



# Online Hunting/Fishing Licensing



## Ohio Department of Natural Resources Division of Wildlife

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It is illegal to perform online transactions on behalf of another person.  
Providing fraudulent information is a violation of 2921.13 of the Ohio Revised Code.  
**ALL SALES ARE FINAL, NO REFUNDS**

First Name: \_\_\_\_\_ M.I. \_\_\_\_\_

Last Name: \_\_\_\_\_ Suffix: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_

State: Ohio

Zip Code: \_\_\_\_\_

Country: USA

Phone #: \_\_\_\_\_

Email\*: \_\_\_\_\_

\*The transaction receipt and URL for license reprinting will be sent to you by email.

### Identification

Driver License #: \_\_\_\_\_

State: Ohio

Social Security #: \_\_\_\_\_

DOB: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Gender: [Select] \_\_\_\_\_

Eye Color: [Select] \_\_\_\_\_

Hair Color: [Select] \_\_\_\_\_

Height: \_\_\_\_\_ 0" \_\_\_\_\_

Weight: \_\_\_\_\_ lb.

Please email me additional wildlife news and license information!  Yes  No

## **2921.13 [Effective Until 9/30/2011] Falsification - in theft offense - to purchase firearm.**

(A) No person shall knowingly make a false statement, or knowingly swear or affirm the truth of a false statement previously made, when any of the following applies:

- (1) The statement is made in any official proceeding.
- (2) The statement is made with purpose to incriminate another.
- (3) The statement is made with purpose to mislead a public official in performing the public official's official function.
- (4) The statement is made with purpose to secure the payment of unemployment compensation; Ohio works first; prevention, retention, and contingency benefits and services; disability financial assistance; retirement benefits; economic development assistance, as defined in section [9.66](#) of the Revised Code; or other benefits administered by a governmental agency or paid out of a public treasury.
- (5) The statement is made with purpose to secure the issuance by a governmental agency of a license, permit, authorization, certificate, registration, release, or provider agreement.
- (6) The statement is sworn or affirmed before a notary public or another person empowered to administer oaths.
- (7) The statement is in writing on or in connection with a report or return that is required or authorized by law.
- (8) The statement is in writing and is made with purpose to induce another to extend credit to or employ the offender, to confer any degree, diploma, certificate of attainment, award of excellence, or honor on the offender, or to extend to or bestow upon the offender any other valuable benefit or distinction, when the person to whom the statement is directed relies upon it to that person's detriment.
- (9) The statement is made with purpose to commit or facilitate the commission of a theft offense.
- (10) The statement is knowingly made to a probate court in connection with any action, proceeding, or other matter within its jurisdiction, either orally or in a written document, including, but not limited to, an application, petition, complaint, or other pleading, or an inventory, account, or report.
- (11) The statement is made on an account, form, record, stamp, label, or other writing that is required by law.
- (12) The statement is made in connection with the purchase of a firearm, as defined in section [2923.11](#) of the Revised Code, and in conjunction with the furnishing to the seller of the firearm of a fictitious or altered driver's or commercial driver's license or permit, a fictitious or altered identification card, or any other document that contains false information about the purchaser's identity.
- (13) The statement is made in a document or instrument of writing that purports to be a judgment, lien, or claim of indebtedness and is filed or recorded with the secretary of state, a county recorder, or the clerk of a court of record.

(14) The statement is made in an application filed with a county sheriff pursuant to section [2923.125](#) of the Revised Code in order to obtain or renew a license to carry a concealed handgun or is made in an affidavit submitted to a county sheriff to obtain a temporary emergency license to carry a concealed handgun under section [2923.1213](#) of the Revised Code.

(15) The statement is required under section [5743.71](#) of the Revised Code in connection with the person's purchase of cigarettes or tobacco products in a delivery sale.

(B) No person, in connection with the purchase of a firearm, as defined in section [2923.11](#) of the Revised Code, shall knowingly furnish to the seller of the firearm a fictitious or altered driver's or commercial driver's license or permit, a fictitious or altered identification card, or any other document that contains false information about the purchaser's identity.

