

STATE OF LOUISIANA

OFFICE OF STATE INSPECTOR GENERAL



SOUTHERN UNIVERSTIY AT NEW ORLEANS POLICE DEPARTMENT

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STATE OF LOUISIANA

OFFICE OF STATE INSPECTOR GENERAL



SOUTHERN UNIVERSITY AT NEW ORLEANS POLICE DEPARTMENT

**Stephen B. Street, Jr.
State Inspector General**

 Approved by:
Governor Bobby Jindal

November 10, 2008

File No. 1-09-0002

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 Victor Ukpolo, SUNO Chancellor

 Captain Leatrice Warren, SUNO PD



BOBBY JINDAL
GOVERNOR

STEPHEN B. STREET, JR.
STATE INSPECTOR GENERAL

State of Louisiana
Office of the Governor
Office of State Inspector General

November 10, 2008

Honorable Bobby Jindal
Governor of the State of Louisiana
P.O. Box 94004
Baton Rouge, LA 70804-9004

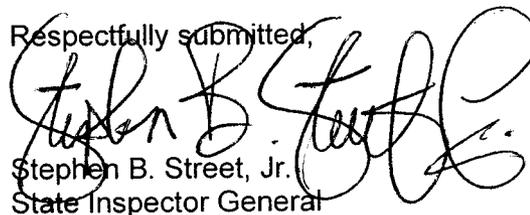
Re: Case No. 1-09-0002

Dear Governor Jindal:

This report addresses concerns raised about the Captain of the Southern University at New Orleans Police Department who used state vehicles and state employees under her supervision to perform personal errands during normal working hours. The report includes eight recommendations that if implemented would improve the operations and ensure greater accountability within the Police Department.

We provided drafts of the report to the Chancellor of Southern University at New Orleans, Dr. Victor Ukpolo, and to the Captain. Their written responses are included as Appendix A.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Stephen B. Street, Jr.", written over the typed name and title.

Stephen B. Street, Jr.
State Inspector General

SBS/tab

Enclosure

Executive Summary

Captain Leatrice Warren, the highest-ranking officer of the Southern University at New Orleans Police Department (SUNO PD), used public vehicles and public employees to perform personal errands, including picking up her grandchildren from school, attending dental appointments, looking at houses for sale, performing maintenance work on her house, renewing her driver's license, moving her son's furniture, and shopping, all while being paid with public funds. In doing so, she reduced the normal level of police protection on the SUNO campus from three officers to one. She also failed to properly document the use of public vehicles when performing the personal errands.

In violation of state law and university policy, Captain Warren also failed to re-qualify with her weapon, which is an employment condition for SUNO PD officers. Between her graduation from the Police Academy in 2002 and July 2008, she did not achieve a passing score on the Peace Officer Standards and Training (POST) firearms course. Captain Warren admitted that she failed the course in 2003 and did not attempt to re-qualify before we inquired about it.

Captain Warren's use of overtime also appears to be excessive and an intentional attempt to improperly supplement her income. Between 2006 and 2008, Captain Warren claimed 1,900 hours of overtime, while her Lieutenant claimed only 302 hours. She routinely schedules overtime in advance with no legitimate justification for doing so.

In 2007, Captain Warren purchased two new firearms with public funds. She stated to us that the weapons were purchased for new officers who could not afford their own weapons and that the weapons were being held in storage. She later stated that one of the weapons was in storage and that she was carrying the other, even though she never qualified with it. The weapons were not reported to the SUNO Property Control Division until after our inquiry.

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Background

SUNO is one of four separate agencies which comprise the Southern University System. The Southern University Board of Supervisors oversees the operations of SUNO. SUNO is funded by appropriations from the Louisiana Legislature. The SUNO PD employs a staff of ten officers commissioned through the Louisiana State Police. Captain Leatrice Warren is the highest-ranking officer in the department. She has been with the SUNO PD since 2001 and has been Captain since 2002. Her duties include ensuring the safety of campus staff, students, visitors and assets.

Scope and Methodology

We conducted our investigation in accordance with Principles and Standards for Offices of Inspector General as promulgated by the Association of Inspectors General.

We began our investigation after receiving allegations of impropriety on the part of the SUNO PD Captain. The scope of the investigation was limited to the Captain's activities from 2006 through the present.

The audit consisted of reviewing:

- Time and attendance records submitted by police personnel
- Police vehicle logs
- Police officers' Daily Activity Reports
- Training records
- Invoices of purchases made by SUNO PD personnel
- Personnel records
- SUNO PD inventory records
- Captain Warren's history of dental visits
- Applicable state law and SUNO policy

We also conducted interviews with SUNO PD employees, SUNO administrative and management personnel, and other individuals as necessary.

