



**OFFICE OF INSPECTOR GENERAL  
CITY OF JACKSONVILLE**

**REPORT OF INVESTIGATION  
CASE NUMBER: 2017-0001  
ISSUE DATE: AUGUST 8, 2017**

James R. Hoffman  
Inspector General

*"Enhancing Public Trust in Government"*

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**COJ EMPLOYEE USED COJ LICENSE PLATE WITHOUT PERMISSION  
COJ EMPLOYEE OBSTRUCTED INVESTIGATION  
LACK OF INTERNAL CONTROLS OF CITY LICENSE PLATES**

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**EXECUTIVE SUMMARY**

The Office of Inspector General (OIG) received an anonymous complaint on October 5, 2016, forwarded from the City of Jacksonville (COJ) Office of Ethics, Compliance and Oversight. The complaint alleged Bradley Burnett, Heavy Vehicle Technician Crew Leader (a civil service position), Fleet Management, Finance and Administration, had driven a former COJ vehicle (hereafter referred to as a personal vehicle) with a yellow city license plate (hereafter referred to as COJ plate) to the Fleet Management employee parking lot. The complainant believed the COJ plate had been stolen.

On October 28, 2016, the OIG referred the complaint to the Office of the State Attorney (SAO) pursuant to §602.303(j), *Ordinance Code* due to allegations relating to violations of Florida Statute §812.014, Theft. After review, the SAO referred the matter back to OIG for an administrative investigation.

Based on Burnett's testimony along with the testimony of other witnesses, the OIG **substantiated** the allegation that Burnett used a COJ plate on a personal vehicle. The OIG concluded that on two separate occasions Burnett drove a personal vehicle with a COJ plate attached to work. The OIG determined that Burnett did not own and was not authorized to use the COJ plate. Prior to the commencement of the OIG investigation, Burnett admitted during a meeting, with the Chief of Fleet Management and the Fleet Management Finance Manager, in either August or September 2016, he had attached the COJ plate in order to drive the personal vehicle to work. Burnett's testimony to the OIG was inconsistent with statements he had previously made to management.

Based on OIG's belief that Burnett had attempted to interfere with and/or obstruct the OIG investigation by being untruthful during his OIG interview, the OIG contacted the SAO for a review of potential perjury or obstruction allegations pursuant to §602.303(j), *Ordinance Code*. In lieu of pursuing an interference and/or obstruction charge, the SAO charged Burnett, as a result of the evidence obtained during the OIG investigation, with theft of the COJ plate, a violation of Florida Statute §812.014, Theft. Burnett was arrested on April 27, 2017, for violations of F.S. §

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812.014(3) (a), Petit Theft, and F.S. § 320.261, Attaching Tag Not Assigned, both second degree misdemeanor offenses.

On June 30, 2017, Burnett signed a Fourth Judicial Circuit of Florida Misdemeanor Pretrial Intervention Program Deferred Prosecution Agreement. The agreement deferred prosecution for a period of three months, and required the completion of 20 hours of community service and payment of \$650 in court costs.

The OIG investigation also identified a lack of internal controls within Fleet Management. The specific issues included (1) a lack of procedures related to the accountability and security over COJ plates within Fleet Management; (2) a lack of procedures as to the timely surrender of decommissioned COJ plates to the Tax Collector's office; and (3) a lack of procedures for the security of COJ vehicles parked within Fleet Management compound.

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**INVESTIGATIVE REPORT**

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**ALLEGATION**

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**Bradley Burnett (Burnett), Heavy Vehicle Technician Crew Leader, Fleet Management Division, Finance and Administration Department used a COJ plate on his personal vehicle without permission.**

**GOVERNING DIRECTIVES**

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- Florida Statute §812.014, Theft.
- Florida Statute §320.261, Attaching registration license plate not assigned unlawful
- CS Rules, Section 9.05, Reduction in Compensation, Demotions, Suspensions without Pay and Dismissals for cause including willful violation of the provisions of law or department rules; conduct unbecoming a public employee and misconduct.
- COJ Code of Ordinances, Title XVI, Judicial Code, Chapter 602, Jacksonville Ethics Code, Part 3, Inspector General, Section 602.309, Penalty provisions.