(C) No person, in an attempt to obtain a license to carry a concealed handgun under section [2923.125](#) of the Revised Code, shall knowingly present to a sheriff a fictitious or altered document that purports to be certification of the person's competence in handling a handgun as described in division (B)(3) of section [2923.125](#) of the Revised Code.

(D) It is no defense to a charge under division (A)(6) of this section that the oath or affirmation was administered or taken in an irregular manner.

(E) If contradictory statements relating to the same fact are made by the offender within the period of the statute of limitations for falsification, it is not necessary for the prosecution to prove which statement was false but only that one or the other was false.

(F)(1) Whoever violates division (A)(1), (2), (3), (4), (5), (6), (7), (8), (10), (11), (13), or (15) of this section is guilty of falsification, a misdemeanor of the first degree.

(2) Whoever violates division (A)(9) of this section is guilty of falsification in a theft offense. Except as otherwise provided in this division, falsification in a theft offense is a misdemeanor of the first degree. If the value of the property or services stolen is five hundred dollars or more and is less than five thousand dollars, falsification in a theft offense is a felony of the fifth degree. If the value of the property or services stolen is five thousand dollars or more and is less than one hundred thousand dollars, falsification in a theft offense is a felony of the fourth degree. If the value of the property or services stolen is one hundred thousand dollars or more, falsification in a theft offense is a felony of the third degree.

(3) Whoever violates division (A)(12) or (B) of this section is guilty of falsification to purchase a firearm, a felony of the fifth degree.

(4) Whoever violates division (A)(14) or (C) of this section is guilty of falsification to obtain a concealed handgun license, a felony of the fourth degree.

(G) A person who violates this section is liable in a civil action to any person harmed by the violation for injury, death, or loss to person or property incurred as a result of the commission of the offense and for reasonable attorney's fees, court costs, and other expenses incurred as a result of prosecuting the civil action commenced under this division. A civil action under this division is not the exclusive remedy of a person who incurs injury, death, or loss to person or property as a result of a violation of this section.

Amended by 128th General Assembly File No. 9, HB 1, § 101.01, eff. 7/17/2009.

Effective Date: 04-08-2004; 06-30-2005; 04-06-2007; 07-01-2007; 2008 HB562 06-24-2008

This section is set out twice. See also § [2921.13](#), as amended by 129th General Assembly File No. 29, HB 86, § 1, eff. 9/30/2011.

**2921.13 [Effective 9/30/2011] Falsification – in theft offense – to purchase firearm**

(A) No person shall knowingly make a false statement, or knowingly swear or affirm the truth of a false statement previously made, when any of the following applies:

- (1) The statement is made in any official proceeding.
- (2) The statement is made with purpose to incriminate another.
- (3) The statement is made with purpose to mislead a public official in performing the public official's official function.
- (4) The statement is made with purpose to secure the payment of unemployment compensation; Ohio works first; prevention, retention, and contingency benefits and services; disability financial assistance; retirement benefits; economic development assistance, as defined in section 9.66 of the Revised Code; or other benefits administered by a governmental agency or paid out of a public treasury.
- (5) The statement is made with purpose to secure the issuance by a governmental agency of a license, permit, authorization, certificate, registration, release, or provider agreement.
- (6) The statement is sworn or affirmed before a notary public or another person empowered to administer oaths.
- (7) The statement is in writing on or in connection with a report or return that is required or authorized by law.
- (8) The statement is in writing and is made with purpose to induce another to extend credit to or employ the offender, to confer any degree, diploma, certificate of attainment, award of excellence, or honor on the offender, or to extend to or bestow upon the offender any other valuable benefit or distinction, when the person to whom the statement is directed relies upon it to that person's detriment.
- (9) The statement is made with purpose to commit or facilitate the commission of a theft offense.
- (10) The statement is knowingly made to a probate court in connection with any action, proceeding, or other matter within its jurisdiction, either orally or in a written document, including, but not limited to, an application, petition, complaint, or other pleading, or an inventory, account, or report.
- (11) The statement is made on an account, form, record, stamp, label, or other writing that is required by law.
- (12) The statement is made in connection with the purchase of a firearm, as defined in section 2923.11 of the Revised Code, and in conjunction with the furnishing to the seller of the firearm of a

fictitious or altered driver's or commercial driver's license or permit, a fictitious or altered identification card, or any other document that contains false information about the purchaser's identity.

