard [REDACTED] Form.
2008-06	Review of Specialty Assignment and Proficiency Pay Programs	6	Specialty Pay - We recommend that the United States Capitol Police strengthen tracking and reconciliation procedures to ensure employees do not improperly receive payments within the same fiscal year or when ineligible for such pay.

Appendix 2 – Resolution of Report Recommendations			
Report Number	Report Title	Recommendation Number	Recommendation
2008-06	Review of Specialty Assignment and Proficiency Pay Programs	8	Specialty Pay - We recommend that the United States Capitol Police take action(s) to clarify its Maximum Annual Payable Rate in light of Public Law 108-7. In addition, we recommend that the Chief of Police request the Office of the General Counsel provide a legal opinion regarding: (1) USCP authority to defer payments to the next calendar year when an employee may exceed the annual salary limitation; and, (2) appropriate options for collecting amounts from employees who received amounts in excess of the annual salary limitation.
2008-06	Review of Specialty Assignment and Proficiency Pay Programs	9	Specialty Pay - We recommend that the United States Capitol Police consider whether these specialty assignment and proficiency pay programs are needed to compete with other police forces and, if so, then the Department should link its goals and measures of these programs with retention and recruitment of Department personnel.
2008-08	Review of Compliance with USCP Hiring Standards and with Directive [REDACTED]	1	Triple III - We recommend that the United States Capitol Police, in coordination with the Capitol Police Board, update its hiring standards and establish a comprehensive hiring directive outlining the Department's vision and goals to create a talented and committed workforce, to support an effective organizational culture, and enhance the overall performance of the Department.
2009-02	Controls Over Travel Vouchers	2	Travel Vouchers - We recommend that the United States Capitol Police provide travel cardholders training or, at a minimum, require all cardholders to take the U.S. General Services Administration on-line training course for cardholders and document such training. Additionally, the Office of Financial Management should review the questionable vouchers and determine if questioned costs should be collected from cardholders.
2009-02	Controls Over Travel Vouchers	3	Travel Vouchers - We recommend that the United States Capitol Police strengthen its controls surrounding voucher payment process. Specifically, require cardholders to mark duplicate travel vouchers clearly as "COPY" when resubmitting to the Office of Financial Management. Additionally, the Office of Financial Management should develop and implement a mandatory specialized training course for the approving, authorizing, and certifying officials reiterating their roles and responsibilities. Refresher courses should be provided on a periodic basis. Until a training course is developed and implemented, require applicable officials to review the FTR and Department policies and procedures related to reviewing travel vouchers and approving travel expenditures.
2009-02	Controls Over Travel Vouchers	4	Travel Vouchers - We recommend that the United States Capitol Police review the General Services Administration E-Gov Travel Service and consider the feasibility of obtaining and utilizing a common automated and integrated approach to managing its travel function. At a minimum, the Department should obligate funds prior to travel to ensure that sufficient funds are available to cover travel vouchers, thereby reducing the need to reprogram at year end.
2009-05	Audit of USCP Purchase Card Program	1	Purchase Card - We recommend that the United States Capitol Police update and communicate policies and procedures to address the identified internal control deficiencies noted for the Purchase Card Program culminating in a comprehensive purchase card management plan.
2009-05	Audit of USCP Purchase Card Program	2	Purchase Card - We recommend that the United States Capitol Police update the PCard guidance.
2009-05	Audit of USCP Purchase Card Program	3	Purchase Card - We recommend that the United States Capitol Police require the Purchase Card Program Coordinator to conduct monthly monitoring of purchase cardholder statements and purchase log reconciliations to measure compliance.