**INVESTIGATIVE FINDINGS**

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***Records Review***

During the investigation, the OIG reviewed various City and Duval County Tax Collector (Tax Collector) records to determine the origin and status of the COJ plate reportedly attached to a personal vehicle as reported by the anonymous complainant. Based on a review of the records, the OIG was able to determine the COJ plate attached to the vehicle had been originally assigned in June 2009 to a COJ Jacksonville Fire and Rescue Department (JFRD) Rescue Truck. The JFRD Rescue Truck was decommissioned on July 23, 2015. The OIG verified per the Tax Collector's office that the COJ plate was still active and had not been cancelled.

After a review of COJ records, the OIG determined Burnett purchased two decommissioned COJ vehicles through an online auction site in 2016. Burnett purchased one vehicle in June 2016 and the other vehicle in August 2016. There is no purported wrongdoing associated with the purchase of the two vehicles.

***Fleet Management Site Visit***

On October 14, 2016, the OIG conducted a site visit to the Fleet Management compound located at 2581 Commonwealth Avenue, Jacksonville. During this site visit, the OIG observed numerous unsecured COJ plates stacked in a milk crate in plain view within the Body Shop.

On at least four occasions during October 2016, the OIG was able to walk around the Fleet Management compound (including the area where new vehicles and vehicles awaiting maintenance are stored) making observations without being approached by any COJ employee or security representative. Additionally, the OIG observed a non-City owned vehicle (Duval

County Youth Program van) within the Fleet Management compound among City-owned vehicles during these site visits.

### ***Testimony***

#### ***Statement of Monique O'Steen, Property Control Administrator (Surplus Activity), Procurement Division, Finance and Administration Department***

Monique O'Steen (O'Steen) advised that for the last three years the COJ has sold decommissioned vehicles through an online auction site. O'Steen advised COJ plates on decommissioned vehicles were removed by Fleet Management. No COJ plates were retained at Surplus and she stated that she had never seen a COJ plate on any decommissioned vehicle once the vehicle arrived at Surplus. If any equipment such as emergency lights or COJ plates were found during the surplus inventory of the vehicle prior to auction, Fleet Management personnel would be contacted and remove the items from the decommissioned vehicle. Once ready for sale, both vehicle information and photographs were uploaded to the auction website. O'Steen provided bill of sale records and photographs of both vehicles purchased by Burnett. A review of these photographs verified neither vehicle was placed up for auction with a COJ plate. She also stated that the COJ could not sell a vehicle with a COJ plate attached.

#### ***Statement of CJ Thompson, Chief, Fleet Management, Fleet Management Division***

Chief CJ Thompson (Thompson) stated Fleet Management was responsible for the removal of COJ plates from decommissioned COJ vehicles. In August or September 2016, a complaint was received through Citizen Active Response Effort (C.A.R.E.) regarding Burnett parking a vehicle with a COJ plate attached in the Fleet Management employee parking lot.

Thompson stated in August or September 2016, he and Erik Preacher, Fleet Services Finance Manager, met with Burnett to discuss the C.A.R.E. complaint after research confirmed the vehicle belonged to Burnett. During this meeting, Burnett admitted he had driven the COJ vehicle he had purchased at auction to work. Burnett stated his personal vehicle was not operational and he needed transportation without being "stopped by police." Burnett further advised he could not afford to purchase the required vehicle registration and state issued license plate for the vehicle.

Burnett never informed either Thompson or Preacher that the COJ plate was already on the vehicle when he purchased the vehicle at auction. Thompson stated during the meeting Burnett appeared remorseful and knew what he had done was wrong. Thompson made the decision to give Burnett an oral counseling. Thompson advised Burnett to return the COJ plate to Preacher and the matter would be concluded.

Thompson stated the COJ plate belonged to the City and Burnett did **not** have permission or authority to use the COJ plate on a personal vehicle.

#### ***Statement of Erik Preacher, Fleet Services Finance Manager, Fleet Management Division***

Erik Preacher (Preacher) stated each COJ Department transports decommissioned vehicles to Fleet Management so the vehicles can be processed and sent to Surplus. Preacher advised the COJ plates have value until the plate is cancelled by the Tax Collector. COJ plates from

decommissioned COJ vehicles are supposed to be taken to the Tax Collector for surrendering. Preacher had never observed any COJ plates being stored at Surplus.