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Using SUNO PD Officers for Personal Errands

Barry Navarre is a Police Investigator with the SUNO PD. His duties are similar to those of a Police Detective in that he performs follow-up work on initial complaints investigated by patrol officers when he is not involved in patrol duties. Investigator Navarre cited several instances in which Captain Leatrice Warren directed him to drive her throughout the New Orleans area to tend to errands which appear to be strictly personal in nature. All of the errands that Investigator Navarre named were done in a marked police vehicle while he was being paid with public funds.

- In early 2007, Captain Warren was in the market to purchase a new home. On three or four different occasions, she instructed Investigator Navarre to drive her off campus to look at five or six houses that were for sale. They met a realtor who showed Captain Warren the houses while Investigator Navarre waited in the car. Captain Warren eventually bought one of the houses that she and Investigator Navarre visited. All of the trips to see the houses were made while Investigator Navarre was being paid with public funds.

Captain Warren stated that Investigator Navarre only drove her to see one house, which was the one that she decided to purchase. She also stated that the house she purchased was the only house that she looked at prior to making her purchase.

- Investigator Navarre has driven Captain Warren in a marked police car to the Home Depot off of Bullard Avenue on several occasions to purchase items for her new home. Among the items she purchased were plants, rocks, fertilizer, mulch, and lights. The items were loaded into the police car and driven to Captain Warren's home where she and Investigator Navarre unloaded them. According to Investigator Navarre, the trips to Home Depot were made when both he and Captain Warren were being paid with public funds.
- In May 2007, soon after Captain Warren moved into her new home, Investigator Navarre drove her to Home Depot to purchase address numbers for her house. Captain Warren asked him to install the numbers on the front of the house, which he did with his own tools. This project took approximately one hour to complete and was done while Investigator Navarre was being paid with public funds.
- On another day after Captain Warren moved into her new home, she instructed Investigator Navarre to install a mailbox in front of her residence, which he did during his regular work day while being paid with public funds.
- Also in 2007, Investigator Navarre drove Captain Warren to her new house because she wanted carpet tack strips removed from her floors. Old carpet had been removed from the house and she was preparing to install new flooring. Before the new floors could go down, the old tack strips had to be removed. Therefore, Captain Warren directed Investigator Navarre to perform the work, which took approximately two hours to complete. This task was done during

regular working hours while Investigator Navarre was being paid with public funds.

- According to Investigator Navarre, he drove Captain Warren to her dentist's office on the Westbank of New Orleans on at least one occasion in 2007. Investigator Navarre stated that he sat in the parking lot with the car's engine running until the appointment was completed, which took between 1.5 and 2 hours. The dentist's records indicate that Captain Warren had an appointment at 2:00 PM on June 21, 2007. On that same day, Investigator Navarre recorded a 57 mile, two hour trip to the Westbank on his vehicle log and daily activity report. The trip was made in a marked SUNO police car during regular work hours while Investigator Navarre was being paid with public funds.

Captain Warren stated that Investigator Navarre drove her to the dentist's office only once. She asked him to drive her there because her car was broken that day. She further stated that Investigator Navarre did not wait for her to finish the appointment because her son picked her up there and drove her back to SUNO.

Records obtained from the dentist's office show that Captain Warren was treated on 21 occasions between February 2006 and April 2008. She stated that she submitted leave requests every time she had a dental appointment during her normal workday and that records of such "should" be reflected on the timesheets that she signed and submitted for payment. However, on thirteen of the days that she was treated by the dentist, Captain Warren requested no leave from her regular work hours at SUNO. Further, on eight of those thirteen days, she requested payment for working 34 hours of overtime. By submitting timesheets containing false representations of material facts, Captain Warren may have violated La. R.S. 14:133, Filing or Maintaining False Public Records. By receiving payment for services not actually rendered, Captain Warren may have also violated La. R.S. 14:138, Public Payroll Fraud.

- In late 2007, Investigator Navarre drove Captain Warren to an Office of Motor Vehicles (OMV) location near the Westbank Expressway in Harvey to change the address on her driver's license and her vehicle registration papers. Investigator Navarre remembers the details of this trip because Captain Warren needed to update her information because she had moved to a different residence. Information obtained from OMV confirmed that Captain Warren's driver's license and vehicle registration were updated on November 8, 2007. She also appears to be wearing a police uniform in her driver's license photograph. Investigator Navarre recorded a 49 mile "Off Campus" trip in his vehicle log on that day as well.
- During the fall semester of 2007 and into the spring semester of 2008, Captain Warren regularly instructed Investigator Navarre to drive her to an elementary school to pick up her grandchildren. The elementary school is approximately 15 minutes from SUNO. When they arrived at the school, Captain Warren went inside to retrieve the children while Investigator Navarre waited outside. The trips to the school were made in a marked SUNO police car during work hours.

