



**Prince George's County
Office of Ethics and Accountability and
Board of Ethics**

Annual Report

INCLUSIVE OF

CALENDAR YEAR 2016 &

FISCAL YEAR 2017

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Message from the Executive Director

Robin Barnes-Shell, Esq.

It is with great pleasure I am providing the fourth annual report for the Office of Ethics and Accountability, and our third report with the Board of Ethics pursuant to the Prince George's County Office of Ethics and Accountability Code, Section 2-308. Fiscal Year 2017 was an exciting year with the institution of Online Mandatory Ethics Training for County officials and employees. Over 6,042 officials and employees have completed mandatory ethics training via online and in-person this fiscal period.

With the launch of two key administrative procedures developed by the Office of Ethics and Accountability governing fundraising efforts by County agencies and evaluating secondary employment requests, agencies and individuals have guidelines to assist in their compliance with the County's Ethics Code. The Office continued to render ethics opinions to officials and employees seeking guidance on issues, such as post-employment, secondary employment, gifts/solicitation and honoraria and continued to provide advice to the Board of Ethics in rendering formal advisory opinions upon request.

Officials, employees and lobbyists have adjusted to filing their Financial Disclosure Statements electronically via OEA's Web-Portal as mandated by the Board of Ethics. Individuals are now submitting their secondary employment requests on-line as well. The Web-Portal enables mandated filers and lobbyists to easily submit disclosure statements, registrations, reports, requests for ethics advice, and complaints regarding alleged fraud, waste, abuse, illegal acts, and ethics violations electronically.

During this fiscal period, there were 5 substantiated complaints, of which 1 involved fraud, waste, abuse, illegal acts or operations review, and 4 involved ethics violations. Pursuant to Section 2-303 of the Prince George's County Office of Ethics and Accountability Code, the Office of Ethics and Accountability has provided 5 recommendations to Executive Management in response to investigations or operational reviews conducted in Fiscal Year 2017, and a total of 20 recommendations since Fiscal Year 2016 resulting in significant policy development and organizational change.

It is with great gratitude that I continue to serve and provide increased accountability and oversight in the operations of Prince George's County government.

Sincerely,

Robin Barnes-Shell
Executive Director

Mission

The mission of the Office of Ethics and Accountability is to promote public trust in County Government through:

- Providing comprehensive intake, processing, investigations, management, and adjudication of allegations of waste, fraud, abuse and illegal acts in County government.
- Promoting disclosure of the outside business and monetary interests of County government employees/officials and real-time notice of lobbying activity directed towards County government.
- Providing training, technical assistance and public education necessary to ensure County government services are delivered with integrity and in accordance with the standards of professional conduct identified within the ethics code.

Purpose

The Office of Ethics and Accountability provides increased accountability and oversight in the operations of the County government by identifying fraud, waste, abuse, and illegal acts. Prince George's County Code § 2-299. It also provides support to the Prince George's County Board of Ethics in the exercise of its authority to interpret the County Code of Ethics in order to promote public trust in County Government by ensuring impartiality of the employees and elected officials. Prince George's County Code § 2-292.

The Office Ethics and Accountability's two main functions are best described as investigative of County operations and administrative in its support to the Board of Ethics. Investigations are initiated in several ways: (1) through the PGCEthics Hotline, (2) directly to the Office, (3) via media, or (4) by other means. After an initial investigation by the Office of Ethics and Accountability, a matter may eventually be referred to law enforcement, an appropriate agency, or the Board of Ethics. Administratively, the Office of Ethics and Accountability oversees Financial Disclosure Statement submissions and lobbyists' registrations and reports; renders ethics advice to individuals governed by the Ethics Code; maintains compliance with the Open Meetings Act for the Board of Ethics; and provides ethics training to County officials, employees and lobbyists.

Message from the Board Chair

The Honorable Covette Rooney

I am pleased to provide the 2017 Annual Report of the Board in accordance with Section 2-292(a)(6) of the Prince George's County Code. Accordingly, an annual report is required setting forth the Board's activities to the County Executive and County Council.

Calendar Year 2016 included the continuation of the County's global ethics training for employees and officials. Through the efforts of the Office of Ethics and Accountability, agencies received customized ethics training in addition to the on-line training. 770 employees received in-person ethics training and 5,272 employees successfully completed the Mandatory Online-Ethics Training Course.

The Board of Ethics and Office of Ethics and Accountability staff continue to handle a large number of requests for ethics advice regarding conflicts of interest, gifts, secondary employment, and post-employment matters throughout the year. During the Financial Disclosure Statement filing season, the Office of Ethics and Accountability staff resolved a large number of calls for advice in connection with mandated electronic filings. The Office of Ethics and Accountability's staff of four full-time employees and one part-time employee, issued 108 formal and informal opinions and provided assistance to countless officials and employees with Financial Disclosure Statement filings. To date, staff has processed over 1,000 Financial Disclosures Statements from officials and employees. In addition to its other responsibilities, the Office of Ethics and Accountability staff investigated several complaints alleging violations of the Ethics Code, and processed over 107 lobbyist registration forms and reports.

Going forward, the Board of Ethics will continue to focus its energy on performing its core functions of providing ethics advice to County officials and employees and receiving complaints alleging violations of the Ethics Code. I look forward to continuing to serve the County and promoting public trust in its officials and employees.

Sincerely,

Covette Rooney
Chair

Purpose of the Board of Ethics

The Code was enacted to guard against improper influence and even the appearance of improper influence by County officials, employees and appointees to boards and commissions. To ensure impartiality and independent judgment, the Ethics Code requires designated individuals to disclose their financial affairs, and it sets standards for their business conduct. The Board of Ethics is the advisory body responsible for interpreting the Ethics Code and advising those subject to it. The Board of Ethics also serves as the body to hear and determine ethics complaints and violations.

Members of the Board of Ethics

The Board of Ethics currently consists of four members. Members must be residents of Prince George's County and no more than three members may be of the same political party. Robin Barnes-Shell serves as the Executive Director to the Board of Ethics in addition to serving as the Executive Director to the Office of Ethics and Accountability. The Board of Ethics selected Judge Covette Rooney to serve as Chair through December 31, 2017. The remaining members are as follows: Cassandra Burckhalter, Member; Curtis Eugene, Member; and Sharon Theodore-Lewis, Esq., Member.

Meetings of the Board of Ethics

All regular meetings were held in the Offices of Ethics and Accountability, in the Largo Government Center located at 9201 Basil Court, Suite 155, Largo, Maryland 20774. As required, advance notice of meetings and the possibility of closed sessions were posted on the County's website. All decisions of the Board of Ethics are reflected in the minutes of the monthly meetings and are available on the County's website.

Generally, agenda topics included establishing procedures for the Board of Ethics, consideration of formal requests for advisory opinions on the application of Ethics Code, and consideration of administrative procedures for recommendation to the Executive Leadership in the County affecting the administration of fundraising and secondary employment in the County to ensure these activities comply with the County's Ethics Code. The Board invited and heard from a commission on changing disclosure requirements for boards and commissions. After reviewing State Ethics Laws on this issue and consulting with legal counsel, the Board decided to maintain the current disclosure requirements in the interests of promoting public trust in County government.

The Board of Ethics met eight (8) times during the 2016 calendar year. A notice of the meetings appeared on the County's website. The Board of Ethics conducted closed sessions to discuss advisory opinion requests, exemption requests and Board investigation referrals. The Board of Ethics conducted open meetings for all other actions.

Charter §1002 Waivers

The Board of Ethics did not receive any requests for Section 1002 waivers in the calendar year of 2014. Section 1002 of the Charter provides that the Board of Ethics may authorize any County employee to own stock or maintain a business, which engages in business with the County subject

BOARD OF ETHICS

to the Board of Ethics' determination that the employee's involvement does not violate the public trust, and that there is full disclosure of all pertinent facts.

Board of Ethics Referrals

The Board of Ethics is empowered with authority to determine violations of the County Ethics Code. The Board of Ethics reviews all complaints of alleged violations, conducts fact findings and hearings, and determines if an Ethics Code violation has occurred. Two matters regarding noncompliance in lobbying reporting were referred to the Board of Ethics and were addressed by legal counsel for the Office of Ethics and Accountability. In addition, during the 2017 Fiscal Year, the Board received twelve (12) referrals of alleged ethics violations of which four (4) were substantiated through investigations by the Office of Ethics and Accountability.

Enforcement Activities

The Board of Ethics is empowered to impose fines and other penalties as warranted and to seek judicial enforcement of its sanctions. The Board of Ethics did not seek judicial enforcement but did impose late filing fees for delinquent filing of Financial Disclosure Statements during the 2016 calendar year.

Ethics Training

The Office of Ethics and Accountability provided in-person ethics training to 770 employees, officials, and board and commission members and 5,272 online ethics training for the compliance period ending July 31, 2017. Training types included the following: (1) Online training at County facilities; (2) on-site ethics trainings provided at the request of various agencies; (3) PGCEthics Training, which is an hour-long ethics course for employees and officials offered monthly at the RMS Building in Largo; (4) New Employee Orientation Program training offered in collaboration with the Office of Human Resources Management for all new County employees; and (5) Ethics special topics provided at agency events or upon request.

Several agencies and boards/commissions received in-person ethics training that complies with the County's mandated ethics training: Department of Environment, Department of Public Works and Transportation, Department of Permitting, Inspections and Enforcement, and the Agricultural Preservation Commission.

Proposed Legislative Changes

Periodically, certain provisions in the Prince George's County Code will require revisions to comply with statutory changes made by the State Ethics Commission or to clarify interpretation to ensure compliance. Any proposed amendments to the Prince George's County Code of Ethics embodied in legislative proposals require approval by the State Ethics Commission in addition to an enactment by the County Council.

FY 2017 Key Accomplishments

The Office of Ethics and Accountability (OEA) is proud to inform Management of the following key milestones achieved:

- ✚ Processed approximately 1004 Financial Disclosure Statements filings for the 2016 calendar year.. Of those disclosures submitted, over 95% of them along with 100% of new lobbyist registrants were all processed via use of the *OEA Web-Portal* that was deployed in April, 2016 to replace the extensive paper-based collection effort previously in place;
- ✚ Conducted in-person ethics trainings reaching over 770 employees or approximately 15% of the 5,200 *plus* County employees, elected and appointed officials subject to the County Ethics Code (See ***Ethics Training*** section earlier on in this report);
- ✚ Continued to meet one of its principal objectives of global ethics education of officials and employees systematically via increasing the number of individuals trained this fiscal year to 5,272. Developed compliance reporting and procedures

for the County's mandated ethics training. (See *Ethics Training* section later on in this report);

- ✚ Processed over 251 requests for ethics advice, information provision, legal review and investigations, largely via the OEA Web-Portal (See *Exemptions and Waivers, Advisory Opinions, Informal Ethics Advice and Investigations* sections later on in this report);

- ✚ As a result of the above-referenced investigations, the Office of Ethics and Accountability provided five (5) recommendations to Executive leadership, prescribing corrective action(s) and/or identifying opportunities to affect process improvement(s) throughout County government and promote efficiency and accountability in County government. The recommendations resulted in (i) significant changes in use of fleet vehicles and compliance with the applicable policies governing their usage, (ii) protection of employees' personal identifiable information, (iii) agency monitoring and training staff on solicitation and gift prohibitions, (iv) transparent communication of fees with Housing Authority residents, and (v) updating of agency policies to ensure consistency in County government processes (See *Recommendations* section later on in this report); and

- ✚ Provided guidance to County agencies regarding the County's newly implemented fundraising policies to ensure solicitations aligned with best practices and inured a public benefit; and assisted agencies in the evaluation of secondary employment requests to ensure employees' secondary interests do not pose a conflict of interest under the County's Ethics Code.

Major Objectives for Fiscal Year 2018

The Office of Ethics and Accountability will continue to focus on establishing processes to govern its core services: (1) Investigation of fraud, waste, abuse, illegal acts and ethics violations, (2) evaluation of County operations, (3) collection of Financial Disclosure Statements for employees and officials, (4) collection of registrations and annual reports for lobbyists, and (5) provision of ethics training and advice.

The Office has deemed the following items as priorities for 2018:

- ✚ Developing policies and procedures based on current legal precedents and interpretations of County and State ethics law for the Board of Ethics to assist with referrals of ethics violations to the Board.
- ✚ Continuing global ethics educational campaigns via use of online and face-to-face training, newsletters and email to promote awareness of and compliance with the County's Ethics Code and Office of Ethics and Accountability Code.
- ✚ Collaborating with the County's Boards and Commissions to provide enhanced training opportunities to ensure their understanding of the County's Ethics Code requirements.
- ✚ Promoting awareness of County's Administrative Procedure on secondary employment and assisting agency's with review of employees' requests for employment outside of the County government and referring certain requests that require waivers to the Board of Ethics for review and approval.
- ✚ Enhancing analytical review of cases, compliance evaluations of disclosure statements, and reporting of operational reviews in accordance with the Office and Ethics and Accountability Code and the County's Ethics Code.
- ✚ Aligning the County's Ethics Code with State Law and seeking legislative amendments accordingly.

