

STATE OF OHIO
OFFICE OF THE INSPECTOR GENERAL

RANDALL J. MEYER, INSPECTOR GENERAL

REPORT OF
INVESTIGATION



AGENCY: OHIO DEPARTMENT OF PUBLIC SAFETY –
OHIO INVESTIGATIVE UNIT
FILE ID NO.: 2011-004 DATE OF REPORT: APRIL 12, 2011

Surveillance Log

Exhibit 1

Date	Time	Activity
Friday, 12/17/2010	3:00 a.m.	Scott departs office in state vehicle and arrives at [REDACTED] Ohio, at 3:15 a.m. and marks off duty with M.A.R.C.S. radio.
	1:29 p.m.	Scott departs address at [REDACTED] Ohio, where state vehicle was parked overnight.
	1:20 p.m. – 2:00 p.m.	Scott travels to address at [REDACTED], Ohio, making a brief stop in his state vehicle.
	2:00 p.m. – 6:16 p.m.	Scott inside [REDACTED], with state vehicle parked outside. Scott marks in service with M.A.R.C.S. radio at 5:46 p.m. while inside house.
	6:16 p.m. – 6:30 p.m.	Scott departs [REDACTED] (6:16 p.m.) and arrives at office on Alum Creek Drive, Columbus, in state vehicle at 6:30 p.m.
	6:30 p.m. – 7:41 p.m.	Scott at office on [REDACTED] Columbus
	7:41 p.m. – 7:55 p.m.	Scott travels in state vehicle to Columbus police substation on Woodrow Avenue and meets other officers.
	7:55 p.m. – 8:30 p.m.	With other agents and Columbus officers.
	8:30 p.m. – 8:45 p.m.	Scott travels in state vehicle to [REDACTED]
	8:45 p.m. – 8:50 p.m.	Scott at address [REDACTED]
	8:50-8:55 p.m.	Scott travels in state vehicle and picks up unidentified black female at a house on Pleasant Ridge Avenue, Columbus (address of house undetermined – area of 946 Pleasant Ridge Avenue).
	8:55 p.m. – 9:07 p.m.	Scott and unidentified female travel to North High Street and West 2 nd Avenue in state vehicle.
	9:07 p.m. – 10:03 p.m.	Scott and unidentified female exit state vehicle and walk arm in arm into Northstar Café at 951 North High Street, Columbus. The couple dines together and walks back to state vehicle arm in arm and depart.
	10:03 p.m. – 10:31 p.m.	Scott travels with unidentified female in state vehicle to her residence where he drops her off (area of 946 Pleasant Ridge Avenue, Columbus)
	10:30 p.m. – 11:17 p.m.	Scott travels to Byer's Imports car lot located at 301 North Hamilton Road, Columbus, Ohio. Scott talks on cell phone and walks about and drives around looking at new vehicles.
	11:17 p.m. – 11:34 p.m.	Scott departs car lot and drives about Columbus.
12/17/2010 12/18-2010	11:34 p.m. – 12:06 a.m.	Scott arrives at office on [REDACTED], inside a short time and changes vehicles. Scott departs office in [REDACTED]
Saturday, 12/18/2010	12:06 a.m. – 12:11 a.m.	Scott travels in state issued [REDACTED] in I-70 east to James Road and takes exit
	12:11 a.m. – 1:37 a.m.	Scott activities unknown
	1:37 a.m. – 2:17 a.m.	Scott arrives at office on [REDACTED] and inside
	2:17 a.m. – 2:31 a.m.	Scott departs office on Alum Creek and travels to [REDACTED] Scott marks off duty on M.A.R.C.S. radio at 2:31 a.m.
	2:31 a.m. – 3:32 p.m.	Scott inside and state vehicle parked at [REDACTED]
	3:32 p.m.	Scott departs resident, [REDACTED] in state vehicle
	3:32 p.m. – 3:44 p.m.	Scott travels to Lifetime Fitness, 5929 East Main Street, Columbus, Ohio, in state vehicle
	3:44 p.m. – 4:45 p.m.	Scott at Lifetime Fitness at 5929 East Main Street, Columbus
	4:45 p.m. – 4:54 p.m.	Scott travels to residence at [REDACTED] in state vehicle
	4:54 p.m. – 6:34 p.m.	Scott at residence, [REDACTED] marks on duty with M.A.R.C.S. radio at 6:08 p.m.
	6:34 p.m. – 6:50 p.m.	Scott travels to office in state vehicle.
	6:50 p.m. – 8:39 p.m.	Scott at office.
	8:39 p.m. – 8:49 p.m.	Scott leaves office in state vehicle. Drives to [REDACTED]
	8:49 p.m. – 8:58 p.m.	[REDACTED] – inside short time and depart by state vehicle.
	8:58 p.m. – 9:34 p.m.	Scott drives about Columbus eastside to Morningstar Café
	9:34 p.m. – 10:16 p.m.	Scott dines at Northstar Café located at 951 North High Street, Columbus

Surveillance Log

	10:16 p.m. – 10:50 p.m.	Drives about Columbus Short North area to Byers Imports
	10:50 p.m. – 11:03 p.m.	Scott car shopping at Byers Imports, 301 North Hamilton Road
	11:03 p.m. – 11:38 p.m.	Scott drives around Columbus to Stauf's Coffee Roasters, 1271 Grandview
	11:30 p.m. – 11:59 p.m.	Scott at Stauf's Coffee Roasters, 1271 Grandview Avenue, Grandview, Columbus talking with unidentified blond female (employee). Appeared to be shopping inside store. Exited store with unidentified purchase in hand.
	11:59 p.m. – 12:18 a.m.	Scott travels to office.
	12:18 a.m. – 2:42 a.m.	Scott at office.
	2:42 a.m. – 2:50 a.m.	Scott travels to [REDACTED], and marks off duty on M.A.R.C.S. radio at 2:50 a.m



Ohio Department of Public Safety
Policy Number : DPS-203.01

OPERATION OF DEPARTMENT SUPPORT VEHICLES

Date of Revision : **1/14/2010**

Priority Review : **All Affected Employees ; All Supervisors**

Distribution : **All ODPS Divisions**

Summary of Revisions

Material revisions are in bold, italicized text throughout policy.

Policy, paragraph A, revised to add requirements for safe use of mobile communication devices and text messaging.

Policy, paragraph B, revised to add licensing, driving record, and car pooling requirements.

Policy, paragraph B.12, added to provide cargo and tow guidelines for cargo vans, trucks, and trailers.

Added links to ORC, OAC, Directives, OAKS Travel Expense Module, Ohio Shared Services, OBM Travel Policy, and OAKS ELM (Enterprise Learning Management).

Removed reference to the ADM 4258, Travel Expense Report, and updated references to DPS-501.26, Travel Rules and Reimbursement for Expenses.

Purpose

To provide vehicle operation guidelines for Ohio Department of Public Safety professional staff employees who drive Department vehicles, and for sworn officers where applicable.