Once the children were in the police car, Investigator Navarre either drove them to Captain Warren's residence or to the police station. When they returned to the police station, Captain Warren instructed the children to lie down in the back seat to avoid being seen because she knew that they were not supposed to be in a police car.

Captain Warren stated that she and Investigator Navarre picked up her grandchildren from school a maximum of three times.

- According to Investigator Navarre, Captain Warren approached him on July 3, 2007 and asked him to accompany her to Hammond in a Ryder truck leased by SUNO in order to move her son's belongings to New Orleans. When Investigator Navarre agreed to help, Captain Warren gave him permission to drive a police vehicle to his home in Slidell to change into street clothes. Investigator Navarre's vehicle log for that day shows a 75-mile trip that is denoted as a "Special Assignment." Upon Investigator Navarre's return to SUNO at approximately 2:00 PM, the scheduled end of his shift, they drove to Hammond, loaded the truck, and drove back to SUNO where they parked the truck overnight with her son's belongings still inside. Their arrival back at SUNO occurred at approximately 6:00 PM. Investigator Navarre was allowed to collect overtime pay for the four hours that he assisted Captain Warren with the move.

On July 4, 2007, Investigator Navarre returned to work and was instructed to drive the Ryder truck to Captain Warren's house where he helped unload the belongings. This task was also performed while Investigator Navarre was being paid with public funds.

Captain Warren stated that the move did not take place in July and that it was done after normal work hours.

- Captain Warren called Investigator Navarre in to work overtime on April 28, 2008, which was his day off, because the Student Government Association elections were being held that day. Captain Warren again directed Investigator Navarre to drive her to the same OMV location on the Westbank to conduct personal business. His vehicle log for that day shows that he traveled 45 miles "Off Campus." Another officer had to cover Investigator Navarre's post while he and Captain Warren were at the OMV. The OMV trip was made in a marked police car while Investigator Navarre was being paid overtime with public funds.
- Investigator Navarre has driven Captain Warren to Rouse's Supermarket near the SUNO campus on several occasions for her to do her personal grocery shopping. This was done in a marked police car while he was being paid with public funds. Investigator Navarre waited outside in the car while Captain Warren shopped, which usually took 20-30 minutes. Upon completion of the shopping, Captain Warren directed Investigator Navarre to move the groceries from the police car into her vehicle parked at SUNO or to carry them into her office.

Captain Warren stated that she sometimes purchased household groceries at Rouse's when she and other officers were there to eat lunch. According to Captain Warren, the length of time necessary to purchase her groceries did not extend past the time of her normal lunch break.

- According to Investigator Navarre, he has gone to Captain Warren's house twice during work hours to repair her personal computer. He has also performed mechanical work on Captain Warren's son's vehicle during normal work hours.

Captain Warren never offered to pay Investigator Navarre for the work done on her house. Based on Investigator Navarre's recollection, Captain Warren offered to pay him either for the work done on her computer or on her son's vehicle, but he declined to accept payment. Captain Warren may have violated La. R.S. 14:134.3, Abuse of Office, by using the authority of her position to compel an officer to provide her with something of value that she was not entitled to receive. In addition, she may have also violated La. R.S. 14:138, Public Payroll Fraud, by permitting employees to be paid for services not actually rendered or for services grossly inadequate for such payment.

Captain Warren stated that she incorporates personal errands with official business when she goes off campus, including visits to Office Depot and Home Depot. She also stated that she instructs an officer to drive her on these errands because she does not like to drive police vehicles; she provided no explanation as to her preference not to drive police vehicles. Neither was she able to provide an explanation of the need for two people, herself and another officer, to perform office errands.

SUNO has three officers, including Captain Warren, assigned to its campus during a normal shift. When Captain Warren directs an officer to drive her to run her personal errands, the police presence on the campus is reduced from three officers to one. Captain Warren stated to us that she never considered any possible negative effects of leaving the campus with such minimal police protection.

Failure to Properly Document Use of State Vehicles

Louisiana Revised Statute 39:362 allows the Commissioner of Administration to prescribe conditions for the use of vehicles by state employees in the discharge of their duties. Division of Administration Form MV-3 requires that drivers of state vehicles document the following information when using a state vehicle: "Location where trips began; all points visited (unless did not leave state property grounds); where trip ended; purpose of trip (meeting, site visit, etc)." The MV-3 forms filled out by SUNO PD officers lack sufficient detail to determine whether the vehicles were used for a public purpose when taken off campus. Investigator Navarre stated that he was intentionally vague when documenting his use of state vehicles for Captain Warren's personal trips. He did so because he feared that if he documented the true nature of the trips, she would become angry with him and order him to re-enter the log sheet information. He, therefore, wrote "Off Campus" when he drove Captain Warren on personal errands. Similarly, his daily activity reports show blanks or "Special Assignment" for these times.