Financial Disclosure Statements

In April 2015, the Office of Ethics and Accountability launched the County's first online service, OEA Web-Portal, for filing Financial Disclosure Statements. The Board of Ethics mandated electronic filing absent extenuating circumstances.

A review of the Financial Disclosure Statements filed in April 2017 for the 2016 calendar year showed 1004 designated County officials, employees, board members and/or commissioners were required to file Financial Disclosure Statements. Notices of this requirement were issued to these individuals through the County's e-mail and U.S. Postal System by the Office of Ethics and Accountability. Additionally, further review later determined that some of the designated filers were not required to file due to a Board of Ethics exemption or other qualifying exemption.

The Office of Ethics and Accountability is in the process of reviewing Financial Disclosure Statements submitted in April 2017. A review of the common errors for 2016 Financial Disclosure Statement submitted were the following: failure to report mortgage balances, percentage of ownership and amount paid for. The Office of Ethics and Accountability has notified those outstanding filers through mail, e-mail and certified mail of their requirement to file and applicable late fees. The Board will make a final determination on the imposition of late fees for noncompliance.

Financial Disclosure Statement Exemptions and Waivers

The Board of Ethics received one (1) exemption request and one (1) waiver request in fiscal year 2017 regarding the filing of financial disclosure statements. The requests were treated confidentially in closed sessions of the Board of Ethics meetings. The Board granted each request.

Exemptions and Waivers

Date	Source	Case	Case Type	Issue	Response
11/2016	Board/ Commission	17-0087	Financial Disclosure Statement	Exemption Request	Exemption granted on the condition the board member submit a letter of resignation to the respective board.
3/2017	Board/ Commission	17-0192	Financial Disclosure Statement	Are members of the Solid Waste Advisory Committee required to complete annual financial disclosure statements	Members of the SWAC are required to complete an annual FDS, however the BOE waives the requirement for CY 2016 and the FDS filed at the time of appointment will be submitted in lieu of additional filings. Members will be required annual going forth

Advisory Opinions

The Board of Ethics received seven (7) requests for formal Advisory Opinions or reconsideration in Fiscal Year 2017. Two (2) requests involved secondary employment, one (1) request involved prestige of office, one (1) request involved gifts, two (2) requests involved financial disclosure statements and one (1) involved solicitation.

FY 2017 Advisory Opinions

Date	Case	Source	Case Type	Issue	Opinion/Response
7/2016	17-0078	Employee	Secondary Employment	Reconsideration of AO-14-0024	Board's previous decision upheld. An employee is prohibited from accepting secondary employment with an employer doing business with the County and where the employee had significant participation in matters concerning the prospective employer.
8/2016	17-0021	Employee	Secondary Employment	Can an appointed County official with a private business engage in business with the County in matters related to their County employment.	A conflict exist between the employee's fiduciary duty to the private business and their duties as a County official and such a conflict should be avoided.
1/2017	17-0124	Official	Prestige of Office	Can a County official accept campaign donations from a person/entity that is the recipient of County grants	Beyond the Scope of Board of Ethics and requestor referred to the State Board of Elections.
1/2017	17-0135	Official	Gifts	Can an elected official accept campaign contributions from entities doing business	Pursuant to Ethics Code §2-291(6) a gift does not include the solicitation, acceptance, reception or regulation of political campaign contributions and is thus beyond the scope of the Board of Ethics review and requestor referred to the State Board of Elections. However, the acceptance of such contributions could result in an appearance of a conflict of interest that is subject to review.
1/2017	17-0151	Lobbyist	Financial Disclosure Statement	Is a special event hosted by a lobbyist that included food and beverages considered a gift that must be reported on a FDS	A special event is considered a gift and must be reported on an official's FDS. However, if payment for the value of gift is made, it will no longer qualify as a gift and thus, would not need to be reported on a FDS.
4/2017	17-0215	Official	Solicitation - Fundraising	Executive Director of a County Board soliciting or accepting campaign donations for an elected County position	Campaign donations are subject to the oversight of the State Board of Elections. However, County officials and employees who accept or solicit donations from persons having business before them could result in both an actual conflict of interest

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Date	Case	Source	Case Type	Issue	Opinion/Response
					and the appearance of a conflict of interest which would be prohibited under the Ethics Code.
6/2017	17-0226	Official	Financial Disclosure Statement	Is an elected official required to disclose a gift from a lobbyist on their Financial Disclosure Statement	Receipt by the official of a meal by a lobbyist at an event is a reportable gift unless the official pays for the meal.

Ethics Advice by the Office of Ethics and Accountability

The Office of Ethics and Accountability provides support to the Board of Ethics in accordance with the Code of Ethics and Accountability, Section 2-303. The Office provides written and verbal advice to County officials, employees, agencies and the public who seek advice regarding the application of the County's Code of Ethics. The Office of Ethics and Accountability received a combined total of one hundred and twenty-two (122) for Informal Ethics Advice and Information Requests in Fiscal Year 2017. Twenty-three (23) involved requests for information review and/or provision, which included MPIA requests and legal reviews, twelve (12) requests involved conflict of interest, ten (10) involved gifts, four (4) involved post-employment inquires, thirty (30) involved secondary employment inquiries, six (6) involved prestige of office, fourteen (14) involved requirements for mandatory ethics training, three (3) involved inquires of the applicability of the Code of Ethics, nine (9) involved fundraising/solicitation activities, one (1) involved lobbying, one (1) involved political activity and eleven (11) involved Financial Disclosure Statements. Several of the opinions contained multiple issues.

FY 2017 Informal Ethics Advice and Information Requests

Count	Date	Case	Source	Case Type	Issue	Opinion/Response
1.	7/2016	17-0003	Official	FDS	Are members of the TTFCC Committee who resign from the board required to file	All members who were active for any portion of the reporting period must file a financial disclosure. If the member also files a financial disclosure with the State, they may file an affirmation statement in lieu of the filing.
2.	7/2016	17-0079	Employee	Ethics Training	Is mandatory ethics training required for Sheriff Department employees	Employees of the Sheriff's Department, although County employees, are not covered under the County's Ethics Code and are instead subject to the State Ethics Laws.
3.	7/2016	17-0080	Employee	Ethics Training	Can Sheriff Department employees participate in the mandatory County ethics training	Employees of the Sheriff's Department, are not covered under the County's Ethics Code. Referral made to the State Ethics Commission to conduct training.
4.	7/2016	17-0095	Employee	Ethics Training	Is mandatory ethics training required for DOE employees	All County employees are required to take the mandatory ethics training unless expressly exempted.
5.	7/2016	17-0096	Employee	Ethics Training	Is mandatory ethics training required for temporary employees	Temporary employees are not County employees and thus are not subject to the County's Ethics Code.

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Count	Date	Case	Source	Case Type	Issue	Opinion/Response
6.	7/2016	17-0179	Employee	Secondary Employment	County employee seeks to accept secondary employment at a university as an adjunct professor	The university is not doing business with, nor regulated by the County, the employee's agency or any other County Department therefore the employment restrictions of §2-293(b) are not applicable.
7.	7/2016	17-0180	Employee	Secondary Employment	County employee seeks to accept secondary employment at a university as an adjunct professor	The university is not doing business with, nor regulated by the County, the employee's agency or any other County Department therefore the employment restrictions of §2-293(b) are not applicable.
8.	7/2016	17-0004	Employee	Ethics training	OCR inquiry into OEA conducting in-house/on-site training for the 311 Call Center staff	Request processed/Information provided
9.	7/2016	17-0005	Media	Information Request	Inquiry from reporter concerning OEA reports issued, reporting statistics, and MPIA request regarding OEA hotline vendor	Information provided by OEA regarding reporter's inquiries. Information regarding vendor contract information was directed to OOL.
10.	7/2016	17-0006	Employee	FDS	Review of 2015 FDA paper form from a County official	OEA Review, no action taken.
11.	7/2016	17-0093	Employee	Information Requests	Employee requests information on registration requirements for mandatory ethics training	Request processed/Information provided
12.	7/2016	17-0080a	Employee	Information Request	Request for report of employees of the Sherriff's Department who have taken the County's Online Ethics Training	Information provided - Employees of the Sheriff's Department, although County employees, are not covered under the County's Ethics Code and are instead subject to the State Ethics Laws.
13.	7/2016	17-0141	Employee	Information Request	Request for report of Employees who have taken online ethics training	Information provided
14.	8/2016	17-0012	Employee	Legal Review	Request for FDS filings of Financial disclosure statements of elected officials	Information reviewed and request processed

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Count	Date	Case	Source	Case Type	Issue	Opinion/Response
15.	8/2016	17-0008	Citizen	Information Request	Owner of consulting business seeks to do more business in the County in accordance with County procedures	Requestor advised to contact OCS directly.
16.	8/2016	17-0181	Employee	Prestige of Office	County employee seeks to provide a professional reference for a consultant that conducted business with employee's agency	The employee's department failed to have a standardized and neutral process for evaluating contractors. Writing a reference may be perceived as an endorsement for the private gain of another. Employee is prohibited from providing a reference for the consultant or any contractor doing business with the employee's agency.
17.	8/2016	17-0142	Employee	Secondary Employment	County employee seeks secondary employment with a business entity to work on a project in the County	Employee is prohibited from working for any company that is subject to the authority of the employee and the employee's agency.
18.	8/2016	17-0183	Employee	Secondary Employment	County employee seeks to accept secondary employment as a receptionist for a business entity in the County	The connection between the County and the prospective employer is not such that the employee's impartiality or independence of judgment to employee's county agency would be impaired. Employee is permitted to accept employment.
19.	8/2016	17-0097	Employee	Conflict of Interest	County employee wants to hire a contractor to work on their private property; the contractor is subject to the authority of the employee and the employee's agency	The hiring of the contractor could give the appearance of a conflict and as such the employee is prohibited from hiring the contractor for their private purposes.
20.	8/2016	17-0182	Employee	Secondary Employment	Reconsideration of 17-0142	Previous decision upheld. Employee is prohibited from working for any company that is subject to the authority of the employee and the employee's agency.

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21.	8/2016	17-0147	Employee	Secondary Employment	County employee seeks secondary employment as a non-compensated board member for a public body located in Washington, DC	Employee may accept secondary employment to serve on board as the specific employment circumstances do not create a conflict of interest or an appearance of conflict and employee is not receiving private gain.
22.	8/2016	17-0146	Official	Secondary Employment	A County official seeks secondary employment as a treasurer for a nonprofit charitable organization in the county	The official may accept secondary employment as the facts do not present a conflict of interest. However, if the organization brings a matter before the County board of which the official is a member, the official must recuse themselves from any involvement.
23.	8/2016	17-0075	Employee	Gifts	Can a summer youth coordinator for a County office accept a \$15.00 gift card from intern who was employed by their agency	Summer youth coordinator is prohibited from accepting \$15.00 gift card from intern as it may give the appearance of a conflict of interest. The gift card must be returned.
24.	8/2016	17-0073	Employee	Gifts	Can a County employee receive a bereavement gift from an entity doing business with the County	Employees are subject to the gift provisions of §2-293(d)(3).
25.	8/2016	17-0074	Employee	Gifts	Can an intern at a County agency receive a scholarship award from an entity seeking to do business with the County	No, the intern cannot accept the gift. It may give the appearance of misuse of prestige of office under §2-293 of the Ethics Code.
26.	8/2016	17-0150	Official	FDS	Is outside legal counsel representing the Historic Preservation Commission required to file a FDS	No. Outside legal counsel is not required to file FDS.
27.	9/2016	17-0054	Employee	Ethics Training	Request assistance with mandatory ethics training	OEA can provide technical assistance in Ethics Training but cannot assist in content questions. Employees may attend in-person training or schedule a one-on-one session in certain circumstances.
28.	9/2016	17-0027	Official	Ethics Training	Request assistance with mandatory ethics training	OEA can provide technical assistance in Ethics Training but cannot assist in content questions. Employees may attend in-person training or schedule a one-on-one session in certain circumstances.
29.	9/2016	17-0069	Citizen	Information Request	Citizen requests report of complaints submitted	Information provided