Appendix 2 – Resolution of Report Recommendations			
Report Number	Report Title	Recommendation Number	Recommendation
2009-05	<i>Audit of USCP Purchase Card Program</i>	4	Purchase Card - We recommend that the United States Capitol Police review reported questionable transactions and make a determination as to their appropriateness and valid Government need.
2009-06	<i>Audit of USCP Off-site Deployments</i>	1	Off-site Deployments - We recommend that the United States Capitol Police, in coordination with the Capitol Police Board and Committees of jurisdiction, establish a policy clearly defining terms such as deployment, "direct nexus" to the mission, and the three exceptions under 2 U.S.C. § 1978 and establish a complete listing of off campus activities that do not require formal notification.
2009-06	<i>Audit of USCP Off-site Deployments</i>	2	Off-site Deployments - We recommend that the United States Capitol Police immediately document its decision-making process as it relates to off campus activities.
2009-06	<i>Audit of USCP Off-site Deployments</i>	3	Off-site Deployments - We recommend that the United States Capitol Police immediately implement procedures to capture and document estimated and actual costs in all off campus activities.
2009-06	<i>Audit of USCP Off-site Deployments</i>	4	Off-site Deployments - We recommend that the United States Capitol Police develop written measures and standards for off campus activities.
2010-02	<i>Review of Hazardous Materials Response Team Procurement Process</i>	3	Procurement - We recommend the United States Capitol Police safeguard government contract records by establishing physical control over vulnerable assets. Access to records should be limited to authorized individuals, and accountability for their custody and use should be assigned and maintained.

APPENDIX 3 – Peer Review Reporting

Peer Review

Peer Review Conducted of other OIG

During this reporting period the USCP OIG did not conduct a peer review of any other OIG.

Peer Review Conducted of this OIG

The CIGIE has scheduled a peer review of the USCP OIG for the next reporting period.

Table 1

Reports Issued with Questioned Costs¹
April 1, 2010 through September 31, 2010

Category	(Dollars in Thousands)		
	No. of Reports	Questioned Costs	Unsupported Costs
For which no management decision has been made by the commencement of the reporting period	4	\$2,701	\$1,341
Which were issued during the reporting period	0	\$0	\$0
Subtotals	4	\$2,701	\$1,341
For which a management decision was made during the reporting period			
• dollar value of disallowed costs	0	\$0	\$0
• dollar value of cost not disallowed	0	\$0	\$0
For which no management decision has been made by the end of the reporting period	4	\$2,701	\$1,341
Reports for which no management decision was made within 6 months of issuance	4	\$2,701	\$1,341

¹ A “questioned cost” denotes that one or more of the following three situations exist: (1) an alleged violation of a provision of a law, regulation, contract, grant, cooperative agreement, other agreement, or document governing the expenditure of funds; (2) a finding that, at the time of the audit, such cost is not supported by adequate documentation; or (3) a finding that the expenditure of funds for the intended purpose is unnecessary or unreasonable.

Table 2

Reports Issued with Recommendations that Funds Be Put to Better Use²
April 1, 2010 through September 30, 2010

Category	Number of Reports	Dollar Value (in thousands)
For which no management decision has been made by the commencement of the reporting period	1	\$282
Which were issued during the reporting period	0	\$0
Subtotals	1	\$282
For which management decision was made during the reporting period	0	0
• dollar value of recommendations that were agreed to by management ○ based on proposed management action ○ based on proposed legislative action	0	0
• dollar value of recommendations that were not agreed to by management	0	0
For which no management decision has been made by the end of the reporting period	1	\$282
Reports for which no management decision was made with 6 months of issuance	1	\$282

² A recommendation that funds be put to better use is a recommendation by the OIG that funds could be used more efficiently if Department management took actions to implement and complete the recommendations, including: reductions in outlays, deobligation of funds from programs or operations; withdrawal of interest subsidy costs on loans or loan guarantees, insurance, or bonds; costs not incurred by implementing recommended improvements related to the operations of the Department, a contractor, or a grantee, avoidance of unnecessary expenditures noted in preaward reviews of contract or grant agreements; or any other savings which are specifically identified.

