



John A. Carey  
Inspector General

## OFFICE OF INSPECTOR GENERAL PALM BEACH COUNTY



Inspector General  
Accredited

---

*“Enhancing Public Trust in Government”*

# Investigative Report

## 2017-0007

### Riverbend Caretaker

### October 18, 2017

---

Insight – Oversight – Foresight



John A. Carey  
Inspector General

## OFFICE OF INSPECTOR GENERAL PALM BEACH COUNTY

### INVESTIGATIVE REPORT 2017-0007

DATE ISSUED: OCTOBER 18, 2017



Inspector General  
Accredited

*"Enhancing Public Trust in Government"*

### RIVERBEND CARETAKER

#### SUMMARY

##### WHAT WE DID

On April 26, 2017, the Office of Inspector General (OIG) received an anonymous complaint involving Steven Bergkamp, Riverbend Park (Riverbend) Coordinator for the Palm Beach County (County) Parks and Recreation Department, Recreation Services Division (Parks).

The complainant alleged that Mr. Bergkamp: (1) used County equipment, including a County-owned computer and the County email system, to perform work on his outside employment while on County time; (2) directed Riverbend staff under his supervision to perform renovations/maintenance work on the Riverbend/Hatcher House where he would soon reside; (3) used Parks fuel to fill his personal vehicle; and, (4) used his County-assigned vehicle for personal use. Based on the information provided by the complainant, the OIG initiated an investigation.

##### WHAT WE FOUND

As to **Allegation (1)**, the information reviewed by the OIG **supports** the allegation. The OIG found that while on County time, Mr. Bergkamp used his County-issued computer and the County's email system to send and receive over 80 emails related to his outside employment.

Additionally, we found a number of search terms in his internet browsing history that were relating to his outside employment and not reasonably related to his employment with the County. The majority of internet searches were performed during Mr. Bergkamp's regular, non-lunch time work hours. The allegation was further supported by Mr. Bergkamp's acknowledgement that he used the County email system and computer to send and receive emails related to his outside employment while on County time.

As to **Allegation (2)**, the information obtained and reviewed by the OIG **supports** the allegation. The renovations/maintenance work Mr. Bergkamp directed his staff to perform violated County Safety Policy and Procedure (PPM-CW-O-005). The Caretaker residence is part of Riverbend property and is owned by the County. At the time the Riverbend staff did work on the residence, there was no lease agreement in place that clearly outlined who was responsible to maintain the residence. However, as the staff's supervisor, it was Mr. Bergkamp's responsibility to ensure that the staff was trained to do the work that they were directed to perform.

As to **Allegation (3)**, the information reviewed by the OIG does **not support** the allegation that Mr. Bergkamp used Riverbend fuel in his personal vehicle. Riverbend employees that were interviewed stated they never observed Mr. Bergkamp putting County fuel into his personal vehicle. They had only observed him putting County fuel from Riverbend gas cans into his County-owned vehicle. Additionally, we found no independent information that would support the allegation.

As to **Allegation (4)**, the information reviewed by the OIG **supports** the allegation that Mr. Bergkamp used a County-owned vehicle for personal use in violation of applicable policies and procedures. Several Riverbend employees stated they saw Mr. Bergkamp use his County-owned vehicle for personal use and saw Mr. Bergkamp drive his wife, his son, and his son's friend in County-owned vehicles on and off Riverbend property at various times. Additionally, Mr. Bergkamp admitted to using his County-owned pick-up truck to monitor Riverbend Park grounds with his wife and son, to go to lunch with his wife, and to travel to his church.

Based on the information obtained during this investigation, the OIG developed additional allegations:

**Allegation (5)** that Mr. Bergkamp stored personal data on the County server.

As to **Allegation (5)**, the information reviewed by the OIG **supports** the allegation. The OIG found Mr. Bergkamp's completed tax return and a personal questionnaire completed by Mr. Bergkamp containing personal data about himself and his family in his County electronic

mailbox in violation of Parks and Recreation Department PPM-DO-R-004. Mr. Bergkamp acknowledged sending these documents using his County email account.

**Allegation (6)** that Mr. Bergkamp used County equipment for personal use without authorization.

As to **Allegation (6)**, the information reviewed by the OIG **supports** the allegation. Several Riverbend employees interviewed stated that Mr. Bergkamp used a Riverbend generator for his son's wedding ceremony held at Riverbend Park in December 2016. Mr. Bergkamp admitted using the equipment on that day without authorization. Palm Beach County Merit System Rule 7.02 D (26) prohibits unauthorized use of County property or equipment.

