



**Jefferson Parish Office of Inspector General**



# **Misuse of Parish Time & Property**

**Investigative Report 2024-0006**

**July 2, 2025**

**Kim Raines Chatelain, Inspector General**

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## EXECUTIVE SUMMARY

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The Jefferson Parish Office of Inspector General (JPOIG) initiated an investigation after receiving an anonymous complaint alleging misconduct by a Building Maintenance Supervisor (“SUBJECT”) employed by the Jefferson Parish Parks and Recreation Department (JPRD). Subsequently, the JPOIG investigated the allegations that the SUBJECT misused Parish time, resources, and personnel in violation of Parish policies and state law. The JPOIG reached several findings.

**The SUBJECT is spending time at home on Parish time.** The JPOIG substantiated that the SUBJECT is returning home or taking breaks without clocking out and/or reporting breaks in violation of Personnel Rules of the Classified Service and the Parish Administrative Management Policies.

**The SUBJECT used a Parish vehicle for personal use.** The JPOIG substantiated that the SUBJECT directed the use of a Parish vehicle for personal reasons, such as delivering appliances and furniture to his house on Parish time.

**The SUBJECT may have directed Parish employees to assist the SUBJECT with personal work.** The JPOIG substantiated that the SUBJECT may have directed a subordinate employee to assist the SUBJECT to complete a personal task at the SUBJECT’s house.

The JPOIG also made two observations:

1. Eastbank Recreation – Maintenance is not holding employees accountable to scheduled breaks or accurately documenting hours worked by employees.
2. Eastbank Recreation – Maintenance practices fail to utilize controls, to include GPS vehicle tracking, to ensure that Parish vehicles are not used for personal purposes.

The JPOIG was unable to substantiate the allegation that the SUBJECT used a Parish contract for personal purchases.

Based upon the above, the JPOIG recommends:

1. The JPRD Director should take appropriate employment action regarding the SUBJECT.
2. The JPRD should design and implement procedures to document when and for how long employees are on a lunch break.
3. The Administration should engage in Parish-wide policy to track all Parish fleet vehicles, as first recommended 04/07/2020 in JPOIG 2018-0007, *Jefferson Parish’s Vehicle Tracking and Management System*.
4. The Administration should implement ethics training specifically covering the use of Parish Contracts for personal purchases and use of Parish vehicles for all Parish employees.
5. The JPRD should design and implement procedures to ensure JPRD Warehouse inventory is accurately accounted.

Per Jefferson Parish Code of Ordinances (JPCO) §2-155.10, the JPOIG referred this matter to external enforcement agencies for consideration and action.

## BACKGROUND

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### Acronyms

The Jefferson Parish Office of Inspector General used the following acronyms in this report:

<b>JPRD</b>	Jefferson Parish Parks & Recreation Department	<b>JPOIG</b>	Jefferson Parish Office of Inspector General
<b>JPSO</b>	Jefferson Parish Sheriff's Office	<b>JPCO</b>	Jefferson Parish Code of Ordinances

This investigation was initiated based upon an anonymous complaint concerning allegations of an Eastbank Recreation Building Maintenance Supervisor using a Parish contract for personal purchases and going home on Parish time.

### Jefferson Parish Parks & Recreation Department (JPRD)

JPRD is a department within Jefferson Parish government, and JPRD employees are Jefferson Parish (“Parish”) employees. JPRD is responsible for a wide variety of recreational activities for adults, teens, and children. This includes athletic programs, senior citizen activities, community enrichment programs, camps, classes, and special events. In addition, JPRD offers several options for rentals of rooms, fields, shelters, etc. To provide these services JPRD operates twenty-eight community centers, twenty-four satellite parks, the Bucktown Marina, the Bonnabel Boat Launch, the Estelle Senior Center, and Segnette Field. JPRD operates thirteen playgrounds on the Eastbank of the Parish and seventeen playgrounds on the Westbank of the Parish. JPRD is supervised by a director who is appointed by the Parish President.

JPRD employees fall under the Parish Classified Service. The JPRD terms of employment for classified employees are governed by the Jefferson Parish Personnel Rules of the Classified Service.<sup>1</sup> Terms of employment for employees working for departments under the supervision of the Parish President, such as JPRD, are also subject to the Jefferson Parish Administrative Management Policies. To support operations, JPRD employs a number of maintenance personnel.

