



## UNITED STATES CAPITOL POLICE


WASHINGTON, DC 20510

August 14, 2018

OFFICE OF INSPECTOR GENERAL

### MEMORANDUM

**TO:** Matthew R. Verderosa  
Chief of Police

**FROM:** Michael A. Bolton   
Acting Inspector General

**SUBJECT:** *Management Advisory Report: Outdated United States Capitol Police Civilian Employee Handbook* (Report Number: OIG-2018-17)

During an interview related to the Fiscal Year 2018 Financial Statement Audit, a Department official informed the Office of Inspector General (OIG) of a *Civilian Employee Handbook*, dated March 7, 1997, which the United States Capitol Police (USCP or the Department) is still distributing to new civilian employees. PoliceNet<sup>1</sup> also includes a copy of the handbook.

OIG reviewed the handbook and found the following outdated or obsolete references:

- The handbook refers to outdated forms that the Department no longer utilizes such as [REDACTED]. Additionally, the handbook contained several outdated versions of forms such as [REDACTED].
- The handbook contains outdated phone extensions
- The handbook states that, "Employees of the Department are appointed to a position on either the Senate or the House payroll." It further states that, "The House Office of Human Resources (5-6514) and the Senate Disbursing Office (4-3205) maintain official employee personnel files." The handbook makes many other references to obsolete House and Senate human resource related offices.
- The handbook refers to outdated policies and procedures, such as the following: [REDACTED]
- Appendix A of the handbook contains an organization chart from August 1995 which has many outdated references. For instance, in 1995 there was not a Chief

<sup>1</sup> PoliceNet is the Department's intranet.



Administrative Officer and all offices either reported through the Assistant Chief of Police or directly to the Chief of Police. Additionally, the organization chart includes offices that no longer exist, such as the Office of the Ombudsman. The narrative of the handbook also contains many of these same outdated references.

- Appendix B of the handbook contains the names and phone numbers of USCP leadership. None of the leadership names were accurate.
- Appendix E of the handbook gives the locations of USCP offices. Many of the locations are outdated. For example, Appendix E lists the location of the smoking breakroom.

The Government Accountability Office's *Standards for Internal Control in the Federal Government*, dated September 2014, states, "Management periodically reviews policies, procedures, and related control activities for continued relevance and effectiveness in achieving the entity's objectives or addressing related risks." However, USCP has not reviewed and updated the *Civilian Employee Handbook* since 1997.

Without an up-to-date *Civilian Employee Handbook*, new employees may rely on outdated or incorrect information which may affect the overall operations of USCP. Additionally, when new employees receive such an outdated document, it may cause them to question the professionalism of the Department and they may lose confidence in their new employer. Thus, OIG recommends the following:

**Recommendation 1:** We recommend that the United States Capitol Police (USCP or Department) remove the *Civilian Employee Handbook*, dated March 7, 1997, from PoliceNet and stop distributing it to new employees until the Department updates the handbook.

Our limited analysis focused on information that was readily apparent to be outdated or incorrect information in the *Civilian Employee Handbook*. Because of the nature and brevity of this work, OIG did not conduct this work in accordance with generally accepted government auditing standards. Had we followed such standards, other matters might have come to our attention, and we may have identified additional instances of outdated or incorrect information.

cc: Assistant Chief Steven A. Sund, Chief of Operations  
Mr. Richard Braddock, Chief Administrative Officer  
[REDACTED] Audit Liaison