In August or September 2016, both he and Chief Thompson met with Burnett regarding a complaint concerning Burnett. Fleet Management had received a complaint that a vehicle with a COJ plate was parked in the employee parking lot at Fleet Management. During the meeting, Burnett admitted to driving the former COJ vehicle to work. Burnett advised that his personal vehicle had broken down and he (Burnett) placed a COJ plate on the vehicle because he needed transportation to work. Burnett further advised that he needed the COJ plate in order to drive the vehicle.

Upon researching the COJ plate attached to Burnett's vehicle, Preacher found that the COJ plate was originally attached to a JFRD vehicle that had been decommissioned almost a year prior. Chief Thompson made the decision to give an oral counseling to Burnett. Preacher advised during the meeting Burnett was apologetic. The day after the meeting Burnett gave Preacher the COJ plate. Preacher stated the COJ plate was the property of the City and stated Burnett did not have permission to take or use the COJ plate.

***Statement of Nancy Petrey, Branch Manager, Duval County Tax Collector***

Nancy Petrey (Petrey) stated per both Florida Statute (specific statute she could not recall; OIG determined she was referencing F.S. §320.02, Registration required) and the *Florida Department of Motor Vehicles (DMV) Procedure Manual*, the buyer does not have to register the vehicle with a Tax Collector's office. However, Petrey stated the buyer, per Florida Statute §320.261, cannot legally drive a vehicle with a license plate that was registered to another vehicle.

***Statement of Bradley Burnett, Heavy Vehicle Technician Crew Leader, Fleet Management***

Burnett stated in 2016 he purchased two decommissioned COJ vehicles via an online auction. Burnett also stated he did not register either vehicle with the State of Florida and did not have vehicle registrations or license plates for either vehicle prior to selling them to private buyers. Burnett confirmed the pictures from the complainant were of one of the vehicles he had purchased and must have been taken on one of the two days he had driven the vehicle to work.

Burnett explained in August 2016 his personal vehicle broke down and he needed transportation to work. He made the decision to drive one of the COJ vehicles he had purchased to work on two consecutive days while his personal vehicle was in the repair shop. He stated he "had no other way to get to work."

Burnett could not recall observing whether the COJ plate was on the vehicle while viewing pictures on the online auction website. Burnett explained the vehicle was not "running" when he purchased it. Several days after the purchase, he towed the vehicle from the COJ surplus yard a short distance to the Fleet Management employee parking lot. He worked on the vehicle and was able to get the vehicle running and drove it to his residence. Burnett stated when he arrived at his residence he observed that the COJ plate was attached to the vehicle.

Burnett stated he had no knowledge of the removal process of COJ plates for decommissioned vehicles, or where the COJ plates for decommissioned vehicles were stored. He stated he had

never observed any COJ plates stored in his work area. Burnett stated he never took or borrowed a COJ plate from Fleet Management for personal use. He had no knowledge of how or when the COJ plate was attached to the vehicle he purchased.

Burnett was adamant he did not take the COJ plate from Fleet Management and that the COJ plate was on the vehicle at the time he purchased the vehicle. He also stated he did not place the COJ plate on the vehicle, nor had he ever sold or given a COJ plate to anyone or vice versa.

In August 2016, on the second occasion he had driven the vehicle to work, he was called into a meeting with Chief Thompson and Preacher about why a COJ plate was attached to a vehicle he had driven to work. Burnett said he explained to Chief Thompson and Preacher that his personal vehicle was in the repair shop and because he needed transportation to work he made the decision to drive the vehicle.

Burnett stated Chief Thompson told him he had made a poor decision and he (Chief Thompson) should give Burnett a written reprimand for his actions. According to Burnett, Chief Thompson told him since he (Burnett) was a good employee, there would be no discipline regarding this matter if Burnett would give the COJ plate to Preacher. Burnett stated he agreed to this and never drove the vehicle to work again. Burnett returned the COJ plate to Preacher several days later.

Burnett apologized during his OIG interview for driving the vehicle to work when his personal vehicle was in the repair shop. He stated he thought he could “skate by a little bit” and “thought he could use it (*referring to the vehicle*) a little bit.”