### Eastbank Recreation Building Maintenance Supervisor

The Building Maintenance Supervisor (“SUBJECT”) in this report is a long-time employee of the Parish who works for JPRD as a Building Maintenance Supervisor (Class Code 2259). This position is responsible for supervising “skilled and semi-skilled employees engaged in the maintenance, upkeep, and security in a large Parish building or group of small Parish buildings of a department.” As a supervisor, SUBJECT is “responsible for coordinating staff to complete maintenance requirements of buildings.” This work includes:

- Performing supervisory activities which involve scheduling and instructing;
- Planning, assigning, and supervising all phases of building maintenance;
- Making a list of needed repairs and monitoring completion; and
- Providing recommendations for major repairs.

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<sup>1</sup> <https://www.jeffparish.gov/DocumentCenter/View/2552/Personnel-Rules-for-the-Classified-Service---092524>

**Previous Complaint: Intake 2022-0010**

On or about 02/09/2022, the JPOIG received information that the SUBJECT and another JPRD employee eat breakfast at Denny's Restaurant or Daisy Dukes Restaurant and run errands unrelated to work while on Parish time.

On 02/16/2022, the SUBJECT and another JPRD employee were observed at Daisy Dukes arriving in a Parish vehicle entering the establishment at approximately 7:10 AM, and leaving the restaurant between 7:35 AM and 7:55 AM.

On 3/18/2022, the SUBJECT and the same JPRD employee were observed dining at Denny's Restaurant at 8:18 AM and leaving the restaurant at 8:26 AM.

The JPOIG confirmed that on both dates, the SUBJECT and the other JPRD employee dined while clocked in on Parish time.

The JPOIG notified JPRD Director of related concerns. The Director informed the JPOIG that employees are allowed to take a lunch break while clocked in, and that there was no policy directing when employees have to take a lunch break.

## ALLEGATIONS & FINDINGS

An allegation is an assertion or a suspicion of behavior, action or incident of fraud, waste, or abuse involving the Parish government, its employees, its officials, or other individuals and entities who have a financial relationship with the Parish. Allegations can originate from information provided to the JPOIG or developed by the JPOIG. Following an investigation, allegations are resolved as: sustained, not sustained, or ungoverned. “Sustained” means there is sufficient, credible evidence to validate the allegation. “Not sustained” means there is no credible evidence or insufficient credible evidence to validate the allegation. “Ungoverned” means there is sufficient, credible evidence to validate the allegation, but there are no specific criteria addressing the behavior, action, or incident. Allegations which are “sustained” or “ungoverned” can result in a finding while allegations which are “not sustained” do not. Allegations of behavior or action which may violate a law or regulation under the authority of a local, state, or federal law enforcement or regulatory agency are “Referred” to the agency for action or disposition.

### **Allegation #1: SUBJECT is spending time at home while on Parish time. SUSTAINED**

The JPOIG received an anonymous complaint that the SUBJECT was reporting to work and, after clocking in, the SUBJECT would return home.



**Finding #1: The SUBJECT is returning home or taking breaks without clocking out and/or reporting breaks in violation of Personnel Rules of the Classified Service and the Parish Administrative Management Policies.**

### **Relevant Information:**

The SUBJECT was observed at home during work hours on 32 different occasions within a short period of time. The SUBJECT was observed in a Parish vehicle going home intermittently throughout the workday for short periods of time, such as 5 minutes. He was also observed going home primarily in mid-morning hours, for longer periods, such as 2 hours. The JPOIG confirmed that the SUBJECT was on Parish time while at home.

According to the SUBJECT’s supervisors, employees are given 30 minutes for their lunch break. Employees are not required to clock-out when taking their lunch break because this time is automatically deducted from their time worked each day. Employees are also scheduled to take two 15-minute breaks at 9:30 AM and 1:30 PM. Employees may not go home while on the clock nor are they permitted to work from home. Employees are expected to take lunch between 11:00 and 11:30 AM. Employees are allowed to go home during their lunch break. If employees are unable to go to lunch at the scheduled time, they are expected to notify their direct supervisor when it is not feasible to take lunch at the designated time. Employees may be unable to have lunch at the scheduled time due to high-priority jobs that occur at said time. Employees who are not actively completing work tickets at JPRD facilities have a variety of tasks to perform at the JPRD

Maintenance warehouse, such as cleaning their Parish vehicles and restocking and organizing parts and supplies.

The SUBJECT assists another maintenance supervisor with work orders at times when the SUBJECT does not have work orders assigned to SUBJECT's section. The SUBJECT reportedly leaves a job site without warning or notifying the other maintenance supervisor prior to the completion of the job.

