

FROM	NAME & TITLE	Khalil Zaied, Director	CITY of BALTIMORE MEMO 
	AGENCY NAME & ADDRESS	Department of Transportation 417 E. Fayette Street, 5 th Floor	
	SUBJECT	OIG Report: 2012-0020	

TO

David McClintock
 Inspector General
 640 City Hall

DATE:
 August 16, 2012

I have read your Draft Report of Investigation and Exhibits relating to the Department of Transportation (DOT) employee _____ and allegations of payroll fraud involving unauthorized overtime and compensatory leave accrual and utilization of another DOT employee's bank account to pay her own cell phone and BGE bills.

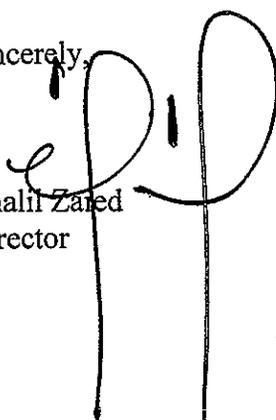
The time and effort extended by your staff in conducting this investigation is both acknowledged and appreciated. The information that stemmed from this investigation and submitted to me prior to this Draft Report was utilized administratively and both _____ and _____ tendered their resignations.

DOT initiated an audit of the payroll functions agency-wide. The audit findings are being utilized to create a Standard Operating Procedure that will be managed by our Human Resource Division. The SOP will set into place detailed duties, guidelines and practices for our payroll process in keeping with Administrative Manual 205-10. Highlighted in the SOP will be that no payroll clerk shall input his or her own payroll markings whether they are for leave or overtime worked. Two levels of review will be in place for each payroll group and management will be held accountable for review and auditing.

As I have stated previously, as a general rule, I believe DOT employees are diligent and professional in performing their duties. The Department will continue to strive to serve the citizens of Baltimore in the best way possible.

Many thanks to you and your staff for the professional manner in which this investigation was handled.

Sincerely,


 Khalil Zaied
 Director

Visit Our Website @ www.baltimorecity.gov