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30.	9/2016	17-0029	Employee	Secondary Employment	Secondary employment request to develop a curriculum for several classes on various topics	The secondary employment is not an entity subject to the employee's authority and does not impair employee's impartiality, but §2-293(c), use of prestige of office, prohibits university from advertising employee's County title or position in promotional materials.
31.	9/2016	17-0020	Employee	Secondary Employment	Secondary employment request to serve on Zoning Commission in another jurisdiction	The secondary employment is not an entity subject to the employee's authority and does not impair employee's impartiality, but employee must recuse themselves from any matter involving a developer that has a business relationship with employee's agency.
32.	9/2016	17-0013	Employee	Secondary Employment	Secondary employment request to serve as a non-compensated member of the Board of Directors for a museum	The secondary employment is not an entity subject to the employee's authority and does not impair employee's impartiality, but §2-293(c), use of prestige of office, prohibits university from advertising employee's County title or position in promotional materials.
33.	9/2016	17-0018	Lobbyist	Lobbying	Are registered lobbyists required to undergo training and are there any restrictions on grass root lobbying	The County does not require lobbyist training. The Code includes in its definition of lobbying, soliciting others to communicate with a County official or employee with the intent to influence that official or employee.
34.	9/2016	17-0023	Employee	Ethics Training	Does completion of mandatory ethics training as an employee satisfy requirement for training as a board or commission member	The successful completion of mandatory ethics training by an employee satisfies requirement for ethics training as a board or commission ex-officio member.
35.	9/2016	17-0076	Employee	Prestige of Office	Hiring of family member by a County official	Section 16-150 of Personnel Law prohibits an appointing authority from filling any vacancy position in the classified service with a family member.
36.	9/2016	17-0085	Employee	Information Request	OEA inquiry to County Boards and Commission regarding Open Meetings Act compliance	OEA received the requested information
37.	10/2016	17-0072	Employee	Ethics Training	Request for documentation related to mandatory ethics training	Information provided
38.	10/2016	17-0081	Citizen	Ethics Training	Request for process to gain access to County's on-line training	Information provided

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39.	10/2016	17-0010	Citizen	Fundraising / Solicitation	How can a County agency endorse an affiliated non-profit organization and solicit funds from other County employees	All solicitation/fundraising activities by a County agency must be done in accordance with Administrative Procedure 153. Approval for the event was granted by the CAO.
40.	10/2016	17-0064	Employee	Secondary Employment	Can an elected official engage in federal lobbying	The County Code does not prohibit federal lobbying. Use of County title, position or resources would be prohibited.
41.	10/2016	17-0044	Citizen	Gifts	Can County elected and appointed officials accept a gift of meals and beverages to the MGM National Harbor opening festivities	Meals and beverages consumed in the presence of the donor is an exception to the prohibition regarding the acceptance of gifts by County officials and employees under §2-293(d) of the Ethics Code.
42.	10/2016	17-0051	Employee	Prestige of Office	Can a County employee use County resources and their title/position to film an advertising video on County property for a private entity	§2-293(c) of the Ethics Code prohibits use of prestige of office to promote private entity. To do so would be an abuse of County resources under §2-293(f).
43.	11/2016	17-0092	Employee	Ethics Training	Request for documentation related to mandatory ethics training	Information Provided
44.	11/2016	17-0062	Official	FDS	Must County employee who is not designated to file a FDS as part of their employment, but is a member of a County Board of which members are required to file FDS, be exempt from filing	All members of the Board are required to file. Employee was granted a waiver of the late fee upon their filing of the financial disclosure statement.
45.	12/2016	17-0115	Official	Ethics Training	Request to assist with and complete mandatory Ethics Training	OEA can provide technical assistance in Ethics Training but cannot assist in content questions. Employees may attend in-person training or schedule a one-on-one session in certain circumstances.
46.	12/2016	17-0055	Employee	Gifts	Can an employee accept an invitation and dinner from an entity that is doing business with the County	Advice was sought and rendered after the event. Employees are subject to the gift restrictions provided in §2-293(d)(3) of the Ethics Code.
47.	12/2016	17-0065	Employee	Conflict of Interest	Can an employee participate in meetings discussing County projects if the employee's spouse	Section 2-293, prohibits an employee from participating in matters in which they or close relatives have a financial interest or matters in which the relative

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					may submit a bid on those projects	is subject to regulation by the employee's agency.
48.	12/2016	17-0066	Former Employee	Post-Employment	Can a former employee work on a County project with new employer	Section 2-293(b)(2)(A) does not prohibit work on County project if previous work as a County employee was neither specific to the matters to which they now seek to participate, nor were they significantly involved in those same matters as a County employee.
49.	12/2016	17-0082	Employee	Gifts	Can employees participate as panelists in their official capacity at a dinner sponsored by a controlled donor	Meals and beverages consumed in the presence of the donor is an exception to the prohibition regarding the acceptance of gifts by County officials in §2-293(d).
50.	12/2016	17-0094	Official	Prestige of Office	Can a member of a board write a professional reference letter for a person seeking an elected office	Board members should refrain from providing a reference as it may give the appearance of improper use of prestige office.
51.	12/2016	17-0098	Employee	Conflict of Interest; Gifts; Prestige of Office	Can an employee attend an event with a restrictive audience that is sponsored by a vendor doing business with the County	Section 2-293(c) prohibits an official or employee from intentionally using the prestige of his office for his own private gain or that of another. Section 2-293(d)(3), prohibits employees from receiving gifts that give the appearance of impairing impartiality and independence of judgment of the recipient.
52.	12/2016	17-0099	Employee	Secondary Employment	Can County employee engage in secondary employment if the prospective employer is subject to the authority of the employee's County agency	Section 2-293(b)(1)(A) prohibits employees from engaging in secondary employment that is directly related to an employee's County's duties, unless those duties are administrative and ministerial in nature. The prospective employment is prohibited because both the employee directly and the employee's agency regulate the secondary employer.
53.	12/2016	17-0100	Former Employee	Post-Employment	Can a former employee who participated in a procurement panel (PAG) accept employment with the vendor who was awarded the contract	Board of Ethics Advisory Opinion 15-0130 and Section 2-293(b)(2)(A) of the Ethics Code, permanently bars employees who were members of a PAG from being involved in any work that flows from the contract.
54.	12/2016	17-0101	Employee	Solicitation - Fundraising	What is the proper method for a County agency to solicit sponsorship from vendors doing business with the County	All solicitation/fundraising activities by a County agency must be done in accordance with the Administrative Procedure 153.
55.	12/2016	17-0103	Employee	Conflict of Interest	County employee seeks to modify existing contract	Actions taken by a County employee to assist a particular vendor to the

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					with County vendor to allow vendor to bid on County contracts	exclusions of others is prohibited conduct under Section 2-293(c). Section 2-293(g) prohibits a County employee from disclosing confidential information to a contractor that could be used to give them an advantage in the bidding process.
56.	12/2016	17-0112	Former Employee	Post-Employment	Can a former employee accept employment with a vendor to work on a project located within the County	Former employee may accept post-employment because they did not participate significantly in the project and the area of post-employment is not specific to the matters the former employee worked on as a County employee.
57.	12/2016	17-0104	Media	Information Request	Request for information on arrest of a County official	Referred to the Public Information Officer
58.	1/2017	17-0119	Employee	Conflict of Interest	Current employee inquired if upon retirement they can transfer a certificate to operate a handicap van and bid on County contracts	Employee advised the transfer of the certificate is outside the scope of OEA. However, it would likely be a conflict of interest if an employee seeks to bid on a contract with the same agency for which they work.
59.	1/2017	17-0121	Employee	Conflict of Interest	Can an employee engage in a personal relationship with a management official at a building subject to the authority of the employee's agency	Retracted by Requestor
60.	1/2017	17-0129	Employee	Prestige of Office	Agency requested advice involving employee actions with a potential grantee	Employee actions were not a violation of Ethics Code but agency should consult with OHRM regarding possible personnel actions.
61.	1/2017	17-0131	Lobbyist	Information Request	Request for information related to lobbyist registration	Information provided
62.	1/2017	17-0136	Employee	Information request	Inquiry about secondary employment and County policy	Information provided
63.	1/2017	17-0137	Media	Legal Review	MPIA request for County government contracts	Information gathered and forwarded to OOL for processing and response
64.	1/2017	17-0126	Media	Legal Review	MPIA request for documents related to substantiated complaints of violations to OEA involving the use of County monies administered by elected	Information gathered and forwarded to OOL for processing and response

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Count	Date	Case	Source	Case Type	Issue	Opinion/Response
65.	2/2017	17-0120	Employee	Secondary Employment	Can an agency director accept a faculty position with a private organization	Employee is not prohibited from employment with the entity as it is not subject to the employee's authority or the authority of the employee's agency
66.	2/2017	17-0140	Employee	Secondary Employment	Can an employee accept employment as a non-compensated member of a charitable foundation for the sole purpose of assisting with a fundraising event	The prospective employer is not an entity subject to the employee's authority and does not impair employee's impartiality. However service on the board would likely lead to confusion as to whether the employee was acting in their official capacity as a County employee or acting merely as a member of the foundation resulting in an inference of the County's endorsement which would be prohibited under Ethics Code §2-293(c).
67.	2/2017	17-0148	Former Employee	Post-Employment	Post-employment restrictions regarding lobbying	All post-employment restrictions analyses are done on a case by case basis using the criteria set forth in Section 2-293(b)(2) of the Ethics Code .
68.	2/2017	17-0154	Employee	Ethics Training	Does an agency director have to complete ethics training	Yes. Training can be completed on-line.
69.	2/2017	17-0160	Citizen	Solicitation - Fundraising	Is a private charitable 501(c)(3) organization subject to the County Ethics Code and can it use County resources and solicit donations from County employees	All solicitation/fundraising activities, including those that are private but using County resources and the County seal to help promote an event must be done in accordance with Administrative Procedure 153 and obtain approval of the County Executive.
70.	2/2017	17-0158	Employee	Secondary Employment	Employee with an outside business seeking to have County agencies make referrals to their business	Retracted by Requestor.
71.	2/2017	17-0159	Employee	Secondary Employment	Can a County employee act as a treasurer for a political campaign for a countywide office in another county	Retracted by Requestor.
72.	2/2017	17-0170	Employee	Secondary Employment	Judicial employee seeking advice on opening business within the County	Employees of the judicial branch are not subject to the County Ethics Code. Referred to State Ethics Commission.
73.	2/2017	17-0157	Employee	Conflict of Interest	Is it appropriate for employees of County agency to provide training to a County contractor	Retracted by Requestor.
74.	2/2017	17-0143	Citizen	Information Request	Request information on the Housing Authority processes for pricing of rental properties	Outside scope of OEA, advised to contact Housing Authority.

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75.	2/2017	17-0144	Employee	Legal Review	Request for advice for removal of certain designated employee as filers of financial disclosure statements	The Ethics Code designates certain positions specifically and also provides a functionality test in §2-294 of the Ethics Code.
76.	2/2017	17-0139	Employee	Ethics Training	Information request related to ethics training for members of boards and commissions	Information provided
77.	3/2017	17-0165	Official	FDS	Are members of the Property Tax and Assessment Appeal Board required to file a FDS	The Property Tax and Assessment Appeal Board is a State Board and is therefore exempt from the filing requirement of the Ethics Code.
78.	3/2017	17-0145	Employee	Solicitation - Fundraising	What is the proper method for a County employee to solicit donations from other County employees in support of a private charitable 501(c)(3) organization	All solicitation/fundraising of County employees by another County employee must be done in accordance with Administrative Procedure 153.
79.	3/2017	17-0171	Employee	Secondary Employment	County Employee seeks to open a private home detention monitoring business	The employee may engage in secondary employment as the business is not subject to the employee's authority, that of the employee's agency or any other County agency. However, pursuant to §2-293(c), the employee is prohibited from using their County title or position in promotional materials.
80.	3/2017	17-0178	Employee	Secondary Employment	Can an appointed official accept a faculty position with a private organization	Retracted by Requestor.
81.	3/2017	17-0187	Employee	Secondary Employment	Can an appointed official of an agency accept a faculty position with a university	Retracted by Requestor.
82.	3/2017	17-0223	Official	FDS	Are members of the MNCPPC designated filers	Yes. Pursuant to Executive Order No. 13-2014, all members are required to submit a FDS.
83.	3/2017	17-0188	Employee	Secondary Employment	Review of secondary employment	Retracted by Requestor.
84.	3/2017	17-0162	Media	MPIA	MPIA request for information related to misuse of County grant funds	Information gathered and forwarded to OOL for processing and response
85.	3/2017	17-0167	Citizen	Information Request	Citizen seeking assistance involving a homeowner's association	Referred to OCR
86.	4/2017	17-0063	Employee	Political Activity	What restrictions exist for the use of County vehicle for political activity	Employee referred to State Ethics Commission and State Elections as the