(13) The statement is made in a document or instrument of writing that purports to be a judgment, lien, or claim of indebtedness and is filed or recorded with the secretary of state, a county recorder, or the clerk of a court of record.

(14) The statement is made in an application filed with a county sheriff pursuant to section 2923.125 of the Revised Code in order to obtain or renew a license to carry a concealed handgun or is made in an affidavit submitted to a county sheriff to obtain a temporary emergency license to carry a concealed handgun under section 2923.1213 of the Revised Code.

(15) The statement is required under section 5743.71 of the Revised Code in connection with the person's purchase of cigarettes or tobacco products in a delivery sale.

(B) No person, in connection with the purchase of a firearm, as defined in section 2923.11 of the Revised Code, shall knowingly furnish to the seller of the firearm a fictitious or altered driver's or commercial driver's license or permit, a fictitious or altered identification card, or any other document that contains false information about the purchaser's identity.

(C) No person, in an attempt to obtain a license to carry a concealed handgun under section 2923.125 of the Revised Code, shall knowingly present to a sheriff a fictitious or altered document that purports to be certification of the person's competence in handling a handgun as described in division (B)(3) of section 2923.125 of the Revised Code.

(D) It is no defense to a charge under division (A)(6) of this section that the oath or affirmation was administered or taken in an irregular manner.

(E) If contradictory statements relating to the same fact are made by the offender within the period of the statute of limitations for falsification, it is not necessary for the prosecution to prove which statement was false but only that one or the other was false.

(F)(1) Whoever violates division (A)(1), (2), (3), (4), (5), (6), (7), (8), (10), (11), (13), or (15) of this section is guilty of falsification, a misdemeanor of the first degree.

(2) Whoever violates division (A)(9) of this section is guilty of falsification in a theft offense. Except as otherwise provided in this division, falsification in a theft offense is a misdemeanor of the first degree. If the value of the property or services stolen is one thousand dollars or more and is less than seven thousand five hundred dollars, falsification in a theft offense is a felony of the fifth degree. If the value of the property or services stolen is seven thousand five hundred dollars or more and is less than one hundred fifty thousand dollars, falsification in a theft offense is a felony of the fourth degree. If the value of the property or services stolen is one hundred fifty thousand dollars or more, falsification in a theft offense is a felony of the third degree.

(3) Whoever violates division (A)(12) or (B) of this section is guilty of falsification to purchase a firearm, a felony of the fifth degree.

(4) Whoever violates division (A)(14) or (C) of this section is guilty of falsification to obtain a concealed handgun license, a felony of the fourth degree.

(G) A person who violates this section is liable in a civil action to any person harmed by the violation for injury, death, or loss to person or property incurred as a result of the commission of the offense and for reasonable attorney's fees, court costs, and other expenses incurred as a result of prosecuting the civil action commenced under this division. A civil action under this division is not the exclusive remedy of a person who incurs injury, death, or loss to person or property as a result of a violation of this section.

Amended by 129th General Assembly File No. 29, HB 86, § 1, eff. 9/30/2011.

Amended by 128th General Assembly File No. 9, HB 1, § 101.01, eff. 7/17/2009.

Effective Date: 04-08-2004; 06-30-2005; 04-06-2007; 07-01-2007; 2008 HB562 06-24-2008

See 129th General Assembly File No. 29, HB 86, §4.

This section is set out twice. See also § [2921.13](#), effective until 9/30/2011.

## **1533.91 Nonresident licenses or permits - reciprocal agreements.**

The chief of the division of wildlife, upon approval of the wildlife council and the attorney general, may enter into agreements with the appropriate officials of one or more states, whereby the chief will issue nonresident fishing licenses, hunting licenses, and hunting and fur taker permits to residents of other party states for the fees charged Ohio residents, and Ohio residents may obtain nonresident licenses in other party states for the fees that are charged residents of those states.