## WHAT WE RECOMMEND

The OIG recommends that the County's Parks and Recreation Department:

1. Take appropriate personnel actions.
2. Create a log or tracking system for Parks equipment that includes employee name, type of equipment, purpose of use, date and time of use, and date and time of return.
3. Create a log or tracking system for all Parks fuel that includes the date the fuel was dispensed, the name of the employee that used the fuel, why the fuel was used, and in what County-owned vehicle or equipment the fuel was used.
4. Ensure Parks staff is cognizant of County and Department PPMs

regarding internet and email usage, requests for repair or maintenance services for County-owned facilities, County vehicle usage, and the use of County equipment for personal use.

5. Parks add the Hatcher House on Riverbend property onto its already existing Service Agreement that it has with Facilities Development &

Operations for other Caretaker residences.

The County (Parks) concurred with our recommendations. Additionally, Mr. Bergkamp provided a written response to our report. We have included both responses, in their entirety, at the end of this report.

## BACKGROUND

The Palm Beach County (County) Parks and Recreation Department (Parks) is made up of eight divisions: Aquatics, Business Development, Financial & Support Services, Parks Division, Planning, Research & Development, Office of Public Engagement, Recreation Services, and Special Facilities. Parks controls and maintains 85 parks within the County, one of them being the historic Riverbend Park. Riverbend consists of 665.62 acres and is located in Jupiter on the site of where the last battle of the Second Seminole War took place in 1838.



In 2008, the County bought land from the Hatcher family, which included the family's 3,360 square-foot residence. The majority of the land purchased is being used as conservation lands located on Riverbend property. In 2016, the County renovated the home for use as the Caretaker's residence. In early January 2017, Parks Coordinator of Riverbend Park, Steven Bergkamp, became the first Caretaker of the park and began residing in the Hatcher House.

On April 26, 2017, an anonymous complainant filed a complaint with the Office of Inspector General (OIG). The complainant alleged that Mr. Bergkamp used County equipment and/or supplies, including his County-issued computer and the County email time. The complainant also alleged Mr. Bergkamp directed Riverbend Park staff to perform renovations or maintenance work on the Hatcher House in January 2017, immediately prior to Mr. Bergkamp's move into the residence, and that Mr. Bergkamp used Riverbend fuel and his County vehicle for personal use. Based on the information provided, the OIG initiated an investigation.

## ALLEGATIONS AND FINDINGS

During the course of the investigation, we conducted 11 interviews of Parks employees including Mr. Bergkamp. We reviewed the lease agreement between the County and Mr. Bergkamp outlining the terms of his position as Caretaker of Riverbend, including residing in the Hatcher House on Riverbend property. We reviewed Mr. Bergkamp's outside employment form he submitted to Human Resources. We also reviewed records recovered with the assistance of County Information System Services (ISS) including: Mr. Bergkamp's incoming and outgoing emails with selected attachments and internet search history.

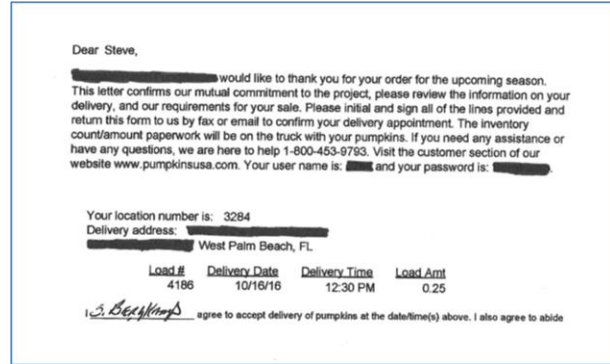
**Allegation (1):**

***Parks Coordinator Steven Bergkamp utilized his County-issued computer and email account to conduct outside employment activity while on County time. If supported, the allegation would constitute a violation of Section 10.02 A of the Palm Beach County Merit Rules and Regulations and a violation of Palm Beach County's Internet Use Policy and Procedure (PPM-CW-R-008).***

**Finding:**

Based on the OIG review of records and interviews, the allegation is **supported**.

We obtained a copy of Mr. Bergkamp's outside employment form which he submitted to the Parks Human Resources Division on August 24, 2012. According to the form, Mr. Bergkamp works as the Director of Youth Ministries at a church. The form also notes that Mr. Bergkamp was to begin his position at the church on September 3, 2012 and would work on Wednesday nights from 6:00 P.M. – 9:00 P.M. and on Sundays from 9:30 AM – 8:00 P.M. Mr. Bergkamp confirmed while being interviewed that he makes a yearly salary of \$12,000 as the Director of Youth Ministries. With the assistance of ISS, we obtained Mr. Bergkamp's incoming and outgoing emails with selected attachments as well as his internet search history. The review of Mr. Bergkamp's County email account showed that he sent or received over 80 emails, some with attachments, related to his outside employment. The emails were related to such things as fundraising activities, church finances, mission trips, and preparation of sermons. A review of Mr. Bergkamp's internet search history indicated that he had searched several church-related topics as well as signed in to his church email account from his County-assigned computer. None of these searches were related to his employment with the County. According to the dates and times of the emails and website visits, a majority of the emails sent and internet searches were performed during Mr. Bergkamp's regular, non-lunch time work hours and not on his personal time (i.e. lunch break, scheduled break periods, before and after work, weekends) or flex-time. Parks employees also stated that they have heard Mr. Bergkamp talking about his outside employment on his personal cell phone during work hours. When Mr. Bergkamp was interviewed, he admitted to using his County computer to conduct his outside employment on County time. He stated that he would often send documents relating to his outside employment from his personal email account to his County computer and email account, in order to format, work on a document, and/or scan it to be sent back to his personal email address.