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						agency is subject to the State Ethics Laws.
87.	4/2017	17-0189	Employee	Secondary Employment	Can a fire fighter accept employment as a contract fire marshal	Yes. The employee is allowed to engage in secondary employment. The secondary employer is not an entity subject to the employee's authority, that of the employee's agency or any other County agency.
88.	4/2017	17-0191	Employee	Secondary Employment	Judicial branch employee wants to join a review panel of the County' Police Department	Employees of the judicial branch are not covered by the County Ethics Code. Referred to State Ethics Commission.
89.	4/2017	17-0190	Employee	Secondary Employment	Can an inspector engage in secondary employment as a security officer	The employee is allowed to engage in the secondary employment. The secondary employer is not an entity subject to the employee's authority, that of the employee's agency or any other County agency.
90.	4/2017	17-0200	Employee	Solicitation - Fundraising	Can employees engage in fundraising activity where proceeds will benefit agency programs	All County agencies that wish to engage in fundraising activities must follow the guidelines of AP-153.
91.	4/2017	17-0193	Employee	Legal Review	Request for comments on SB-0488 - Emergency legislation proposed by the CEX revising the Board of License Commissioners	Comments provided to legislative branch.
92.	4/2017	17-0197	Employee	Information Request	Request for copy of County's code of conduct and disciplinary policy	Information provided.
93.	4/2017	17-0194	Employee	FDS	Are new employees of the OOL required to file financial disclosure statements	Yes, County Ethics Code, Section 2-294 requires new employee who is a designated filer to file within 30 days of new employment date with the County.
94.	4/2017	17-0203	Employee	Secondary Employment	Can a County employee engage in secondary employment with another County agency	Retracted by Requestor.
95.	4/2017	17-0206	Employee	Secondary Employment	Can a temporary employee assigned to OCS engage in secondary employment as a real estate broker	Temporary employees are not subject to the County's Ethics Code.
96.	4/2017	17-0224	Official	Ethics Code	Are members of the Human Relations Commission considered County employees and are members subject to the Ethics Code	HRC Members are considered County "officials" under the County's Ethics Code, § 2-291(a)(10) and subject to its jurisdiction.
97.	4/2017	17-0195	Official	Ethics Code	Are members of the Common Ownership	Members of the COC are County officials subject to the Code of Ethics

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					Commission covered under County Ethics Code	and thus are required to file financial disclosure statements.
98.	4/2017	17-0201	Employee	Secondary Employment	Can an engineer engage in secondary employment as an optician	Yes. The employee is allowed to engage in secondary employment. The secondary employer is not an entity subject to the employee's authority, that of the employee's agency or any other County agency.
99.	4/2017	17-0202	Employee	Secondary Employment	Can an employee accept secondary employment as a property manager	Retracted by Requestor after Agency denial.
100.	4/2017	17-0045	Former Employee	FDS	Requirement to file FDS after separation from County Government	Designated filers are required to file FDS within 60 days
101.	5/2017	17-0209	Employee	FDS	Are new employees who are designated filers required to file financial disclosure statements at beginning of employment	Yes, County Ethics Code, Section 2-294 requires new employee who is a designated filer to file within 30 days of new employment date with the County
102.	5/2017	17-0210	Employee	FDS	Are new employees who are designated filers required to file financial disclosure statements at beginning of employment	Yes, County Ethics Code, Section 2-294 requires new employee who is a designated filer to file within 30 days of new employment date with the County
103.	5/2017	17-0211	Employee	FDS	Are new employees of DPIE who are designated filers required to file financial disclosure statements at beginning of employment	Yes, County Ethics Code, Section 2-294 requires new employee who is a designated filer to file within 30 days of new employment date with the County
104.	5/2017	17-0214	Employee	Ethics Code	Can a newly founded nonprofit organization be made subject to the County Code of Ethics	Ethics Code covers County employees and elected and appointed officials. Referred to OOL.
105.	5/2017	17-0219	Employee	Secondary Employment	Can the Director of a County agency accept a position as a member to a nonprofit organization	Yes. The employee may accept the position. The organization is not an entity subject to the employee's authority, that of the employee's agency or any other County agency.
106.	5/2017	17-0220	Employee	Gifts	Can a County program facilitate the donation from a controlled donor of computers to local schools	Retracted by Requestor
107.	5/2017	17-0222	Employee	Conflict of Interest	Can a former employee conduct an audit on matters in which the employee was previously involved	Matter is not covered under the County's Ethics Code. Referred to the OOL.
108.	5/2017	17-0186	Employee	Solicitation	Can a County agency sponsor a certification class for an outside entity and solicit sponsorship from companies doing business with the County	All solicitations by a County Agency must be done in accordance with AP 153 and cannot solely target controlled donors as defined by the Ethics Code.

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109.	5/2017	17-0218	Citizen	Information Request	Inquiry regarding OEA	Information Provided
110.	6/2017	17-0236	Employee	Solicitation	Process to comply with County procurement policy for doing business with the County	Referred to OCS
111.	6/2017	17-0227	Employee	Solicitation	Can a County employee solicit other employees for the financial benefit of another	The action of the employee is prohibited under the County's Ethics Code. Section 2-293(c) prohibits an employee from using the prestige of his/her office for private gain or that of another.
112.	6/2017	17-0243	Employee	Conflict of Interest	Is it a violation of the Ethics Code if an employee tells a friend to seek business with the County	The Ethics code prohibits employees from engaging in any action that may give the appearance of a conflict of interest. The employee should be remindful of abusing their prestige of office and consider recusing themselves from any matters involving close friends
113.	6/2017	17-0228	Employee	Solicitation	Can a private organization hold a meeting with employees to solicit membership for their organization	Any organization that seeks to offer benefits to County employees must obtain the approval of OHRM. Referred to OHRM.
114.	6/2017	17-0235	Employee	Conflict of Interest	Can an employee engage in a personal relationship with an employee of a business over which their agency has regulatory authority	Employee may pursue relationship under the condition that they recuse themselves from any matters in which the other party is involved.
115.	6/2017	17-0249	Employee	Gifts	Can a County agency donate to a TNI group	TNIs are a County initiative and it is expected that County Agencies will provide support to the TNIs.
116.	6/2017	17-0239	Employee	Conflict of Interest	Are the solicitation activities of the EDC subject to the Ethics Code	No. The EDC is not subject to the County Ethics Code.
117.	6/2017	17-0225	Citizen	MPIA	Request for FDS of former elected official	Information gathered and forwarded to the OOL for processing and response.
118.	6/2017	17-0230	Citizen	Information Request	Request for status of previously filed complaints	Referred to agency handling complaint
119.	6/2017	17-0244	Media	MPIA	Request for copies of FDS of a County official	Information provided.
120.	6/2017	17-0248	Employee	Gifts	Can the Fire Dept. accept a gift from a non-County vendor	Unsolicited gift from vendor in this instance is acceptable.

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121.	6/2017	17-0241	Employee	Conflict of Interest	Can DoE appoint an employee as ex-officio member to a nonprofit organization created by a DoE volunteer	Additional information on the unformed entity is required to provide appropriate ethics advice.
122.	6/2017	17-0246	Employee	Secondary Employment	Can a DPWT employee accept employment as a transit driver with a private transportation company	Retracted by Requestor.

Investigations

The Office of Ethics and Accountability is authorized pursuant to the County's Ethics and Accountability Code, Section 2-303 to engage in the following specific functions:

- ✚ Evaluate, investigate and inspect the activities, records, and individuals with contracts, procurements, grants, agreements, and other financial or programmatic arrangements undertaken by or on behalf of the County Government and any other function, activity, process, or operation conducted by County government;
- ✚ Conduct criminal, civil, and administrative investigations;
- ✚ Provide information and evidence that relates to criminal acts to appropriate law enforcement officials;
- ✚ Initiate such reviews of operations of the County Government as deemed appropriate;
- ✚ Receive and investigate complaints from any source or upon its own initiative concerning alleged fraud, waste, abuse, and service deficiencies including deficiencies in the operation and maintenance of facilities; and
- ✚ Conduct joint investigations and projects with the Office of Audits and Investigations and other oversight, public safety or law enforcement agencies.

The Office of Ethics and Accountability does not prosecute criminal conduct. However, criminal conduct discovered by the Office of Ethics and Accountability during its investigation of a complaint or tip is referred to the appropriate prosecuting authority in accordance with the Ethics and Accountability Code. Moreover, the Office of Ethics and Accountability does not administer personnel matters or seek to resolve personnel conflicts that have existing procedures in place to address. The table below lists the complaints or allegations reported to OEA this fiscal period.

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FY 2017 INVESTIGATIONS

Count	Date	Source	Case Type	Nature of Allegation	Final Case Outcome	Final Case Disposition
1.	7/2016	Citizen	Government Activity	Inappropriate handling of child support	Referred to MD-DHS	Outside the Scope of OEA
2.	7/2016	Employee	Operations Review	Insufficient documentation between appraisals and right of way contracts by DPWT	Investigated by OEA	Substantiated – Recommendations Provided
3.	8/2016	Citizen	Government Activity	Inadvertent cancelling of family's temporary cash assistance	Referred to MD-DSS	Outside the Scope of OEA
4.	8/2016	Citizen	Illegal Act	Harassment by individual and their dog	Referred to DOE-AMD	Outside the Scope of Ethics
5.	8/2016	Citizen	Fraud Waste Abuse or Illegal Act	Harassment of tenants by property manager of DHCD property	Investigated by OEA and DHCD – Referred to BOE	Agency Advised – Unsubstantiated – Dismissed Recommendations Provided
6.	8/2016	Citizen	Ethics - Legal Matter	Suit filed/pending against MNCPPC	Reviewed by OEA	No Investigation Required - Notification Only
7.	8/2016	Citizen	Misuse of County Resources	County Official use of County Seal and Letterhead for political campaign	Investigated by OEA – Referred to BOE	Dismissed
8.	8/2016	Citizen	Fraud Waste Abuse or Illegal Act	Questionable activities including drug use and reckless driving in community	Reviewed by OEA	No Investigation Required - Insufficient information
9.	8/2016	Citizen	Fraud Waste Abuse Illegal Act	Illegal Activity in Pleasant Home Apartments	Reviewed by OEA	No response required- Insufficient Information provided
10.	8/2016	Citizen	Fraud Waste Abuse or Illegal Act	Non-receipt of goods that were paid in full via Western Union	Referred to PGPD-District 6 and FTC	Outside the Scope
11.	8/2016	Citizen	Government Activity	Seeking assistance to prevent seizure of home	Referred to DHCD	Outside the Scope of OEA
12.	9/2016	Citizen	Fraud Waste Abuse or Illegal Act	Concerns involving removing tenants from apartment complex	Referred to PGPD-OIG	Outside the Scope of OEA

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Count	Date	Source	Case Type	Nature of Allegation	Final Case Outcome	Final Case Dispositio
13.	9/2016	Citizen	Fraud Waste Abuse or Illegal Act	Theft of funds	Reviewed by OEA	No Investigation Required - Insufficient Information
14.	9/2016	Citizen	Fraud Waste Abuse or Illegal Act	Improper towing	Referred to DOE	Outside the Scope of OEA
15.	9/2016	Citizen	Government Activity	Bed bugs in Hyattsville apartment	Referred to DOE - Environmental Engineering	Outside the Scope of OEA
16.	9/2016	Citizen	Fraud Waste Abuse or Illegal Act	Lack of response to criminal activity	Referred to PGPD-IA	Outside the Scope of OEA
17.	9/2016	Citizen	Fraud Waste Abuse or Illegal Act	Harassment by Police	Referred to PGPD-IA	Outside the Scope of OEA
18.	9/2016	Citizen	Fraud Waste Abuse or Illegal Act	Fraudulent receipt of unemployment benefits	Referred to MD-DLLR-Unemployment Insurance Fraud	Outside the Scope of OEA
19.	9/2016	Citizen	Government Activity	Request for court date	Referred to PGC-District Court	Outside the Scope of OEA
20.	9/2016	Citizen	Fraud Waste Abuse or Illegal Act	Marriage documents forged by Clerk	Referred to State Ethics Commission	Outside the Scope of OEA
21.	9/2016	Employee	Government Activity	County Manager advised a County contractor that the company would receive a contract without a competitive bid	Referred to OOL	Outside the Scope of OEA
22.	9/2016	Citizen	Fraud Waste Abuse or Illegal Act	Harassment by Apartment Manager	Referred to PGPD-IA	Outside the Scope of OEA
23.	10/2016	Anonymous	Fraud Waste Abuse or Illegal Act	Embezzlement of funds by Basketball Coach	Referred to PGPD Financial Crimes	Outside the Scope of OEA

