



Department of Commerce

John R. Kasich, Governor
David Goodman, Director

July 24, 2012

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

Re: Report of Investigation 2011-187

Dear Inspector Meyer:

The Ohio Department of Commerce is in receipt of your June 7th correspondence and the accompanying Report of Investigation. Pursuant to the recommendation provided in the Report of Investigation, the Department of Commerce has taken the following steps:

(1) Policy # 514.0 *Use of State Vehicles* has been updated to include the following sentence:

"This vehicle may only be used for official state business."

(2) The Department has an additional form requiring all employees who are provided with a state vehicle to acknowledge the receipt of certain policies. This form has been update to require the receipt of DAS Policies 3.5 and 5.1.

All forms and policies referenced herein are attached for your review.

Please let me know if you have any additional questions or would like to discuss further.

Sincerely,

J. Desirée Blankenship
Chief Legal Counsel
Ohio Department of Commerce

cc: Donell Grubbs, Assistant Director
Jayme Brown, Chief of Staff
Andrew Shuman, Chief of Human Resources

Enclosures

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OFFICE OF
INSPECTOR GENERAL