When first asked, the SUBJECT did not acknowledge going home while on Parish time. Later, the SUBJECT admitted going home on Parish time.

### **Criteria:**

#### **Personnel Rules of the Classified Service**

Rule IX: Hours of Work, Leaves of Absence, Absence Without Leave, Non-Disciplinary Actions, Retirements, and Resignations

##### Section 1. Hours of Work

The work week for full-time employees in the classified service shall consist of not less than thirty-five (35) regularly scheduled working hours, exclusive of "lunch" periods ...

##### Section 13. Absence Without Leave and Presumed Resignation

13.1 It shall be the duty of every employee to report for work in accordance with, and to work throughout, all regularly scheduled working hours...

#### **Jefferson Parish Administrative Policies – 400 Employment Compensation and Work Schedule**

##### 402 Hours of Work and Work Schedule

##### 4.5 Time Keeping and Reporting

... all classified employees' time and attendance must be accurately reported and documented through a time clock (Kronos), time card or time sheet. All classified employees must accurately report time worked.

4.5.1 Time clock: If the department utilizes a time clock or time cards, hereafter referred to as UKG, the employee himself/herself must "punch-in" and "punch-out" each work day, and **recording must accurately reflect actual hours worked**. It is prohibited for anyone to report time worked or request time off in time clock/UKG for someone other than himself/herself. (Bold supplied)

## 5. Rest and Meal Periods

5.2 **Rest and meal periods shall be scheduled by the employee's supervisor, and employees shall abide by the schedule.** (Bold supplied)

5.4 Meal periods are not provided on paid-time unless an on-duty meal period is provided or required as part of the employee's regular work schedule.

## 403 Attendance, Leave and Absence

### 3. Attendance

3.3 Employees shall report ready for work in a timely manner. **Employees reporting to work are expected to be on the job site at the time designated by the employee's assigned work schedule, ready to begin work and shall normally remain on duty until the end of their shift or completion of their scheduled work day.** (Bold supplied)

Full-time employees shall perform a full day's work every day of work.

### 4. Notification to Supervisor Required; Absence/Tardiness

4.1 No employee shall be late in reporting to or be absent from work for any reason other than those specified in these rules and regulations without making prior arrangements with the employee's supervisor. Unless such arrangements are made, an employee, who for any reason fails to report to work in a timely manner, or leaves the work site for any reason, shall immediately notify the employee's supervisor of the reason for the absence or tardiness per departmental protocol.

4.2 All employees have affirmative obligation to report any tardiness or absence to the employee's immediate supervisor and, at that same time, provide an explanation as to the cause for the tardiness or absence. . . . Failure to report tardiness or absence may be construed as an unexcused absence and the time missed considered an absence without leave (AWOL).

### **Conclusion:**

The Personnel Rules of the Classified Service provides that employees work scheduled hours exclusive of "lunch." The SUBJECT was expected to take lunch between 11:00 and 11:30 AM, with a call to the SUBJECT's immediate supervisor informing of any priority tasks necessitating deviation from this scheduled lunch break. Employees are allowed to go home for lunch, provided they only take the allotted 30 minutes for their lunch break. However, they are not allowed to go home while on the clock for prolonged periods of time, nor are they allowed to work from home. The SUBJECT is going home during the workday on Parish time. The SUBJECT is receiving pay for time not worked.

The Administrative Management Policies require that time and attendance be accurately reported; the time clock reflects actual hours worked; employees abide by scheduled rest and meal periods;

and employees remain at the job site and on duty until the end of the workday. The SUBJECT is not remaining on the job site; the time clock is not capturing time away from job duties when the SUBJECT is at home; and the SUBJECT is not abiding by the scheduled lunch break.

The SUBJECT was alleged to have engaged in similar conduct according to information received by the JPOIG in February of 2022, and management was made aware. There is a reasonable basis for concern that recently observed behaviors are part of an on-going pattern of taking breaks and leaving work while on Parish time without accountability.

The Association of Certified Fraud Examiners describes theft of time as an employee receiving pay for hours not actually worked. It can range from extended breaks, long lunches, accomplishing personal errands on Parish time, to falsifying time sheets. Even small instances of time theft can accumulate and lead to significant financial losses, reduced productivity, and negative employee morale. Other employees may feel resentful or undervalued when employees are not held accountable. When employees see others getting away with time theft, it can lead to a culture of mistrust and frustration.<sup>2</sup>

Per Jefferson Parish Code of Ordinances (JPCO) §2-155.10(11), the JPOIG referred this matter to the appropriate law enforcement agency for consideration.