Email with a scanned attachment found in Mr. Bergkamp's County email account showing that he sent emails relating to a fundraiser for his outside employer while on County time.

### **Allegation (2):**

***Parks Coordinator Steven Bergkamp used Riverbend Park staff to maintain the Caretaker residence on Riverbend property where he would reside. If supported, the allegation would constitute a violation of Palm Beach County's Safety Policy and Procedure (PPM-CW-O-005) under Guidelines (E) Accountability.***

### **Finding:**

Based on the OIG review of records and interviews, the allegation is **supported**.

The information obtained and reviewed by the OIG shows that the use of Riverbend staff to perform extensive maintenance within the Caretaker house is a violation of the County's safety policy. Prior to Mr. Bergkamp moving into the Caretaker residence, also known as the Hatcher House, the inside of the house, as well as the land around the residence, needed extensive maintenance and repair. Even though the residence is located on Riverbend property, Mr. Bergkamp did not officially sign a lease agreement with the County until January 4, 2017; therefore, the rules regarding who was to do what on the Hatcher House were unclear at that time. Maintenance performed by the Riverbend staff included the removal of kitchen cabinets which involved plumbing and electrical work that the staff was not trained to handle. As their supervisor, it was Mr. Bergkamp's responsibility to ensure that the tasks they were given posed no risk and that the staff was properly trained to perform those tasks. According to the staff's job titles, none of them have been trained to handle the removal of kitchen cabinets when it involves plumbing and/or electrical work. Additionally, Construction Project Specialist for Parks, John McCarthy, confirmed that removal of the kitchen cabinets should have been completed by an outside contractor, not members of the Riverbend staff.

**Allegation (3):**

***Parks Coordinator Steven Bergkamp utilized County fuel for personal use. If supported, the allegation would constitute a violation of Section 7.02 D (26) of the Palm Beach County Merit Rules and Regulations.***

**Finding:**

Based on the OIG review of records and interviews, the allegation is **not supported**.

Interviews held with Riverbend employees all resulted in no witnesses who observed Mr. Bergkamp putting County fuel in his personal vehicle. The witnesses interviewed did observe Mr. Bergkamp filling up his County-owned truck with Riverbend gas cans, meant to be used for small equipment. During his interview, Mr. Bergkamp stated that on one occasion, he had no choice but to use the five gallons of fuel in one of the gas cans because he realized that he could not make it to a County authorized fuel pump on the amount of gas he had. He stated that he has never put County fuel in his personal vehicle that he keeps on Riverbend property.

**Allegation (4):**

***Parks Coordinator Steven Bergkamp utilized his County-owned vehicle for personal use. Additionally, he allowed non-County employees to ride in County-owned vehicles. If supported, the allegation would constitute a violation of Palm Beach County's Vehicle Safety Program and Procedure (PPM-CW-O-004) under Driver Rules and Regulations (A)(8) and a violation of Section 7.02 D (26) of the Palm Beach County Merit Rules and Regulations.***

**Finding:**

Based on the OIG review of records and interviews, the allegation is **supported**.

Two Riverbend employees interviewed stated that they observed Mr. Bergkamp utilizing his County-owned vehicle, a Ford pick-up truck, for personal use. Dane Rypma, Land Management Assistant II, stated that he observed Mr. Bergkamp in the pick-up truck at a Publix Supermarket in Jupiter Farms one evening shortly after he moved into the Hatcher House in February 2017. Mr. Bergkamp had no business-related reason to travel to Publix in his County-owned vehicle. According to Mr. Rypma, he observed Mr. Bergkamp pulling into the Publix parking lot in the pick-up truck and saw him exit the truck along with his wife. At Mr. Bergkamp's interview, he admitted that he had used his County-owned vehicle for personal use; specifically to pick up his wife off Riverbend property for lunch. He also made stops at the church of his employment to conduct church business. Google maps indicates that Mr. Bergkamp's church is 17.7 miles away from Riverbend Park. Therefore, on the days that Mr. Bergkamp drove back and forth from Riverbend to the church, he would have put an extra 35.4 miles on the County-owned vehicle.



In addition to using his County pick-up truck for personal business, several Riverbend employees also stated that Mr. Bergkamp often puts his wife and son in his County-owned pick-up truck to perform a check of the park grounds at Riverbend. Witnesses also stated they observed him put his son and his son's friend in a park utility cart to drive to and from the maintenance compound located on Riverbend property. Only County employees can be transported in County-owned vehicles unless it is part of normal conduct of County business.



