

MCI Green Initiative Executive Committee



Matthew Brown - A461181
Chairman of Environmental Education and Research
- Green Initi-ROSF



Adam Johnston - A414233
Treasurer
- Special Service
- Program Aide



Stanislav Trankovik - A348709
Chairman of Recycling
- Special Service
- Program Aide



Leeshan McCullough - A361709
Chairman of Aquaculture
- Aquatic Program
- Program Aide



Robert Cooper - A392860
Chairman of Horticulture
- Garden Program
- Program Aide

Ret3



Scott Spriggs
A102699
- Special Service
- Program Aide



David Aldridge
A1156785
- Recy. Cr. Wkr
- Program Aide



Willie Hubbard
A399917
- Special Service
- Program Aide



Andre Miles
A364735
- Special Service
- Program Aide



James Doyle
A198082
- OPI Metal
- Clerk 1



Kevin Kinkle
A318181
- OPI Metal
- Drafter 1



Randy Canterbury
RET3 Contractor/former ODRC employee

administered the MCI Green Initiative

administered the RET3 program

moved recycled parts

pulled cables for CPUs in ceiling

rebuilt computers

utilized inmates to assist with IT work

rebuilt computers

utilized inmates to assist with IT work

Sent old CPU shells back to Ret 3

Lifeline



Wayne Smitsky
A312456
- Lifeline
- Program Aide



Benjamin Watkins
A465812
- Lifeline
- Program Aide



Robert Johnson
A186262
- Lifeline
- Program Aide



Carl Gene Brady
MCI IT Administrator



JOHN R. KASICH
GOVERNOR
STATE OF OHIO

TO: Department/Agency Directors and Chief Legal Counsels

FROM: D. Michael Grodhaus
Chief Counsel, Governor's Office

DATE: April 7, 2011

SUBJECT: Policy and Procedures for Notification of Suspected Illegal or Improper Activity
within State Departments and Agencies

The purpose of this Memorandum is to set forth the procedures to be followed when illegal or improper activity by any state employee or official is observed, suspected or reported. This Policy sets forth the procedures for processing such allegations and provides for the careful, expeditious handling of all allegations and claims made against state employees. The procedures described herein are not intended to waive or vary any rights or obligations set forth in any Collective Bargaining Agreement and/or any notification requirements imposed by law.

I. Emergency Notification Procedure:

If an illegal activity has been committed, or is in the process of being committed, and an *immediate law enforcement response is necessary* to protect life, physical safety, property and/or to preserve evidence, state employees may call 911. However, if time permits and it can be safely done, it is preferable that the State Highway Patrol's Office of Investigative Services be called first.¹

In central Ohio, the State Highway Patrol Office of Investigative Services can be reached at (614) 752-0234 during normal business hours. After hours, call the Highway Patrol Communications Center at (614) 466-2660. In other areas of the state, reports should be directed to the local State Highway Patrol Post. A trooper will be dispatched to start an investigation.

After the immediate emergency has subsided, the Department Director and/or the Chief Legal Counsel for the Department shall provide information about the incident according to the procedure outlined below.

¹ If there is a need to keep the peace on lands or waters owned, maintained, controlled or regulated by the Ohio Department of Natural Resources (ODNR), employees should call Gary Obermiller at ODNR at (614) 265-7067.

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II. Non-Emergency Suspected Illegal Activity Notification Procedure:

A state employee who observes, becomes aware of, or suspects *non-emergency* illegal or improper activity should immediately notify his or her supervisor or the Chief Legal Counsel for the Department and/or the Department Director. If the notification is made to an employee's supervisor, that supervisor should then immediately report the information to the Chief Legal Counsel for the Department and/or the Department Director.² Employees who report conduct that they believe is illegal or improper should have a reasonable factual basis for believing or suspecting that illegal or improper activities have occurred or will occur, and should provide as much specific information as possible to allow for proper assessment of the nature, extent, and urgency of the illegal or improper conduct.

Once such a report is made by an employee, Department Directors, Chief Legal Counsels and department senior staffs must be aware of their obligations to comply with the so-called "whistleblower statutes" found in R.C. §124.341 and R.C. §4113.52. An employee who has properly reported an illegal or improper activity and has otherwise complied with a whistleblower statute cannot be subject to any disciplinary action for making such a report.

Upon receipt of the report of possible illegal or improper activity, the Chief Legal Counsel for the Department and/or the Department Director shall promptly provide the information to (a) the Chief Legal Counsel for the Governor (or his designee), (b) the State Highway Patrol Office of Investigative Services and (c) the Ohio Inspector General (or his designee). To the extent practicable, notification shall be simultaneously provided to the three of them in writing and include the following factual details:³

- a. A description of the activity believed to be illegal or improper;
- b. What action/investigation, if any, has been taken by the Department;
- c. Where the activity occurred;
- d. Name and position of the person(s) suspected of acting illegally or improperly;
- e. Time frame in which the activity is believed to have occurred or will occur;
- f. How and when the Department learned of the activity; and
- g. Department contact person with contact information.