Observation #1: Eastbank Recreation - Maintenance is not holding employees accountable to scheduled breaks or accurately documenting hours worked by employees.

### **Relevant Information:**

Eastbank Recreation Maintenance employees report to the warehouse at 6:30 AM. Employees clock into work and begin the workday at or about that time. Supervisors assign work orders based upon employees' skills and expertise. Employees whose skills and expertise are not directly required for the day are assigned to support other areas. Employees who are not assigned a work order are expected to organize the yard, clean the trucks, and inventory supplies available or needed for trucks. Employees return to the warehouse at the end of the workday, at or about 3:00 PM, to clock out for the day.

The Parish payroll system automatically deducts 30 minutes each day for each employee which deduction represents a lunch break. JPRD must manually adjust payroll for additional absence from work.

Eastbank Recreation – Maintenance assumes all employees are taking lunch between 11:00-11:30.

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<sup>2</sup> <https://cms.acfe.com/fraud-magazine/all-issues/issue/article?s=2019-marchapril-fraud-spotlight-time-theft>

## Criteria:

### Jefferson Parish Administrative Policies - 400 Employment Compensation and Work Schedule

#### 402 Hours of Work and Work Schedule

#### 4. Work Schedule(s)

4.1.2 A regular work schedule is Monday through Friday, 8:30 a.m. until 4:30 p.m.

4.1.3 Departments may set work hours and hours may be rearranged, adjusted or staggered as needed to meet hours of operation, office hours, special project assignments, meeting requirements, operational concerns, and emergency situations.

#### 4.5 Time Keeping and Reporting

In order to ensure compliance with the Fair Labor Standards Act, every department must accurately report employee time and attendance. It is further required that each employee maintain regular and reliable attendance and all classified employees' time and attendance must be accurately reported and documented through a time clock (Kronos), time card or time sheet. All classified employees must accurately report time worked

4.5.1 Time clock: If the department utilizes a time clock or time cards, hereafter referred to as UKG, the employee himself/herself must "punch-in" and "punch-out" each work day, and **recording must accurately reflect actual hours worked**. It is prohibited for anyone to report time worked or request time off in time clock/UKG for someone other than himself/herself. (Bold supplied)

#### 5. Rest and Meal Periods

5.2 **Rest and meal periods shall be scheduled by the employee's supervisor, and employees shall abide by the schedule.** (Bold supplied)

5.4 Meal periods are not provided on paid-time unless an on-duty meal period is provided or requested as part of the employee's regular work schedule.

## Conclusion:

Eastbank Recreation Maintenance does not record actual hours worked by employees. Employees are clocking-in at or about 6:30 AM and clocking-out at or about 3:00 PM. Employees are paid for hours on the clock minus 30 minutes for lunch. JPOIG observed the following lapse of control:

- There is no control in place to capture and document when or whether employees are taking longer than 30 minutes. The control, i.e. use of a time clock, assumes that employees are taking no more than 30 minutes for lunch.
- There is no control in place to document when employees are actually taking lunch. Employees are presumed to be taking lunch between 11:00 and 11:30. The SUBJECT was assumed to be taking “lunch” in February 2022 when observed eating out at Denny’s outside the hour of 11:00 and 11:30.
- There is no control in place to document when or if employees are taking additional breaks throughout the day, as in the case of the SUBJECT. The current system assumes employees are not taking additional breaks.

The Administrative Management Policies require employees to accurately report time and attendance. However, these same policies require supervisors to “accurately report employee time and attendance.”

The Administrative Management Policies are consistent with Louisiana Legislative Auditor Best Practices – Payroll/Personnel which recommends employees:

complete and sign a time sheet, including daily hours worked, beginning and ending work times, break and lunch times, and leave (e.g., annual and sick) taken. If not using timesheets, employees must otherwise certify that they have worked their required hours (e.g., 40 hours/week for a full-time employee).

The Louisiana Attorney General (AG) has noted that time sheets or a similiar form of documentation are required to document and substantiate the accrual of leave (*AG Opinions 15-186, 99-397, and 94-284*). Further, the AG has noted that payment for work that is not performed is a prohibited donation of public funds under Article VII, Section 14 of the Louisiana Constitution and may constitute public payroll fraud under Louisiana Revised Statute 14:138 (*AG Opinion 86-652*). Therefore, there should be some form of documentation and adequate supervision to ensure that the salaried employee is working the scheduled hours upon which their salary is based.