To provide specific guidelines for the fueling of vehicles and use of the state fuel card.

To provide specific guidelines for the fixed installation of equipment, and guidelines for the safe storage and transportation of equipment and cargo in Department vehicles.

Policy

A. OCCUPANT SAFETY

1. **Occupant Restraints** - The driver shall require all occupants to use occupant restraint devices as designed prior to vehicle being placed in motion. <41.3.03>
2. **Unsafe Vehicle** - The driver is to check the vehicle before departure to ensure lights, turn signals, brake lights and other safety equipment are functional. Notify Fleet Management or supervisor if a problem occurs prohibiting safe vehicle operation.
3. ***"Mobile Communication Devices" include wireless telephones, text-messaging devices, personal digital assistants, computers, or similar devices used to communicate voice, text, or data. Except as provided herein, no employee shall drive a state-owned or state-leased***

vehicle while on state business on any street, highway, or property open to the public for vehicular traffic while using a handheld or manually-operated mobile communication device. These provisions do not apply while:

- **using a mobile communication device designed and configured to allow hands-free operation, and used in that manner while driving;**
- **using MARCS communication equipment;**
- **using a mobile communication device for emergency purposes;**
- **operating a public safety vehicle and using a mobile communication device in the course of official duty;**
- **operating a two-way radio;**
- **answering an incoming cell phone call; or**
- **using a handheld or manually-operated mobile communication device while motor vehicle is stationary outside a lane of travel.**

Division heads may, through specific directives, exempt certain employees, devices, or vehicles that are engaged in or used for protective, law enforcement, or national security responsibilities or on the basis of emergency conditions.

4. **Text Messaging - Except as provided in paragraph A.3, employees driving state-owned or state-leased vehicles or operating a privately-owned vehicle while on state business shall not engage in text messaging using a mobile communication device.**
 - a. **"Texting" or "Text Messaging" means reading from or entering data into any handheld or other electronic device, including for the purpose of SMS (Short Message Service) texting, e-mailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication.**
 - b. **"Driving" means operating a motor vehicle on an active roadway, including while temporarily stationary because of traffic, a traffic light or stop sign, or otherwise. It does not include operating a motor vehicle with or without the motor running after pulling to the side of, or off, an active roadway and stopped in a safe location.**
- B. CONDITIONS FOR USE / SAFE OPERATION - DPS professional staff, and sworn officers where appropriate, operating state-owned or state-leased vehicles *or operating a privately-owned vehicle while on state business* shall:**
1. **License**
 - Have a valid Ohio driver's license or a valid commercial driver license (CDL) along with any required endorsements.
 - **Have their driving records checked no less than twice a year.**
 - Without delay, give written notification of any license suspension or termination to their immediate supervisor upon receipt of said notice.
 - In the case of a suspended or revoked license where special work privileges are awarded by a court, copies of the court order must be

provided to DPS Human Resources, Fleet Management and the DAS Office of Risk Management.

2. Maintenance and Use

- Comply with all regulations and responsibilities pertaining to maintenance and use of a state vehicle.
- Be responsible for maintenance and repair of an assigned vehicle.
- **Securing Vehicle** - Lock vehicle and close windows when unattended, and engage alarm system if equipped.
- **Fueled and Cleaned** - Ensure vehicle has a minimum of a half-tank (3/4 tank for EMA) of fuel and is litter-free when returned at end of shift or parked at a DPS facility.
- **Alcohol / Drugs of Abuse** - Not operate vehicle while showing any evidence or effect of consumption of alcoholic beverage or drugs of abuse.
- **Traffic Stops** - Professional staff (non-sworn) employees operating state-owned or leased vehicles shall not make law enforcement stops. If a situation necessitating a police response occurs, the employee shall report the situation to the nearest patrol post immediately. Use of DPS radio equipment for this purpose is permitted.
- **Vehicle Damage** - Notify supervisor and local patrol post if involved in a traffic crash or damage to vehicle, and notify local police department with jurisdiction if damage occurred within a municipality.
- **In-Transit Vehicles** - Display an "In Transit" or "out-of-service" sign on the rear of the trunk lid at all times when **a non-law enforcement officer is** operating a marked Highway Patrol vehicle on a public highway.

3. Traffic Law Compliance

- Comply with all applicable state and local traffic and parking laws.
- Be personally liable for any criminal or civil penalty for violating any such state or local traffic or parking laws.
- Give written notification to their supervisor without delay of any citation/ticket received while operating a state vehicle, or operating a privately-owned vehicle while on state business.
- Give written notice to their supervisor upon final disposition of the case and/or payment of any fine imposed.

4. Car Pooling - *When scheduling employees for training, managers should be pro-active in utilizing car pooling whenever possible. Refer to DPS-501.26, Travel Rules and Reimbursement for Expenses, applicable labor agreements, Ohio Shared Services, and Ohio statutes and directives for reimbursement when using a personal vehicle in lieu of a state vehicle.*

5. Employees Administering Ohio Driver Road or Written Tests

- **Have and maintain a valid Ohio driver license or a valid Ohio commercial driver license, including required endorsements.**

- ***Have their driving record checked no less than twice a year.***

6. **Official Duty** - Operate a state-owned or state-leased vehicle only in connection with official state duties.

Authorized Use / Official State Duties Include:

- Travel between the place where the state vehicle is dispatched and the place where official state business is performed.
- When on official travel status, between the place of state business and the place of temporary lodging. When not within reasonable walking distance for conducting business; restaurants, medical assistance (including drugstore), places of worship, barber shops or hair salons, cleaning establishments and similar places required to sustain the health, welfare or continued efficient performance of the driver, exclusive of places of entertainment.
- Travel between the place of dispatch or place of performance of state business to your personal residence when specifically authorized by your supervisor.
- Transport of other officers, employees or guests of the state when they are on official state business and transport of consultants, contractors or commercial firm representatives when such transport is in the direct interest of the state. OSHP employees shall also follow policy OSP-203.26 for the completion of the HP-73A, Release of All Claims, when transporting other persons not employed by the State.

Unauthorized Use Includes:

- Any personal use not identified above.
- Travel or tasks beyond the vehicle's rated capability.
- Transport of family, friends, associates or other persons not employed by the state or serving the interest of the state.
- Transport of hitchhikers.
- Transport of cargo or pets/animals which have no correlation to the performance of official state business.
- Transport of acids, explosives, weapons, ammunition or highly flammable material, except by specific authorization, or in an emergency situation.
- Transport of any item or equipment projecting from the side, front or rear of the vehicle in a way which constitutes an obstruction to safe driving, or a hazard to pedestrians or other vehicles.
- Transport to sporting events, including hunting and fishing, which are not in the service of state business.
- Extending the length of time the vehicle is in your possession beyond that which is required to complete the official purpose of the trip.

