

Appendix 6



DISTRICT OF COLUMBIA
OFFICE OF THE INSPECTOR GENERAL
CHARLES C. MADDOX, ESQ.
INSPECTOR GENERAL

INSPECTIONS AND EVALUATIONS DIVISION
MANAGEMENT ALERT REPORT

**DEPARTMENT OF HUMAN SERVICES
YOUTH SERVICES ADMINISTRATION
OAK HILL YOUTH CENTER**

**MOTOR POOL & MOTOR VEHICLE OPERATOR
LICENSING DEFICIENCIES AT OAK HILL YOUTH CENTER**

MAR 03 – I - 006
SEPTEMBER 11, 2003

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Inspector General

Charles C. Maddox, Esq.
Inspector General



September 11, 2003

Leticia Lacomba
Acting Administrator
Department of Human Services
Youth Services Administration
8300 Riverton Court
Laurel, MD 20724

Dear Ms. Lacomba:

This is a Management Alert Report (MAR 03-I-006) to inform you of significant issues that have come to our attention as a result of our inspection of the Department of Human Services, Youth Services Administration (YSA). The Office of the Inspector General (OIG) provides these reports when we believe a serious matter requires the immediate attention of a District of Columbia (District) government official.

Background:

The YSA maintains a fleet of buses and passenger vehicles to transport residents, trucks for transporting supplies, and other vehicles used for general maintenance at YSA facilities. The inspection team (team) noted several deficiencies within the YSA Facilities Maintenance Division motor pool located at the Oak Hill Secure Detention Facility.

Observations:

1. **More than one-half of all YSA vehicles in the Oak Hill motor pool have expired inspection stickers, and employees operate these vehicles in violation of District law. In addition, many vehicles have not had semi-annual preventive maintenance checks required by Department of Public Works regulations.**

During an inspection of the YSA motor pool, the team observed 10 vehicles with either no inspection stickers or expired stickers. As a result, the team obtained a list of all vehicles assigned to YSA; this list shows that 32 of 62 vehicles have expired inspection stickers.

Title 18 DCMR § 602.4 states:

It shall be unlawful for any person to operate, park, or permit to be operated or parked on public space any vehicle bearing current District of Columbia tags, except a vehicle exempt under the provisions of § 602.3,¹ unless there is displayed on the right side of the vehicle's windshield one of the following:

¹ None of the exemptions listed in Section 602.3 apply to this issue.

- (a) A current District of Columbia inspection sticker;
- (b) A temporary sticker issued by the Director; and
- (c) A temporary registration certificate issued by a registered District of Columbia dealer or repair shop when transferring ownership for registration purposes.

The team found additionally that expired inspection stickers had been removed from vehicles in order to prevent employees from driving these vehicles. However, management indicated that some employees continue to operate the vehicles that lacked valid inspection stickers outside of the Oak Hill compound in violation of District regulations.

The team also noted that 26 of 62 vehicles had not received semi-annual Preventive Maintenance (PM) checks as required by Department of Public Works (DPW), Fleet Management Administration (FMA) procedures. The FMA Manual states that “all vehicles will be scheduled at least semiannually [PM inspection].” Fleet Management Administration, D.C. Department of Public Works, Procedure 7-1-7, Fleet Services Division Manual 97 (1999). In addition, FMA policies state that “the [r]epeated failure to comply with PM inspection schedules may result in a restriction of vehicle use and/or the refusal of fuel.”² *Id.* at 89.

YSA managers stated that only one DPW mechanic is available to service the entire fleet of YSA vehicles at Oak Hill during 2 days of the week. Consequently, the mechanic cannot adequately service YSA vehicles in a timely manner, thereby delaying necessary vehicle repairs and maintenance.

2. YSA employees operate government vehicles without valid state drivers licenses and government motor vehicle identification cards.

Title 18 DCMR 18 § 100.2 states that “[n]o person, except those expressly exempted by § 100.3,³ shall drive any motor vehicle in the District of Columbia unless he or she has a valid license under the provisions of this chapter.” Similarly, YSA Policy Number 9.11, Section V(A)(3), dated April 15, 2000, states that “[a]ll employees must possess a valid state driver’s license from D.C., Maryland or Virginia, to operate a District owned or leased vehicle.” Section V(A)(4) further provides that “[a]ll employees must possess and maintain on their person, a valid D.C. Government Motor Vehicle Driver Identification Card.”

The team obtained documentation from YSA management showing that 32 YSA employees authorized to drive District vehicles have not provided proof of their state driver’s license and D.C. Government Motor Vehicle Driver Identification Cards. The team also obtained documentation showing that 38 employees have expired D.C. Government Motor Vehicle Driver Identification Cards.

² Pursuant to Mayor’s Order 2000-75, the Department of Public Works, Fleet Management Administration is responsible for maintaining the fleet management program of the District government. This includes vehicle maintenance, repair, and replacement for all District agencies. However, the agency heads of the Metropolitan Police Department, Department of Corrections, and Fire and Emergency Medical Services may, at their discretion, continue to procure, acquire, maintain, repair, and dispose of non-emergency vehicles and motor equipment used by their agencies.

³ These exemptions do not apply to the issue identified in this MAR.

These violations of District regulations and YSA policies could place the safety of the public, YSA employees, and youth transported at risk and create liability for the city when YSA vehicles that are not properly inspected and repaired, are driven by individuals who are not qualified to drive.

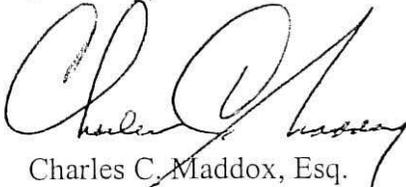
Recommendations:

1. That the YSA Administrator ensure that all vehicles are properly inspected in accordance with District Municipal Regulations.
2. That the YSA Administrator ensure that employees do not operate vehicles without valid inspection stickers.
3. That the YSA Administrator ensure that all vehicle operators maintain current state driver's licenses and D.C. Government Motor Vehicle Identification Cards.
4. That the YSA Administrator ensure that semi-annual preventive maintenance checks are conducted on all YSA vehicles.
5. That YSA coordinate with DPW to increase staffing levels for mechanics assigned to Oak Hill or allot additional days per week for the DPW mechanic to service and maintain YSA's fleet of vehicles.

Please provide your comments to this MAR by September 25, 2003. Your response should include actions taken or planned, dates for completion of planned actions, and reasons for any disagreement with the concerns and recommendations presented. Please distribute this Management Alert Report only to those personnel who will be directly involved in preparing your response.

Should you have any questions or desire a conference prior to preparing your response, please contact Alvin Wright, Jr., Assistant IG for Inspections and Evaluations, 202-727-9249.

Sincerely,



Charles C. Maddox, Esq.
Inspector General

CCM/AW/LP/jcs

cc: Mr. John A Koskinen, City Administrator, Office of the City Administrator
Ms. Carolyn Graham, Deputy Mayor for Children, Youth, Families and Elders