Current department practices do not have adequate controls to ensure compliance with policies or meeting the best practices suggested by Louisiana Legislative Auditor. Absent accurate documentation, the department cannot hold employees who may be paid for hours not worked accountable.

**Allegation #2: SUBJECT used a Parish vehicle for personal uses. SUSTAINED**



**Finding #2: The SUBJECT used Parish vehicle for personal use while on Parish time.**

**Relevant Information:**

Eastbank Recreation Maintenance employees report to the warehouse at 6:30 AM. At that time, employees are assigned work orders and given use of a Parish truck to complete work. The SUBJECT was permitted to take and use a Parish truck for transportation to and from work.

SUBJECT and another Parish employee, who reports to the SUBJECT, unloaded a large appliance from a Parish truck at the SUBJECT’S residence. On a separate occasion, SUBJECT and the same Parish employee unloaded furniture from a Parish truck at the SUBJECT’S residence.

When asked, the SUBJECT and the other Parish employee admitted using Parish truck(s) to deliver an appliance and furniture to the SUBJECT’S residence. According to the SUBJECT and the other Parish employee, the appliance and furniture were not Parish property but were picked up from the side of the road. The JPOIG was unable to verify the source(s) of the appliance and furniture.

**Criteria:**

**Administrative Management Policies Manual, 514 Use of Property, Equipment, Vehicles and Information/Communication Resources**

2. Use of Parish Owned Vehicles

2.3 ... **Employees assigned a vehicle to take home are not to use vehicle for private purposes other than transportation to and from work.** (Bold supplied)

**Conclusion:**

The Administrative Management Policies prohibit the use of Parish vehicles for private purposes other than transportation to and from work. The SUBJECT used the Parish vehicle for private purposes during the workday on Parish time.



Observation #2 Eastbank Recreation - Maintenance practices fail to utilize controls, to include GPS vehicle tracking, to ensure that Parish vehicles are not used for personal purposes.

### **Relevant Information:**

Eastbank Recreation Maintenance employees and supervisors report to the warehouse at 6:30 AM. At that time, employees are assigned work orders and given use of a Parish truck to complete work. Most employees rely upon personal transportation to and from work. However, some employees, including the SUBJECT, were permitted to take Parish trucks home.

The JPOIG confirmed with the Department of Fleet Management that JPRD fleet vehicles do not have GPS tracking devices.

### **Criteria:**

#### **Administrative Management Policies Manual, 514 Use of Property, Equipment, Vehicles and Information/Communication Resources**

##### 2. Use of Parish Owned Vehicles

- 2.1 ... Each department is responsible for establishing an internal procedure for recordkeeping of each vehicle to be done on a daily basis, including driver's name and must keep this record on file and readily accessible.
- 2.2 Parish owned vehicles are to be operated in accord with federal, state and local laws as well as the Parish safety manual and the Parish substance use policy.
- 2.3 It shall be the responsibility of Appointing Authority to determine which employees, if any, shall have take-home privileges of Parish owned vehicle, as dictated by business necessity. Employees assigned a vehicle to take home are not to use vehicle for private purposes other than transportation to and from work. Employees who reside outside of Jefferson Parish are not permitted to use a Parish owned vehicle to travel to and from their residence.

### **Conclusion:**

The Administrative Management Policies prohibit the use of Parish vehicles for private purposes other than transportation to and from work. Policies also require the department to establish internal procedures for recordkeeping of each vehicle. Finally, Policies require that Parish owned vehicles be operated in accordance with federal, state, and local laws.

Despite Policies prohibiting the private use of Parish vehicles, current Parish practices permit the use of Parish vehicles for private purposes.

On 04/07/2020, the JPOIG issued an investigative report titled Jefferson Parish’s Vehicle Tracking and Management System.<sup>3</sup> One objective of that investigation and report was to assess the efficiency and effectiveness of the Parish’s vehicle tracking system. The Parish procured vehicle tracker services which provided GPS based vehicle tracking devices to aid in the fleet management of Parish vehicles. The system provided data and analytics that permitted the Parish to monitor vehicle locations, driving behaviors, optimize driver dispatch and routing, assess vehicles performance, etc. The report found that the Parish was underutilizing the vehicle tracking and management system which left the Parish vulnerable to avoidable risks. The Administration, via supplemental response to the JPOIG report, stated:

...An interdepartmental committee evaluated the capabilities and functionalities of the existing GeoTab System and Sprint service and other available options. In November, the Administration began to transition from Sprint devices and service to T-Mobile devices and “Base Plan” service at a monthly rate of \$12.60 per vehicle for 596 Parish vehicles. The Department of Fleet Management is responsible for inventory management for all vehicles and is currently installing the new devices in phases and anticipates completion of the transition at the end of March 2021.<sup>4</sup>

The Parish does not uniformly track all Parish fleet vehicles through GPS tracking devices and systems such as GeoTab. As a result, the determination of where a vehicle is geographically located at any given time, as well as the physical location of the employee assigned to the vehicle, cannot be confirmed. There is a substantial risk that Parish employees may not be working even when they are clocked-in and may be using public resources, such as Parish vehicles, for private purposes.