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24.	10/2016	Citizen	Ethics – Use of Prestige of Office	County employee has filed multiple building permit complaints against neighbor with no merit	Investigated by OEA – Referred to BOE	Unsubstantiated - Dismissed
25.	10/2016	Citizen	Government Activity	Contractor would like to submit paper plans for various projects	Referred to MNCPPC	Outside the scope of OEA
26.	10/2016	Citizen	Fraud Waste Abuse or Illegal Act	Ongoing illegal activity at apartment complex	Referred to PGPD- District 4	Outside the Scope of OEA
27.	10/2016	Citizen	Fraud Waste Abuse or Illegal Act	Mistreatment by PGPD	Referred to PGCD-OIG	Outside the Scope of OEA
28.	10/2016	Anonymous	Fraud Waste Abuse or Illegal Act	Maryland resident is fraudulently receiving DC public assistance	Referred to DC Department of Human Services	Outside the Scope of OEA
29.	10/2016	Citizen	Fraud Waste Abuse or Illegal Act	Harassment by law enforcement officials	Referred to PGPD-OIG	Outside of Scope of OEA
30.	10/2016	Citizen	Fraud Waste Abuse or Illegal Act	Citizen threatened by PGCP	Referred to PGPD-OIG	Outside the Scope of OEA
31.	10/2016	Citizen	Fraud Waste Abuse or Illegal Act	Claims of misconduct by Metro Transit Police and Metro Access drivers management	Referred to DC- Metro Area Transit Authority	Outside the Scope of OEA
32.	10/2016	Citizen	Fraud Waste Abuse or Illegal Act	Tenant is being harassed by other tenants in apartment complex	Referred to PGPD-IA	Outside the scope of OEA
33.	10/2016	Employee	Disclosure of Confidential Information	County supervisor on an interview panel for a close friend, providing interview questions to applicant	Investigated by OEA – Referred to BOE	Unsubstantiated - Dismissed
34.	10/2016	Citizen	Government Activity	Occupant of housing program moved back to unit in which there were conflicts with tenants	Referred to HD	Outside the Scope of OEA
35.	10/2016	Employee	Ethics – Use of Prestige of Office	County employee has concerns regarding a fair and impartial selection process for a position posted in Finance	Investigated by OEA – Referred to BOE	Unsubstantiated - Dismissed

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36.	10/2016	Employee	Solicitation/ Gifts and Confidential information	Battalion Chief held a meeting with fire crews that served as a meet and greet with an attorney	Investigated by OEA – Referred to BOE	Partially Substantiated – Recommendations Provided
37.	10/2016	Citizen	Employee Relations	Unfair and discriminatory hiring practices at MD-DHR	Referred to EEOC	Outside the Scope of OEA
38.	10/2016	Citizen	Fraud Waste Abuse or Illegal Act	MD resident is fraudulently receiving DC unemployment benefits while receiving income from another source	Referred to MD- DLLR Unemployment Insurance Fraud	Outside the Scope of OEA
39.	10/2016	Citizen	Government Activity	Dispute of a of letter of warning received for a citation issued	Referred to PGPD	Outside the Scope of OEA
40.	10/2016	Citizen	Fraud Waste Abuse or Illegal Act	Citizen questions whether a Senior community may be housing tenants who are not seniors	Referred to HUD	Outside the Scope of OEA
41.	10/2016	Citizen	Fraud Waste Abuse or Illegal Act	Citizen's response to a job posting resulted in receiving a fraudulent check by mail	Referred to PGPD Financial Crimes	Outside the Scope of OEA
42.	11/2016	Citizen	Ethics - Use of Prestige of Office	Citizen threatened by SAO	Referred to State Prosecutor	Outside the Scope of OEA
43.	11/2016	Anonymous	Fraud Waste Abuse or Illegal Act	Basketball coach embezzled money from players in Montgomery and Prince George's Counties	Referred to PGPD-Financial Crimes	Outside the Scope of OEA
44.	11/2016	Citizen	Operations Review	Veteran Commission Bylaws are not compliant with Open Meetings Act	Investigated by OEA	Unsubstantiated
45.	11/2016	Citizen	Fraud Waste Abuse or Illegal Act	Lack of police response to crime complaints	Referred to PGCPD-IG	Outside the Scope of OEA
46.	11/2016	Citizen	Fraud Waste Abuse or Illegal Act	Citizen alleges threats by police	Referred to PGCPD-IG	Outside the Scope of OEA
47.	11/2016	Employee	Ethics - Solicitation	Employee's business solicitation for a non-work related activity while at work on County property	Referred to the MD State Ethics	Outside the scope of OEA
48.	11/2016	Citizen	Fraud Waste Abuse or Illegal Act	Abuse of disabled citizen by PGCPD	Referred to PGCPD-IG	Outside the Scope of OEA

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Count	Date	Source	Case Type	Nature of Allegation	Final Case Outcome	Final Case Dispositio
49.	11/2016	Citizen	Ethics - Use of Prestige of Office	Non-partisan judges are putting money towards the Democratic sample ballot	Referred to MD-Prosecutor	Outside the Scope of OEA
50.	12/2016	Citizen	Use of Prestige of Office	Elected official may be using their position to threaten businesses	Reviewed by OEA	No Investigation Required - Insufficient Information provided
51.	12/2016	Citizen	Fraud Waste Abuse or Illegal Act	Illegal selling food and drink outside of a home	Referred to Health Department	Outside the Scope of OEA
52.	12/2016	Citizen	Fraud Waste Abuse or Illegal Act	Business operating out of home with no permit	Referred to DPIE	Outside the Scope of OEA
53.	12/2016	Citizen	Fraud Waste Abuse or Illegal Act	Commissioner(s) no longer living within the County	Investigated by OEA	Unsubstantiated
54.	12/2016	Employee	Ethics - Conflict of Interest	PGFD employee is sending business to family member's company	Investigated by OEA – Referred to BOE	Unsubstantiated - Dismissed
55.	12/2016	Anonymous	Fraud Waste Abuse or Illegal Act	Unfair hiring practices at PGC Memorial Library System	Referred to PGC-MLS	Outside the Scope of OEA
56.	12/2016	Employee	Employee Relations	PGCPS Employee alleges retaliation for reporting fraud	Referred to PGCPS-Ethics Panel	Outside the Scope of OEA
57.	12/2016	Citizen	Fraud Waste Abuse or Illegal Act	Employee engaged in questionable drug use	Investigated by OEA	Unsubstantiated
58.	12/2016	Citizen	Fraud Waste Abuse or Illegal Act	Disabled citizen abused by PGCPD	Referred to PGCP-IG	Outside the Scope of OEA
59.	12/2016	Employee	Employee/ Government Activity	Two county employees fraternized and colluded in poor customer service to agencies in retaliation	Inquiry by OEA/Referred to OHRM-ESLR	Outside the Scope of OEA
60.	12/2016	Citizen	Government Activity	Federal government employee is collecting food stamps, WIC, Medicaid benefits in MD for a child who lives in VA	Referred to MD-DHR & PG HLT	Outside the Scope of OEA

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Count	Date	Source	Case Type	Nature of Allegation	Final Case Outcome	Final Case Dispositio
61.	1/2017	Citizen	Ethics – Use of Prestige of Office and Secondary Employment	Citizen questions a County employee's (serving as a municipal elected official) interactions with developers and members of the County Council	Investigated by OEA – Referred to BOE	Unsubstantiated - Dismissed
62.	1/2017	Employee	Ethics - Use of Prestige of Office	Employee is engaged in nepotism	Referred to OHRM	Outside the Scope of OEA
63.	1/2017	Employee	Ethics - Confidential Information	Employee sent an email containing the personal information of another employee to the wrong party recipient	Referred to OHRM	Outside the Scope of OEA
64.	1/2017	Citizen	Fraud, Waste Abuse, Illegal Act	Employee with the USPTO gave up custody of children	Referred to USPTO	Outside the Scope of OEA
65.	1/2017	Citizen	Fraud, Waste Abuse, Illegal Act	Individual has information regarding the Board of License Commissioners and ongoing illegal acts under investigation	Referred to law enforcement	Outside the Scope of OEA
66.	1/2017	Citizen	Fraud, Waste Abuse, Illegal Act	Citizen with safety concerns after receiving phone calls requesting personal information in order to receive money	Referred to PGCPD – Financial Crimes	Outside the Scope of OEA
67.	1/2017	Employee	Employee Relations	Employee alleges harassment and discrimination by supervisor	Referred to OHRM	Outside the Scope of OEA
68.	1/2017	Citizen	Fraud, Waste Abuse, Illegal Act	Citizen is being overcharged for towing services	Referred to DOE	Outside the scope of OEA
69.	1/2017	Citizen	Fraud, Waste Abuse, Illegal Act	Citizen would like to ensure that a person receiving large donations reports it to Social Services	Referred to DSS	Outside the Scope of OEA
70.	1/2017	Employee	Employee Relations	Employee denied leave	Referred to OHRM	Outside the Scope of OEA
71.	Jan-17	Employee	Ethics - Use of Prestige of Office	County employee is removing customers fees without supervisor approval	Investigated by OEA	Unsubstantiated

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Count	Date	Source	Case Type	Nature of Allegation	Final Case Outcome	Final Case Disposition
72.	2/2017	Employee	Employee Relations	Harassment of employees by a supervisor	Referred to OHRM	Outside the scope of OEA
73.	2/2017	Citizen	Ethics - Misuse of County Resources	County vehicle used for unauthorized personal use to pick up child	Investigation by OEA – Referred to BOE	Substantiated – Recommendations Provided
74.	2/2017	Employee	Employee Relations	Battalion Chief inaccurately charged employee knowing there is no recourse for his actions	Referred to OHRM	Outside the Scope of OEA
75.	2/2017	Citizen	Government Activity	Tenant submitted complaints regarding apartment complex	Referred to apartment complex and PGPD	Outside the Scope of OEA
76.	2/2017	Citizen	Government Activity	Police response to tenants with regards to being harassed by other tenants	Referred to PGPD	Outside the Scope of OEA
77.	2/2017	Citizen	Government Activity	Water contaminated in resident's home caused by WSSC contractor	Referred to WSSC	Outside the Scope of OEA
78.	2/2017	Employee	Government Activity	County awards sole-source contract to contractor despite having limited minority participation and lack of experience	Investigated by OEA	In-Process
79.	3/2017	Citizen	Fraud, Waste Abuse Illegal Act	Citizen received call from bank fraud department stating funds were withdrawn fraudulently	Referred to Vienna, VA local police department	Outside the Scope of OEA
80.	3/2017	Anonymous	Employee Relations	Employee unauthorized negotiation of contract	Referred to OHRM	Outside the Scope of OEA
81.	3/2017	Employee	Disclosure of Confidential Information	HR liaison disclosed personal health information about an employee	Inquiry by OEA/Referred to OHRM	Outside the Scope of OEA
82.	3/2017	Citizen	Government Activity	Citizen found dead cat in drain and believes it was put there as retaliation for a complaint submitted to Waste Management	Referred to PGPD	Outside the Scope of OEA
83.	3/2017	Citizen	Ethics - Conflict of Interest	HOA Board member is owner of management company for the property	Referred to OCR	Outside the Scope of OEA
84.	3/2017	Citizen	Fraud Waste Abuse or Illegal Act	Landlord does not have a license to rent out a condominium	Referred to DPIE	Outside the Scope of OEA

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85.	4/2017	Citizen	Government Activity	Child support payment issues	Referred to PGC Child Support Enforcement	Outside the Scope of OEA
86.	4/2017	Citizen	Fraud Waste Abuse or Illegal Act	Illegal towing of cars in the Largo Woods Community	Referred to DOE	Outside the Scope of OEA
87.	4/2017	Employee	Fraud Waste Abuse or Illegal Act	PGCPS timekeeper is entering leave in system without knowledge and/or proper consent of employee	Referred to PGCPS Office of Internal Audit	Outside the Scope of OEA
88.	5/2017	Citizen	Fraud Waste Abuse or Illegal Act	Check Fraud	Referred to PGCPD	Outside the Scope of OEA
89.	5/2017	Employee	Employee Relations	Employee questionable access to social security numbers	Investigated by OEA	Unsubstantiated
90.	5/2017	Employee	Employee Relations	Employee access to employees' confidential information	Investigated by OEA	Unsubstantiated
91.	5/2017	Employee	Fraud Waste Abuse or Illegal Act	Fire Department employees receiving gifts in return for providing personal information to vendor	Investigated by OEA – Referred to BOE	Unsubstantiated – Recommendations Provided
92.	5/2017	Citizen	Ethics - Conflict of Interest Use of Prestige of Office/ Confidential Information	Official has interest in business doing business with the County and misusing the position to provide confidential information to family business owners	Investigated by OEA – Referred to BOE	Partially Substantiated – In Progress with BOE
93.	5/2017	Citizen	Ethics - Use of Prestige of Office	Tenant has concerns regarding management of a DHCD managed property, not giving proper notice before entering apartment building	Investigated by OEA	Unsubstantiated – Dismissed – Recommendations Provided
94.	5/2017	Employee	Employee Relations - Disclosure of Confidential Information	PGPD employee provided health information to workers' compensation employee	Referred to OHRM	Outside the Scope of OEA
95.	6/2017	Employee	Employee Relations - Disclosure of Confidential Information	Human Resource Liaison discussed salary, FMLA and other employee personnel information. with other employees	Referred to OHRM	Outside the Scope of OEA