7. **Temporary Pool Vehicle Assignment for In-State Travel** - Follow guidelines to request a temporary non-enforcement vehicle assignment:

- Attempt to use a DPS vehicle assigned within office component before making a request for pool vehicle assignment. When two or more employees are traveling to a work-related event, employees should car pool.
- When a pool vehicle is being reserved for out-of-state travel, a copy of approved travel orders must be provided to Fleet Management (e.g., fax) before the pool vehicle will be reserved.
- Complete form DPS 0051, Temporary Vehicle Assignment, and forward to Fleet Management to reserve a pool vehicle. Call Fleet Management in advance for short notice availability of vehicle (Shipley-614.728.8572, ACF-614.466.4141).
- Return pool vehicles to assigned parking location. Assigned pool vehicle parking spaces are designated at Shipley Building and Alum Creek Facility.
- **Return vehicle clean, fueled and ready for the next driver.** Complete and return DPS 0051, Temporary Vehicle Assignment, to Fleet Management along with keys, fuel receipts, and list of items needing repair or service.

8. **Temporary Pool Vehicle Assignment for Out-of-State Travel** – To request a temporary non-enforcement vehicle assignment:

- Upon approval of the OBM 4501, Out-of-State Travel Request, provide Fleet Management with a signed copy indicating a state vehicle is approved mode of transportation.
- Fleet Management will provide a late model vehicle under warranty for out-of-state travel. Vehicle availability is limited and issued on a first-come, first-served basis.
- State Fuel Card is valid in all 48 contiguous states at fuel stations that accept the card. It is not valid in Canada or Mexico.
- Handle service needs arising while out-of-state at nearest dealer offering warranty service. Notify Fleet Management of any service needs.
- All fuel receipts are to be turned into Fleet upon vehicle return, except receipts for vehicles issued for long term assignments. These are to be mailed to the user's assigned office, Post or Fleet Management for timely entry into Motor Cost.

9. **Parking at Pay Parking Lots or Meters**

- Make every reasonable attempt to use free parking. If not conveniently available, park at meters or pay facilities based on availability and anticipated length of parking time needed.
- Pay the parking meter or, if parking at a pay facility, pay the fee and request a receipt. Depending on DPS Division and assignment location, either submit receipts with a DPS 0033 (Petty Cash Receipt) in accordance with policy DPS-501.27, or submit in accordance with policy DPS-501.26 (Travel Rules and Reimbursement for Expenses). Employees are responsible for paying for parking violations.

- **State House Underground Garage Parking Fees**

- i. Any DPS employee using the Underground Garage, and operating either a DPS vehicle or a personal vehicle being used for state business, may have the Capitol Square Review & Advisory Board bill the Department of Public Safety for the parking cost.
- ii. A DPS employee may choose to personally pay the parking bill at the time of departure and request reimbursement through petty cash or Travel Expenses.
- iii. **Employee Responsibility**
 - An employee choosing to have the Capitol Square Review & Advisory Board bill DPS for the parking expense must legibly print on the front of the garage parking ticket his/her name, license plate number of the vehicle being used (car number if a DPS vehicle), identify DPS Division, and business phone number.
 - Give the completed ticket to the cashier when leaving the underground parking facility.

10. Training - Defensive Driving Course

- Attend a DPS-approved defensive driving course. Applies to employees assigned a DPS vehicle or who operate one as a regular part of their job duties.
- Employees operating DPS vehicles on an infrequent basis should be scheduled for a defensive driving course when scheduling permits.
- Lack of completion of a defensive driving course shall not be the sole reason for prohibiting use of a DPS vehicle for official business.

11. Training - Specialized Vehicle / Equipment Operation

- Receive DPS-approved training and orientation in the operation of any specialized vehicle, and any associated mechanical or electronic equipment, before operating the vehicle and its associated equipment.
- An instructor, supervisor, or designated employee shall conduct the training. Specialized training involving DPS employees will be documented by forwarding a copy of the employee's certificate of completion of training to Human Resources, Training Unit.
- All specialized training shall be documented in the employee's personnel training file in PeopleSoft.

12. Weight Ratings for Cargo Vans, Trucks and Trailers

- **Definitions:**

GVWR (Gross Vehicle Weight Rating) - maximum recommended allowable weight of a fully loaded vehicle including passengers and fuel, as designed by the manufacturer.

GAWR (Gross Axle Weight Rating) - maximum recommended allowable weight placed on each axle (front and rear) including passengers and fuel, as designed by the manufacturer.

GCWR (Gross Combined Weight Rating) -maximum recommended allowable weight of the vehicle and the loaded trailer including passengers and fuel, as designed by the manufacturer.

- ***All cargo vans and trucks have maximum manufacturer's GVWR, GAWR, and GCWR (where applicable for towing) ratings. Never exceed these weight ratings. Overloading or improperly loading a vehicle can contribute to loss of vehicle control and vehicle rollover. Weight ratings are normally located on the vehicle frame at the driver's door.***
- ***If the GVWR is within the manufacturer's limits, but the gross axle weight is not, then the vehicle's equipment and/or cargo must be re-distributed. If the gross vehicle weight is exceeded the vehicle weight must be reduced by removing equipment or cargo.***
- ***Vans equipped for specialty use such as OSP motor vehicle inspection, radio, and scale cargo vans are not to be used for transport of other cargo without first reviewing and ensuring manufacturer GAWR and GVWR are not exceeded.***
- ***Vehicles used for towing require the same care in determining the weights on the axles, the vehicle and the added trailer. Ensure the trailer's maximum weight rating is not exceeded. Distribute the load so that only 10–15% of the weight is on the tongue. Tie down the load so that it does not shift and change weight distribution. Always connect trailer safety chains to the frame or hook retainers of the vehicle hitch. Ensure all trailer lights are working properly prior to towing.***

C. MAINTENANCE, PURCHASES, AND REPAIRS

1. **Fluid Levels** - Check fluid levels each time vehicle is fueled. Pool vehicles issued on short term temporary assignments will be checked by Fleet Management staff.
2. **ADM, CJS, EMS, HLS** - Fleet Management will enter fuel, maintenance, and repair costs into Motor Cost for these DPS Divisions. Invoices and work orders must be submitted to Fleet Management for timely processing and must contain:
 - Facility name and address being invoiced for the service;
 - Vehicle information, to include vehicle identification number (VIN-last 6 digits or more), vehicle (SP) number, odometer reading; and
 - Signature of the DPS employee.
3. **BMV, EMA, OIU, OSP** - All office components in these DPS Divisions shall enter fuel, maintenance, and repair costs into Motor Cost per policy DPS-300.08, Fleet Motor Cost Computerized Entry and Management. Use invoice

and work order processing guidelines contained in the attached Vehicle Invoice Processing Supplement to this policy.