Effective Date: 10-20-1994

Mar-18-10 08:01am From-ODNR DEPUTY DIRECTOR

614-265-6820

T-124 P.02/06 F-295



## Customer Purchase History

Date Range: 01/01/2006 - 03/17/2010

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Customer: WOOLEY, TRAVIS R

Location: 1076 OLD SPRINGFIELD PIKE XENIA, OH 45385

Date of Birth: [REDACTED]

License Type	License Number / Transaction Number	Original License Number	License Status	Purchase Date
100 RES ANN FISH	031007120070608112641 / 031007120070608112640			06/08/2007

Total purchases for this customer: 1

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Total number of customers reported:



## Customer Purchase History

Date Range: 01/01/2006 - 03/17/2010

Customer: SPRINKLE, DAN J

Location: 1076 OLD SPRINGFIELD PIKE XENIA, OH 45385

Date of Birth: [REDACTED]

License Type	License Number / Transaction Number	Original License Number	License Status	Purchase Date
100 RES ANN FISH	031007120070608112509 / 031007120070608112507			06/08/2007

Total purchases for this customer: 1

Total number of customers reported: 1



### Customer Purchase History

Date Range: 01/01/2006 - 03/17/2010

Customer: WOOLEY, TRAVIS R

Location: 1076 OLD SPRINGFIELD PIKE XENIA, OH 45385

Date of Birth: [REDACTED]

License Type	License Number / Transaction Number	Original License Number	License Status	Purchase Date
200 RES ANN HUNT	031007120061222121817 / 031007120061222121807			12/22/2006
300 DEER PERMIT	031007120061222121808 / 031007120061222121807			12/22/2006

Total purchases for this customer: 2

Total number of customers reported: 1



## Customer Purchase History

Date Range: 01/01/1990 - 03/17/2010

Customer: WOOLEY, T

Location: [REDACTED]

Date of Blrth: [REDACTED]

License Type	License Number / Transaction Number	Original License Number	License Status	Purchase Date
110 NR ANN FISH	062029119990802143227 /			08/02/1999
	062029119990802143225			

Total purchases for this customer: 1

Total number of customers reported: 1



## Customer Purchase History

Date Range: 01/01/1990 - 03/17/2010

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Customer: SPRINKLE, DAN J

Location: [REDACTED]

Date of Birth: [REDACTED]

License Type	License Number / Transaction Number	Original License Number	License Status	Purchase Date
110 NR ANN FISH	072012120030608113218 / 072012120030608113216			06/08/2003

*Total purchases for this customer: 1*

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*Total number of customers reported: 1*



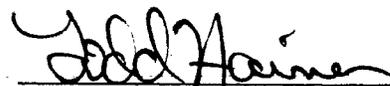
**MEMORANDUM**  
**Division of Wildlife**  
*District Five*

To: Aaron Ireland, Wildlife Officer  
From:  Todd Haines, District 5 Manager  
Date: October 7, 2008  
Subject: VERBAL REPRIMAND

You are hereby issued a verbal reprimand for failure of good behavior. Specifically, you assisted an out-of-state wildlife officer in obtaining a resident ~~hunting~~ *Fishing* license in 2007. Although you had supervisor guidance to do so, this was against Division of Wildlife directive and should not be repeated again in the future.

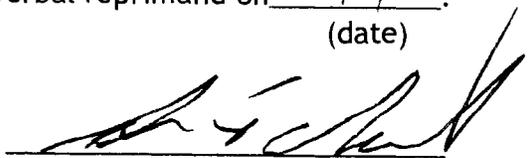
This memo will serve as a verbal reprimand and will be placed in your personnel file for a period of twelve (12) months and then removed, if there has been no subsequent discipline imposed during that period.

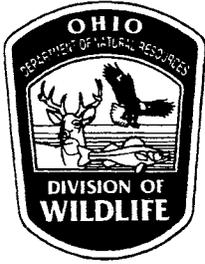
It will also serve as a warning, in the case of future violations, more severe discipline may be administered.