Investigator Navarre also stated that any trip of thirty miles or more which he documented only as "Off Campus" would most likely be a personal errand for Captain Warren. Between January 2007 and May 2008, Investigator Navarre described 54 trips on MV-3 Forms in excess of thirty miles as "Off Campus." Those 54 trips totaled 3,003 miles.

Captain Warren approved the officers' MV-3 forms and activity reports as written without requiring anything more specific to sufficiently explain the nature and purpose of the officers' activities.

Weapons Re-Qualification

According to Section 301 of the SUNO PD General Order Manual, "All commissioned police personnel are required to participate in a semi-annual firearms training and qualification program. Officers must score a minimum of 96 out of a possible 120 on the approved POST course." The policy manual also provides that "Failure to qualify with your duty weapon shall constitute grounds for termination of employment." Captain Warren confirmed that weapons qualification is a condition of employment for SUNO PD officers.

SUNO PD officers qualify with their weapons at the Lafourche Parish Sheriff's Office (LPSO) firing range. LPSO deputies who are certified as firearms instructors lead the qualification sessions and record the officers' scores. The LPSO Training Officer maintains records of who qualifies on the range and sends the officers' scores to the Louisiana Commission on Law Enforcement (LCLE).

SUNO PD training records reflect that each officer hired before 2008 attended firearms qualification on either April 7, 2007 or October 10, 2007, with the exception of Captain Warren. On July 16, 2008, Captain Warren stated that she qualified with her weapon at the LPSO range in 2007 at the same time as the other SUNO PD officers. She explained that there was no record of such in her training file because a former secretary destroyed those records. The LPSO Training Officer searched his files for the last few years but found no documentation to indicate that Captain Warren re-qualified with her weapon on the LPSO range. The LCLE has received no documentation of qualifying scores for Captain Warren since her graduation from the basic Police Academy in 2002.

On August 19, 2008, Captain Warren admitted to us that she had not qualified with her weapon since 2002. She stated that she went to the range in 2003 but failed to shoot a qualifying score. She did not return to the range and qualify until July 19, 2008, three days after being questioned about the status of her weapons re-qualification. She admitted to being in violation of SUNO PD policy concerning firearms qualification. Louisiana Administrative Code 22:III.4703 requires full-time police officers to annually qualify with their weapons in order to maintain their firearms certification. Captain Warren stated that she was aware of the requirement but did not think that failing to comply with the requirement violated any rule or law. She cited being "negligent" as the reason for her failure to re-qualify and for her violation of department rules and state law.

Failing to comply with SUNO PD regulations and state law may constitute Malfeasance in Office, a violation of La. R.S. 14:134.

Excessive Use of Overtime

Between 2006 and 2008, Captain Warren claimed 1,900 hours of paid overtime. In contrast, her Lieutenant claimed only 302 overtime hours during the same time period. Captain Warren routinely schedules overtime in advance even if no special events requiring extra police presence are planned. She explained that the overtime is necessary to review her officers' reports, to provide security in the trailer city behind SUNO and to ensure proper police protection throughout the SUNO campus. Upon further questioning, she stated that her officers write zero to three reports per week and that the trailer city is closed but she could not remember when it closed. Her former supervisor, Dr. Gerald Williams, stated that it is not unusual for the SUNO PD to make only one arrest per year, which would indicate that Captain Warren is rarely required to spend time reviewing arrest and incident reports.

Captain Warren further claimed that she has to work so many hours of overtime in order to provide proper security on campus because many of her officers refuse to work overtime when asked to do so. However, officers reported to us that Captain Warren refuses to allow them to work overtime because she claims the overtime for herself. Captain Warren stated that she has the authority to issue mandatory orders for her officers to work overtime but she has done so only once in 2008.

Failure to Record Asset Acquisitions

On May 2, 2007, Captain Warren purchased two Glock .40 Caliber handguns from a vendor in Slidell, Louisiana using public funds. Each weapon cost \$450 for a total of \$900; no tax was added because SUNO is tax exempt. By July 16, 2008, neither weapon had been logged by the SUNO Property Control Division. Captain Warren did not know why the weapons were not logged in with Property Control.