D. FUELING / STATE FUEL CARDS

1. Alternative E85 and Bio-Diesel Equipped Vehicles and Fuel

- a. All vehicles equipped with flex-fuel engines are to be fueled with E85 fuel when available.
- b. E85 flex-fuel vehicles are to be identified as follows:
 - Vehicle's fuel cap is Yellow; OR
 - A manufacturer's 'Flex-Fuel' placard is attached to the vehicle's exterior; OR
 - Owner's manual; OR
 - 2008 model and newer vehicles that are E85 capable have a yellow label on the dash near the fuel gauge identifying the vehicle as E85; OR
 - Verify VIN on Website:
<http://www.cleanfuelsohio.org/refuele85.php>
- c. Fuel vehicles equipped with diesel engines no longer under manufacturer's warranty with bio-diesel when available. Fueling is encouraged at Columbus ODOT facility (1620 W. Broad St.), where bio-diesel is available. NEVER put E85 in a diesel engine vehicle as engine damage will result.
- d. E85 and bio-diesel should always be purchased when available within 2.5 miles of a driver's planned route. This is along entire route, not just beginning or end point.
- e. Web sites (E85 and bio-diesel) (E85 only) list current alternative retail fueling locations, and are continually updated. Check periodically if not currently able to obtain alternative fuel in your area. Some independent retail locations do not accept the fuel card so, prior to fueling, verify that the card is accepted.

2. State-Owned Bulk Fuel Locations - Unleaded fuel is available at OSP Academy, Columbus ODOT facility and limited OSP Posts. **E85 and bio-diesel are available at the Columbus ODOT Facility.**

- Record ODOT purchases on ODOT Form MT-1 and process in same manner as a state fuel card receipt. The MT-1 must clearly identify type (Unleaded, E85 or Bio-Diesel) of fuel purchased.
- Do not purchase from Ohio Turnpike posts if not a Turnpike vehicle.

3. State Fuel Cards - Every time the state fuel card is used to purchase unleaded gasoline or E85, 18.4 cents of federal tax is stripped from the posted price per gallon of fuel. Often, pump price minus tax is less than the state's weekly bulk gasoline rate. Common sense should be used when deciding to obtain fuel from a state fuel tank or to purchase retail. Proximity to work assignment, route of travel, necessity, and price are factors to consider.

4. State Fuel Card Purchasing Requirements

- a. Be certain the state fuel card is accepted before services are obtained.

- b. Non-fuel, vehicle-related supplies or repairs are authorized only in emergencies or when not practical to acquire at a DPS facility, ODOT facility, or contract garage. A copy of the receipt must be supplied to Fleet Management with an explanation upon request. Copies will be requested in all instances where cost exceeds \$10. Repairs will also require a copy of the work order. The work order must separately identify parts and labor. A memo or email from the facility manager justifying the expense is required for all purchases exceeding \$10. ***Where a card is used inappropriately, a memo or email must explain what measures have been put into place to prevent a re-occurrence.***
- c. The fuel card is for use only with its assigned vehicle, identified by the SP# in the card's lower left corner. The card cannot be used in conjunction with, or in lieu of, another vehicle's card to complete a purchase.
- d. Personal use of the fuel card is prohibited. Cigarettes, tobacco, food and alcohol purchases are prohibited.
- e. The fuel card may be used for car washes where this service is offered and the card accepted. Use of the car wash should be reasonable in number of uses per month and cost per wash. Common sense decisions must be made with this type of use. Managers at OSP locations, at their discretion, may restrict use of the card when a contract with a local car wash has been established.
- f. Divide business among companies who honor the fuel card.
- g. Purchase fuel from self-service pumps equipped with card readers which accept state fuel cards.
- h. Purchase the type and grade of fuel recommended in the owner's manual.
- i. Should you encounter a problem using the state fuel card, ask the attendant to phone the vendor for assistance at the toll-free number on the rear of the fuel card. The vendor will ascertain the card's validity and provide the vendor with the necessary information to process the transaction. You may also contact Fleet Management Monday through Friday from 8:00 a.m. through 4:45 p.m. at (614) 466-4141.
- j. Use of the state fuel card for purchasing fuel at a particular location and obtaining a personal benefit is prohibited. Some fuel stations provide premiums or points to be redeemed for merchandise for purchasing fuel at their locations. An example of this would be Speedway SuperAmerica, LLC, which currently offers Speedy Rewards.

5. Record Keeping / Completion of Fuel Receipt

- a. When at the pump to purchase fuel do the following:
 - i. Swipe the card
 - ii. Two prompts will appear. Enter the vehicle's current mileage and driver ID # (employee four-digit unit number or assigned fuel card PIN number)

- iii. Obtain a receipt from the pump or attendant.
 - iv. Complete receipt accurately and completely. Receipts generated by card readers vary in information printed. Review receipt and add missing information:
 - Date of purchase
 - Vehicle SP number
 - Odometer reading
 - Full details of items purchased such as gallons of gas (including tenths) or unit price, and total purchase price
 - Signature and driver ID/unit number of purchaser
 - Name of the issuing station
 - b. Retain and submit fuel card receipt at end of shift. Receipts are source documents for entry of purchases in Motor Cost.
 - c. After review for completeness and accuracy, OSP Posts and DHQs shall enter fuel card receipt information directly into vehicle's Motor Cost computer record. A print-out of the entry is created. Staple fuel receipts and printouts to the DPS 0049 for that day and retain.
 - d. After review for completeness and accuracy, OSP GHQ Sections, BMV, EMA, and OIU shall enter fuel receipts directly into vehicle's Motor Cost computer record. A printout of entry is created. The receipt is stapled onto printout and retained in accordance with Records Retention Schedule.
6. **Authorized Vendors** - Purchases are not limited to these vendors. Independent vendors are not included. It is the responsibility of each employee to determine acceptance of fuel card prior to making a purchase. Major Ohio vendors currently authorized to accept the state fuel card.
- Amoco
 - BP
 - Certified
 - Chevron
 - Circle K
 - Citgo
 - Clark
 - Conoco
 - Dairy Mart
 - Duke
 - Exxon
 - Fina
 - Gulf Oil
 - Kroger
 - Love's
 - Marathon
 - Mobil
 - Pacific Pride
 - Phillips 66
 - Pilot
 - Rich Oil
 - Sheetz

