



Ohio Department of Natural Resources

JOHN R. KASICH, GOVERNOR

JAMES ZEHRINGER, DIRECTOR

December 30, 2013

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

Dear Inspector General Meyer:

This letter is in response to the recommendations made by your office to the Ohio Department of Natural Resources (ODNR) in File ID NO: 2012-CA00107.

Recommendation #1: Review the actions of all employees involved to determine whether their conduct warrants further administrative action or training.

Action: As part of the settlement of outstanding disciplinary matters Bradford Dobney was placed on a "Last Chance Agreement." That Agreement included a requirement that he reimburse the Employer for thirteen (13) hours of his compensation. Any repeat of several work rule violations cited will result in his removal and limits any subsequent appeal to arbitration.

Recommendation #2: Review the computer use policy, including prohibited uses, with all ODNR employees to insure compliance.

Action: The computer use policy is well known to ODNR employees including the following notice of use included on every ODNR computer screen prior to logging in:

User Acknowledgement of System and Network Policies and Practices

This computer system and associated network are the property of the Ohio Department of Natural Resources. All access and information contained within the system and network may be logged and monitored by administration, no information is private. Unsolicited, confidential or proprietary information provided to this agency may be subject to public disclosure. Illegal or unauthorized use of the system could lead to criminal penalties. Users of this system CONSENT to these provisions and all related ODNR computer system and network policies by clicking on OK below.

The Division's will be instructed to review the policy with all employees prior to March 1, 2014 at roll-call and supervisor/employee meetings.

Recommendation #3: Review the time and attendance policy with all employees to insure compliance, particularly the recording of daily start and end times, in order to comply with federal and state requirement, as well as ODNR policy.

OFFICE OF
INSPECTOR GENERAL

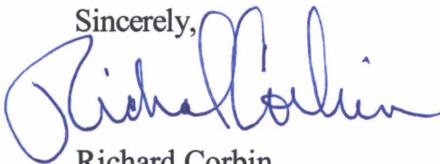
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Action: The time and attendance policy and procedures will be reviewed in the same manner as outlined under #2 above. In addition, human resources will conduct ongoing supervisor training on time keeping requirements.

Recommendation #4: Consider creating a policy regarding selection criteria for available state housing and notification to all employees of the available housing.

Action: The Agency policy on "State Housing" has been updated and is awaiting final approval by the Department Director. The revised policy makes consistent the rental policy, forms and lease agreement for all ODNR residences across Division lines. The policy includes criteria for selection of tenants, bi-annual expiration of leases and requires Director approval before a tenant is selected.

Sincerely,

A handwritten signature in blue ink, appearing to read "Richard Corbin". The signature is fluid and cursive, with a large initial "R".

Richard Corbin
Deputy Director

Cc: Investigation case file