Also on July 16, 2008, Captain Warren was asked about the purpose of the weapons. She stated that they were purchased for any new officers who did not have or could not afford to purchase their own weapons. She also stated that neither weapon had been issued to new officers and that both were locked in her file cabinet. Upon being asked to present the weapons for inspection, Captain Warren stated that she was actually carrying one of them. She then stated that she had never qualified with the Glock that she was carrying.

On August 19, 2008 Captain Warren provided documentation that she logged the weapons with the SUNO Property Control Division.

Conclusions:

1. Captain Warren may have violated state law by submitting timesheets for days in which she claimed to have worked eight hours when she had actually been to dental appointments.
2. Captain Warren may have violated state law and SUNO policy by failing to qualify with her firearm between 2002 and 2008.
3. Captain Warren directed SUNO PD officers to abandon their normal duties to drive her around New Orleans to tend to personal errands.
4. Daily vehicle logs were intentionally completed without sufficient detail to determine whether state vehicles were used for public purposes.
5. SUNO PD officers' daily activity reports do not contain sufficient detail to determine whether work performed "Off Campus" actually accomplished a public purpose.

Recommendations:

1. When officers leave the SUNO campus, they should record the destination and business purpose of their trip on their vehicle log and daily activity report. We found that the logs often only showed "Off Campus" when an officer departed the campus. Such record keeping provides no means to verify that police vehicles and employees are accomplishing a public purpose when they are "Off Campus."
2. SUNO PD employees should be required to record the beginning and ending times of their workday. Current practice allows for the recording of only the total number of hours worked. Requiring the beginning and ending times removes any doubt as to which hours employees claim as compensable.
3. SUNO should install controls to ensure that its police officers maintain current weapons qualification scores, which is a condition of continued employment. After graduating from the Police Academy in 2002, the SUNO PD Captain did not achieve a passing score on the POST firearms course until 2008. According to SUNO's policy, the Captain's failure to re-qualify with her weapon constituted "grounds for termination."

4. The SUNO Police Captain should be required to attend a firearms course approved by the POST council. Such attendance is required whenever a full-time police officer fails to re-qualify with his weapon within 18 months of having last done so. We found that Captain Warren did not qualify with her weapon between 2002 and 2008, a violation of La. Admin Code. tit. 22, pt. III, § 4703 and university policy.
5. SUNO should ensure that its employees are familiar with the requirements to document the acquisition of assets, especially firearms. We found that Captain Warren purchased two firearms in May 2007 and did not log the weapons with SUNO Property Control until being advised of her failure to do so in July 2008.
6. SUNO should assess the need for scheduling standing overtime by Captain Warren and approve overtime only when sufficient justification for it exists. The reasons given by Captain Warren for her overtime did not coincide with the current needs of the university for security and for administrative review of records.
7. When Captain Warren accepted employment with SUNO, she assumed a personal obligation not to misappropriate, misapply or misuse property or any other thing of value belonging to SUNO. Her breach of this obligation gives rise to an action for recovery of damages resulting from the breach under La. R.S. 42:1461. SUNO should seek restitution for inappropriate vehicle usage and for payment made for services not rendered.
8. SUNO should consider taking appropriate disciplinary action against Captain Warren, up to and including termination, for what appear to be violations of state law and university policy.

APPENDIX A

Responses

Dr. Victor Ukpolo, Chancellor
Southern University at New Orleans



SOUTHERN UNIVERSITY AT NEW ORLEANS

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OFFICE OF THE CHANCELLOR

November 5, 2008

Mr. Stephen B. Street
State Inspector General
Office of the Governor
Post Office Box 94095
Baton Rouge, Louisiana 70804-9095

Re: Case No. 10900023

Dear Mr. Street:

Per your request, please find SUNO's response to the Inspector General's draft audit relating to the above case number.

If you need any further information, please feel free to call me at 504 286-5311 or email, vukpolo@suno.edu

Sincerely,

A handwritten signature in black ink, appearing to read "Victor Ukpolo".

Victor Ukpolo, Ph.D.
Chancellor

SUNO Response to Inspector General Report

Case # 10900023

CONCLUSIONS:

1. Captain Warren may have violated state law by submitting timesheets for days in which she claimed to have worked eight hours when she had actually been to dental appointments.

Captain Warren's Response - *"Yes, I did have dental appointments scheduled during work hours; however, on that day, like many others, I would report to duty at 5 or 6 a.m. It is important to note that while my normal working hours are 7 a.m. – 3 p.m., my job also requires that I be available 24 hours, seven days a week, including weekends and holidays. The referenced dental appointments rarely lasted more than one-half hour."*

Management's Response – As head of University Police, Captain Warren is on 24 hour call and she is an exempt classified employee. It is expected that she will report to the University when called out by her department and the administration. It is also expected that when she leaves the University during her regular work hours that she will use annual or compensatory leave for the period of her absence. Based on the lack of documentation provide by Capt. Warren to refute the finding or to substantiate that she submitted leave forms on some of the days the Management concurs with the finding.