² If an employee observes, becomes aware of or suspects illegal or improper activity by the Department Director, then the employee or supervisor should report the activity to the Chief Legal Counsel and not the Director. The Chief Legal Counsel must then notify the Governor's Office, the State Highway Patrol and the Inspector General according to the procedures below. Likewise, if the purported illegal or improper activity is being conducted by the Chief Legal Counsel, then the employee or supervisor should notify the Director directly who will then notify the Governor's Office, the State Highway Patrol and the Inspector General according to the procedure set forth below.

³ An example of the suggested format for this notification can be found on page 5.

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Once the information is received, the Chief Legal Counsel for the Governor, the State Highway Patrol Office of Investigative Services and the Ohio Inspector General, or their respective designees, will promptly and jointly determine whether to open an investigation, and if so, whether the State Highway Patrol will undertake the investigation, whether the Ohio Inspector General will undertake the investigation, or whether it is appropriate for those two agencies to jointly investigate the matter. The Chief Legal Counsel for the Governor, the State Highway Patrol and the Ohio Inspector General may also, when warranted, refer the matter to, consult with or determine to bring into the investigation other appropriate agencies including, but not limited to, the Ohio Ethics Commission, the Ohio Auditor of State, the Ohio Attorney General, a county or city prosecuting attorney, or a local law enforcement agency.

Because a criminal investigation may be initiated as a result of such a report, the Department involved should not conduct an internal investigation unless and until specifically authorized to do so by the appropriate investigating agency. Administrative inquiries and interviews must give way to criminal investigations and no one suspected of illegal activity should be approached, disciplined or placed on administrative leave without such authorization. Upon completion of the law enforcement investigation, the Chief Legal Counsel of the Department in question shall be notified by the appropriate investigating agency.

III. Additional Procedures:

Any state employee who becomes aware of, or suspects, illegal or improper activity by the Governor or any member of his immediate staff may directly contact the State Highway Patrol and the Ohio Inspector General per their contact information below.

In such a case, the State Highway Patrol and the Inspector General shall confer without the Governor's Chief Counsel and decide whether an investigation is warranted, and if so, which agency will conduct the investigation or whether they will jointly investigate the allegation.

Employees observing or suspecting illegal or improper activity always have the option of directly reporting such activity directly to the Ohio Inspector General, the State Highway Patrol, the Ohio Ethics Commission, or any other pertinent law enforcement authority.

IV. Designations and Contact Information:

Governor's Office:

D. Michael Grodhaus, Chief Counsel
[REDACTED]
michael.grodhaus@governor.ohio.gov

Designee: Kim Kutschbach, Assistant Chief Counsel
[REDACTED]
kim.kutschbach@governor.ohio.gov

Ohio Inspector General:

Rodney Stewart, First Assistant Deputy Inspector General
[REDACTED]
Rodney.Stewart@oig.state.oh.us

Designee: James Manken, Chief Legal Counsel
[REDACTED]
James.Manken@oig.state.oh.us

State Highway Patrol, Office of Investigative Services:

Captain James D. Brink
[REDACTED]
ospinvest@dps.state.oh.us

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CONFIDENTIAL MEMORANDUM

To: [insert designee & contact info]
Office of the Governor

[insert designee & contact info]
Ohio Inspector General

[insert designee & contact info]
Ohio State Highway Patrol

From: (Department Director or Chief Legal Counsel)

Date:

Subject: Notification of Employee Suspected Illegal Activity (Department Case Number)

1. Activity believed to be illegal: [be specific]
2. What action/investigation, if any, has been taken by the Department:
3. Where the activity occurred:
4. Name of the person(s) to be investigated:
5. Time frame in which the activity is believed to have occurred or will occur:
6. How and when the Department learned of the activity:
7. Department contact person:

Mark the form as confidential

INCIDENT REPORT

Work Location: Marion Correctional Institution		Report Date: Jul 27, 2015
Name of Reporting Staff: Carl E. Brady Jr	Title: Infrastructure Specialist 2	Location of Incident: P3
Involves: Computer		INCIDENT DATE: Jul 27, 2015
		INCIDENT TIME: 1:30 PM

Check Item Indication Subject Of This Report:

<input type="checkbox"/> Employee Action	<input type="checkbox"/> Facility Maintenance	<input type="checkbox"/> Medical	<input type="checkbox"/> Recommendations
<input type="checkbox"/> Inmate/Offender Affairs	<input checked="" type="checkbox"/> Security	<input type="checkbox"/> Victim Issue	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Use of Force	<input type="checkbox"/> Workplace Violence	<input type="checkbox"/> Equipment Issue	

Description of Incident:

On the above date and time I was following up on information received from OSC IT department. I had been told there was a PC on our network that was being used to try and hack through the proxy servers. They narrowed the search area down to the switch in P3 and the PC was connected to port 16. I was able to follow the cable from the switch to a closet in the small training room. When I removed the ceiling tiles I found 2 PC's hidden in the ceiling on 2 pieces of plywood.