*Note: During the sworn interview, Burnett initially stated he had **not** driven either of the COJ vehicles he had purchased from auction to work. However, during the course of the interview, Burnett admitted to driving one of the two vehicles to work on **only one occasion**. When further questioned, he admitted to driving the vehicle on two consecutive days and denied placing the COJ plate on the vehicle. OIG deemed these statements to be inconsistent and untruthful based on other sworn interviews conducted during the investigation with Fleet Management staff. Based on the interviews with Fleet Management personnel, Burnett admitted during a meeting with the Chief of Fleet Management and the Fleet Services Finance Manager, (1) to driving the vehicle to work, (2) to placing a COJ plate on the vehicle because he needed transportation to work, and (3) that he needed the COJ plate so that he would not be stopped (by police).*

Based on OIG’s belief that Burnett’s statements were both inconsistent and untruthful, the OIG met with the SAO on April 13, 2017, to discuss potential violations of §602.309, *Ordinance Code*. These violations included Burnett’s attempt to interfere and/or obstruct an OIG investigation by being untruthful, as well as state perjury violations. The SAO reviewed the matter and decided to charge Burnett with Florida Statute §812.014, Theft, due to the theft of the COJ plate. Burnett was arrested on April 27, 2015 for violations of F.S. § 812.014(3) (a), Petit Theft, and F.S. § 320.261, Attaching Tag Not Assigned, both second degree misdemeanor offenses.

*Statements of David Hylazewski, Equipment Control Administrator, and Stephen Ross, Clerical Support Aide III, Fleet Management Division (relating to site visits)*

Statements of David Hylazewski (Hylazewski) and Stephen Ross (Ross) relating to the site visits disclosed the following lack of internal controls:

(1) The standard practice has been for Surplus employees to remove the COJ plates from unmarked Jacksonville Sherriff Office (JSO) and other unmarked City owned vehicles; whereas the Fleet Management Body Shop removes the COJ plates from marked JSO vehicles and other marked City owned vehicles. These COJ plates are kept in the respective areas after removal in an unsecured container (i.e. milk crate) and in plain view until collected by Ross approximately every three to four months.

(2) After Ross collected the COJ plates, the standard practice has been to store the COJ plates in an unsecured cardboard box under Ross's desk until delivery to the Tax Collector. The cardboard box is not secured and is accessible to anyone. Ross is also responsible for collecting COJ plates from JEA and also stored them in the same unsecured cardboard box.

(3) The standard practice for many years has been to collect and retain the COJ plates under Ross's desk for a period of up to four months, before taking the COJ plates to the Tax Collector for cancellation and destruction in bulk. Upon surrender of the COJ plates to the Tax Collector's Office, Ross would not obtain receipts or any other documentation for the surrendered COJ plates.

(4) During the OIG investigation, on October 11, 2016, Ross delivered **two hundred and eight (208)** COJ plates to the Tax Collector's Yates Branch, located in downtown Jacksonville for cancellation. No receipt was obtained from the Tax Collector, nor did Fleet Management keep an inventory record of the COJ plates delivered to the Tax Collector that day for cancellation.

(5) OIG requested, but was advised by Hylazewski and Ross that there are no written policies or procedures relating to the removal, retention, and timely cancellation of COJ plates for City vehicles. Additionally, there are no written policies or procedures relating to the maintaining of inventory records of (1) COJ plates being removed from decommissioned vehicles, or (2) COJ plates being delivered to the Tax Collector for cancellation.

(6) According to Ross, there has been a standard practice for the past six to seven years to allow a non-City vehicle to be parked within the Fleet Management compound (referring to the Duval County Youth Program van). Additionally, a key for the vehicle was not provided to Fleet Management. Per Ross, at least two individuals routinely accessed the Fleet Management compound to park a personal vehicle, retrieve the Duval County Youth Program van, and then at the end of the day return the van and leave in a personal vehicle. OIG requested to see a copy of any agreement relating to this parking arrangement, but according to Hylazewski and Ross, they are not aware of any written agreement.