Action to be taken: For each date on which Captain Warren used leave for a dental visit and no leave documentation was provided or located, she will be required to submit an appropriate leave request form and her leave balance will be adjusted to reflect the use thereof for this purpose. The Director of Human Resources will ensure that this action is taken.

2. Captain Warren may have violated state law and SUNO policy by failing to qualify with her firearm between 2002 and 2008.

Captain Warren's Response – "With regards to this item regarding my failure to qualify with my firearm between 2002 and 2008, I take full responsibility for not allowing time to attend the firing range as required. I have since qualified as required."

Management Response – SUNO policy and the rules governing the hire and employment of P.O.S.T. certified police officers require that all officers re-qualify with their weapons to maintain their certification and P.O.S.T. status. Capt. Warren admits to not qualifying with her weapon as required in the referenced time frame. Based on this response, Management concurs with the finding.

Actions to be taken: 1) Management will review this violation with P.O.S.T. officials to determine and impose an appropriate sanction on the Captain for her failure to maintain qualifications with her weapon. 2) All police officers will be required to file their certifying scores and documents for inclusion in their official personnel file in the Office of Human Resources to be monitored for currency. NOTE: After being notified that she had not qualified with her weapon, Capt. Warren reported to the range and successfully completed the P.O.S.T. Firearms Qualifications Course.

3. Captain Warren directed SUNO PD officers to abandon their normal duties to drive her around New Orleans to tend to personal errands

Captain Warren's Response – “The accusation of my having police abandoning their duties to drive me around New Orleans to tend to personal errands is grossly misrepresented and borders on lying. Yes, on occasions where transportation is required for me to handle University business and community relations activities, I may have requested that the officer stop, for several reasons; to make office purchases, lunch or to visit various law enforcement agencies.”

Management Response – Captain Warren takes issue with the finding that she directed any police officer to abandon his duties to drive her around, but does not address the specific findings. Based on this report and the response given by Captain Warren, Management concurs that she engaged at least one officer to drive her around and assist her with tending to her personal business while on the work clock of the University.

Actions to be taken: 1) The Vice Chancellor for Finance and Administration will consult with the Director of Human Resources to determine the appropriate personnel action to impose on the Captain for her use of University employees to assist her with her personal chores while they were on duty. 2) The Director of Human Resources will send out notification to all University employees to caution them about engaging in outside activities while they are on the work clock to avoid violating University policies and state laws. Letters will be sent to Supervisors to caution them about the inappropriate use of their oversight authority.

4. Daily vehicle logs were intentionally completed without sufficient detail to determine whether state vehicles were used for public purposes.

Captain Warren's Response – “Daily vehicle logs were not intentionally incomplete. Where the forms that were used were not all inclusive, this investigation has given me an opportunity to identify that more detailed documentation is needed. I have required all officers to include more detailed information as noted which will include detailed information on the officer's location and reason for leaving campus.”

Management Response - 1) The Vice Chancellor for Finance and Administration will consult with the Director of Human Resources to determine if a sanction should be imposed on Officer Navarre for his failure to complete vehicle records accurately and completely, since his doing so would have alerted Management to the inappropriate use of University vehicles. 2) The University's Safety Director will redesign the vehicle log sheet to capture more details about vehicle use, including Police Vehicles, purpose of trip, mileage reports, destination identity, the identity of vehicle drivers, certifying initial on return of vehicle, etc.

5. SUNO PD officers' daily activity reports do not contain sufficient detail to determine whether work performed “Off Campus” actually accomplished a public purpose.

Captain Warren's Response – “When I was hired at SUNO, a Daily activity Report (DAR) form did not exist. I saw the need for such a documenting form and implemented it in 2001 to satisfy the need for accountability during the officer's tour of duty. I have revised it several times as pertinent information is identified and in an effort to provide detailed records. Ensuring that these forms filled-out correctly is an ongoing challenge. I am in the process of having a training package developed. This package would include item by item guidelines on how to complete the form with detailed information that is accurate and can be verified.”

Management Response – Based on Captain Warren’s response and by her own admittance, I concur with the conclusion that, the form (vehicle log) does not contain sufficient information to determine whether work performed “Off Campus” actually accomplished a public purpose.

Actions to be taken: 1) See Action to be taken in #4. 2) The Safety Officer will develop a policy statement regarding the requirement to fully complete the vehicle use form and certifying statement for off campus vehicle use. 3) Each University vehicle use record will include an illustration on how to complete the vehicle log to fully report all activities and their public purpose.