Cretzer Barthelus, a Maintenance Worker at Riverbend Park, stated that Mr. Bergkamp knew it is against County policy to put a non-County employee in a County-owned vehicle. He explained that on one particular day, a patron of the park asked Mr. Barthelus for a ride in one of the utility carts. Mr. Barthelus contacted Mr. Bergkamp and ask him if he was authorized to transport the patron. Mr. Bergkamp arrived on the scene and told Mr. Barthelus that allowing a non-County employee in any Parks vehicle is strictly prohibited. During Mr. Bergkamp's interview, he admitted to taking his wife to lunch in his County pick-up truck, he also drove his wife and son around Riverbend to inspect the grounds.

#### **Allegation (5):**

***Parks Coordinator Steven Bergkamp entered and stored personal data on the County server. If supported, the allegation would constitute a violation Palm Beach County Parks and Recreation Department Email, Internet, Computer Use and Security Policy and Procedure (PPM-DO-R-004) under inappropriate use (5).***

#### **Finding:**

Based on the OIG review of records and interviews, the allegation is **supported**.

A review of Mr. Bergkamp's emails and internet search history indicated that he utilized his County computer to visit the Internal Revenue Service's (IRS) site and submit his tax return. A copy of his tax return was found in an email and his internet history showed him visiting the IRS website several times, specifically on April 18, 2017. In addition to tax paperwork, a personal questionnaire was found on Mr. Bergkamp's work email account that included things such as personal finances and medical history. Mr. Bergkamp admitted to working on his taxes while at work and filling out the questionnaire. According to Mr. Bergkamp, he would often send the paperwork from his personal email address and his personal iPad to his County computer and his County email address so he can fill out the forms, scan the forms, and then send the completed forms back to his personal email address.

From: Steve Bergkamp <ctyranger@gmail.com>  
 Sent: Tuesday, April 18, 2017 2:09 PM  
 To: Steve Bergkamp  
 Subject: 2016  
 Attachments: 2016TurboTaxReturn.pdf

Email found on Mr. Bergkamp's County email with a copy of a sample 1040 tax form. Mr. Bergkamp's actual 1040 form was attached to the above email.

**Allegation (6):**

***Parks Coordinator Steven Bergkamp used County property without authorization for personal use. If supported, the allegation would constitute a violation of Section 7.02 D (26) of the Palm Beach County Merit Rules and Regulations.***

**Finding:**

Based on the OIG review of records and interviews, the allegation is **supported**.

County policy states that County property is not to be used for personal use. On December 10, 2016, the wedding of Mr. Bergkamp's son took place on Riverbend property at the battlefield site. All witnesses stated that using the generator is off limits to anyone who has a special event in the park. Mr. Bergkamp admitted to using the generator during his interview and several witnesses corroborated the allegation

### ADDITIONAL INFORMATION

Until 2016, Parks Recreation Division did not offer a Caretaker position at any of its parks or facilities. According to Mr. Bergkamp's supervisor Donald Campbell, Parks Recreation Programs Supervisor, when the County made the decision to have a Caretaker for the Riverbend property, Mr. Campbell verbally told Mr. Bergkamp to meet with his Riverbend staff and inquire if any of them were interested in the Caretaker position. All employees stated that Mr. Bergkamp never approached them, nor did anyone else, regarding the position and that they all would have been interested at the time. According to Mr. Bergkamp, he did speak to the staff about the position but nobody showed any interest. As a result, Mr. Bergkamp became the Caretaker for the Riverbend property. When asked if he had put something in writing regarding meeting with the staff, Mr. Bergkamp said he did not. In November 2016, after it was already decided that Mr. Bergkamp would be the selected candidate for the position, Parks rescinded PPM-PKP-D01 and issued PPM-DO-O-045 to address the selection of the Resident Caretaker. This new PPM delineates that the candidate must be a full time employee and that all full time employees must be afforded equal opportunity to apply by filling out an application form.

### ACKNOWLEDGEMENT

The OIG Investigations Division would like to thank the Parks staff for their cooperation throughout this investigation. We would also like to thank the ISS staff for providing the records needed for this investigation.

### RECOMMENDED CORRECTIVE ACTIONS

The OIG recommends that the County's Parks and Recreation Department:

1. Take appropriate personnel actions.
2. Create a log or tracking system for Parks equipment that includes employee name, type of equipment, purpose of use, date and time of use, and date and time of return.
3. Create a log or tracking system for all Parks fuel that includes the date the fuel was dispensed, the name of the employee that used the fuel, why the fuel was used, and in what County-owned vehicle or equipment the fuel was used.
4. Ensure Parks staff is cognizant of County and Department PPMs regarding internet and email usage, requests for repair or maintenance services for County-owned facilities, County vehicle usage, and the use of County equipment for personal use.
5. Parks add the Hatcher House on Riverbend property onto its already existing Service Agreement that it has with Facilities Development & Operations for other Caretaker residences.