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Count	Date	Source	Case Type	Nature of Allegation	Final Case Outcome	Final Case Dispositio
96.	6/2017	Citizen	Fraud Waste Abuse or Illegal Act	Police in collusion with drug activity in apartment complex	Referred to PGCPD	Outside the Scope of OEA
97.	6/2017	Citizen	Information Request	Citizen request for information on cases	Referred to PGCPD	Outside the Scope of OEA
98.	6/2017	Citizen	Ethics – Misuse of County Resources	Misuse of County Vehicle	Referred to DPIE Referred to BOE	Agency advised – Unsubstantiated - Dismissed
99.	6/2017	Employee	Ethics - Solicitation	Employee solicitation of business on County property during work hours	Reviewed by OEA – Referred to BOE	Substantiated – BOE Letter issued to Employee
100.	6/2017	Citizen	Fraud Waste Abuse or Illegal Act	Police refuse to remove citizens involved in fighting	Referred to PGCP-IA	Outside the scope of OEA
101.	6/2017	Employee	Fraud Waste Abuse or Illegal Act	Evidence of fraud found in County's spending data related to PGCPD	Referred to DCAO and Finance	Agency Advised – Unsubstantiated
102.	6/2017	Citizen	Fraud Waste Abuse or Illegal Act	Contractor over charging for flagstone	Referred to MD-Attorney General	Outside the Scope of OEA
103.	6/2017	Citizen	Fraud Waste Abuse or Illegal Act	Police car speeding through the neighborhood	Referred to PGCPD - IA	Outside the Scope of OEA
104.	6/2017	Citizen	Government Activity	Caller continued to smell gas after DPIE inspection	Referred to DPIE	Agency advised - Unsubstantiated
105.	6/2017	Citizen	Fraud Waste Abuse or Illegal Act	Auto repairs were not done properly	Referred to MD Attorney General-Office of Consumer Protection	Outside the Scope of OEA
106.	6/2017	Citizen	Fraud Waste Abuse or Illegal Act	Illegal Activity in apartment building	Referred to PGCPD	Outside the Scope of OEA
107.	3/2017	County Contractor	Fraud Waste Abuse or Illegal Act	County vendor believes another vendor may be using complainant's MBE certification	Investigated by OEA	Unsubstantiated
108.	3/2017	Citizen	Employee Relations	MNCPPC employee alleges terminated in retaliation for reporting supervisor misuse of funds	Referred to MNCPPC	Outside the Scope of OEA

Recommendations

The Office of Ethics and Accountability provided the following five (5) key recommendations to Executive Management in response to the specified investigations and/or operational reviews conducted in Fiscal Year 2017. Actions taken in response to recommendations in Fiscal Year 2016 are provided in a separate table below and include significant changes undertaken by agencies affected through the development of appropriate policies and, in some instances, reorganization of business practices to align with best practices and efficient use of County resources.

Agency	Summary of the Allegation/Review Disposition	Recommendation(s)
DPWT	DPWT's documentation of the agency's justification for discrepancies between appraisals and contracts for right of ways Disposition: Substantiated	1. Continue to update Agency directives to ensure consistent process to justify differences between original appraisal values and options agreement. 2. Consider establishing a reasonable threshold to use when adjustments can be made without the requirement of a justification form. 3. Consult with OOL regarding the appropriate protection of documents and information in the possession of third party consultants and compliance with the relevant County record retention policies.
DHCD	Property Manager for Housing Authority interactions with tenants and overcharges for building services. Disposition: Agency Advised - Unsubstantiated	1. Subsequent to the Property Manager's recent training, residents continue to have concerns as demonstrated by their ongoing submission of complaints to OEA. Effectively, DHCD's Director should consider replacing the current Property Manager with an individual whose combined experience includes senior and disabled residents. 2. Contact Prince George's County Office of Community Relations to assist in facilitating and ensuring effective and continuous dialogue between the site management, residents, Council Leaders, the Housing Authority, and DHCD. 3. Ensure that all tenants receive current communication of fees posted in the common areas for convenient access.

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Agency	Summary of the Allegation/Review Disposition	Recommendation(s)
DPIE	<p>Employee use of County vehicle for unauthorized personal use to pick up child</p> <p>Disposition: Substantiated</p>	<p>1. Director of DPIE review employee's use of County vehicle including appropriate assignment of vehicle to employee and subsequent compliance with usage.</p> <p>2. Director of DPIE consult with OCS-Fleet Management for obtaining documented guidance on how to ensure DPIE's assigned vehicles undergo proper administration in compliance with County policy.</p>
DOE	<p>County vendor unfairly awarded solid waste contracts based on relationships with County Officials</p> <p>Disposition: Unsubstantiated</p>	<p>1. The Department of Environment considers revisiting its contract management practices currently deployed with respect to the oversight given to the County's <i>Municipal Solid Waste Collections Contracts</i> pre and post award. More specifically, OEA recommends Management considers implementing industry best practices that would, at best, monitor County vendors' post award performance on both a random and periodic basis, to ensure vendors remain in compliance with the principal terms cited within CR-11-2016, Summary of Principle Terms, <i>Disposal</i>. For example:</p> <p><i>Monitoring.</i> Via the contract agreement, establish or designate staff and/or separately acquire contract services for monitoring and controlling the services conducted under the agreement; to potentially include working with other agencies within County government (i.e. health inspectors, public works, public safety, etc.).</p> <p><i>Contractor Reporting Requirements.</i> Via the contract agreement and County created forms/templates, require:</p> <ul style="list-style-type: none"> *The contractor(s) maintain daily logs for all County waste collected & hauled and disposed *The contractor(s) provide monthly, quarterly, bi-monthly or annual reports from their contractor regarding the following business activities: <ul style="list-style-type: none"> *Name of drivers and vehicle numbers assigned daily *Total tonnage of solid waste disposed, identified by source (residential, commercial and industrial);

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Agency	Summary of the Allegation/Review Disposition	Recommendation(s)
		<p>*Total tonnage of solid waste recycled, identified by source (residential, commercial and industrial) and the individual type of material designated to be recycled or composted;</p> <p>*Destination and disposal site locations for all solid waste disposed and recycled;</p> <p>*Total number of accounts served, identified by source (residential, commercial and industrial); and</p> <p>*Total dollar amount of accounts billable and total dollar amount of revenue received</p> <p><i>Audit of Contractor(s).</i> Via the contract agreement and County created forms/templates, require:</p> <p>*The contractor(s) maintains accurate and complete books and accounts of all revenues arising out of its operation under the contract agreement in a manner that aligns with generally accepted accounting principles.</p> <p>*The contractor's books, accounts and records, arising out of or related to its operations under the contract, shall at all times be open to inspection, examination, and audit by authorized officers, employees, or agents of the city or county in relation to the service area and rates established through the bidding process.</p> <p>2. County staff conduct periodic review to ensure the contractor's books and invoicing reconciles to the daily logs and reports established via the above-mentioned reporting requirements.</p>
<p>Fire/EMS</p>	<p>An attorney's solicitation at a Battalion meeting, provision of gifts to employees and access to confidential employee information</p> <p>Disposition: Partially-Substantiated as to unauthorized solicitation. All other allegations unsubstantiated</p>	<p>1. Provide OEA with a copy of the agency's written directive prohibiting vendors or parties-doing-business with the Department at battalion meetings, without the express approval of the Fire Chief. Further, the union officials would be reminded that "union business" cannot be conducted while on duty, except as allowed in the Collective Bargaining Agreement or as approved by the Fire Chief in accordance with Administrative Procedure</p>

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Agency	Summary of the Allegation/Review Disposition	Recommendation(s)
		<p>594. Additionally, periodic training should be provided to leadership staff on Administrative Procedure 594.</p> <p>2. Given the newly implemented changes discussed in the close out meeting, to include a “confidential” watermark, removal of employees names, and the consolidation of the distribution list, the Fire Chief consult with the Office of Law to review the Career Injury Report (or similar documents), as it relates to employee records, personally identifiable information, and information asset classification to confirm its compliance with County policies and relevant laws to include Administrative Procedure 119, Personnel Procedure 262, and the Asset Identification and Classification Policy.</p> <p>3. Based on the advice from the Office of Law, determine the necessity to obtain the requisite consents from the Directors of the Office of Human Resources Management and the Office of Information Technology to create, store and post files containing PII and confidential information on local drives, network shared drives, Internet, Intranet or electronic mail.</p> <p>4. Ensure employees are not receiving gifts, such as sporting events tickets, trips or similar gifts from controlled donors, which includes individuals and entities doing business and seeking to do business with the County.</p>

Actions taken in response to FY 2016 recommendations:

Agency or Branch	OEA FY 2016 Recommendation(s)	Action(s) Taken/Response(s)
County Council	1. Consider establishing a franking privileges policy similar to regulations used by the State Legislature to provide guidance on use of postage privileges for mailing of newsletters and communications to citizens close to election cycles.	1. The Council Member and/or the appropriate staff representative were counselled by the Council Administrator.
HD	<p>1. DCAO-Health meet with the Health Officer to identify the specific challenges currently faced with the Department's ability to: formalize then execute proper administration of its budgetary resources; align the agency with best practices as it relates to prompt payment of vendor invoices; and effectively coordinate requisition and acquisition of supplemental goods/services in a timely manner;</p> <p>2. Collaborate with the DCAO-Finance to identify business solutions to sustain those operations and services funded by sources outside of their control;</p> <p>3. The DCAO-Finance consider implementing County-wide policy and procedures to both help prevent and best account for occurrences where invoices are generated by agencies prior to establishing proper authorization through purchase order, contract, agreements, award, and other methods.</p>	<p>1. No professional services will be provided to the County by any consultant or other vendor unless a valid contract or other agreement has been executed by the County, with adequate funding in place, and in accordance with the County's administrative regulations, processes and procedures, regardless of the acute need for the services and / or the administrative barriers to securing those services.</p> <p>2. The County will review and evaluate recommendations to improve operational efficiencies, especially with respect to grant- related activity.</p> <p>3. The County will also continue to address and educate agencies about current or new procedural and legal policies involving fiscal matters.</p>
CEX OMB	<p>1. OOL determine whether the Subject's response explaining how the amount of \$4,950.00 in County grant funds withdrawn and expended by the Subject were in fact business -related and the Subject's actions warrant a full repayment of \$7,600.00, the \$2,650.00 proposed or a different or final amount deemed both reasonable and appropriate by the County;</p> <p>2. OMB consider revising the Assurances section of the Prince George's County Office of the County Executive Community Partnership</p>	<p>1. The OOL issued a demand letter to the Subject and received an accounting of expenses to determine sufficiency of documentation and requisite repayment, if applicable.</p> <p>2. The County will review the proposed template and consider its inclusion under the advice of OOL.</p>

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Agency or Branch	OEA FY 2016 Recommendation(s)	Action(s) Taken/Response(s)
	<p>3. Grant (CPG) Application to require grantees report their financial activities and fiscal management performance conducted via use of County funds on a quarterly basis;</p> <p>4. Consider using the sample template provided by OEA for standardizing grantee financial reporting with instructions per having conducted best practices research.</p>	
CEX OMB	<p>1. Notify the Complainant of its dismissal of the allegations based on OEA's due diligence;</p> <p>2. Notify Subject of investigation of the County's expectation of improved due diligence, as a grantee, with ensuring its Executive Leadership installs the necessary internal controls to mitigate the risk of such an occurrence going forward;</p> <p>3. Revise the <i>Assurances</i> section of the Prince George's County Office of the County Executive Community Partnership Grant (CPG) Application to require grantees report their financial activities and fiscal management performance conducted via use of County funds, at a minimum, on a quarterly basis;</p> <p>4. Consider using the sample template proposed for standardizing grantee financial reporting with instructions per having conducted best practices research.</p>	<p>1. A letter was issued to the Complainant regarding dismissal of the allegations.</p> <p>2. A letter was issued to the Subject regarding the County's expectation of improved due diligence.</p> <p>3. The County will review the proposed template and consider its inclusion under the advice of OOL.</p>
DSS	<p>1. Consult with OHRM to assess whether the complaints received to date along with the investigation completed by the agency constitute grounds for pursuing employee discipline aligned with County Personnel Law or for conducting an OHRM-related investigation of the division's current environment;</p> <p>2. Determine the best method for contacting both complainants to inform them of corrective actions taken to date related to division-wide customer service practices.</p>	<p>1. Upon review of the original complaint, the history of conduct and overall performance of the employee in question, the employee received a non-discipline letter of instruction.</p> <p>2. DSS underwent a mandatory re-training of all staff in customer service and each division was charged with developing and implementing customer experience improvement plans. Departmental management is also undergoing a process to identify an external organization to assist with culture shift work.</p>