Recommendations:

1. Management concurs with this recommendation and will take the necessary steps to ensure that it is implemented not later than November 17th.
2. Management concurs with this recommendation and will implement it effective November 10th using sign-in sheets that will capture beginning and ending times for work.
3. Management concurs with this recommendation and the Director of Human Resources will be charged with ensuring that current certifying scores for police officers are maintained in their official personnel records.
4. Management concurs with this recommendation and Captain Warren completed the P.O.S.T. Firearms Qualification Course (Certificate Attached).
5. Management concurs with this recommendation, and will Procurement Officer to conduct a seminar for all supervisors and all police officers to ensure that they are familiar with the requirement to document the acquisition of assets, especially firearms.
6. Management concurs with this recommendation, and have already taken steps to address overtime assignments for the Captain and to monitor overtime accumulation by any University employee.
7. Management concurs with this recommendation and will review the vehicle logs and state mileage rates applicable for the periods in question. Captain Warren will be assessed the amount due as restitution for the inappropriate vehicle usage mileage. For the times identified that she was at work when she was actually making a doctor’s visit, Captain Warren will be required to complete a Leave Request form so that these hours can be deducted from her leave balance.
8. Management concurs that the University explore its options and take the appropriate action to sanction Captain Warren, which could include termination.

Leatrice Warren, Captain
Southern University at New Orleans



**SOUTHERN UNIVERSITY AT NEW ORLEANS
NORTH CAMPUS**

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CAMPUS POLICE

October 29, 2008

Case No. 10900023

*Mr. Stephen B. Street, Jr.
State Inspector General
State of Louisiana
Office of the State Inspector General
P. O. Box 94095
Baton Rouge, LA 70804*

Dear Mr. Street:

First, thank you very much for the time and professionalism you extended during the investigation of allegations contained in Case No. 1090023. It was my pleasure to give you access to information that directly impacted this case.

As you are aware, I have more than 20 years experience in law enforcement. During this time, I have never received a letter of reprimand or cause for disciplinary action. Where my action is not always perfect and, like anyone else, given to mistakes (maybe both in judgment and actions) I have always tried to manage my responsibilities in a fair and equitable manner. I have worked hard to establish a reputation of ongoing professional improvement by learning new management styles, implementing policies, and establishing community involvement.

As requested, I am pleased that you are giving me an opportunity to respond to the following allegations as summarized in the "Conclusions" section of your letter.

- 1. Upon my return to Southern University at New Orleans following the devastation of Hurricane Katrina, we found a campus that had been ravaged and a dangerous working environment. It was my desire to see SUNO rebuild and regain its' status as an asset to the community. Working alongside administration we were able to develop a safe living community for our students although SUNO has historically been a commuter campus. Over 400 trailers were set up on SUNO's property to house students, faculty, staff and non SUNO members were placed in this housing community by FEMA. This temporary living environment was in place from March of 2006 until February 2008. This was a daunting task, to organize a reduced staff (dedicated officers who were also coping with varying degrees of loss as a result of the storm) to secure families and the few items they still possessed after being displaced due to Hurricane Katrina. The FEMA community posed many problems which included documented violations which include illegal weapons, drugs, domestic violence issues, fights and a murder which occurred within the community on Easter weekend of 2006.*

During some of these tough times, I sacrificed many uncompensated hours to attend staff meetings, meetings with various FEMA personnel to devise strategies to provide a safe living community, research on safety issues, providing community members with information to empower them to behave in a safe manner, etc... My supervisor noticed my tireless work and rewarded me with many praises for the work campus police has done. Yes, I did have dental appointments scheduled during work hours, however, on that day, like many others, I would report to duty at 5 or 6 a.m. It is important to note that my normal working hours are 7 am – 3 p.m. My job also requires that I work flex hours when necessary. In addition, my job also requires that I be available 24 hours, seven days week, including weekends and holidays. The referenced dental appointments rarely lasted more than one-half hour.