  
Todd Haines, District 5 Manager

TH/mm  
cc: R. Miller  
S. Ward-Tackett  
File

I, Aaron Ireland, acknowledge receipt of this verbal reprimand on 10/8/08.  
(date)

  
Aaron Ireland, Wildlife Officer



**MEMORANDUM**  
**Division of Wildlife**  
*District Five*

To: Josh Zientek, Wildlife Officer  
From: *TH* Todd Haines, District 5 Manager  
Date: October 7, 2008  
Subject: VERBAL REPRIMAND

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You are hereby issued a verbal reprimand for failure of good behavior. Specifically, you assisted an out-of-state wildlife officer in obtaining a resident *Fishing* hunting license in 2007. Although you had supervisor guidance to do so, this was against Division of Wildlife directive and should not be repeated again in the future.

This memo will serve as a verbal reprimand and will be placed in your personnel file for a period of twelve (12) months and then removed, if there has been no subsequent discipline imposed during that period.

It will also serve as a warning, in the case of future violations, more severe discipline may be administered.

Handwritten signature of Todd Haines in cursive.

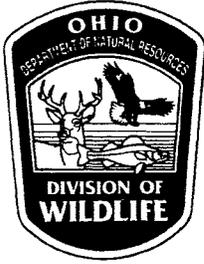
Todd Haines, District 5 Manager

TH/mm

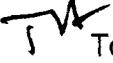
cc: R. Miller  
S. Ward-Tackett  
File

I, Josh Zientek, acknowledge receipt of this verbal reprimand on 10/8/08.  
(date)

Handwritten signature of Josh Zientek in cursive.  
Josh Zientek, Wildlife Officer



**MEMORANDUM**  
**Division of Wildlife**  
*District Five*

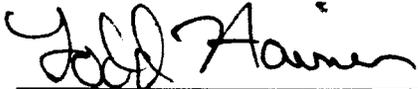
**To:** Allan Wright, Wildlife Officer  
**From:**  Todd Haines, District 5 Manager  
**Date:** September 18, 2008  
**Subject:** VERBAL REPRIMAND

---

You are hereby issued a verbal reprimand for failure of good behavior. Specifically, you assisted an out-of-state wildlife officer in obtaining a resident hunting license in 2006. Although you had supervisor guidance to do so, this was against Division of Wildlife directive and should not be repeated again in the future.

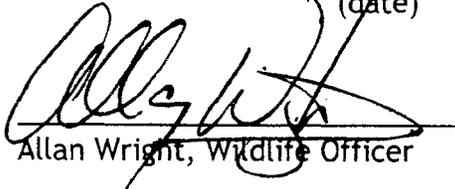
This memo will serve as a verbal reprimand and will be placed in your personnel file for a period of twelve (12) months and then removed, if there has been no subsequent discipline imposed during that period.

It will also serve as a warning, in the case of future violations, more severe discipline may be administered.

  
Todd Haines, District 5 Manager

TH/mm  
cc: R. Miller  
S. Ward-Tackett  
File

I, Allan Wright, acknowledge receipt of this verbal reprimand on 18-SEPT-08  
(date)

  
Allan Wright, Wildlife Officer



**MEMORANDUM**  
***Division of Wildlife***  
***Administration***

**To:** Bret Benack, Labor Relations Administrator  
**From:** David M. Graham, Chief *DMG*  
**Date:** October 14, 2008  
**Subject:** Verbal Reprimand for Aaron Ireland, Wildlife Officer

---

Please see that the attached notation of a verbal reprimand is placed in Wildlife Officer Aaron Ireland's official personnel file located at the Department's Office of Human Resources.

DMG:ka

Enclosure

cc: R. Miller, S. Ward-Tackett, T. Haines, FOP Labor Council



**MEMORANDUM**  
***Division of Wildlife***  
***Administration***

To: Bret Benack, Labor Relations Administrator  
From: David M. Graham, Chief   
Date: October 14, 2008  
Subject: Verbal Reprimand for Joshua Zientek, Wildlife Officer

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Please see that the attached notation of a verbal reprimand is placed in Wildlife Officer Josh Zientek's official personnel file located at the Department's Office of Human Resources.

DMG:ka

Enclosure

cc: R. Miller, S. Ward-Tackett, T. Haines, FOP Labor Council



# MEMORANDUM

## *ODNR-Division of Wildlife Administration*

**To:** All Division of Wildlife Personnel  
**From:** David M. Graham, Chief  
**Date:** March 14, 2008  
**Subject:** Hunting, Fishing and Trapping outside the State of Ohio

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Division of Wildlife employees frequently take the opportunity to hunt, fish and trap in states other than Ohio. These opportunities provide the chance to pursue species or cruise habitats we may not find in the Buckeye State, as well as providing a different perspective in these recreational pursuits. These activities occur through the employee's use of their own time and resources.