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<sup>3</sup> [https://www.jpoig.net/images/Public\\_Release\\_JP\\_Vehicle\\_Tracking\\_Management\\_System\\_2018-0007.pdf](https://www.jpoig.net/images/Public_Release_JP_Vehicle_Tracking_Management_System_2018-0007.pdf)

<sup>4</sup> [https://www.jpoig.net/images/Administration\\_Supplemental\\_Response\\_to\\_JPOIG\\_Investigation\\_2018-0007\\_Vehicle\\_Tracking\\_and\\_Management\\_System-with\\_attachments\\_1-5-2021.pdf](https://www.jpoig.net/images/Administration_Supplemental_Response_to_JPOIG_Investigation_2018-0007_Vehicle_Tracking_and_Management_System-with_attachments_1-5-2021.pdf)

**Allegation #3: SUBJECT directed Parish employee to assist SUBJECT with personal work. SUSTAINED**



**Finding #3:** The SUBJECT may have directed a subordinate employee to assist the SUBJECT to complete a personal task at the SUBJECT's residence.

**Relevant Information:**

Eastbank Recreation Maintenance employees and supervisors report to the warehouse at 6:30 AM. At that time, employees are assigned work orders and given use of a Parish truck to complete work. SUBJECT was permitted to take and use a Parish truck for transportation to and from work.

SUBJECT and another Parish employee, who reports to the SUBJECT, unloaded a large appliance from a Parish truck at the SUBJECT'S residence. On a separate occasion, SUBJECT and the same Parish employee unloaded furniture from a Parish truck at the SUBJECT's residence. When asked, the SUBJECT and the other Parish employee admitted using Parish truck(s) to deliver an appliance and furniture to the SUBJECT'S residence.

**Criteria:**

**Administrative Management Policies Manual – 500 Employee Responsibilities, Performance and Conduct**

507 Ethics and Professional Standards

4. Standards

4.1 Abuse of office

**No public employee shall use the power of his office or position, directly or indirectly, in a manner intended to induce or coerce any person to provide himself or any other person with anything of economic value.**  
(Bold supplied)

4.2.4 Prohibited participation in certain transactions

4.2.4.1 An employee must perform his job duties and conduct all official business free from any personal interest in economic gain or favor.

4.2.5 Gifts

No employee may solicit or receive, directly or indirectly, anything of economic value as a gift or gratuity from any person, business, entity or officer, director, agent or employee of any person, business or entity if the employee knows or reasonably should know the person, business or entity... (3) conducts operations or activities that are regulated by the

employee's agency; or (4) has substantial economic interest which may be substantially affected by the performance or nonperformance of the public employee's official duty.

**Louisiana Revised Statute 42:1116 (A.) Abuse of office**

No public servant shall use the authority of his office or position, directly or indirectly, in a manner intended to compel or coerce any person or other public servant to provide himself, any other public servant, or other person with any thing of economic value. This Subsection shall not be construed to limit that authority authorized by law, statute, ordinance, or legislative rule in carrying out official duties.

**Jefferson Parish Code of Ordinances (JPCO) §23-113(a)**

No public employee shall use the power of his office or position, directly or indirectly, in a manner intended to induce or coerce any person or other public employee to provide himself, any person or other public employee with anything of economic value.

**Conclusion:**

State law, JPCO, and the Administrative Management Policies prohibit an employee from receiving something of value to which the employee is not entitled. The SUBJECT received something of value to which the SUBJECT was not entitled if he directed a subordinate employee to assist in a personal task.

Per JPCO §2-155.10, the JPOIG referred this matter to the appropriate ethics entities for consideration.<sup>5</sup>

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<sup>5</sup> JPCO §2-155.10(11)(t): "Upon detecting a potential violation of state ethics law the office of inspector general shall notify the state ethics board pursuant to R.S. 42:1161." JPCO §2-155.10(11)(u): Upon detecting a potential violation of a parish ethics ordinance or code, the office of inspector general shall notify the ethics and compliance commission."