- Shell
 - SA/Speedway
 - Sinclair
 - Sunoco
 - Texaco
 - Thornton
 - Union 76
 - Valero
7. **Fuel Card Account Assignments** - Fuel cards are permanently assigned to a motor vehicle by SP number, recorded on the motor vehicle inspection sheet (available from Motor Cost) and handled as any other equipment. Fuel cards remain with the same vehicle, stored in glove box, for the life of the vehicle.
 8. **Damaged or Worn Cards** - Notify Fleet Management by email if a fuel card is worn or damaged. Fleet will request a replacement be mailed directly to the requesting DPS facility from the fuel card vendor within 10 days. Worn or damaged cards are still valid for purchases, but may need to be taken to the service station attendant for processing. Cards are not to be destroyed by field locations, but must be returned to Fleet upon receipt of replacement.
 9. **Lost Cards** - If a fuel card is lost, immediately notify Fleet Management by email. Fleet will cancel the fuel card and request a replacement be mailed directly to the DPS facility from the fuel card vendor, usually within three (3) business days. OSP offices are to follow up with an AIMS Lost/Damaged Equipment report, and notify Fleet Management of the AIMS report number. OSP Posts may temporarily use a Post lawn mower card until the lost card is received.
 10. **OSP Purchases for Non-Motor Vehicles** - Fuel for post auxiliary power units and lawn mowers may be obtained from a Post fuel tank. A special fuel card may be issued to those facilities that do not have a fuel tank.
 11. **EMA Purchases for Non-Motor Vehicles** - Fuel purchases for snow blowers and tractors can be made with a state fuel card **issued for this purpose**.
- E. CRASH PROCEDURE FOR THE ADM, BMV, CJS, EMA, EMS, OHS, OIU DIVISIONS**
1. Care for injured. Call 911 or law enforcement agency.
 2. Contact local Patrol Post or law enforcement agency to make a crash report.
 3. Obtain identity and insurance information from other drivers.
 4. Obtain identity of all witnesses.
 5. Notify supervisor.
 6. Notify DAS Risk Management as soon as possible by faxing a completed Employee Loss Notification form to 614-466-0427 or report the crash on-line at DAS Risk Management.
 7. If property damage exceeds \$400 or there is personal injury and the party at

fault did not have insurance or financial responsibility coverage, have the employee complete a BMV 3303 Crash Report and mail to Risk Management within 30 days.

8. Obtain copy of law enforcement crash report.
9. Fax copies of all completed forms and the law enforcement crash report to Fleet Management 614-752-0463 fax or e-mail ADFleet.

F. INSURANCE / FINANCIAL RESPONSIBILITY

1. The State of Ohio is self-insured and DPS-owned vehicles are automatically insured by this program.
2. The DAS Office of Risk Management manages the state motor vehicle liability self-insurance program.
3. Rented or leased vehicles are covered only upon submission to Fleet Management of the following information: year; make and model of the vehicle; vehicle VIN; name and address of lessee; and dates of requested coverage.
4. All DPS employees paid by Auditor of State warrant are automatically insured.
5. Non-state and contract employees are covered only upon submission to Fleet Management of the following information: employee name and address; date of birth; SSN; OL number; and dates of personal service contract duration.
6. **Liability insurance coverage does not apply to:**
 - a. Any person operating, using or responsible for that person's privately-owned, rented or leased vehicle.
 - b. Bodily injury or property damage caused intentionally by or at the direction of the insured, unless the insured uses intentional but reasonable actions to protect persons or property.
 - c. Any person who is operating under license suspension or revocation unless special work privileges awarded by a court are provided to Fleet Management.
 - d. Any person operating a vehicle without a valid drivers license.
7. **Financial Responsibility**
 - a. Each vehicle is to have a copy of the DPS Certificate of Self-Insurance in the glove box.
 - b. This is the proof of insurance/financial responsibility form.
 - c. An electronic copy of the form is available from Fleet Management.

G. EQUIPMENT SAFETY - INSTALLATION / PLACEMENT / STORAGE

1. **Installation Approval** - Approval from Fleet Management is required before the fixed installation of non-standard or aftermarket equipment in DPS support vehicles and marked/unmarked enforcement vehicles.
2. **Placement of Equipment** - Refer to Division-specific policies for placement of equipment in special purpose vehicles.

3. **Safe Storage** - Equipment will be carried in an orderly arrangement within the trunk/cargo storage area in the most practical location depending on the structure of the trunk/cargo area, spare tire and radio placement.
 - a. **Issued Equipment** - Issued equipment (e.g., axes, crowbar) that presents a potential gas tank puncture hazard shall be secured in the trunk parallel to the rear bumper, between the rear bumper and the equipment box, if equipped. Fire extinguishers shall be stored upright in any installed trunk equipment box. Four-point lug wrenches shall be stored parallel to the rear bumper, and upright in any installed trunk equipment box. These are mandatory requirements for all Ford Crown Victoria vehicles and Ford Crown Victoria Police Interceptor (CVPI) vehicles in the DPS fleet.
 - b. **Prohibited Equipment** - No unauthorized equipment, such as hydraulic jacks and other metal, blunt, or sharp items, shall be carried in the trunk of the CVPI, nor in other DPS vehicles where it presents an occupant safety hazard.
 - c. **Supervisory Approval for Storage** - Other equipment that presents a potential hazard to the driver or occupants shall not be placed in a DPS vehicle unless safely secured, properly stored, and approved by a supervisor. The carrying of specialty equipment, and optional equipment desired by the driver to assist with his/her job duties (e.g., broom, snow shovel, tripod) requires supervisory pre-approval to ensure safe storage (e.g., parallel to the rear bumper) and transportation of cargo and assigned equipment in Department vehicles.
 - d. **Camera Storage** - Cameras should be stored in the interior of the vehicle during inclement weather. Extremes of heat and cold may have an adverse effect on the quality of the pictures, e.g., fogging of the lens, reduced life and efficiency of the camera batteries, moisture, etc.
- H. **FORM DPS 0049, Gasoline Record** - Provides a record of gasoline dispensed from DPS storage facilities, is a source document for direct data entry, and provides historical documentation of fuel deliveries.
 1. **Use**
 - Complete one copy and keep working copy near gas pump.
 - After review for completeness and accuracy, enter data per Policy DPS-300.08, Fleet Motor Cost Computerized Entry and Management.
 - Entry of data should be kept current and entered during the following day.
 2. **Guidelines for Completion**
 - **Date** - Enter month, day, and year. Start new form each day at 0001 hours.
 - **Vehicle SP #** - Insert assigned "SP" number of equipment receiving fuel. Do not use license numbers. For tractors, lawn mowers or emergency power generators, enter the number **90** and post number. E.g. Ashland, enter **9003**. Except for Franklin County, the post number is the two-digit county number.

- **Mileage** - odometer reading.
- **Gasoline** - Gallons dispensed, including tenths.
- **Tires** - Number of tires from post stock used.
- **Name** - Print name or enter legible signature.
- **Unit/Employee # and Agency** - Employee/Unit Number and Division/Component assigned.
- **Meter reading** - Enter pump meter reading at end of each day. Do not enter meter reading into computer. Compare total with amounts dispensed during the day. Check and immediately document discrepancies.
- **Stick reading** - Enter stick measurement. Determine physical inventory and water in accordance with procedure.

3. Retention

- Retain the computer printout for the life of the underground storage tank (UST).
- The hand-written form may be destroyed after six months.
- Place a notation in OSP File 1-MOT of the storage location of all historical forms and documentation.
- Forms retained must be available for inspection by any person having legal authority.
- OSP Records Retention Schedule, Agency Series #1063.

I. FORM DPS 0051, Temporary Pool Vehicle Assignment

1. **Use** - To request and record temporary use of a DPS vehicle, and to provide documentation when submitting a request for reimbursement for use of an employee's personal vehicle to conduct DPS business.
 - Completed and submitted to Fleet Management by employee requesting use of a DPS vehicle to conduct DPS business.
 - If a DPS vehicle is not available for use, a copy of the form will be returned to requesting employee for use in claiming mileage reimbursement.