**RESPONSE FROM MANAGEMENT**

Pursuant to Article XII, Section 2-427 of the Palm Beach County Code, on October 4, 2017, the Palm Beach County Parks and Recreation Department and Steven Bergkamp were provided the opportunity to submit a written explanation or rebuttal to the findings as stated in this Investigative Report within ten (10) calendar days. Both Parks and Mr. Bergkamp provided written responses, which are attached to this report.

***Parks concurred with the OIG's recommendations and advised the following:***



- The Department will take appropriate personnel actions.
- The Department will implement a park equipment tracking system in the Recreation Services Division used similarly in the Park Operations Division.
- The Department will implement a park fuel log tracking system for the use of cans fueled at Riverbend Park.
- The Department will continue to ensure that all employees are cognizant, comply with County and Department PPMs, and fill out agreement forms and authorizations where applicable.
- Capital maintenance budgeting for the Hatcher House will be coordinated between the two departments this fiscal year and as the budget is prepared for FY 2019.

***Parks Coordinator Steven Bergkamp submitted his response to the OIG's Report. While his response did not provide any significant information that would change the OIG's Findings, the following is noted:***

- Mr. Bergkamp acknowledged that he utilized his County computer to send and receive emails associated with his ministry at the church where he is employed.
- To the best of Mr. Bergkamp's knowledge, there were no safety concerns associated with the removal of the kitchen cabinets by Riverbend staff and he was given authorization to have Riverbend staff remove the cabinets by Parks Construction Project Specialist John Mccarthy.
- Mr. Bergkamp acknowledged that he is in violation of the County vehicle use code as well as the county equipment use by allowing his wife and/or family members to ride in county vehicles while in Riverbend park, going to or from his residence and for general park checks in his role as Caretaker.
- Mr. Bergkamp acknowledged that he stored personal information on the County server.
- Mr. Bergkamp acknowledged that he used the County generator during his son's wedding ceremony on December 10, 2016 but that it is a "misstatement" that the park generator is "off limits" to anyone with a special use permit.



**INTEROFFICE COMMUNICATION  
PARKS AND RECREATION DEPARTMENT**

**TO:** Jeff Himmel, Director of Investigations   
**FROM:** Eric Call, Director Parks and Recreation   
**DATE:** October 10, 2017  
**SUBJECT:** **Management Response Re: Draft Investigative Report, 2017-0007  
Riverbend Caretaker**

---

Per your memo dated October 4, 2017, please see below my written response to the five recommendations in the Draft Investigative Report.

1. **Recommendation: Take appropriate personnel actions.**

Management response: The Department will take appropriate personnel actions.

2. **Recommendation: Create a log or tracking system for Park equipment that includes employee name, type of equipment, purpose of use, date and time of use, and date and time of return.**

Management response: The Department will implement a park equipment tracking system in the Recreation Services Division used similarly in the Park Operations Division.

3. **Recommendation: Create a log or tracking system for Parks fuel that includes the date the fuel was dispensed, the name of the employee that used the fuel, why the fuel was used, and in what County-owned vehicle or equipment the fuel was used.**

Management response: Although we track fuel tank utilization throughout the department, the small equipment fuel cans at this site had not been tracked once filled. The Department will implement a park fuel log tracking system for the use of cans fueled at this park site.

4. **Recommendation: Ensure park staff is cognizant of County and Department PPMs regarding internet and email usage, request for repair or maintenance for County-owned facilities, County Vehicle usage, and the use of County equipment for personnel use.**

Management response: We currently comply with this recommendation. Please see attached:

- A. Department Employee Orientation Checklist.
- B. Steven Bergkamp's signed acknowledgement form of DO-R-004 "Internet and Computer Acceptable Use Employee Agreement" indicating his understanding of this PPM.

- C. Steven Bergkamp's signed acknowledgement of CW-O-004 and his understanding of his responsibility as a driver/operator of Palm Beach County vehicles/equipment.

All employees are also oriented to the County's merit rules including 7.02 (D) #26 Unauthorized use of County property or equipment or property of a co-worker or public, as well as County-wide PPM CW-O-022, Safety Policy and DO-O-039 Safety Program.

- 5. Recommendation: Parks add the Hatcher House on Riverbend property onto its already existing Service Agreement that it has with Facilities Development & Operations for other caretaker residences.**

Management response: All park caretaker residences are under the Service Agreement between Parks and Recreation Department and Facilities Development & Operations. As a newly acquired structure in the County Parks and Recreation inventory, capital maintenance budgeting for the Hatcher House will be coordinated between the two departments this fiscal year and as the budget is prepared for FY 2019.

