



MEMORANDUM OF LIMITED INVESTIGATION

May 10, 2022

To: Bill Tyler, Director
Prince George's County Department of Parks and Recreation

Wanda Ramos, Deputy Director
Recreational and Leisure Services

Tara Stewart, Division Chief
Aquatics and Athletic Facilities Division

William Fritz, Director of Golf

Toby Todd, Facility Manager
Enterprise Golf Course

From: Renee Kenney
Inspector General

Re: Enterprise Golf Course – Gratis Play
PGC-006-2022

A Memorandum of Limited Investigation describes specific issues or complaints received and the outcomes of limited procedures undertaken during a preliminary inquiry conducted by the Office of the Inspector General (OIG). The investigation was not conducted per Government Auditing Standards or Principles and Standards for Inspector Offices of Inspector General.

Concern/Allegation:

Ms. Tara Stewart, Division Chief, Aquatics and Athletic Facilities Division (AAFD), contacted the OIG on April 5, 2022, after receiving allegations that Enterprise Golf Course (Enterprise) management was allowing friends to play the course free of charge. The OIG agreed to investigate the allegations.

Inquiry:

To gain a better understanding of Enterprise golf operations, the OIG conducted individual interviews with [REDACTED] and [REDACTED] Enterprise Golf Course. Discussions focused on internal procedures and processes designed to ensure course use was authorized and paid.

[REDACTED] will play a round of golf every month or so at one of three golf facilities during work hours. They consider these outings a job requirement, as it provides an opportunity to view the courses and discuss any operational issues.

The OIG also obtained and reviewed the Aquatics and Athletic Facilities Division, Golf Operations Employee Manual (Manual). The Manual was created on March 29, 2022 and applies to all¹ Prince George's County Department of Parks and Recreation Golf Courses. **Exhibit A**, includes the full "Paying Policy" documented in the Manual.

Recommendations:

The OIG identified two (2) situations that require additional attention by management:

- 1) Both [REDACTED] told the OIG they are actively managing the actions of an outside golf professional who appears to be providing private lessons at Enterprise. He has been notified several² times that his actions are in violation of policy, and he must cease any instructional activities immediately. If these communications prove to be ineffective, the OIG recommends banning the individual from all Department of Parks and Recreation facilities and escalation to Maryland-National Capital Park Police to assist in enforcement.

Management Response:

In May 2021, AAFD addressed expectations for managing unauthorized instruction at our facilities. We distributed an approved letter/notice to provide patrons suspected of unauthorized instruction at the facilities as well as produced and distributed new signage to all AAFD facilities reiterating the Department's policy on this. We are familiar with the individual [REDACTED] are referencing and prior to receipt of your memo, were unaware this was still an issue.

AAFD agrees with the OIG's recommendation that this issue must be immediately and formally addressed, and staff are encouraged to contact Park Police if future instances are identified involving this individual or anyone else teaching

¹ Enterprise Golf Course, Henson Creek Golf Course, Paint Branch Golf Complex, and the Junior Golf Academy at the Kentland Golf Complex

² The following individuals have spoken to the outside golf professional: Ms. Tara Stewart, Division Chief, Mr. Bill Sheehan, Prior Assistant Division Chief, Mr. William Fritz, Director of Golf, and Mr. Todd Toby, Facility Manager.

unauthorized lessons at the facilities. We also agree with potentially banning the individual from the courses for non-compliance.

- 2) To mitigate claims of gratis play by management, the OIG recommends the monthly play by management be approved by the highest-ranking individual's supervisor.

Management Response:

AAFD Management agrees with this recommendation and have discussed expectations for documenting all gratis play for course managers and staff. We will also require a post-play observation report documenting positives and recommendations for improvement/maintenance needs/etc. for each round of golf played by the management team.

Supplemental Information:

At the request of Ms. Wanda Ramos, Recreational and Leisure Services Deputy Director, the OIG sent an email notification to 53 Enterprise Golf Course employees with a link to the Fraud, Waste, and Abuse Training video created by the OIG. The communication also included information on the independent Ethics and Compliance Hotline administered by the OIG.

Summary and Conclusion:

It is the opinion of the OIG that the Department of Parks and Recreation Golf Operations internal procedures are well designed and mitigate most risk involved with unauthorized play. It appears management is demonstrating the proper tone at the top. The OIG did not find any evidence to support allegations of unauthorized gratis play at Enterprise.

Cc:

Executive Committee

Casey Anderson

Peter Shapiro

Asuntha Chiang-Smith

Audit Committee

Dorothy Bailey

Partap Verma

Benjamin Williams

Erin White

M-NCPPC

Natalie Beckwith

Debra Borden

Gavin Cohen

Adrian Gardner

William Spencer

Exhibit A “Playing Policy”

Playing Policy:

The golf properties for M-NCPPC appreciate the hard work, dedication, and continued contribution to our organization. For that, we acknowledge and provide our staff and volunteers “Team Members” with excellent privileges. Team Members may play golf and have access to our practice facilities at **no charge** to the employee if the below guidelines are followed. The below information shall provide our Team Members with further details regarding playing privileges with M-NCPPC.

PARKS DIRECT

- All Team Members must be set up with a Parks Direct account
- Team members must be classified as a "GOLF EMPLOYEE" in Parks Direct before the use of any privileges
 - Parks Direct . Standard Pass Code: MNCPPC-GOLF-EMPLOYEE
 - Last Name Example in Parks Direct: Smith (E.TM) / Enterprise GC | Smith (PB.TM) / Paint Branch GC
- All usage of a golf course activity must be tendered under your Parks Direct account

TEE TIMES

- Team Members have the ability to “Walk-On” to any golf property to play and practice as long as Parks Direct profile is set up correctly and that they are in good standing
- Team Members cannot make tee times in advance unless authorized and approved by management
- Team Members cannot be part of an existing reservation without proper approvals
- Team Members are prohibited from playing on weekends and holidays before 12 pm without proper managerial approval
- Team Members should expect to pay full rate if joining or to playing in any contracted group or event
- Team Members will only have the ability to play if space is available and will not displace a paying customer

FACILITY USAGE

- A “round” is considered an eighteen-hole round of golf
- Team Members consistently working twelve (12) hours or more per week may play up to ten (10) rounds per month
- Team Members consistently working six (6) hours to eleven (11) hours per week may play up to six (6) rounds per month
- Team Members consistently working less than six (6) hours weekly may play up to four (4) rounds per month
- Team Members consistently working four (4) to six (6) hours bi-weekly may play up to two (2) rounds per month
- Team Members must work a minimum of four (4) hours bi-weekly to maintain privileges
- Team Members that have not worked in fourteen days will lose playing benefits until four (4) hours are worked over two weeks

Exhibit A
“Playing Policy”

- Team Members in good standing will have access to two large buckets per day at their primary work location and one bucket at the other golf properties
- Rounds outside your primary work location will count towards the total number of rounds played for that month

MISCELLANEOUS

- Team Members must be dressed in proper golf attire and out of uniform when utilizing golf properties for play
- Team Members in good standing will receive 10% off food and beverage excluding alcohol and 20% on non-sale merchandise excluding golf balls
- Team Members playing privileges can be revoked for cause, and the above policies are subject to change at any time