2. Guidelines for Completion

Fleet Management Use Only Section

- **Motor Vehicle Pool Available** - Indicate yes/no.
- **Overnight Use** - Indicate yes/no.
- **Assigned By** - Completed by Fleet Management employee making assignment.
- **State Vehicle License #/Year/Make/Model/State Fuel Card** - Self-explanatory.
- **Vehicle Condition** - Note obvious defects present on vehicle at time

of assignment.

Vehicle Operator Section

- **Name/Phone/Date Requested/Division/Departing Time** - Self-explanatory.
- **Date Needed** - Date vehicle to be picked up.
- **Specialty Vehicle Needed** - Indicate Yes if other than a sedan is needed.
- **Type** - Complete only to explain type of vehicle needed (cargo van, passenger van, etc.) if other than a sedan.
- **Approving Supervisor** - Signature of employee's supervisor.

Personal Vehicle Reimbursement Section

- **Date/Departure Time/Return Time** - Enter date and time personal vehicle was used in lieu of a DPS vehicle.
- **Destination(s)** - Enter location(s) personal vehicle was driven to.
- **Odometer Reading** - Enter beginning and ending odometer readings.
- **Total Mileage Claimed** - Enter total miles to be claimed for reimbursement.

Current Form and Supplemental References

Additional operation and maintenance guidelines are included in each vehicle's maintenance manual, other Department and Division directives, the Ohio Revised Code, Ohio Administrative Code, and Department of Administrative Services directives. Vehicle Invoice Processing guidelines attached to this policy as a supplement.

Ohio Department of Public Safety (ODPS) - Access forms through the Central Repository System (CRS):

<http://odpsweb.ps/crs/WebPages/Repository/MyDocuments.aspx>

- [BMV 3303](#) BMV Crash Report
- [DPS 0033](#) Petty Cash Reimbursement
- [DPS 0049](#) Gasoline Record
- [DPS 0051](#) Temp Vehicle Assignment
- [DPS 0217](#) Taxable Commute Agreement

Ohio Revised Code (ORC)

- **Section [126.31](#) Travel and Other Expenses**

Ohio Administrative Code (OAC)

- **Rule [126-1-02](#) Rates and requirements for reimbursement of travel expenses of state agents**

Department of Administrative Services (DAS)

- **OAKS Home Page - Travel and Expense Sign-In - <http://oaks.ohio.gov/>**
- **Office of Collective Bargaining (OCB) - [Applicable Labor Agreements](#)**
- **DAS Directives - <http://www.das.ohio.gov/forStateAgencies/tabid/59/Default.aspx>**
 - **[GS-D-01 State Motor Vehicle Liability Program \(Formerly 08-13\)](#)**
 - **[GS-D-02 Employee's Use of Employer Provided Vehicles \(Formerly 08-14\)](#)**
 - **[HR-D-07 Compensation for Employee Travel and Training \(Formerly 08-24\)](#)**

Office of Budget and Management (OBM)

- **Travel Policy - <http://obm.ohio.gov/MiscPages/Publish/TravelPolicy.aspx>**
- **Out-of-State Travel Request - [\(OBM 4501\)](#)**
- **Ohio Shared Services provides Web-based Travel and Expense training through OAKS ELM (Enterprise Learning Management). To learn about Ohio Shared Services, www.ohiosharedservices.ohio.gov or e-mail ohiosharedservices@ohio.gov.**

Standard References

41.3.03

Policy References

<u>DPS-300.01</u>	PURCHASE, ALLOCATION, AND SALVAGE OF PATROL CARS AND ALL DPS-OWNED SUPPORT VEHICLES
<u>DPS-300.04</u>	SUPPORT VEHICLE MAINTENANCE
<u>DPS-300.05</u>	ENFORCEMENT VEHICLE MAINTENANCE
<u>DPS-300.08</u>	FLEET MOTOR COST COMPUTERIZED ENTRY AND MANAGEMENT
<u>DPS-500.02</u>	HUMAN RESOURCE MANAGEMENT SYSTEM (HRMS) - PEOPLESOFT
<u>DPS-501.01</u>	WORK RULES - NON-SWORN BARGAINING UNIT PERSONNEL
<u>DPS-501.02</u>	WORK RULES - SWORN PERSONNEL
<u>DPS-501.03</u>	WORK RULES - EXEMPT PERSONNEL
<u>DPS-501.26</u>	TRAVEL RULES AND REIMBURSEMENT FOR EXPENSES
<u>DPS-501.27</u>	PETTY CASH FUND
<u>DPS-502.16</u>	TAXABLE FRINGE BENEFITS
<u>DPS-505.03</u>	COMPREHENSIVE LOCK AND KEY CONTROL
<u>INV 100.02</u>	RELEASE OF ALL CLAIMS - RIDE ALONG
<u>INV 100.24</u>	VEHICLE CRASH REVIEW
<u>INV 100.29</u>	USE OF RED/BLUE LIGHTS
<u>INV 504.14</u>	EXTRA-DUTY SERVICES
<u>OSP-200.06</u>	PATROL CAR / MOTOR VEHICLE OPERATION BY SWORN OFFICERS
<u>OSP-200.06-02</u>	EQUIPMENT PLACEMENT IN PATROL VEHICLES
<u>OSP-203.26</u>	CUSTODIAL AND NON-CUSTODIAL CARE AND SECURITY
<u>OSP-300.22</u>	ENFORCEMENT VEHICLE MAINTENANCE - MOTORCYCLE

OSP-303.06 GASOLINE HANDLING AND INSPECTION OF STORAGE FACILITIES

Attachment(s)

DPS-203.01 and 300.04 and 300.05 Supplement-Vehicle Invoice Processing.doc



Ohio Investigative Unit
Policy Number : INV 100.05

RESIDENCY REQUIREMENTS/TRAVEL TIME

Date of Revision : **6/24/2009**
Priority Review : **INV**
Distribution : **INV**

Summary of Revisions

Added the FOP / OIU memorandum of understanding for utilizing state vehicle to travel to and from a fitness facility. Personnel are responsible for updating personal information in the Agent's Contact List in OLLE.

Purpose

To provide guidelines regarding residency requirements and travel time.

Policy

A. Definitions

1. Work Site: A facility or place of special assignment, such as a court, a training facility, or an assembly point.
2. Headquarters: Central Office or District Office where assigned.
3. Report-in Location: A designated place where a team of sworn personnel meet to begin their workday when not required to report to their headquarters. This location should not be more than twenty miles from the sworn personnel's residence, headquarters county, or lodging site. In the event a report-in location is more than twenty miles away, sworn personnel's time will start after completing twenty miles of travel.
4. Residence: In determining if any sworn employee's primary residence complies with this policy, the Investigative Unit will consider all relevant information, including, but not limited to: the place where civil and political rights are exercised, taxes paid, real and personal property located, driver's licenses obtained, bank accounts maintained, location of club and church membership, whether the agent rents or owns his residence, where the employee resides, how permanent the living arrangement appears, affiliations with social organizations, locations of the agent's physician, lawyer, accountant, dentist, stockbroker, and other services provided.

