**Lee, Denise**

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|---|---|
| **From:** | Gamble, Connie |
| **Sent:** | Thursday, September 01, 2011 10:21 AM |
| **To:** | Brown, Angelia; Cockrell, Seleda; Green, Helen; Johnson, Charlotte; Johnson, Toya; Iannarino, Jean; Mercer, Deborah; Coryell, Neal; Watkins, Vanessa; Bachus, Maria; Bradford, Jonathan |
| **Cc:** | Brown, Larry; Long, Bradley P.; Dowley, Jim; Stevenson, Adrienne (Adrienne.Stevenson@com.state.oh.us); Lee, Denise; Obeng, Yaw |
| **Subject:** | Clear Training & Policy |

On the black cabinet outside Denise's office, there will be a sign-in sheet, a copy of the division policy for Clear®, and on the reverse side of the policy is an acknowledge form that must be signed by each of us.

For those of you who have not gone to training yet, you can get your copy and sign the sheet before you have your training. Your signed copy should go to your supervisor for their signature and to be returned to me.

For those who have already competed their training please make sure you pick up your copy of the policy, and sign the sheet; and for those who are currently in training, please pick up a copy of the policy once you return and give the signed sheet to your supervisor.

Be sure to make a copy for yourself since the originals will be filed.

*Constance N. Gamble*
*Administrative Assistant*
*Superintendent's Office*
*Phone: 614-644-8404*
*Fax; 614-728-5913*

*The art of listening is a skill you must develop*

**DIVISION OF UNCLAIMED FUNDS**
**WESTLAW CLEAR® POLICY DISTRIBUTION**

**Instructions:**

- Please take a copy of the policy, and write your name on the list below.
- Read the policy, and complete, sign and date the acknowledgment immediately.
- Leave the copy you have signed with Constance Gamble. It will be forwarded to your supervisor to sign and date.
- The final copy with all signatures will be returned to you for your records.

| Employee name | Employee name |
|---|---|
| Larry B. Brown | |
| Selena L. Cockrell | |
| [illegible] | |
| [illegible] | |
| Cheryl Gybachuis | |
| Noah Cowell | |
| [illegible] | |
| Denise Lepp | |
| [illegible] | |
| [illegible] | |
| [illegible] | |
| Janesse Haynesworth | |
| Cynthia Stern | |
| [illegible] | |
| Adrienne Stephenson | |
| Michell Anderson | |
| Vanessa R. Watkins | |
| Brad Fox | |
| | |
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**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.

BY MY SIGNATURE, the Ohio Department of Commerce, Division of Unclaimed Funds hereby adopts the above-stated Policy Regarding the Westlaw Clear® database.

Yaw Obeng
Superintendent
Division of Unclaimed Funds
9/1/2011

9-1-11
Date

**ACKNOWLEDGMENT OF RECEIPT OF DIVISION OF UNCLAIMED FUNDS POLICY REGARDING WESTLAW CLEAR®**

I, _____, acknowledge that I have received the Division of Unclaimed Funds Policy Regarding Westlaw Clear®. I understand that violation of this policy could result in disciplinary action.

_____ _____
Employee signature Date

_____ _____
Supervisor signature Date

**ACKNOWLEDGMENT OF RECEIPT OF DIVISION OF UNCLAIMED FUNDS POLICY REGARDING CONFIDENTIAL PERSONAL INFORMATION**

I, BRADLEY LONG, acknowledge that I have received the Division of Unclaimed Funds Policy Regarding Confidential Personal Information. I understand that violation of this policy could result in disciplinary action.

Bradley Long
Employee signature

Sept 13, 2011
Date