2. *With regards to this item regarding my failure to qualify with my firearm between 2002 and 2008, I take full responsibility for not allowing time to attend the firing range as required. I have since qualified as required.*
3. *The accusation of my having my police abandoning their duties to drive me around New Orleans to tend to personal errands is grossly misrepresented and borders on lying. Yes, on occasions where transportation is required for me to handle University business and community relations activities, I may have requested that the officer stop, for several reasons: to make office purchases, lunch or to visit various law enforcement agencies. As with many other departments, we have off campus errands which must be completed in order to have an effective working environment.*
4. *Daily vehicle logs were not intentionally incomplete. Where the forms that were used were not all inclusive, this investigation has given me an opportunity to identify that more detailed documentation is needed. I have required all officers to include more detailed information as noted which will include detailed information on the officer's location and reason for leaving campus.*
5. *When I was hired at SUNO, a Daily activity Report (DAR) form did not exist. I saw the need for such a documenting form and implemented it in 2001 to satisfy the need for accountability during the officer's tour of duty. I have revised it several times as pertinent information is identified and in an effort to provide detailed records. Ensuring that these forms filled-out correctly is an on-going challenge. I am in the process of having a training package developed. This package would include item by item guidelines on how to complete the form with detailed information that is accurate and can be verified.*

With regards to the firearms, A purchase requisition was prepared to purchase two glock 22' 40 calibers firearms on May 2, 2007. The vendor who is located in Slidell, Louisiana, telephoned to inform me that the weapons had arrived and both were ready to be picked up. When I returned from Slidell with the weapons I immediately placed them in my inventory cabinet for safeguarding. Not reporting the weapons to property management was a complete oversight for which I must take full responsibility and I will take action to ensure such oversights are rare in campus police.

The above comments are not all inclusive or address all of the accusations outlined in your report. For example, there is no mention of my officers being on a "security" level and that they have been brought up to the level of "police officer." This level change has required much work, training, and policy creation and revision. Campus perception of the department and the officers has greatly improved because of their appearance, professionalism and increase in law enforcement training that includes areas such as Homeland Security, domestic violence and mental health.

Under my leadership, the University Campus Police Department has acquired three new vehicles; I submitted a grant and was awarded \$150,000 for surveillance equipment (the first time the University's campus had surveillance camera equipment since Hurricane Katrina; six laptop computers equipped with Motions and NCIC Interface System with the New Orleans Police Department. I have involved the Campus Police Department in projects to support the Gentilly community's efforts to address crime in the area and drugs by Campus Police's overall visibility and continuous patrols, to name a few. Working alongside New Orleans Police Department to address the community policing issues created post Katrina, SUNO police staff has worked to maintain a safe environment in the sparsely inhabited area which surrounds the campus known as Pontchartrain Park.

Thank you again for allowing me the opportunity to respond to the allegations that attack my professionalism, honesty and credibility as Captain of the Southern University at New Orleans Campus Police department. I hope my comments lend clarity of the allegations. I take full responsibility for those actions that were a result of non-intentional poor judgment. I am committed to my job and providing the best possible service to Southern University at New Orleans. I am a proud employee of SUNO and have worked hard to show my pride through the work of my department. Though your report reflected on a few instances of poor judgment, I hope you will recognize the many examples of professionalism and leadership which has garnered me high performance ratings throughout my years at SUNO. Regardless of the outcome of this investigation, my commitment to my profession and responsibility to my officers will not change.

Sincerely,



Leatrice M. Warren

Captain Leatrice M. Warren

ACTION PLAN

As of October 31, 2008

1. Using SUNO Police Department Officers for personal errands.

- I will research state and Federal guidelines regarding the use of state equipment including vehicles. This information will be covered in a regular scheduled staff meeting and noted in all officers personnel file. No officer will utilize state owned vehicles for personal errands. When departmental errands are required, it will be notated in the vehicle log.

2. Failure to properly document use of state vehicles.

- I have required all officers to include more detailed information which will include detailed information on the officer's location and reason for leaving campus. Also, the daily activity report form will be revised in order to provide a detailed view of the daily activities.

3. Weapons Re-Qualification

- As required, I will put forth every effort to re qualify annually to meet Peace Officers Standard Training (P.O.S.T.) qualifications. I will complete the qualification annually with my duty weapon at the beginning of the June 2009 qualifying period.

4. Excessive Use of Overtime

- Effective January 1, 2009, normal schedules will change from eight hour shifts to twelve hour shifts. This change will result in a decrease in the need for overtime; however, overtime will continue to be needed to accommodate the needs of the campus community. Overtime will be offered to any available officer when needed and when accompanied by the approval of the interim Vice Chancellor of Administration and Finance.

5. Failure to Record Asset Acquisitions

- Effective immediately, University policy regarding the acquisition of assets will be reviewed and all required property will be documented with Property Control Management.

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A copy of this report has been made available for public inspection at the Office of State Inspector General and is posted on the Office of State Inspector General's website at www.doa.louisiana.gov/oig/inspector.htm. Reference should be made to Case No. 1-09-0002. If you need any assistance relative to this report, please contact Bruce J. Janet, CPA, State Audit Director at (225) 342-4262.

REPORT FRAUD, WASTE, AND ABUSE

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- Call the Office of State Inspector General at (225) 342-4262