



Department of
Rehabilitation & Correction

John R. Kasich, Governor
Gary C. Mohr, Director

OFFICE OF
INSPECTOR GENERAL

2015 JUN -2 PM 1:52

May 29, 2015

Randall J. Meyer
Ohio Inspector General
30 East Broad Street, Suite 2940
Columbus, Ohio 43215-3414

Re: DRC's response to Report 2014-CA0002, dated April 7, 2015

Dear Inspector General Meyer:

This letter shall serve as the response of the Ohio Department of Rehabilitation and Correction (DRC) to the above-referenced report issued by your office with a finding of "reasonable cause to believe that a wrongful act or omission occurred in this instance". The following details the response by this agency regarding recommendations made by your office.

Recommendation #1:

Remove all non-work related data stored within employee user profiles.

Earlier this year, Chief Information Officer Vinko Kucinic implemented a "logon" banner for all DRC computers that appears each time a user logs onto their computer. This banner requires DRC employees to acknowledge that they are aware of policies and statutes guiding the use of DRC systems and applications. They are reminded that use of these systems is for authorized purposes only.

Additionally, CIO Kucinic has prepared a notice to be sent to all DRC staff mandating the immediate removal of all non-work related data from state issued/owned equipment. This edict will be communicated following the completion of administrative investigations on the sixteen (16) staff identified in the above referenced investigation who were identified as having JPay audio files in their user profiles

Recommendation #2:

Limit employee user profiles to a size only necessary for day-to-day operations.

Following dissemination of the above notice to all staff, CIO Kucinic will impose a quota limit on user files. Users reaching 90% of this limit will receive a data limit warning that is generated automatically. Additionally, this automated notice will advise users to delete files or request approval for additional storage space. USB ports on all electronic devices will be secured, and use of USB devices will be linked to usernames to ensure that only approved users are permitted to use USB devices.

Recommendation #3:

Disable the ability for employees to save data and files to the local hard drive of state-owned computers used by ODRC employees.

CIO Kucinic will leverage Microsoft policies to redirect DRC user computer profiles to DRC's network storage and prevent unauthorized access to local drives. DRC will strongly discourage the storage of non-work related data by putting staff on notice that all data stored in these folders and locations will be backed up on the network and available for scrutiny by IT staff.

Recommendation #4:

Develop and implement a policy regulating the use of the JPay system.

The Chief Inspector's Office is developing a policy that governs the management and use of electronic media systems which includes JPay. The policy will be submitted through our policy review process within 30 days of this response.

Recommendation #5:

Ensure the ODRC information and technology policies are consistent at all institutions and offices throughout the agency.

ODRC already has information and technology policies in place that are consistent at all institutions and offices throughout the agency. In order to ensure adherence and enforcement of said policies, ODRC will develop Internal Management Audit Standards (IMA) focusing on key provisions of these policies. IMA audits of these standards will be conducted annually.

Recommendation #6:

Ensure that all employees, especially wardens, deputy wardens, and other upper-level management personnel are familiar with and follow the governor's memorandum on reporting suspected illegal or suspicious activity.

This requirement is plainly spelled out in our Standards of Employee Conduct. However to supplement and reinforce this, ODRC Chief Counsel will issue a written reminder to all staff and reissue the "Policy and Procedures for Notification of Suspected Illegal or Improper Activity within State Departments and Agencies" memorandum dated April 7, 2011 from the Governor's Chief Counsel.

Thank you for the opportunity to respond to your recommendations. Should you have any questions or require any additional information, please do not hesitate to contact me.

Sincerely,

Gary C. Mohr
Director



cc: Vinko Kucinic, CIO
Roger Wilson, Chief Inspector
Stephen Gray, Chief Counsel
Stuart Hudson, Managing Director of Fiscal Operations