However, all employees are to be advised that they must purchase the appropriate non-resident license/permit(s) in any state to be legally engaged in the pursuit of fish or wildlife. Any employee purchasing a resident license in another state will be held personally and professionally responsible for their actions.

DMG/taw



# MEMORANDUM

## *Division of Wildlife*

### *Administration*

**To:** Division of Wildlife Employees  
**From:** David M. Graham, Chief  
**Date:** October 1, 2008  
**Subject:** Hunting and Fishing Licenses and Permit Reciprocity

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The Ohio Division of Wildlife has always encouraged our staff to participate in hunting, fishing, trapping and other wildlife related recreation, whether in state or out of state. We have also urged our employees to interact with peers from other natural resource agencies. These various perspectives provide different viewpoints, a better understanding of our constituents, and a greater appreciation for our Division.

While the Division encourages this interaction, we want our employee's conduct to be beyond reproach. It is our expectation that our employees, whether in-state or out-of-state, follow the proper licensing requirements of the natural resource agency. As a result, Wildlife employees are not permitted to accept free or discounted hunting, fishing, trapping or other wildlife related licenses and permits from other natural resource agencies even if it is permitted by their state. Secondly, we understand that many of you have friends from other natural resource agencies that come to Ohio to enjoy our great hunting and fishing. Unfortunately, the Division is not able to provide any free or discounted hunting, fishing, trapping or other wildlife related licenses and permits to your friends. As such, they must follow the same guidelines, rules, and regulations as any other out-of-state patrons.

We hope you will continue to promote Ohio's outstanding hunting and fishing opportunities to your friends. We also want you to continue to enjoy the many wildlife related opportunities provided in other states. Please let us know if you have any questions.

DMG/taw



**TED STRICKLAND**  
GOVERNOR  
STATE OF OHIO

TO: **Department / Agency Directors and Chief Legal Counsels**  
FROM: Kent Markus  
Chief Legal Counsel  
DATE: October 11, 2007  
SUBJECT: Procedures for Notification of Employee Wrongdoing and/or Suspected Illegal Activity

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The purpose of this Memorandum is to set forth the procedures to be followed when illegal activity and/or wrongdoing by any state employee or official is suspected. This policy sets forth the procedures for processing such matters and provides for the careful, expeditious handling of all allegations and claims made against state employees. The procedure does not affect the rights and obligations set forth in any Collective Bargaining Agreement and/or any Statutory Notification Requirements. Any questions concerning the application of the procedures described below to a particular situation should be directed to:

Jose A. Torres  
Deputy Legal Counsel  
Office of the Governor  
77 South High Street, 30<sup>th</sup> Floor  
Columbus, OH 43215  
614.644.0095  
[Jose.Torres@governor.ohio.gov](mailto:Jose.Torres@governor.ohio.gov)

I. Definitions:

- “Department” as used in this Memorandum shall include all agencies, offices, boards, commissions and similar entities directly responsible to the Governor, and/or whose members are appointed by the Governor.
- “Director” as used in this Memorandum shall include all directors or other heads of any department and their designees.

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- “Illegal Activity” as used in this Memorandum includes fraud, theft, assault and other violations of local, state and/or federal law, including violations of state ethics laws, committed or in the process of being committed, by a state employee on any property owned or leased by the state or during the course of executing official duties.
- “Wrongdoing” as used in this Memorandum includes a serious act or omission, committed by a state employee on any property owned or leased by the state or during the course of executing official duties. Wrongdoing is conduct that is not in accordance with standards of proper governmental conduct and which tends to subvert the process of government, including, but not limited, to gross violations of departmental or agency policies and procedures, executive orders, and acts of mismanagement, serious abuses of time, and other serious misconduct. For purposes of this reporting procedure, wrongdoing does not include illegal or suspected illegal activity. Likewise, wrongdoing does not include activity that is most appropriately handled through the department’s human resources personnel.
- “Chief Legal Counsel” as used in this Memorandum includes the Chief Legal Counsel at each of the departments and their designees.
- “Director of Public Safety” as used in this Memorandum includes his/her designee.