**Should you have any additional questions, please contact me at (561) 966-6613. Thank you.**

**Attachments**



*We create opportunities for  
healthy, happy living!*

## NEW EMPLOYEE CHECKLIST – Permanent Position

### Welcome to the Palm Beach County Parks and Recreation Department

Supervisor: Enter Supervisor Name Date this form was initiated by Supervisor: Enter Date

Employee Name: Enter Employee Name Start Date Enter a Date 60 days from Start Date: Enter a Date

Division: Enter Division Name Section: Enter Section Name Position #: Enter Position #

#### Prior to Employee Start Date (to be completed by Supervisor):

- \_\_\_ 1. Provide the *Financial & Support Services Division Payroll Liaison* with signed *New Employee Requisition* ("NER") form. The Process is as follows:
  - (1) All new employee paperwork is completed by HR
  - (2) HR will assign a start date and e-mail a scanned copy of the NER(s) to the new employee(s) supervisor with a cc to [parkshr@pbcgov.org](mailto:parkshr@pbcgov.org). The e-mail should include the employee(s) name and start date.
  - (3) The new employee(s) supervisor will forward the e-mail to the Division's Payroll Preparer (i.e. Senior Secretary) for processing.
  - (4) The Division's Payroll Preparer will print the NER(s) and have it signed by the Division Head (or other authorized signer i.e. Asst. Dept. Dir.)
  - (5) The Division's Payroll Preparer will scan and e-mail the signed NER(s) to the HR recruiter with a cc to [parkshr@pbcgov.org](mailto:parkshr@pbcgov.org)
- \_\_\_ 2. If the employee requires access to a computer or e-mail, complete the *Parks & Recreation User Form* and e-mail it to [ISS-PARKSWO@pbcgov.org](mailto:ISS-PARKSWO@pbcgov.org). Include name, start date, position title, division, supervisor, room #, phone #, computer/software needs, etc. This form must be submitted two weeks prior to the employee's start date.
- \_\_\_ 3. Give the new employee the Department Orientation Packet including this *New Employee Checklist*, the *Department Mission, Vision, Core Services, Shared Professional Values, Department Organizational Chart and Customer Service Expectations*.
- \_\_\_ 4. Instruct the new employee to complete all remaining tasks on this checklist with you/your designee and return the checklist and required forms to you by \_\_\_\_\_ (within 60 days).
- \_\_\_ 5. Introduce employee to workspace and to co-workers.
- \_\_\_ 6. Introduce employee to schedule, timekeeping/payroll, and procedures for calling in sick/tardy.
- \_\_\_ 7. Provide the employee a copy of the County Merit Rules and, if in a bargaining unit position, a copy of the Labor-Management Agreement.

#### Before due date provided in #2 (to be completed by Employee with Supervisor guidance):

- \_\_\_ 1. Show the employee the Parks & Recreation Department Overview video.
- \_\_\_ 2. Review position description with employee and return signed position description with this form.
- \_\_\_ 3. Review the following PPM's and attach the signed PPM Acknowledgement form from employee to this form: [CW-R-006, The Use, Retention, and Destruction of Electronic Mail \(E-Mail\)](#); [CW-R-008, Internet Use Policy](#); [DO-R-004, E-mail, Internet, Computer Use, & Security](#); [CW-O-005, Safety Policy](#); [CW-O-022, Fire Safety and Emergency Evacuation Procedures \(if applicable\)](#); [DO-O-039, Safety Program](#); [DO-P-015, Payroll Reporting](#); [DO-P-019, Personnel Overtime and Compensatory Time Earned](#); [DO-P-013, Permanent Employee Leave Requests \(if applicable\)](#).
- \_\_\_ 4. Review "Job Hazard Analysis" as applicable.
- \_\_\_ 5. Ensure employee completes Ethics and Workplace, Active Shooter, and Emergency Evacuation Trainings (if applicable) through County intranet and attach certificates to this form.
- \_\_\_ 6. If applicable, ensure employee registers for Defensive Driver Course (via TED) which must be completed within 6 months.
- \_\_\_ 7. Review other job specific PPMs, reference manuals, etc.
- \_\_\_ 8. Return this completed Department checklist, signed position description, PPM Acknowledgement form, Ethics Acknowledgement form, Workplace/Active Shooter Acknowledgement form, Emergency Evacuation training certificate (of applicable), and Driver training certificate (if applicable) within 60 days of hire to your Division Payroll Preparer.

Employee, please sign when completed: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor, please sign when completed: \_\_\_\_\_ Date: \_\_\_\_\_

Please ensure you also complete Division and Section specific trainings and/or checklists.