B. Residency Requirements

1. Except for Agents covered by the Unit 2 Contract grandfather clause of April 1, 1997, Agents shall live within their assigned district office, or if outside their district, in a county adjoining the county in which the district office is located. If those agents who were grandfathered change their residence or transfer to a new district, they shall comply with the current residence requirements.
2. Any sworn personnel promoted into an exempt sworn position must move their residence within the 75-mile radius of their newly assigned office. A newly promoted sworn employee shall have a total of 180 calendar days to move his/her residence within the 75-mile requirement. During this 180-day period the employee shall be allowed to be in per diem status. Once the employee has moved his/her residence he/she no longer qualifies for per diem for this promotion.
3. Lateral transfers - There is no per diem granted for lateral transfers.
4. All sworn personnel shall immediately advise the Deputy Director of Administration of any change in their residence address or phone number. Personnel shall also update personal information in the Agent's Contact List in

OLLE whenever there is a change of any information.

C. Travel time

1. Personnel assigned to work assignments in areas other than their assigned district office and are subject to overnight lodging are authorized to travel on duty from their homes to their work site on the first work day and back to their homes on their last workday.
2. While in a district other than their own, daily commuting by sworn personnel between their place of lodging and their temporary headquarters or work site is not considered work time unless:
 - a. Lodging at a remote site because of a work assignment and required to drive over twenty miles.
3. Daily commuting by sworn personnel not subject to overnight lodging, to and from their assigned offices, work sites or report-in location, is considered work time after the twenty-mile rule is satisfied. An exception to this is when personnel are traveling to and from a fitness facility. Any additional distance traveling to or from a fitness facility would not count toward satisfying the twenty-mile rule. See attached MOU.
4. Travel time during the workday from one investigation location to another is credited as work time.

D. Supervisors will determine the starting times, work sites, and report-in locations based upon the nature of the investigation or assignment.

Current Form and Supplemental References

FOP/OLC Unit 2 Labor Contract

Standard References

None

Policy References

- | | |
|-------------------|---|
| <u>DPS-501.02</u> | WORK RULES - SWORN PERSONNEL |
| <u>DPS-501.03</u> | WORK RULES - EXEMPT PERSONNEL |
| <u>INV 100.15</u> | WORK SCHEDULES |
| <u>INV 504.08</u> | PROMOTIONAL PROCESS FOR SWORN PERSONNEL |

Attachment(s)

- INV 100.05 Residency Maps.pdf
- INV 504.05 OIU - FOP Memorandum of Understanding.pdf

MEMORANDUM OF UNDERSTANDING

The following agreement is made between the Ohio Department of Public Safety (ODPS), Ohio Investigative Unit (OIU), and the Fraternal Order of Police, OLC, Inc. (FOP).

Pursuant to the joint commitment by the parties to encourage physical fitness, as recognized in Article 31, Section 5 of the current collective bargaining agreement, the OIU and the FOP agree to the following:

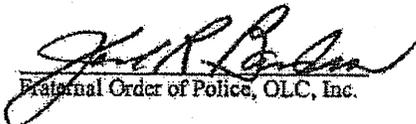
1. Agents may drive their state issued automobiles a reasonable distance (no more than 15 miles) to a gym, track, etc. in variance of a direct route to and from their work site and only at the beginning or end of their shift for the purpose of utilizing equipment designed to enhance physical fitness.
2. The interpretation of "reasonable distance" will be uniform in taking into account the Agents' normal routes to and from work and the location of available physical fitness facilities. In a situation where an agent's location is more rural and additional travel distance is needed to the workout facility, special permission may be requested.
3. The variance from a normal route and the subsequent usage of physical fitness facilities will in no manner increase the amount of reported working hours or drive time.
4. Agents will provide to his/her supervisor or local OSHP Post specific information (location and time) when stopping at the facility on each occurrence.
5. The agent's weapon and any other state issued equipment will be secured in the trunk of the vehicle while in the workout facility.
6. Agents shall be in an "off-duty" status during the workout and related commute time. No pay shall be approved for the workout or the commute. Any injury sustained as a result of activities related to this agreement will not be considered an injury covered by Workers Compensation. Each agent will sign a BWC-C159 form prior to participating in this agreement.
7. The agent shall be required to report to work at his/her normally scheduled start time and will not be released early from work to participate.
8. Agents will notify their supervisor of the location they most often utilize to enhance physical fitness should they participate in this agreement.


Department of Public Safety
Human Resources

5/24/09
Date


Department of Public Safety
Ohio Investigative Unit

5-26-09
Date


Fraternal Order of Police, OLC, Inc.

5/22/09
Date



Ohio Investigative Unit
Policy Number : INV 400.04

RADIO COMMUNICATIONS

Date of Revision : **11/29/2007**
 Priority Review : **INV**
 Distribution : **INV**

Summary of Revisions

Radio identification of an agent is changed from L to I. Changes to Emergency Situation section G. Added notifying OSP posts when agent travels out and back in state the same day. No longer required to send an Unusual Incident report if the portable radio emergency button is inadvertently activated.

Purpose

To establish guidelines regarding radio communications.

Policy

The primary form of communication for agents is the MARCS radio system with the Ohio State Highway Patrol serving as the main law enforcement agency radio contact for agents.

81.1.1 81.1.2 81.2.2 81.2.4 A & B

- A. For the purpose of officer safety, agents will notify OSP dispatchers of their status and location at particular times. **Agents will check in with a patrol post as follows:**
1. Beginning and ending their shift.
 2. When entering/exiting a D permit premise or illegal sales complaint when the agents will be out of the vehicle away from the radio. The agent will provide the name and address of the location. **81.2.3**
 3. Request an operator's license, registration, WW or CCH check. **81.2.9**
 4. At the agent's discretion, for officer safety, agents are encouraged to advise OSP dispatchers of their status and location. There are no prohibitions against more frequent notifications.
 5. In certain situations dealing with confidential informants. See policies: Use of Confidential Informants - INV 200.05, Alcohol Compliance Checks - INV 200.01, Tobacco Compliance Checks - INV 200.07, Synar Compliance Checks - INV 200.08.

This is not an all inclusive list. It is being provided as illustrations of situations, events, occurrences, etc. when an Agent shall keep OSP apprised of their actions. **81.2.5 E**

Notifying OSP of your location during special projects or 61B investigations can be waived by the AAIC or AIC of the Distinct.