**II. Emergency Procedure:**

1. Whenever it appears that any alleged illegal activity was 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 preserve evidence, the State Highway Patrol’s Office of Investigative Services should be the first police agency to be notified. No employee will be disciplined if the call is made to 911 instead of the Highway Patrol number. However, a faster response will be received in many cases by calling the State Highway Patrol first.
2. In central Ohio, the State Highway Patrol should be called at (614) 752-0234 during normal business hours. After hours, call (614) 466-2660. In other areas of the state, reports should be directed to the local State Highway Patrol post. Attached is the list of local State Highway Patrol posts addresses and telephone numbers. A trooper will be dispatched to start an investigation. An Illegal Activity written notice, as outlined in section III, shall also be prepared and submitted.
3. If an emergency procedure is not necessary, the procedure outlined in Section III should be used instead.

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**III. Illegal Activity Procedure:**

1. Any state employee that becomes aware of suspected non-emergency illegal activity shall immediately notify the Director or the Chief Legal Counsel of the department for which the reporting employee works.
2. Although the departments and agencies are reminded of their duty to comply with the whistleblower statutes Ohio R.C. § 124.341 and Ohio R.C. §4113.52, employees who report conduct that they believe is illegal or unethical should have a reasonable factual basis for believing that improper activities have occurred, and should provide as much specific information as possible to allow for proper assessment of the nature, extent, and urgency of the incident.
3. When a Director or Chief Legal Counsel of a department is notified or becomes aware of suspected or alleged illegal activity by any employee, the Director or the Chief Legal Counsel of the department shall notify the Chief Legal Counsel to the Governor and the Director of the Ohio Department of Public Safety as soon as possible in writing. To the extent possible, said written notice shall include:
  - a. Activity believed to be illegal
  - b. What action/investigation, if any, has been taken by the department
  - c. Where the activity occurred
  - d. Name of the person to be investigated
  - e. Time frame in which the activity is believed to have occurred
  - f. How and when the agency learned of the activity
  - g. Agency contact person

Attached is an example of the suggested format for this notification

4. Upon the receipt of a written notice of suspected illegal activity, the Director of the Ohio Department of Public Safety and the Chief Legal Counsel to the Governor will confer to determine how to proceed with the investigation. The Director of the Ohio Department of Public Safety and the Chief Legal Counsel to the Governor will involve the Inspector General, the State Highway Patrol, the Ethics Commission, the State Auditor and/or any other law enforcement authority deemed appropriate. The Director of the Ohio Department of Public Safety or the

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Chief Legal Counsel to the Governor will notify the reporting department of this action.

5. Because a criminal investigation may be necessary, the department in question should not conduct an internal investigation unless and until specifically directed to do so by the Chief Legal Counsel to the Governor or the Director of the Ohio Department of Public Safety. Administrative inquiries must give way to criminal investigations and no one suspected of illegal activity should be approached, disciplined or placed on administrative leave without clearance from the office of the Chief Legal Counsel to the Governor or the Director of the Ohio Department of Public Safety.

**IV. Serious Wrongdoing Procedure:**

1. Whenever any state employee becomes aware of wrongdoing by any state employee, that employee shall immediately notify the Director or the Chief Legal Counsel of the department for which the reporting employee works. The notification may be either oral or written.
2. When a Director or Chief Legal Counsel of a department becomes aware of suspected wrongdoing by any employee, the Office of the Inspector General should be contacted directly, as soon as possible. To the extent possible, said written notice shall include:
  - a. Alleged Wrongdoing
  - b. What action/investigation, if any, has been taken by the department
  - c. Where the activity occurred
  - d. Name of the person to be investigated
  - e. Time frame in which the activity is believed to have occurred
  - f. How and when the agency learned of the activity
  - g. Agency contact person

Attached is an example of the suggested format for this notification

3. If appropriate, the Inspector General will then initiate an investigation or will involve The State Highway Patrol, the Ethics Commission, the State Auditor and/or any other law enforcement authority deemed appropriate.