**Finance and Support Services Division  
NEW EMPLOYEE CHECKLIST – Permanent Position**

Supervisor: \_\_\_\_\_ Date this form was initiated by Supervisor: \_\_\_\_\_  
Employee Name: \_\_\_\_\_ Start Date: \_\_\_\_\_ 60 days from Start Date: \_\_\_\_\_  
Division: \_\_\_\_\_ Section: \_\_\_\_\_ Position #: \_\_\_\_\_

**Use this Division Form in addition to the Department New Employee Checklist**

**Welcome to Palm Beach County's Parks and Recreation Department**

The Financial & Support Services (FSS) Division employees listed below will assist you in becoming familiar with our Department by completing the following tasks with you (if applicable).

**Contact: Nicki Murphy, RM. XXXX, Ext. 966-6671**

- \_\_\_\_\_ Receive instruction in timekeeping/payroll and reporting in sick.
- \_\_\_\_\_ Orient to HRIS and instruct them to update their profile, including phone numbers
- \_\_\_\_\_ Outside employment (memo required if applicable.)
- \_\_\_\_\_ For Student employees, explain the twice annual verification process.
- \_\_\_\_\_ Emergency evacuation orientation (if applicable)
- \_\_\_\_\_ Receive instruction in TED system and record completion of ethics, driver and evacuation training.
- \_\_\_\_\_ File forms (position description, PPM Acknowledgement, Ethics Acknowledgement, Workplace/Active Shooter Acknowledgement, and training completion certificates) in employee's personnel file.

Completed: \_\_\_\_\_ Date: \_\_\_\_\_

---

**Contact: Beth Brazeau, RM. XXXX, Ext. 963-6782**

- \_\_\_\_\_ Parking (Governmental Center) for training assignments
- \_\_\_\_\_ Review office procedures (memo/letter format, mail distribution)
- \_\_\_\_\_ Explain cellular phone stipend (if applicable).
- \_\_\_\_\_ Telephone: system – set-up, instructions
- \_\_\_\_\_ Obtain Fleet Management fuel card (if applicable)
- \_\_\_\_\_ Obtain Palm Beach County access control ID badge
- \_\_\_\_\_ Scheduling/use of conference rooms
- \_\_\_\_\_ Review office/general supplies process.

Completed: \_\_\_\_\_ Date: \_\_\_\_\_

---

**Contact: Nicki Murphy, RM. XXXX, Ext. 966-6671**

- \_\_\_\_\_ Purchasing Overview

Completed: \_\_\_\_\_ Date: \_\_\_\_\_

---

**Contact: Peggy Hawks, RM. XXXX, Ext. 963-6708**

- \_\_\_\_\_ IT Orientation

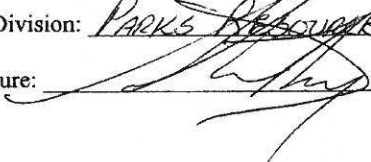
Completed: \_\_\_\_\_ Date: \_\_\_\_\_



**Internet and Computer Acceptable Use  
Employee Agreement**

I hereby acknowledge that I have read and understand the Internet and Computer Use Policy of the Palm Beach County Parks and Recreation Department. I agree to abide by these policies and ensure that persons working under my supervision abide by these policies. I understand that if I violate such rules, I may face legal or disciplinary action according to applicable law or policy.

I hereby agree to indemnify and hold Palm Beach County and its officers, trustees, employees, and agents harmless for any loss, damage, expense, or liability resulting from any claim, action, or demand arising out of or related to my use of Palm Beach County owned computer resources, and network. Such claims shall include, without limitation, those based on trademark or service mark infringement, trade name infringement, copyright infringement, unfair competition, defamation, unlawful discrimination or harassment, and invasion of privacy.

Print Name: STEVEN G BERKAMP  
Title/Division: PARKS RESOURCE SUPERINTENDENT / PARKS  
Signature:  Date: 2/14/06

EMPLOYEE DRIVER AUTHORIZATION

\*Will Be Getting  
FL. CDL cil  
7/16/04

I. EMPLOYEE SECTION- to be completed at Insurance Briefing

Employee Name BERGRAMP STEVEN G Date 7/13/04  
(Last) (First) (M.I.)  
Address 6909 BLUE SKIES DR. LAKE WORTH FL 33463  
(Street) (City) (State) (Zip Code)  
Department/Division PARKS REC / PARKS Job Title PARK RES SUP.  
Drivers License No. B625-487-67 Date of Issue 7/16/04  
DOB 6/13/67 License Type: CDL or OP Exp. date \_\_\_\_\_  
(circle)  
Previous State & DL No. C4563646 Date of Hire 7/12/04  
(if applicable)

515A  
C8

I have read and understood the Vehicle Safety Program, PPM # CW-0-004, and understand my responsibilities as a driver/operator of Palm Beach County vehicles/equipment. I certify that I have not been convicted of three moving violations or one DUI conviction in the preceding twenty-four (24) month period, in Florida or any other state. (The provision of any false information will result in immediate loss of driving privileges of County vehicles, and appropriate disciplinary action, including possible termination, will be pursued.)

