

Ohio | Department of
Rehabilitation & Correction

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

OFFICE OF
INSPECTOR GENERAL
2016 NOV 21 PM 12: 02

November 15, 2016

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

Dear Inspector General Meyer:

This letter is in response to investigative file # 2015-CA00042 initiated August 17, 2015 and submitted to the Department of Rehabilitation and Correction by your office on September 21, 2016 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:

Review the actions of Jeff Ervin to determine if administrative action or training is needed.

The Managing Director of Courts and Community will be proceeding with appropriate administrative action against Jeff Ervin based upon findings in the above referenced investigative report.

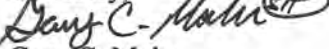
Recommendation #2:

Review with all employees the ODRC Internet, Electronic Mail and Online Services Use Policy, 05-OIT-10 and the Outside Employment Policy, 31-SEM-10.

*ODRC has implemented a direct message (attached) that must be acknowledged by each employee before they can gain access to the login screen on agency computers.
The Outside Employment Policy is covered in detail as part of mandatory eLearning training in Ethics (attached) for all ODRC employees.*

Thank you for the opportunity to respond to your recommendations.

Sincerely,


Gary C. Mohr
Director

Time Left Before auto-Logging Off : 31

Ohio

**Department of
Rehabilitation & Correctio**

!!Warning!!

By using (including access and attempts to access) this State of Ohio government system, you acknowledge use of this system is governed by statute and policy, may be monitored, and that such use is for authorized purposes only.

Any unauthorized or improper use of this system is strictly prohibited and may result in criminal or civil liability or disciplinary action.

You have no expectation of privacy in any material placed or viewed on this system.

DRC Computer IT policies and the Standards of Employee Conduct may be found at www.drc.ohio.gov and on the DRC intranet.

Accept

Can I have a Private Job while I am a Public Employee?

The Ohio Ethics Law does not prohibit employees from engaging in private outside employment or business activities provided that no conflict of interest exists between the private interest and public duties. More information about this is located in the [Ohio Ethics Commission Advisory Opinion No. 96-004](#).


ODRC also has policy 31-SEM-10 that further outlines conflicts of interest and the procedures an employee must follow to obtain approval to work any outside employment. Failure to do so will subject you to discipline.

Some key points of the policy are:

- An [Outside Employment Request DRC-3548](#) must be submitted and approved prior to any outside employment.
- Employees may not perform outside employment job duties during the time they are to perform their official duties for ODRC.
- Employees may not use any state equipment, supplies, software or computer systems (including e-mail or phones) to perform any outside employment job duties.
- If the outside employment is income producing rental property the employee must follow all requirements contained in [31-SEM-07 Unauthorized Relationships](#).
- Employees may not use sick leave to work the outside employment.

STATE OF OHIO

 DEPARTMENT OF REHABILITATION AND CORRECTION

SUBJECT	PAGE	1	OF	2
Outside Employment	NUMBER:	11-SEM-10		
RULE CODE REFERENCE	SUPERSEDES	31-SEM-10 dated 10/14/14		
RELATED ACA STANDARDS	EFFECTIVE DATE	October 21, 2013		
	APPROVED:			

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to establish rules for the employees of the Ohio Department of Rehabilitation and Correction (hereinafter "DRC") governing outside employment.

III. APPLICABILITY

This policy applies to all exempt and bargaining unit employees of the DRC.

IV. DEFINITIONS

Conflicts of Interest - Events if financial interests or other opportunities for personal benefit may exert an improper influence on a DRC employee's professional judgment. See Chapter 103 and 203 of the Ohio Revised Code. A conflict of interest may also exist if the outside employment conflicts in an incompatible with the employee's DRC job duties or DRC's mission.

Outside Employment - Any form of non-agency employment (including self-employment) or business relationship involving the provision of personal services either intermittent, part time or full-time, by an employee of DRC who receives a personal gain or profit. It does not include participating in the activities of a non-profit charitable, religious, public service, or civic organization unless activities are for compensation. Employees should be aware however that volunteer work with certain non-profit organizations could present an ethics violation or a conflict of interest.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction to require an employee to obtain approval from his/her Appointing Authority prior to commencing any outside employment and to adhere to statutory requirements and DRC procedures in the course of working the outside employment.

DRC 191.136-2429

Click the graphic above to view Policy 31-SEM-10



Course Progress



Ohio | Department of Rehabilitation & Correction

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

FY17 In-service Training Requirements OSC Staff

OSC Staff that do not have continuous offender contact must complete a minimum of 16 hours of in-service training annually. Staff is designated for this category by the Managing Officer.

<i>Training Topic and Nominated by: (ACA, Director, Legal, Imitative etc.)</i>	<i>Nominated hours:</i>	<i>TAC Recommendations</i>	<i>FY17 Training Requirement Letter</i>	<i>Delivery Method</i>
Defensive Tactics and Subject Control <i>Policy/ACA</i>	Annual certification	8	2 or 8	Classroom
Restrictive Housing <i>Director Mohr</i>	8	5-6	2	Classroom
UOF <i>Policy/ACA</i>	Annual requirement	4	1	Classroom
CIM /Active Shooter; Safety Procedures and Written Emergency Plans;	8	4	2	Classroom
IT Security/Securing the Human <i>DAS/OIT</i>	4	1.5	1	e-Learning
Mental Health <i>Policy/ACA</i>	2	2	1	e-learning
CIT	1	1	1	Classroom

Ohio | Department of Rehabilitation & Correction

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

<i>Director Mohr</i>				
Fire Safety <i>Ohio Fire Code</i>	1	1	.25	e-Learning
Medical/Inf. Disease ACA	.75	.75	.50	e-Learning
EEO <i>State Law</i>	.5	.5	.25	e-Learning
Ethics <i>Governor</i>	.75	.75	.50	e-Learning
Unauthorized Relationships <i>Needs Assessment</i>	4	4.0	0	Classroom
Security Assessment/Contraband <i>Needs Assessment</i>	2	2.0	0	Classroom
Conflict Resolution/Difficult Conversations <i>Needs Assessment</i>	2	2.0	0	Classroom
Youthful Offenders <i>Director Mohr</i>	8	0	0	Classroom
Fire Safety, Evacuation, Extinguishers, Site Specific	0	0	.50 to 1	Classroom
GHS Update	0	0	.5	e-learning
PREA	0	0	.5	e-learning

Ohio | Department of Rehabilitation & Correction

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

[Redacted]				
Totals	42	36.5-37.5	13-19.5	