If an agent encounters an emergency situation requiring notification of other public service agencies, i.e.: other law enforcement agencies, emergency medical services, fire services, street/highway departments, or public utilities departments, these contacts are to be made in the most expedient means, this would normally be by radio or cell phone communications to the appropriate entity. **41.2.4**

B. Radio Usage 81.2.4 C

1. Agents will identify themselves on the radio by using their assigned "UNIT" number. When contacting a patrol post the agent will identify themselves with the letter I (as in Ida) and their unit number. Example if the agent's unit number is 114, the agent will identify as I114. This tells the dispatcher that you are an Agent with the Ohio Investigative Unit. Agents are to use plain language when communicating with a patrol post. When the portable is set on encrypted mode all communications are encrypted and

bargaining unit seniority within the respective agency. Employees at work facilities without work schedules shall be notified of special assignments two (2) weeks in advance whenever possible except for unforeseen or mitigating circumstances including emergency situations. Agencies with employees who work shifts shall have shift selection at least once a year or whenever a position is opened up.

The Employer will attempt to schedule employees so as to have two (2) consecutive days off.

The parties understand that employee cooperation will enhance the implementation of this section.

The FOP/OLC staff representative and management may agree to waive or modify any part of this Article.

22.03 Work Schedule/Split-Shift

The work schedule shall be determined by management. Work schedules will consist of periods of work with fixed starting and ending dates or times whichever is applicable excluding overtime work.

No employee will normally work split-shifts except in the case of an emergency.

22.04 Meal Breaks

Employees shall normally be granted an unpaid meal period of not less than thirty (30) minutes and not more than sixty (60) minutes near the midpoint of each shift. Such meal periods shall be scheduled at the agency's discretion. Employees who are required by the agency to remain in an on-duty status with no scheduled meal period shall receive compensation for time worked at their straight time regular rate except when the employee is in an overtime status at which time the employee will be compensated at their overtime rate. This break may be waived by the employee, with mutual agreement of the Employer.

22.05 Breaks

A paid rest period of not more than fifteen (15) minutes shall be granted to each employee for every four (4) hours of regularly scheduled work performed except during an unusual situation or emergency created beyond the control of the Employer. Such rest periods shall be a

Tbl 38/1 Chk 4367 Gst 0
2653 Fan Cashier01
CE: 2653 CC: 1 TC: 1
Trn 4672 Dec17'10 09:29PM

Dine In
Date: Dec17'10 09:29PM
Card Type: Mastercard
Acct #: XXXXXXXXXXXXX4812
Card Entry: SWIPED
Trans Type: PURCHASE
Auth Code: 270963
Check: 4367
Table: 38/1
Server: 2653 Sara F

Total 28.83

Tbl 38/1 Chk 4367 Gst 0
2653 Fan Cashier01
CE: 2653 CC: 1 TC: 1
Trn 4673 Dec17'10 09:29PM

Dine In
1 Hot Tea 2.50
Chamomile
1/2 PEPPERMINT
Specl Instructn
1 Rum Cider 9.00
1 Tom/Chz 7.50
Basil 2.00
Rstd Chicken 2.00
Mushrooms 2.00
Goat Cheese 2.00
XXXXXXXXXXXXXXXX4812 XX/XX
Mastercard 28.83
Subtotal 27.00
Tax 1.83
Payment 28.83



951 North High Street
Columbus, OH 43201
Ph: (614) 298 9999

Date: Dec17'10 09:29PM
Card: Mastercard
Acct: XXXXXXXXXXXXX4812
Card Entry: SWIPED
Trans Type: PURCHASE
Auth Code: 270963
Check: 4367
Table: 38/1
Server: 2653 Sara F

Total 28.83

Signature:

Merchant Copy

Club Check-In History for William Scott

Date	State	Club
2/26/2011 2:29:19 PM	OH	East Columbus
2/24/2011 9:29:23 AM	OH	East Columbus
2/18/2011 2:10:41 PM	OH	East Columbus
2/17/2011 12:36:32 PM	OH	East Columbus
2/11/2011 12:33:42 PM	OH	East Columbus
1/27/2011 1:40:22 PM	OH	East Columbus
1/14/2011 1:23:34 PM	OH	East Columbus
1/7/2011 1:37:32 PM	OH	East Columbus
1/6/2011 10:06:37 AM	OH	East Columbus
1/2/2011 12:53:47 PM	OH	East Columbus
1/1/2011 2:15:19 PM	OH	East Columbus
12/18/2010 3:39:39 PM	OH	East Columbus
12/16/2010 12:21:18 PM	OH	East Columbus
12/11/2010 2:20:47 PM	OH	East Columbus
12/10/2010 11:05:30 AM	OH	East Columbus
12/9/2010 9:35:09 AM	OH	East Columbus
12/3/2010 3:37:51 PM	OH	Pickerington
11/29/2010 12:22:22 PM	OH	East Columbus
11/28/2010 12:34:54 PM	OH	Pickerington
11/20/2010 9:28:12 AM	OH	Pickerington
11/15/2010 8:02:14 AM	OH	Pickerington
11/10/2010 9:46:25 PM	OH	Pickerington
11/9/2010 8:15:43 PM	OH	Pickerington
11/7/2010 11:45:38 AM	OH	East Columbus
11/6/2010 7:09:39 PM	OH	Pickerington
11/4/2010 8:41:40 PM	OH	East Columbus
10/31/2010 3:09:50 PM	OH	Pickerington
10/25/2010 8:41:44 PM	OH	Pickerington
10/21/2010 8:43:20 PM	OH	Pickerington
10/17/2010 4:25:32 PM	OH	East Columbus
10/14/2010 5:08:20 PM	OH	Pickerington
10/12/2010 8:54:50 PM	OH	East Columbus
10/3/2010 1:33:20 PM	OH	East Columbus
10/2/2010 7:00:30 PM	OH	East Columbus
9/29/2010 3:42:18 PM	OH	Pickerington
9/20/2010 5:03:48 PM	OH	Pickerington
9/18/2010 4:45:00 PM	OH	Pickerington
9/14/2010 5:54:35 PM	OH	East Columbus
9/13/2010 5:21:59 PM	OH	Pickerington
9/11/2010 3:20:49 PM	OH	East Columbus
8/31/2010 5:54:11 PM	OH	East Columbus
8/30/2010 6:15:35 PM	OH	East Columbus
8/26/2010 5:27:46 PM	OH	East Columbus
8/24/2010 4:21:30 PM	OH	East Columbus
8/23/2010 3:44:25 PM	OH	East Columbus
8/20/2010 7:27:09 PM	OH	East Columbus
8/17/2010 4:27:19 PM	OH	East Columbus
8/12/2010 7:23:21 PM	OH	East Columbus
8/10/2010 5:42:57 PM	OH	East Columbus
8/9/2010 4:23:27 PM	OH	East Columbus
8/4/2010 4:55:54 PM	OH	East Columbus
8/3/2010 5:12:19 PM	OH	East Columbus
8/2/2010 12:12:22 PM	OH	East Columbus





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OFFICIAL BUSINESS

MAILING ADDRESS

OFFICE OF THE INSPECTOR GENERAL
JAMES A. RHODES STATE OFFICE TOWER
30 EAST BROAD STREET – SUITE 2940
COLUMBUS, OH 43215-3414

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