

OHIO DEPARTMENT OF COMMERCE
DIVISION OF UNCLAIMED FUNDS
POLICY REGARDING
Westlaw Clear® Database

EFFECTIVE IMMEDIATELY, the Division's policy regarding employee's use of the Westlaw Clear® database is as follows:

1. This policy applies to Division of Unclaimed Funds (Division) employees authorized by the Superintendent of Unclaimed Funds to access Westlaw Clear®. Authorized employees will be given a West registration key to access the Westlaw Clear® database. Authorized employees will need to establish a user name and password to access the Westlaw Clear® database. Under no circumstance will an authorized employee share his or her registration key, user name or password with any other person.
2. All searches for information in the Westlaw Clear® database shall be based on a valid reason directly related to the exercise of the Division's powers or duties, as authorized under ORC Chapter 169 and OAC 1301:10, and must be commensurate with the employee's duties and responsibilities in the Division.
3. Authorized employees shall only conduct searches in the Westlaw Clear® database by clicking on the "*Basic Search*" Tab for people or businesses. The "*Basic Search*" will result in data meeting most of the criteria needed by claims supervisors, examiners, audit staff and other authorized Westlaw Clear® users within the Division.
4. If an examiner or a member of the audit staff believes that a comprehensive search is necessary, the examiner or member of the audit staff shall request that his or her supervisor or other authorized Division supervisor conduct the search. A Division supervisor shall conduct the search using only the "*Comprehensive Search Template*" in Westlaw Clear® created for the Division of Unclaimed Funds. Division supervisors are prohibited from conducting any comprehensive search outside of the Comprehensive Search Template, except as authorized in paragraph 5.
5. Except for the Superintendent, the Superintendent's designee, the Deputy Superintendent, and the Division Legal Counsel, no Division employee is permitted to conduct a comprehensive search, which includes criminal background information.
6. Any employee who accidentally initiates a comprehensive search outside of the "*Comprehensive Search Template*" specified above shall immediately report such accidental search to the employee's supervisor and confirm such oral report in an e-mail transmission to the supervisor. The e-mail communication shall include: The date and time of the accidental access, the claim number or property ID, and the identity of the owner, claimant, holder, finder or other person the employee was attempting to search.
7. Employees may be required periodically to initiate a Westlaw Clear® report of all comprehensive searches to submit to their supervisor.
8. Violation of this policy may result in disciplinary action up to and including removal.