(7) Per Ross, on a regular basis the COJ plates for *unmarked* JSO vehicles being decommissioned are not being returned to Fleet Management. According to Ross, no police reports have been filed by JSO for the missing plates.

(8) Per Ross, there was a one-time fee of approximately \$132 for each COJ plate, and the COJ plate remains active until cancelled by the Tax Collector.

(9) Ross advised a prior practice many years ago had been for Surplus to provide a *Notice of Sale* to Fleet Management, who in turn would provide the *Notice of Sale* to the Tax Collector for vehicles sold at auction. The *Notice of Sale* documentation would reflect that (1) a COJ vehicle had been sold at auction and (2) that the vehicle was no longer in the possession of the City. During the course of the investigation, the OIG confirmed with the Property Control Administrator, Procurement that the *Notice of Sale* documentation had *not* been provided to Fleet Management for at least the past two years.

***Statement of Nancy Petrey, Branch Manager, Duval County Tax Collector***

Nancy Petrey (Petrey) confirmed that boxes of COJ plates (usually containing 50 or more at a time) have been dropped off at the Yates Branch of the Tax Collector's Office by Fleet Management. To her knowledge, Fleet Management did not ask for any receipts for the surrendered COJ plates. Additionally, due to the volume of COJ plates surrendered by Fleet Management at one time there could be a delay (several days to a week) for the Branch employees to enter the data into the computer system. The receipts for the surrendered COJ plates would reflect the COJ plate had been returned to the Tax Collector and once entered into the Florida Registration Vehicle Information System (FRVIS) the COJ plate would be cancelled.

To Petrey's knowledge, the COJ was not submitting any *Notice of Sale* forms to the Yates Branch of the Tax Collector's Office when COJ vehicles were sold at public auction. The *Notice of Sale* form would allow the Branch employees to enter into FRVIS that the vehicle had been sold, and although the vehicle's title would still be in the name of the COJ, the City would no longer be liable for the vehicle.

## **CONCLUSION**

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Based on the testimony of Burnett along with the testimony of Chief Thompson and Finance Manager Preacher, the OIG **substantiated** the allegation that Burnett used a COJ plate on a personal vehicle. The OIG concluded the vehicle had been purchased from the City by Burnett, and at the time of the auction and sale, no COJ plate was attached to the vehicle sold to Burnett. The OIG concluded the COJ plate attached to Burnett's vehicle did not belong to Burnett, nor was he authorized to use the COJ plate. Additionally, Burnett admitted during a meeting with Chief Thompson and Finance Manager Preacher that he had attached the COJ plate in order to drive the vehicle to work. When questioned by the OIG, Burnett's testimony was inconsistent with the prior statements he made to Chief Thompson and Finance Manager Preacher. During the OIG interview, Burnett denied placing the COJ plate on the vehicle.

Additionally, the OIG investigation identified a lack of internal controls within Fleet Management. The specific issues included (1) a lack of procedures related to the inventory and security over COJ plates within Fleet Management; (2) a lack of procedures as to the timely surrender of decommissioned COJ plates to the Tax Collector's office; and (3) a lack of procedures for the security of COJ vehicles parked within the Fleet Management compound.



**RECOMMENDED CORRECTIVE ACTIONS**

The OIG recommends the following corrective actions:

1. Establish a written policy and procedure in regards, but not limited to, the purchasing, retention, security, affixing, removal, and inventory of COJ plates.
2. Establish a written policy and procedure ensuring that the COJ plates from decommissioned vehicles are surrendered to the Tax Collector's Office in a timely manner, and also provides for accountability of all COJ plates being surrendered.
3. Review the existing Property Control Administrator's *City Surplus Procedure* and ensure that the procedure(s) are current and comprehensive and also address the timely submission of *Notice of Sale* forms (if applicable) to the Tax Collector's office in a timely manner.
4. Review existing and/or establish procedures whereby COJ plates assigned to unmarked JSO vehicles are returned to Fleet Management upon decommissioning in order to ensure accountability and appropriate cancellation by the City.
5. Review existing and/or establish procedures to ensure the security of all City-owned vehicles contained within the Fleet Management compound, whether in the process of awaiting maintenance or as new inventory awaiting distribution to the various City departments.
6. Review existing practices relating to allowing non-City vehicles and non-City employees unrestricted access to park within the Fleet Management compound.