Actions taken in response to FY 2017 recommendations:

Agency or Branch	OEA FY 2017 Recommendation(s)	Action(s) Taken/Response(s)
DPWT	<p>1 Continue to update Agency directives to ensure consistent process to justify differences between original appraisal values and options agreement</p> <p>2. Consider establishing a reasonable threshold to use when adjustments can be made without the requirement of a justification form.</p> <p>3. Consult w/OOL regarding the appropriate protection of documents and information in the possession of third party consultants and compliance with the relevant County record retention policies</p>	<p>1. DPW&T has updated DPW&T Directive No. 470.02, which specifically deals with right-of-way acquisition activities;</p> <p>2. The revised DPW&T Directive No. 470.02 re-asserts a 15% threshold to be used by our right-of-way consultants, subject to ROW Division Chief approval, without the requirement of a Justification Form.</p> <p>3. DPW&T has consulted with the OOL with regard to appropriate protection of documents and information in the possession of third party consultants and compliance with relevant County record retention policies. There were no specific initial recommendations though further discussion will be taking place. Nonetheless, DPW&T has made a thorough review of our processes and is in the process of updating all ROW Directives with a view to integrating best practices with respect to Land Acquisition activities.</p>
DHCD	<p>1. Subsequent to the Property Manager's recent training, residents continue to have concerns as demonstrated by their ongoing submission of complaints to OEA. Effectively, DHCD's Director should consider replacing the current Property Manager with an individual whose combined experience includes senior and disabled residents.</p> <p>2. Contact Prince George's County Office of Community Relations to assist in facilitating and ensuring effective and continuous dialogue between the site management, residents, Council Leaders, the Housing Authority, and DHCD.</p>	<p>1. Consideration has been given to the change in the property management staff at the property. The Housing Authority has sought and will continue to seek the appropriate person to manage the property. In seeking appropriate qualified candidates, the Housing Authority has been challenged by the fact that the position is temporary with very limited benefits. The Housing Authority will continue to field candidates for the position until the right fit is found.</p> <p>2. The Housing Authority will take no action on the recommendation to facilitate meetings in collaboration with</p>

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Agency or Branch	OEA FY 2017 Recommendation(s)	Action(s) Taken/Response(s)
	<p>3. Ensure that all tenants receive current communication of fees posted in the common areas for convenient access.</p>	<p>OCR, but rather will work with the countywide Resident Advisory Board and host listening sessions with residents and senior staff.</p> <p>3. The Housing Authority will ensure that all tenants receive current communication of fees posted in common areas for convenient access.</p>
DPIE	<p>1. The Director of DPIE review employee's use of County vehicle including appropriate assignment of vehicle to employee and subsequent compliance with usage.</p> <p>2. The Director of DPIE consult with the Office of Central Services – Fleet Management Division for obtaining documented guidance on how to ensure DPIE's assigned vehicles undergo proper administration in compliance with County policy.</p>	<p>1. A written reprimand was issued to the employee.</p> <p>2. The Associate Director for the Administrative Services Division met with the Human Resources Office staff and informed them that effective immediately Administrative Procedure 610–Vehicle Assignment, Use and Charges, must be issued and discussed with all new hires and a receipt acknowledgment must also be signed and placed in the employee's departmental personnel file.</p> <p>3. The Associate Director for the Administrative Services Division, the Department's Vehicle Coordinator and a representative from Human Resources responsible for traffic violations, met with the Divisions Vehicle Coordinators, or designee to review and discuss the following items:</p> <ul style="list-style-type: none"> a. Administrative Procedure 610-Vehicle Assignments, Use and Charges, specifically, the Driver's Handbook b. Driver's License Verification and Consent Form c. Vehicle Assignment Request and Fringe Benefit Form d. Vehicle usage and log e. Fuel PIN Request Form f. DPIE Directive 23601-Traffic Violation

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		<p>The abovementioned items were reiterated with the Vehicle Coordinators to ensure uniformity and consistency of how each item should be handled and addressed to ensure employee compliance within their respective Divisions.</p> <p>4. The Associate Director for the Administrative Services Division contacted the Fleet Division Chief, Central Services (OCS), to ensure that DPIE is complying with OCS guidelines.</p> <p>5. Further, at the start of each calendar year, a meeting will be held with the Department's Vehicle Coordinators to review OCS and the Department's requirements as it pertains to County</p>
DOE	<p>1. DoE revisits contract management practices, to remain in compliance with CR-11-2016 and CCL seek advice from legal counsel for best practices to mitigate the risk of conflicts of interest.</p> <p>2. Monitoring</p> <p>3. Contract Reporting Requirement</p> <p>4. Audit of Contractors</p> <p><i>(see pages 37-38 for detailed recommendations)</i></p>	<p>1. Prior to County Council approval amending and extending the residential collections contracts for all county haulers, DoE reviewed contracts from surrounding jurisdictions that had implemented once/week trash and recycling collection and included relevant provisions to strengthen existing agreements, such as increased fines.</p> <p>2. DoE has a collections inspection staff responsible for monitoring and controlling the contract performance of fifteen County haulers. Staff responds immediately to citizen complaints and contract violations and requires offending contractors to take correction actions.</p> <p>3. Contractors report the amounts of residential and commercial trash, recycling and yard trim at the County's landfill, recycling, and yard composting facilities. The reports are used to calculate contractor payments. On a monthly basis management staff reviews the reports to determine if there are any deviations in disposal requiring additional periodic contract monitoring.</p>

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Agency or Branch	OEA FY 2017 Recommendation(s)	Action(s) Taken/Response(s)
		<p>4. The County Code authorizes the County to audit the books and records of contractor. Any such audit would be conducted by the Office of Budget and Management.</p>
<p>Fire EMS</p>	<p>1. Provide OEA with a copy of the agency written directive prohibiting vendors or parties-doing-business with the Department at battalion meetings, without the express approval of the Fire Chief. Further, the union officials would be reminded that “union business” cannot be conducted while on duty, except as allowed in the Collective Bargaining Agreement or as approved by the Fire Chief in accordance with Administrative Procedure 594. Additionally, periodic training should be provided to leadership staff on Administrative Procedure 594.</p> <p>2. Given the newly implemented changes discussed in the close out meeting, to include a “confidential” watermark, removal of employees names, and the consolidation of the distribution list, Fire Chief consult with the Office of Law to review the Career Injury Report (or similar documents), as it relates to employee records, personally identifiable information, and information asset classification to confirm its compliance with County policies and relevant laws to include Administrative Procedure 119, Personnel Procedure 262, and the Asset Identification and Classification Policy.</p> <p>3. Based on the advice from the Office of Law, determine the necessity to obtain the requisite consents from the Directors of the Office of Human Resources Management and the Office of Information Technology to create, store and post files containing PII and confidential information on local drives, network shared drives, Internet, Intranet or electronic mail.</p>	<p>1. A copy of the agency’s newly written directive issued to all sworn personnel regarding workplace solicitation was provided to OEA.</p> <p>2. Effective immediately the word “Confidential” will be watermarked on the Flash/Career report.</p> <p>3. The Flash/Career report will no longer contain the full name of the employee. The full name will be replaced with an ID number.</p> <p>4. The distribution list will be consolidated to include only: County Fire Chief, Deputy Fire Chiefs, Assistant Fire Chiefs, Battalion Chief of the Injured Employee, Risk Management Personnel, Safety Officer, Watch Office Supervisor who completes the report.</p> <p>5. Fire/EMS is updating General Order 08-16 to reflect the changes implemented 8/28/17 in response to the recommendations.</p>

PRINCE GEORGE'S COUNTY, OFFICE OF ETHICS AND ACCOUNTABILITY AND BOARD OF ETHICS
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Agency or Branch	OEA FY 2017 Recommendation(s)	Action(s) Taken/Response(s)
	4. Ensure employees are not receiving gifts, such as sporting events tickets, trips or similar gifts from controlled donors, which includes individuals and entities doing business and seeking to do business with the County.	

Lobbying

The Ethics Code requires an individual or entity to register annually by January 1st of the calendar year in which lobbying is expected or within 5 days after first engaging in any act that requires registration. Lobbying is communicating in the presence of a County official or employee with the intent to influence any official action of that official or employee. Prince George's County Code § 2-295. A lobbyist must register if the entity or individual spends more than \$200 on lobbying, is compensated more than \$1,000 in connection with lobbying, or spends more than \$2,000 on activities to solicit others to communicate with officials. Once registered, lobbyists are required to file an annual report by January 31st for the preceding calendar year in which lobbying occurred.

Activity reports must include, among other information, the total compensation paid to the lobbyist in connection with lobbying activities, expenses for offices, gifts, meals, special events, and expenses incurred related to publications, witnesses, and research. Activity reports must also include the name of each public official or employee and qualifying relative of an official or employee to or for whom the lobbyist or any person on the lobbyist's behalf has given one or more gifts with a cumulative value of \$75 or more, whether or not given in connection with lobbying activities. A review of the common errors for 2016 Registered Lobbyists were the following: failure to enter correct start and end dates and include the names of all persons from the same firm representing the employer.

Guidelines for lobbying are posted on the Office of Ethics and Accountability's website to assist lobbyists with frequently asked questions. Registered lobbyists are encouraged to contact the Office of Ethics and Accountability ethics advice pursuant to the County's Ethics Code.

Lobbyists Disclosure and Annual Reports

The review of the Lobbyists' Disclosure and Annual Report Forms for the 2016 calendar year showed fifty (50) registered lobbyists and one hundred and seven (107) reports were filed and completed.

A list of lobbyists registered with the Office of Ethics and Accountability in calendar year 2016 and their clients can be found on the County's website.

The following is the summary of Lobbyists' Annual Reports for Calendar Year 2016 Filed with the Board of Ethics in January 2017. Total expenditures for 2016 lobbying activities was \$862,538.62. The summary of sub-categories on the 2016 Lobbyists' Reports are as follows:

Lobbying Activities	Total Expenditures
Total compensation paid to the lobbyist not including expenses reported under (B) through (I) below, salaries, compensations, or reimbursed expenses of the staff of the lobbyist:	\$ 824,672.39
Office expenses of the lobbyist not reported in (A):	\$ 3,399.87
Professional and technical research and assistance not reported in (A):	\$ 1,000.00
Publications which expressly encourage persons to communicate with Prince George's County officials or employees:	\$ 0.00
Fees and expenses paid to witnesses:	\$ 0.00
Meals and beverages for Prince George's County Officials or employees or their spouses or dependent children:	\$17.07
Special events in which all members of the Council or standing committee are invited:	\$ 22,310.29
Expenses for food, lodging, entertainment of officials or employees for a meeting which was given in return for participation in a panel or speaking engagement at the meeting:	\$ 10,544.00
Other gifts to or for officials or employees or their spouses or their dependent children:	\$ 0.00
Other expenses:	\$ 595.00

Subtotal of A through F:	\$ 829,089.33
Subtotal of G through J:	\$ 33,449.29
Grand Total:	\$ 862,538.62

Lobbyists

The Board issued two (2) written directives to registered lobbyists in reference to the annual lobbyist disclosure reports.

Date	Case	Case Type	Issue	Response
5/2017	17-0061	Lobbyist Disclosure	Registered lobbyist failed to file the required annual lobbyist report	Lobbyist must file delinquent report within 10 days or provide notice of inability to do so or lobbyist' registration will be suspended.
5/2017	17-0251	Lobbyist Disclosure; Lobbyist Registration	Lobbyist failed to timely file registration and certification and submit annual report	Lobbyist was assessed late fee of \$350

As of December 31, 2016, fifty (50) lobbyists are registered for the 2016 calendar year. The list for calendar year 2016 registered lobbyists can be found on the County's website.