~~Christophe~~
Bunting
Baldaut

Signature of Reporting Staff Member: Carl E. Brady Jr	<i>Carl E. Brady Jr.</i>	Date: 7/27/2015
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Action Taken:

Removed PC's from P3.

Signature of Managing Officer:	Date:
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Distribution: **ALL COPIES TO MANAGING OFFICER** who will check appropriate distribution list below and distribute the copies.

<input type="checkbox"/> Operations	<input type="checkbox"/> Administration	<input type="checkbox"/> Special Services	<input type="checkbox"/> Department Head _____
<input type="checkbox"/> Investigator	<input type="checkbox"/> EEO	<input type="checkbox"/> Personnel Officer	<input type="checkbox"/> Administrative Assistant
<input type="checkbox"/> Record Officer	<input type="checkbox"/> Medical	<input type="checkbox"/> Health & Safety	<input type="checkbox"/> Office of Victim Services

Ohio Department of Rehabilitation and Correction

MARION CORRECTIONAL INSTITUTION
940 Marion-Williamsport Road East
Post Office Box 57
Marion, Ohio 43301-0057

TO: Mr. Vinko Kucinic

FROM: Investigator Michael Hundley

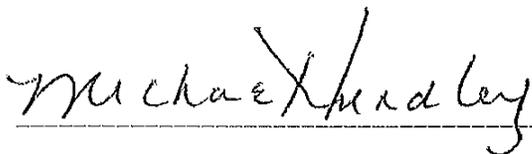
SUBJECT: Computers found in P-3

DATE: 8/7/2015

On 7/21/2015 I received information from Warden Jason Bunting that a computer named [REDACTED] lab-9 [REDACTED] was blocked from hacking and proxy avoidance sites. I then checked all the computers in P-3 and could not find a computer with that name. After searching P-3 I spoke with MCI IT Gene Brady who informed me that there was no computer with that name at MCI. Also on this day I received information from Warden Bunting that Randy Canterbury's user name and password was used by the computer named [REDACTED] lab-9 [REDACTED].

On 7/22/2015 I sent Randy Canterbury asking him if he knew an offender who had the skills on a computer to attempt to access our server and he said he did and named Offender Spriggs A-402699.

On 7/27/2015 MCI IT Gene Brady authored an incident report that stated "On 7/27/2015 at 1:30 pm that he was following up on information received from OSC IT Department". He also writes that he was told there was a computer on our network that was being used to try and hack through the proxy server. The OSC IT Department narrowed it down to the switch in P-3 and the PC was connected to port 16. He then states that he was able to follow the cable from the switch to a closet in the small training room. When he removed the ceiling tiles he found 2 PC's hidden in the ceiling on plywood. After finding the PC's they were moved to his area.



Investigator M. Hundley
MCI Investigator's Office

From: [Canterbury, Randy](#)
To: [kenny@](#) [Ken Kovatch](#)
Subject: FW: MCI CONSERVATION INITIATIVE TRANSITIONAL PLAN
Date: Wednesday, March 04, 2015 10:39:00 AM
Attachments: [Green Initiative Transition Plan 2-26-2015.doc](#)
[SUMMARY OF THE DRC CONSERVATION POLICY.docx](#)

Ken and Kenny,

Here is what we are submitting for the administration to review. Please take a moment to review and once the administration makes any changes, I will begin collecting signatures. Thanks!

Randy

From: Canterbury, Randy
Sent: Wednesday, March 04, 2015 10:38 AM
To: Faine, Kristen; Shafer, Rebecca
Subject: MCI CONSERVATION INITIATIVE TRANSITIONAL PLAN

Kristen and Rebecca,

I am submitting a MCI Conservation Initiative Transitional Plan for your review as well as the summary of the DRC conservation policy to guide you through everything we are required to do.

The reason I am sending this to you Kristen is because you are over the inmate organizations and we will not have a lead advisor for Green Initiative after May 31, 2015.

The reason I am sending this to you Rebecca is because you oversee the financial practices and the OED contracts.

Could you both review this proposal and give me any feedback or changes needed to proceed forward?