[Signature] Date 7/13/04  
Signature

II. RISK MANAGEMENT/LOSS CONTROL SECTION

The above employee has met the County guidelines for operating motorized vehicles for Palm Beach County:

[Signature] Date 7/19/04  
LOSS CONTROL PERSONNEL- signature

\*Only top two sections are completed for authorization of vehicle under 8,000lbs. The department supervisor must complete next section if the vehicle is over 8,000lbs.

III. DEPARTMENT/DIVISION SECTION- To be completed by the immediate supervisor. (please check all that apply)

Employee will operate vehicles which are classed as follows:

- Class D (Non-Commerical License) \_\_\_\_\_  
(over 8,000lbs., but under 26,000lbs. w/o endorsements)
- C.D.L. Class A (Combination over 26,000 lbs.) \_\_\_\_\_
- C.D.L. Class B (Single over 26 000lbs.) \_\_\_\_\_
- C.D.L. Class C (Single over 8,000 w/endorsements) \_\_\_\_\_
- C.D.L. Air Brake Endorsement \_\_\_\_\_
- C.D.L. Passenger Transport Endorsement \_\_\_\_\_
- C.D.L. Tank Vehicle Endorsement \_\_\_\_\_
- C.D.L. Hazardous Materials Endorsement \_\_\_\_\_
- Other vehicles/equipment (BE SPECIFIC): \_\_\_\_\_

\_\_\_\_\_, has been trained and road tested on all of the above vehicles/equipment and has met the qualifications for operating the same. A Training Form and Road Test form has been completed and is maintained in our department files.

\_\_\_\_\_  
Supervisor signature Date \_\_\_\_\_

IV. RISK MANAGEMENT/LOSS CONTROL

All information has been received; employee is authorized to operate the above stated vehicles/equipment.

\_\_\_\_\_  
Date \_\_\_\_\_

Oct 13, 2017

Jeff Himmel  
Director of Investigations  
Office of Inspector General  
P.O. Box 16568  
West Palm Beach, FL 33416

[inspector@pbcgov.org](mailto:inspector@pbcgov.org)

OIG Case Number: 2017-0007

I would like to take this opportunity to apologize to everyone involved in this investigation. I alone am responsible for my actions, and hope that these incidents of poor decision making do not reflect the entirety of my career with Palm Beach County in the past or in the future.

Response to Accusations:

1. I acknowledge that I utilized the county computer to send and receive e-mails associated with my ministry at the church. As Parks Coordinator at Riverbend park I viewed my role and position on staff as being a 24-hour position. I viewed my role at the park not so much as a job but a way of life. I often reviewed, sent, and/or received park related e-mails and calls not only during regular scheduled office hours but during off work hours, as the park is open 7 days a week, from sunrise to sunset. Within that context, I readily admit that lines were sometimes blurred between my official work and ministry (also a way of life), and I am deeply regretful for that.

2. From the beginning of the Hatcher house project, all work performed by myself or park staff was discussed and authorized with designated department staff. As it pertains to the specific task of removing the cabinets from the Hatcher house I asked John McCarthy if Riverbend staff could do anything to assist with the renovation of the Hatcher house. Upon being given the authorization from John McCarthy to remove the cabinets, I relayed that information to my Supervisor, Donald Campbell. To the best of my knowledge there were no safety concerns associated with the work that staff completed. During my 13 years with Palm Beach County, I managed ball field renovation and construction crews, prescribed fire crews, and Riverbend Park wild land maintenance and management crews, and I have always put staff's safety and well being at the highest level of priority. I have always actively encouraged my teams to stop and walk away from any situation that they may feel uncomfortable doing or do not have the equipment to do the job safely. However, I am deeply sorry for anyone who would think I put them in jeopardy at any time as that would never have been my intention.

4. At times I have allowed my wife and/or family members to ride in county vehicles while in the park, going to or from the residence, or for general park checks in the capacity in my role as caretaker. I have had my wife in the vehicle on a number of occasions to take her to lunch. The days when I picked my wife up for lunch at her workplace were when I was in the course of conducting county business, either coming to or coming from the park's main office at John Prince Park, as the church is in between Riverbend Park and the park office. I acknowledge that I was in violation of the county vehicle use code as well as the county equipment use by these actions.

5. I acknowledge that I stored personal information on the county server.

6. I acknowledge that I used the county generator during my son's wedding ceremony that was held at the park on December 10th.

I would like to respectfully point out a few things about the information in the draft report. In the fourth allegation, Mr. Rypma stated that he witnessed my wife and myself in a pick-up truck in February. However, during that time, I was assigned and driving a Ford Escape 4 door SUV. In addition, the conversation that took place between myself and Mr. Barthelus concerned the transportation of a park patron experiencing a medical emergency. In the sixth allegation, It is a misstatement that the park generator is "off limits" to anyone with a special use permit. It has been used for other special events as requested. These clarifications in no way excuse my actions or behavior but are included for informational purposes only.