In addition, OIG requests that the Administration advise the OIG if any personnel action(s) (including all outcomes) are taken as a result of this investigation.

**IDENTIFIED, QUESTIONED, AND AVOIDABLE COSTS**

**Identified Costs:** N/A

**Questioned Costs:** N/A

**Avoidable Costs:** N/A

**BURNETT'S RESPONSE**

On July 26, 2017, OIG contacted Burnett telephonically to inquire as to whether he wanted to pick up a draft Report of Investigation for review and comment. Burnett stated that he would get back with the OIG the next day. The OIG never heard back from Burnett. On July 27, 2017, the OIG mailed a copy of the draft Report of Investigation to Burnett's residence address on file with the City of Jacksonville. Burnett was provided the opportunity to submit a written explanation or rebuttal to the findings as stated in the Report of Investigation within ten (10) calendar days, due on or before August 7, 2017. No response was received from Burnett.

**MANAGEMENT COMMENTS AND CORRECTIVE ACTIONS**

On May 1, 2017, the Chief Administrative Officer, Office of Mayor Curry, City of Jacksonville, Florida, was provided the opportunity to submit a written explanation or rebuttal to the findings as stated in this Report of Investigation within twenty-one (21) calendar days, due on or before May 22, 2017. On May 22, 2017, the Office of Mayor Curry requested an extension which the OIG granted until June 9, 2017. On May 25, 2017, a written response was received from the Office of Mayor Curry and is attached in its entirety to this report.

The Office of Mayor Curry implemented various corrective actions per their attached response. Of significance, the Administration established and implemented a written standard operating procedure for Vehicle Tag Acquisition and Surrender (SOP Number: FM-2017-01), effective May 3, 2017, which provides for the acquisition, retention, and surrendering of vehicle tags assigned to the City of Jacksonville. Additionally, the Administration advised that effective March 2017 the *Notice of Sale* is being provided to the Tax Collector's Office.

Attachment: Management's Response, dated May 25, 2017

cc: IG Distribution A 7.17

**This investigation has been conducted in accordance with the ASSOCIATION OF INSPECTORS GENERAL Principles & Quality Standards for Investigations.**



# City of Jacksonville, Florida

*Lenny Curry, Mayor*

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ONE CITY. ONE JACKSONVILLE.

To: Lisa Green  
Deputy Inspector General

From: Marlene Russell  
Director of Organizational Effectiveness

Date: May 25, 2017

**SUBJECT: Response – OIG Investigation Number: 2017-0001**

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Based on the information provided in subject report, the Finance and Administration Department has reviewed and provides a response to each of the corrective actions below.

**OIG Corrective Action 1:**

Establish a written policy and procedure in regards, but not limited to, the purchasing, retention, security, affixing, removal, and inventory of COJ plates.

**Finance and Administration Department Response to Corrective Action 1:**

A new standard operating procedure for vehicle tag and acquisition was developed and is attached. The procedure encompasses all areas identified in the corrective action.

**OIG Corrective Action 2:**

Establish a written policy and procedure ensuring that COJ plates from decommissioned vehicles are surrendered to the Tax Collector's Office in a timely manner, and also provides for accountability of all COJ plates being surrendered.

**Finance and Administration Department Response to Corrective Action 2:**

The attached standard operating procedure addresses this item under section "Surrender of Tags".

**OIG Corrective Action 3:**

Review the existing Property Control Administrator's City Surplus Procedure and ensure that the procedure(s) are current and comprehensive and also addresses the timely submission of Notice of Sale forms (if applicable) to the Tax Collector's Office on a weekly basis.

**Finance and Administration Department Response to Corrective Action 3:**

City Surplus procedures have been reviewed and recently updated to reflect a more comprehensive description of daily activities to include "Notice of Sale" procedures. The process of sending the "Notice of Sale" to the Tax Collector's Office was reinstated in March 2017. The "Notice of Sale" documents are completed with each vehicle sale, collected and delivered to the Tax Collector's Office on a weekly basis.

**OIG Corrective Action 4:**

Review existing and/or establish procedures whereby COJ plates assigned to unmarked JSO vehicles are returned to Fleet Management upon decommissioning in order to ensure accountability and appropriate cancellation by the City.

**Finance and Administration Department Response to Corrective Action 4:**

The attached standard operating procedure addresses this item under section "Surrender of Tags".

**OIG Corrective Action 5:**

Review existing and/or establish procedures to ensure the security of all City owned vehicles contained within the Fleet Management compound, whether in the process of awaiting maintenance or as new inventory awaiting distribution to the various City departments.

**Finance and Administration Department Response to Corrective Action 5:**

The Public Works Department, Public Buildings Division is responsible for the security of public facilities. Fleet Management is working with Public Buildings to confirm the services currently provided to the division regarding the security of City owned vehicles are adequate.

**OIG Corrective Action 6:**

Review existing practices relating to allowing non-City vehicles, and non-City employees unrestricted access to park within the Fleet Management compound.

**Finance and Administration Department Response to Corrective Action 6:**

Only City vehicles are parking within the Fleet Management compound. There is signage located at the entrance of the facility next to the guard station indicating no private vehicles are allowed.

The Administration takes the investigation findings listed seriously and has reviewed each recommended corrective action and responded accordingly.

cc: Sam E. Mousa, Chief Administrative Officer  
Mike Weinstein, Chief Financial Officer  
CJ Thompson, Division Chief, Fleet Management  
Marsha Oliver, Director of Public Affairs



**City of Jacksonville, Finance & Administration,  
Fleet Management Division**

**STANDARD OPERATING PROCEDURES (SOP)**

<b>Title</b>	Vehicle Tag Acquisition and Surrender	SOP Number: FM-2017-01
<b>Supersedes:</b>		Issue Date: 5/3/2017
<b>POC:</b>	Ricky Buchanan: 255-7430	Review Due Date: 23MAY2017

**PURPOSE:**

To establish policies and procedures to acquire retain and surrender vehicle tags assigned to the City of Jacksonville.

**PROCEDURES:**

**Acquisition of New Tag – tags can be procured by the contract vendor or through Equipment Control Office.**

1. Tags procured by the Contract Vendor (Included in the contract purchase price of the vehicles)
  - a. The tag comes installed on the vehicle when delivered to Fleet Management, including registration. The vehicle title is sent by mail from the State of Florida Department of Motor Vehicles (DMV) to Fleet Management Division and will be stored in the Equipment Control Office (ECO) in a secured file cabinet.
2. Tags procured by the Fleet Management Equipment Control Office. The tag is not included on the contract price of the vehicles.
  - a. ECO personnel will fill out DMV document HSMV 82040 and attach the MSO (manufacturer’s statement of origin) document and present the documents to the Tax Collector’s office for processing.
  - b. Tag agency processes the documents and will notify Fleet Management ECO when the new vehicle tag, registration and title receipt are ready for pick up.
  - c. ECO personnel will pick up the new vehicle tag, registration and title receipt from the Tax Collector. The new vehicle title will be mailed from DMV, Tallahassee Florida and when received, will be stored in the ECO office in a secured file cabinet.
  - d. ECO personnel will install the new vehicle tag on the new vehicle that it is assigned to and put a copy of the vehicle registration in the vehicle glove box, and a copy of the registration in the vehicle file in the ECO.

**Surrender of Tags (Out of Service Vehicle)**

1. ECO personnel will remove the tag from the vehicle being decommissioned and will return the tag to the ECO to be logged and stored in the secured file cabinet.
2. JSO covert vehicles are issued City tags; however the tags are not issued as these vehicles are issued confidential tags procured by JSO. The City tags are filed in JSO Coordinators office and returned to Fleets' ECO when the vehicle is turned in to be decommissioned.
3. Once the ECO accumulates 15 tags or the end of each month, tags will be taken to the Tax Collector's office. A signed acknowledgement will be provided from the Tax Collector's office upon receipt of the tags.

**Lost or missing tags**

1. When a tag is reported lost or missing, form HSMV 83146 is filled out and submitted to the Tax Collector's Office. The lost tag is then canceled. If the vehicle is active the Tax Collector's Office will issue a new tag.

**Retention of Tags:**

All tags in the possession of Fleet Management are stored in the secure file cabinet in the ECO.