Thanks

Randy

Randy Canterbury
Marion Correctional Institution
Training Officer
Recycling Coordinator
Phone: 740-382-5781 Ext. 2313
Fax: 740-383-9116



TRANSITION PLAN

TO: J. BUNTING / WARDEN
FROM: MCI GREEN INITIATIVE
THRU: K. FAINE / DEPUTY WARDEN OF OPERATIONS
SUBJECT: MCI CONSERVATION INITIATIVES TRANSITION PLAN
DATE: 03/04/2015
CC: FILE

Sir,

As you are aware, the current MCI Green Initiative's Senior Staff Advisor is scheduled to retire on May 31, 2015. We have come up with a transition plan that we believe will allow for uninterrupted operations and the sustainability of our program.

According to ODRC policy, each institution is required to designate a conservation coordinator and a recycling coordinator. These positions are required to conduct meetings and audits, compile reports, create conservation plans, etc. In our institution, most of these activities are currently performed by Randy Canterbury and the Green Initiative. With Mr. Canterbury retiring, the institution will have to find new people to step into these positions, and the Green Initiative will have to find a new lead advisor. His retirement also brings up the problem of sustainability for our programs.

Our long term sustainability plan is as follows:

We will get a part-time contractor. The contractor will have two main areas of responsibility:

- 1) Oversight of all Green Initiative programs and operations.
- 2) Perform all duties of the MCI Conservation and Recycling Coordinators.

For the first 30 days, the contractor will come in three days per week. The schedule will be tentative and flexible, to accommodate oversight of the organization's programs, etc. After the first 30 days, if the funding allows, the contractor will work four days per week.

The position would begin on June 1, 2015. The contractor will report to designated MCI administrative staff for all supervision, assignments, and reports.

The wages for the contractor will be set at \$20.00 an hour. This fee will be paid by one of Green Initiative's private partners, RET-3 Job Corp. The amount will be deducted from the monthly revenue generated by the MCI-RET3 Job Corp. partnership. This deduction will appear as a credit line on the monthly invoices. While this contractor will be employed by RET-3, they will work under the supervision of MCI administrative staff. The contractor will have oversight of all Green Initiative operations and programs, and will report to the designated personnel regarding MCI conservation activities.

General Contractor Work Schedule for the period of June 1, 2015 through June 30, 2015 (24-hours a week):

Monday	7:30am – 3:30pm
Tuesday	7:30am – 3:30pm
Wednesday	7:30am – 3:30pm

General Contractor Work Schedule after July 1, 2015 (32-hours a week):

Monday 7:30am – 3:30pm
Tuesday 7:30am – 3:30pm
Wednesday 7:30am – 3:30pm
Thursday 7:30am – 3:30pm

NOTE: The above work schedule could be adjusted as needed by the MCI administration to accommodate oversight of special projects. In addition, the total amount of weekly hours may be reduced or increased based upon program needs and funding availability.

General Contractor Duties:

At a minimum, the contractor's duties will consist of the following:

1. Oversee offender worker participation in all MCI Green Initiative work programs, to include:
 - a. Job Interviews
 - b. Kite Communications
 - c. Submissions for Sensitive Work Area Screening (DRC 2087)
 - d. Participating offender Job, Safety and Sanitation Training documentation (DRC 1953)
 - e. Participating offender Job Performance Evaluations (DRC 2012)
 - f. Compile monthly incentive pay for the participating offenders.
 - g. Oversee participating offenders work attendance records.
 - h. Maintain proper work access permissions for participating offenders as established by the Major.
2. Oversee operational needs of all MCI Green Initiative work programs, to include:
 - a. Communication with community partners and vendors.
 - b. Initiating purchasing process for the operational supplies used by the program.
 - c. Schedule preventative maintenance and repairs of all equipment utilized by the program such as:
 - i. Balers
 - ii. Self-Contained Waste Compactor
 - iii. Fork-Lifts
 - iv. Conveyor Belts
 - v. Pulper and Hydra Extractor
 - vi. Organic waste transportation trailers and hoppers.

- vii. Garden Tiller
 - d. Periodically inspect and facilitate replacement of worn out tools and receptacles used by the program.
- 3. Oversee MCI Green Initiative Offender Programming Activities, to include:
 - a. Program curriculum review and development.
 - b. Program schedule.
 - c. Program supervision.
- 4. Oversee MCI Green Initiative Fundraising and Financial Activities, to include:
 - a. Vendor research
 - b. Budgeting
 - c. Operational compliance to the existing DRC Policies
- 5. Assist MCI administration with activities described in the ODRC Policy 22-BUS-17 Conservation & Waste Reduction by:
 - a. Performing of the audits
 - b. Compilation of reports
 - c. Development of conservation related educational material
 - d. Development of conservation awareness programming

MCI Green Initiative Executive Committee

R. Cooper A392860, Chairman of Horticulture

S. Transkiy A368709, Chairman of Recycling

L. McCullough A361709, Chairman of Aquaculture

M. Brown A461181, Chairman of Environmental Education

A. Johnston A414233, Treasurer

K. Kovatch, RET-3 Job Corp., Inc.

Date:

K. Faine, DWO

Date: