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Chief of Police

# TUXEDO PARK POLICE DEPARTMENT

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## POLICE REFORM SUMMARY OF 2006 POLICE CORRUPTION INVESTIGATION

### **History:**

In 2006 an investigation was conducted by the FBI Public Corruption Unit and the Orange County District Attorney's Office after receiving a tip of possible corruption within the Tuxedo Park Police Department. As a result of this investigation, the Chief of Police and two police officers were arrested for Official Misconduct and other charges. The investigation revealed that unauthorized equipment purchases were made for personal use as well as fictitious payrolls submitted where the police officers in question were paid for hours they did not work and unnecessary overtime worked by police officers. The total estimated loss to the village was over \$150,000.

### **Independent Audit:**

As a result of this investigation, the village hired BST Valuation and Litigation Advisors, LLC to conduct an independent audit into the payrolls, purchased equipment and other expenditures during the time the said Chief of Police was in office.

### **Recommendations:**

BST made several recommendations to prevent this type of activity from occurring in the future. Among the recommendations were better record keeping of invoices, board approval for certain expenditures, board oversight on department spending and several other recommendations.

### **Current practices for purchases, payroll, overtime, etc...:**

1. The Village Procurement policy is followed for all purchases
2. All purchases are done through purchase orders and approved/signed off by three (3) Village Trustees. Department head is accountable for all purchases.
3. Only the Chief of Police and Police Secretary are authorized to make any purchases.
4. The Police Secretary receives all invoices and prepares a purchase order that is reviewed and signed by the Chief of Police for all purchases.
5. Department Inventory on all equipment including police vehicles and ammunition is conducted annually and submitted to the Village.
6. Ammunition is double locked in a safe and only two people in the police department have access. Every round is accounted for.
7. For payroll, all police officers are required to sign in and out of a book when on duty and off duty and the reason noted for any extra duty or shift (overtime).
8. Scheduling is done only by the Chief of Police.
9. Scheduling is done through an online vendor (Schedule Anywhere) and all shift assignments are posted at least one month in advance. Any approved overtime is listed on the schedule.

10. Payroll is triple checked by comparing the payroll sheets, sign in book and schedule and confirmed by Secretary and the Chief of Police who signs off and approves.
11. Department Policies were written and issued to all police department employees that address Fiscal Management, Agency Property, Inventory, Procurement of and use of Equipment, Safe Guarding Cash, Property/Evidence, Overtime, and others.

With these safeguards that are in place, employees and department head are accountable for all purchases, equipment, and payroll. There is oversight within the police department and by the Village Board.