**Allegation #4: SUBJECT used a Parish contract for personal purchases. NOT SUSTAINED**

The JPOIG received information that the SUBJECT used a Parish contract to purchase personal items in July 2024. Relatedly, the JPOIG considered what laws, rules, regulations, policies, and procedures are present to ensure that Parish employees do not use Parish contracts for personal use.

**Relevant Information:**

On 07/04/2024, The Jefferson Parish Office of Inspector General (JPOIG) received information that the SUBJECT was using the Jefferson Parks and Recreation Department's (JPRD) Tax ID number, Parish contracts, and supplies from the Eastbank Recreation warehouse for personal use.

JPOIG requested and reviewed invoices to determine who was making purchases on Parish contracts. However, the information captured on invoices was not consistent or not available, such as the date and time of purchase, itemized purchases, name of individual purchasing items, etc. Relatedly, the JPOIG also requested surveillance footage of the Eastbank Recreation warehouse in question where the SUBJECT was alleged to have been using Parish items for personal use; however, several cameras were inoperable or not in use due to maintenance occurring at the warehouse, rendering the cameras offline.

The JPOIG also reviewed relevant policies, procedures, laws, rules, and regulations pertaining to Parish employees utilizing Parish contracts and Parish department Tax ID numbers for personal use.

**Criteria:**

**Jefferson Parish Administrative Policies – 500 Employee Responsibilities, Performance and Conduct**

507 Ethics and Professional Standards

4. Standards

4.2.4 Prohibited participation in certain transactions

An employee must perform his job duties and conduct all official business free from any personal interest in economic gain or favor.

**Conclusion:**

Based upon available information, the JPOIG could not substantiate SUBJECT's use of Parish contract for personal uses. Furthermore, the allegation that items in a Parish warehouse were being used for personal use could not be corroborated, due to the location's surveillance cameras being inoperable.

## RECOMMENDATIONS

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Recommendations are suggestions or proposals for corrective actions to the Parish, individual, or entity which is the subject of the finding to address issues identified in the report. Based upon the above findings, the JPOIG recommends:

1. The JPRD Director should take appropriate employment action regarding the SUBJECT.
2. The JPRD should design and implement procedures to document when and for how long employees are on a lunch break.
3. The Administration should engage in Parish-wide policy to track all Parish fleet vehicles, as first recommended 04/07/2020 in JPOIG 2018-0007, *Jefferson Parish's Vehicle Tracking and Management System*.
4. The Administration should implement ethics training specifically covering the use of Parish Contracts for personal purchases and use of Parish vehicles for all Parish employees.
5. The JPRD should design and implement procedures to ensure JPRD Warehouse inventory is accurately accounted.

## OBJECTIVES, SCOPE, & METHODOLOGY

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### Objectives, Scope & Methodology

The JPOIG initiated an investigation. The objectives were to compile relevant information in an unbiased manner to fairly assess the probability of the alleged impropriety, violations of policies, or violations of laws.

The scope or relevant time period was 08/02/2024 to 10/14/2024.

The JPOIG relied upon the following methodologies and techniques to ensure that information gathered was sufficiently reliable:

1. Conducted interviews.
2. Conducted surveillance.
3. Researched Louisiana State Laws, Parish Code of Ordinances, Personnel Rules of the Classified Service, and Parish Administrative Management Policies.
4. Researched information from the Parish's Financial Management System (AS400).
5. Requested records from the Parish.

### Summary of Investigative Actions

The JPOIG conducted interviews with parties involved, conducted surveillance, requested records from related vendors and the Parish, and reviewed related policies, laws, and regulations.

### Investigative Standards

We conducted this investigation in accordance with the Principles and Standards for Offices of Inspector General.<sup>6</sup> These standards require that we plan and perform the investigation to obtain sufficient, competent, and relevant evidence to afford a reasonable basis for our findings and conclusions. We believe that the evidence obtained affords a reasonable basis for our findings and conclusions.<sup>7</sup>

### Legal Authority

The authority to perform this investigation is established in Jefferson Parish Code §2-155.10 and La. R.S. 33:9613.

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<sup>6</sup> "Quality Standards for Investigations by Offices of Inspector General," *Principles and Standards for Offices of Inspector General* (Association of Inspectors General, 2014).

<sup>7</sup> "Quality Standards for Investigations by Offices of Inspector General," *Principles and Standards for Offices of Inspector General* (Association of Inspectors General, 2014).