2016 REGISTERED LOBBYISTS

Count	Lobbyist Name	Address	Organization Represented
1.	Alexander, Gary R.	54 State Circle Annapolis, Maryland 21401	Federal City Development Partners, LLC
2.	Bagwell, Ashlie	2423 Maryland Avenue, Suite 100 Baltimore, Maryland 21218	Maryland Association of Community Services
3.	Banner, Lindsay (Municap)	8965 Guilford Road, Suite 210 Columbia, Maryland 21046	Renard Development Company, LLC (Greenbelt Station) Karrington, LLC. Neighborhood Development Co. (Mt. Rainer) Walton Development & Management (USA), Inc. (Westphalia) PNGS Management Company

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Count	Lobbyist Name	Address	Organization Represented
4.	Baker, Ernest Jerome	10109 Legacy Court Clinton, Maryland 20735	Pepco
5.	Bennett, Tyler W.	54 State Circle Annapolis, Maryland 21401	Digital Copier Associates (DCA) International Association of Fire Fighters Local 1619 P.G.
6.	Berlow, Stuart	4301 N. Fairfax Dr., Suite 530 Arlington, Virginia 22203	American Heart Association
7.	Bowman, Denise	11414 Livingston Road Fort Washington, Maryland 20744	Digital Copier Associates Federal City Development Partners, LLC
8.	Dlhopsky, Heather	7200 Wisconsin Avenue, Suite 800 Bethesda, Maryland 20814	Federal Capital Partners
9.	Dunn, Denis	1120 20 th Street, NW- Suite 800 Washington, DC 20036	AT&T
10.	Carrington, Darrell	6007 Hillmeade Road Bowie, Maryland 20720	Chesapeake Physicians for Social Responsibility (CPSR)
11.	Cronin, Phillip	2423 Maryland Avenue Baltimore, Maryland 21218	National Strategies LLC. on behalf of Taser International
12.	Evans, Gerard	191 Main Street, Suite 210 Annapolis, Maryland 21401	Holistic Industries, LLC. Xerox Business Services, LLC
13.	Evans, Hayley	191 Main Street, Suite 210 Annapolis, Maryland 21401	Holistic Industries, LLC. Xerox Business Services, LLC
14.	Fowler, Michael Lee	47 State Circle, Suite 403 Annapolis, Maryland 21401	Baltimore Gas and Electric Company
15.	Gagalis, Rebecca	2730 University Blvd. Suite 900 Wheaton, Maryland 20902	Westfield, LLC

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Count	Lobbyist Name	Address	Organization Represented
16.	Gibbs, Edward	1300 Caraway Court, Suite 102 Largo, Maryland 20774	Fort Knox Upper Marlboro, LLC
17.	G.S. Proctor and Associates, Inc.	14408 Old Mill Road, Suite 201 Upper Marlboro, Maryland 20772	Michael D. Sifen, Inc. (CB-2-2016)
18.	Gray, Tyler (Municap)	8965 Guilford Road, Suite 210 Columbia, Maryland 21046	Karrington, LLC. Walton Development & Management (USA), Inc. (Westphalia)
19.	Graziano, Michael Alan	9200 Basil Court, Suite 400 Largo, Maryland 20774	Prince George's County Association of Realtors
20.	Haller, Thomas	1300 Caraway Court, Suite 102 Largo, Maryland 20774	Cambridge Place at Westphalia, LLC
21.	Harris, LaTara	1120 20 th Street, NW, Suite 800 Washington, DC 20036	AT&T
22.	Hatcher, Chris	7979 Old Georgetown Road Suite 400 Bethesda, Maryland 20814	Blumberg Companies Palisades Development, LLC
23.	Hatcher, Michael Robert	10701 Parkridge Blvd, Suite 300 Reston, Virginia 20191	Pepco Holdings, Inc.
24.	Hecht, William	2049 Century Park East, 41st Floor Century City, CA 90067	Westfield, LLC
25.	La Rocca, Michele, Esq.	6801 Kenilworth Avenue Suite 400 Riverdale Park, Maryland 20740	Amerco Real Estate Company (CB-2-2016) Passport Auto Group (CB-29-2016) Empire Petroleum
26.	Lucchi, Leonard	11785 Beltsville Drive, 10 th Floor Calverton, Maryland 20705	American Heart Association, Inc.

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Count	Lobbyist Name	Address	Organization Represented
27.	Mackenzie, Clive	2730 University Blvd., Suite 900 Wheaton, Maryland 20902	Westfield, LLC
28.	Malone, Sean	2423 Maryland Avenue Baltimore, Maryland 21218	National Strategies LLC. on behalf of Taser International
29.	McDonough, Caitlin	2423 Maryland Avenue Suite 1000 Baltimore, Maryland 21218	Maryland Association of Community Services
30.	McIntosh, Shawn	1211 Cathedral Street Baltimore, Maryland 21201	Sugar Free Kids Maryland
31.	Metzler, Emily (Municap)	8965 Guilford Road, Suite 210 Columbia, Maryland 21046	Walton Development & Management (USA), Inc. (Westphalia) Bozzuto Development Company
32.	Mingo, Dwayne B.	9200 Basil Court, Suite 400 Largo, Maryland 20774	Prince George's Association of Realtors
33.	Parker, Midgett	1 Park Place, Suite 585 Annapolis, Maryland 21401	Brandywine Realty Trust
34.	Pasternak, Jerry	701 9 th Street, NW Washington, DC 20068	Pepco Holdings, Inc.
35.	Pounds, Eddie	11785 Beltsville Drive, 10 th Floor Calverton, Maryland 20705	American Heart Association, Inc.
36.	Rivera, Norman	17251 Melford Blvd, 200 Bowie, MD 20715	Atapco SLDM, LLC
37.	Rice, Keenan (Municap)	8965 Guilford Road, Suite 210 Columbia, Maryland 21046	Bozzuto Development Company Greenberg Gibbons Commercial Karington, LLC

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Count	Lobbyist Name	Address	Organization Represented
			<p>Neighborhood Development Company (Mt. Rainier)</p> <p>NVR MS Cavalier Greenbelt, LLC</p> <p>Patuxent Companies</p> <p>PNGS Management Company</p> <p>Renard Development Company, LLC (Greenbelt Station)</p> <p>Ribera Development, LLC (Anderson's Corner)</p> <p>Urban Atlantic</p> <p>Velocity Capital, LLC</p> <p>Walton Development & Management (USA), Inc. (Westphalia)</p> <p>Westfield, LLC (Konterra Project)</p>
38.	Roddy, Pat	225 Duke of Gloucester Street Annapolis, Maryland 21401	America Works of Maryland, Inc.
39.	Rodgers, Beatrice	10001 Derekwood Lane, Suite 101 Lanham, Maryland 20706	Resource Connections Inc
40.	Ross, Justin	125 Cathedral Street Annapolis, Maryland 21401	<p>Clear Channel Outdoor</p> <p>Community First Development Corporation</p> <p>Ernst & Young, LLP</p> <p>Energy Answers International</p>

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Count	Lobbyist Name	Address	Organization Represented
			Recovery Centers of America Southern Management Corporation Sun Services, LLC Uber Technologies, Inc.
41.	Rozner, Joel	225 Duke Gloucester Street Annapolis, Maryland 21401	Century Engineering Optotrafic Walmart Stores, Inc. Walton Development and Management, Inc. Waste Management of Maryland
42.	Shipley and Horne, P.A.	2560 Lord Baltimore Drive Baltimore, Maryland 21244	St. Johns Property
43.	Thompson, Melvin	6301 Hillside Court Columbia, Maryland 21046	Restaurant Association of Maryland
44.	Tydings, Joseph	1825 Eye Street, NW Washington, DC 20006	Peter N. G. Schwartz Management Company, Inc.
45.	Washington, Charles	701 9 th Street, NW Washington, DC 20068	Pepco Holdings, Inc. <i>(Terminated August 31, 2016)</i>
46.	Watkins, Tami	701 9 th Street, NW Washington, DC 20068	Pepco Holdings, Inc.
47.	Watson, Jr., Kerry R.	54 State Circle Annapolis, Maryland 21401	AETNA Life Insurance Company American Forest and Paper Association

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Count	Lobbyist Name	Address	Organization Represented
			American Society for the Prevention of Cruelty to Animals
			Blueline Security Services
			Charles P. Johnson & Associates, (CPJ)
			Clark Construction Group, LLC
			Dart Container Corporation
			Digital Copier Associates (DCA)
			Doctors Community Hospital
			Environmental Quality Resources
			Federal City Development Partners, LLC
			International Association of Fire Fighters Local 1619 P.G.
			Legal Aid Bureau, Inc.
			Printing and Graphics Association Mid-Atlantic
			PSEG Fossil
			Verizon Maryland
			Xerox Business Services, LLC and its Affiliates
			JJF Management Services
			Prince George's County Chamber of Commerce

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Count	Lobbyist Name	Address	Organization Represented
			Mission First Housing Development Corp.
48.	White, Josh	125 Cathedral Street Annapolis, Maryland 21401	Uber Technologies, Inc. Keolis
49.	Wineholt, Ronald W.	1050 17 th Street, NW, Suite 300 Washington, DC 20036	Apartment & Office Building Association of Metropolitan Washington
50.	Young-El, Boaz	8400 Corporate Drive, Suite 200 Landover, Maryland 20785	United Food & Commercial Workers Union Local 400

As of June 30, 2017, fifty (50) lobbyists were registered for the 2017 calendar year. The list for calendar year 2016 registered lobbyists can be found on the County's website.

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2.	Bagwell, Ashlie	2423 Maryland Avenue, Suite 100 Baltimore, Maryland 21218	Maryland Association of Community Services
3.	Banner, Lindsay (Municipal)	8965 Guilford Road, Suite 210 Columbia, Maryland 21046	Renard Development Company, LLC (Greenbelt Station) Karrington, LLC. Neighborhood Development Co. (Mt. Rainer) Walton Development & Management (USA), Inc. (Westphalia) PNGS Management Company
4.	Baker, Ernest Jerome	10109 Legacy Court Clinton, Maryland 20735	Pepco
5.	Bennett, Tyler W.	54 State Circle Annapolis, Maryland 21401	Digital Copier Associates (DCA) International Association of Fire Fighters Local 1619 P.G.
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9.	Dunn, Denis	1120 20 th Street, NW- Suite 800 Washington, DC 20036	AT&T
10.	Carrington, Darrell	6007 Hillmeade Road Bowie, Maryland 20720	Chesapeake Physicians for Social Responsibility (CPSR)
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			Ribera Development, LLC (Anderson's Corner)
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			Southern Management Corporation
			Sun Services, LLC
			Uber Technologies, Inc.
41.	Rozner, Joel	225 Duke Gloucester Street Annapolis, Maryland 21401	Century Engineering
			Optotrafic
			Walmart Stores, Inc.
			Walton Development and Management, Inc.
			Waste Management of Maryland
42.	Shipley and Horne, P.A.	2560 Lord Baltimore Drive Baltimore, Maryland 21244	St. Johns Property
43.	Thompson, Melvin	6301 Hillside Court Columbia, Maryland 21046	Restaurant Association of Maryland
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			American Forest and Paper Association

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			International Association of Fire Fighters Local 1619 P.G.
			Legal Aid Bureau, Inc.
			Printing and Graphics Association Mid-Atlantic
			PSEG Fossil
			Verizon Maryland
			Xerox Business Services, LLC and its Affiliates
			JJF Management Services
			Prince George's County Chamber of Commerce

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50.	Young-El, Boaz	8400 Corporate Drive, Suite 200 Landover, Maryland 20785	United Food & Commercial Workers Union Local 400

APPENDIX

A&I	Audits and Investigations
AMD	Animal Management Division
BOE	Board of Ethics
CCOP	Citizen Complaint Oversight Panel
DCAO	Deputy Chief Administrative Officer
DFS	Department of Family Services
DHCD	Department of Housing and Community Development
DHMH	Department of Health and Mental Hygiene – State of Maryland
DLLR	Department of Labor, Licensing and Regulation – State of Maryland
DOE	Department of the Environment
DPIE	Department of Permitting, Inspections and Enforcements
DPWT	Department of Public Works and Transportation
DSS	Department of Social Services
ESLR	Employee Services and Labor Relations
Fire/EMS	Fire and Emergency Medical Services
HD	Health Department
HOA	Home Owners Association
HRC	Human Relations Commission
IA/IG	Internal Affairs/Inspector General
IRS	Internal Revenue Service – U.S. Department of Treasury
MLS	Memorial Library System
M-NCPPC	Maryland-National Capitol Park and Planning Commission
MTA	Maryland Transit Association
OCR	Office of Community Relations
OCS	Office of Central Services
OEA	Office of Ethics and Accountability
OIG	Office of Inspector General
OIT	Office of Information Technology
OHRM	Office of Human Resources and Management
OOL	Office of Law
PGCC	Prince George's Community College
PGCPS	Prince George's County Public Schools
PGPD	Prince George's Police Department
PSC	Public Safety Commission
QACD	Quality Assurance and Compliance Division
RDA	Redevelopment Authority
SAO	State's Attorney Office
WIC	Women, Children and Infants Program
WSSC	Washington Suburban Sanitation Commission