Table 3

INVESTIGATIONS STATISTICS
April 1, 2010 through September 31, 2010

Recoveries	\$0
Fines and Restitutions	\$0
Investigative Cases Opened	9
Investigative Cases Closed	6
Internal Control Reviews Initiated	0
Arrests	0
Indictments	0
Convictions	0
Personnel Actions	2
Total Complaints Received	127
Hotline Complaints Received	119
Complaints from Other Sources	8
Complaints Referred (to Department or other agencies)	24
Inspector General Subpoenas	0

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Working Relationship Principles for Agencies and Offices of Inspector General

The *Inspector General Act* establishes for most agencies an OIG and sets out its mission, responsibilities, and authority. The unique nature of the Inspector General function can present a number of challenges for establishing and maintaining effective working relationships. To work most effectively together, the agency and its OIG need to clearly define what the two consider to be a productive relationship and then consciously manage toward that goal in an atmosphere of mutual respect.

By providing objective information to promote government management, decision making, and accountability, the OIG contributes to the agency's success. The OIG is an agent of positive change, focusing on eliminating waste, fraud, and abuse, and on identifying problems and recommendations for corrective actions by agency leadership. The OIG provides the agency, Board, and Congress with objective assessments of opportunities to be more successful. The OIG, although not under the direct supervision of the Chief, must keep the Board and the Congress fully and currently informed of significant OIG activities. Given the complexity of management and policy issues, the OIG and the agency may sometimes disagree on the extent of a problem and the need for and scope of corrective action. However, such disagreements should not cause the relationship between the OIG and the agency to become unproductive. The following working relationship principles provide some guidance for agencies and OIGs. **To work together most effectively, the OIG and the agency should strive to:**

Foster open communications at all levels.

The agency will promptly respond to the OIG requests for information to facilitate OIG activities and acknowledge challenges that the OIG can help address. Surprises are to be avoided. With very limited exceptions, primarily related to investigations, the OIG should keep the agency advised of its work and its findings on a timely basis, and strive to provide information helpful to the agency at the earliest possible stage.

Interact with professionalism and mutual respect.

Each party should always act in good faith and presume the same from the other. Both parties share, as a common goal, the successful accomplishment of the agency's mission.

Recognize and respect the mission and priorities of the agency and the OIG. The agency should recognize the OIG's independent role in carrying out its mission within the agency, while recognizing the responsibility of the OIG to report both to Congress and to the agency head. The OIG should work to carry out its functions with a minimum of disruption to the primary work of the agency. The agency should allow the OIG timely access to agency records and other materials.

Be thorough, objective, and fair. The OIG must perform its work thoroughly, objectively, and with consideration to the agency's point of view. When responding, the agency will objectively consider differing opinions and means of improving operations. Both sides will recognize successes in addressing management challenges.

Be engaged. The OIG and agency management will work cooperatively in identifying the most important areas for OIG work, as well as the best means of addressing the results of that work, while maintaining the OIG's statutory independence of operation. In addition, agencies need to recognize that the OIG also will need to carry out work that is congressionally requested, mandated by law, or self-initiated.

Be knowledgeable. The OIG will continually strive to keep abreast of agency programs and operations, and agency management will be kept informed of OIG activities and concerns being raised in the course of OIG work. Agencies will help ensure that the OIG is kept up to date on current matters and events.

Provide feedback. The agency and the OIG should implement mechanisms, both formal and informal, to ensure prompt and regular feedback.

CONTACTING THE OFFICE OF INSPECTOR GENERAL

The success of OIG's mission to prevent fraud, waste, abuse or mismanagement depends on the cooperation of employees and the public. There are several ways to report questionable activity.

Call us at 202-593-4201 or toll-free at 1-866-906-2446. A confidential or anonymous message can be left 24 hours a day/7 days a week.



**Toll-Free
1-866-906-2446**

Write or visit us – we are located at:



*United States Capitol Police
Attn: Office of Inspector General, Investigations
119 D Street NE
Washington, D.C. 20510*

OIG staff members open mail addressed to the above address.

You can also contact us by email at: OIG@cap-police.senate.gov.

When making a report, convey as much information as possible such as: Who? What? Where? When? Why? Complaints may be made anonymously or you may request confidentiality.

Additional Information and Copies:

To obtain additional copies of this report, call the OIG at (202) 593-4201.