## **RESPONSES: PARISH & NON-PARISH ENTITY COMMENTS**

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Pursuant to the Jefferson Parish Code of Ordinances (JPCO), the JPOIG must provide a draft of the report or recommendations to the person or entity being reported. JPCO §2-155.10(9)(c) provides the following for all individuals or entities:

...shall have thirty (30) working days to submit a written explanation or rebuttal of the findings before the report or recommendation is finalized, and such timely submitted written explanation or rebuttal shall be attached to the finalized report or recommendation.<sup>8</sup>

On 05/13/2025, the JPOIG provided the Draft Report to the following Parish individuals:

Parish President Cynthia Lee-Sheng

Copies were also provided to the Chief Operating Officer, and the JPRD Director.

The JPOIG received a response from Parish President Cynthia Lee-Sheng on 06/26/2025.

The comments received follow this page.

The JPOIG did not identify any Non-Parish individuals who were the subjects of the investigation in this report.

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<sup>8</sup> JPCO §2-155.10 (9)(c).



# JEFFERSON PARISH

## OFFICE OF THE PARISH PRESIDENT

CYNTHIA LEE SHENG  
PARISH PRESIDENT

June 26, 2025

**Via Electronic Mail**

Kim Raines Chatelain  
Jefferson Parish Inspector General  
990 N. Corporate Drive, Suite 300  
Jefferson, LA 70123

Re: Administration Response to Office of Inspector General-Jefferson Parish-  
Confidential Draft Investigative Report 2024-0006-Misuse of Parish Time &  
Property

Ms. Chatelain:

In accordance with Jefferson Parish Code Section 2-155.10(9), the Administration respectfully submits this response to the above-referenced JPOIG Confidential Draft Investigative Report. In connection with the above-referenced matter, my staff met with the various Departments responsible for oversight of the Department of Parks and Recreation (“Department”) and its vehicles.

The findings identified in the draft evaluation report are addressed in detail below.

**Finding No. 1:** The employee is returning home or taking breaks without clocking out and/or reporting breaks in violation of Personnel Rules of the Classified Service and the Parish Administrative Management Policies.

**Observation No. 1:** Eastbank Recreation – Maintenance is not holding employees accountable to scheduled breaks or accurately documenting hours worked by employees.

**Response No. 1:** The Parish has implemented the Kronos time-keeping system (located at each Parish facility) and requires that hourly employees clock in and out. The Director will review policies regarding all breaks in an effort to align the utilization of the Kronos system with the realities of workplace conditions and environment particular to the Department.

**Finding No. 2:** The employee used a Parish vehicle for personal use while on Parish time.

**Observation No. 2:** Eastbank Recreation –Maintenance practices fail to utilize controls, to include GPS vehicle tracking, to ensure that Parish vehicles are not used for personal purposes.

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GENERAL GOVERNMENT BUILDING-200 DERBIGNY ST – SUITE 6100 – GRETNA, LA 70053 - PO BOX 9 – GRETNA – LA 70054  
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**Response No. 2:** Each department determines utilization of the GEOTAB vehicle tracking system for its vehicles based on cost and affordability within each's Budget. The Parish has approximately 948 vehicles (excluding fire and transit), of which 626 utilize the GEOTAB system. The Director will reinforce the existing vehicle policy and counsel all users to ensure compliance. The employee has admitted to the allegations and the Director will take action as permitted by the Personnel Rules, as recommended to the Director by the JPOIG.

**Finding No. 3:** The employee may have directed a subordinate employee to assist the employee to complete a personal task at the employee's residence.

**Response No. 3:** The employee has admitted to the allegations and the Director will take action as permitted by the Personnel Rules, as recommended to the Director by the JPOIG.

Thank you for your assistance, and for providing us an opportunity to respond.

If you have any questions, please contact me at your earliest convenience.

Sincerely,



Cynthia Lee Sheng  
Parish President

cc: Mr. Steve LaChute, Chief Operating Officer  
Ms. Cherreen Gegenheimer, Deputy Chief Operating Officer  
Honorable Jennifer Van Vrancken, Councilwoman at Large, Div. A  
Honorable Scott Walker, Councilman at Large, Div. B  
Honorable Timothy P. Kerner, Jr., Councilman, Dist. 1  
Honorable Deano Bonano, Councilman, Dist. 2  
Honorable Byron Lee, Councilman, Dist. 3  
Honorable Arita Bohannon, Councilwoman, Dist. 4  
Honorable Hans Liljeberg, Councilman, Dist. 5  
Harold Buhler, Director-Parks and Recreation

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