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4. A copy of the written notification shall be sent to the Chief Legal Counsel to the Governor and the Director of the Ohio Department of Public Safety.

**V. Additional Procedures:**

1. Any reporting employee may also contact the Inspector General and file a written complaint or file a complaint using the Inspector General's anonymous hotline at (800) 686-1525 in the case of wrongdoing or non-emergency illegal activity.
2. If the Governor or any member of his immediate staff, a Department Director and/or Chief Legal Counsel, is suspected of illegal activity or wrongdoing, the Inspector General should be contacted directly. The Inspector General will then initiate the appropriate investigation.
3. The normal procedure for notification to the Chief Legal Counsel to the Governor or the Director of the Ohio Department of Public Safety is suspended in the cases covered by Section V.2.

**VI. Designations**

1. Kent Markus has designated Deputy Legal Counsel, Jose A. Torres, to receive all communications on his behalf with respect to this memorandum.
2. Any Director or Chief Legal Counsel who delegates responsibilities under this Memorandum to a designee, should inform the Director of Public Safety and Jose A. Torres.

**VII. Record Keeping:**

1. The reporting department shall keep a record of the cases reported by the department. To the extent possible, this record should include an updated status of the investigation. The investigating entity shall notify the Director of Public Safety, the Chief Legal Counsel to the Governor and the reporting department when the illegal activity investigation is completed.
2. All records pertaining to an active investigation are confidential law enforcement investigatory records pursuant to R.C. § 149.43 (A)(1)(h).

**CONFIDENTIAL MEMORANDUM**

To: Henry Guzman, Director  
Ohio Department of Public Safety

Jose A. Torres, Deputy Legal Counsel to the Governor  
Office of the Governor

From: (Director or Chief Legal Counsel)

Date:

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

---

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

**CONFIDENTIAL MEMORANDUM**

To: **Thomas P. Charles, C.I.G. -- Inspector General**  
Office of the Inspector General

CC: Henry Guzman, Director  
Ohio Department of Public Safety

Jose A. Torres, Deputy Legal Counsel to the Governor  
Office of the Governor

From: (Director or Chief Legal Counsel)

Date:

Subject: Notification of Employee Suspected Wrongdoing (Department Case Number, if any)

---

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



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Ohio Department of Natural Resources

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## SUSPECTED ILLEGAL ACTIVITY POLICY

**Effective** December 5, 1999

**Purpose** To inform all ODNR employees of their responsibility to report suspected illegal activity at the workplace; to outline a notification process that is consistent with the Governor's Office and the Office of Chief Legal Counsel for the Governor guidelines.

**Authority** [Governor's Policy for Responding to Illegal Activity with State Departments dated April 12, 1999](#)

**Reference** [ODNR Administrative Leave Directive](#)

**Resource** Department Law Enforcement Administrator; Chief Legal Counsel

It is important to the success of this policy implementation that several inter-related key issues are understood at the outset.

1. In order to encourage reporting, the supervisory chain of command will be bypassed. Individuals reporting illegal activity may remain anonymous.
2. All allegations of illegal activity will be logged and reported to the Governors Chief Legal Counsel by the Department's Law Enforcement Administrator, and followed by the appropriate action in a timely manner.
3. Information and case updates will be shared to the fullest extent possible between Administrative and Criminal Investigations as well as the Departments and Governors Chief Legal Counsels Offices and that of other investigative agencies.

### I. Notification

1. Allegations or suspicions of illegal activity on the part of a state employee on state time or on a state facility:
  - a. Employees who become aware of such activity shall report it to the Director. The Department Law Enforcement Administrator will be the Directors designee to receive and process these reports. Notice may be in person, by phone, or mail.
  - b. There shall be no policy or directive requiring a division or section employee to report such notification to his superior or others in his chain of command. The Department Law Enforcement Administrator will determine if and when this is to be done.
2. Allegations of illegal activity on state facilities including Central Office complex, not involving a state employee. (Theft, breaking and entering, assault etc.)

#### Procedure

Notify the Department Law Enforcement Administrator. Contact ODNR through the DNR radio room. If the Department Law Enforcement Administrator is unavailable contact OSP.

- Notify the State Highway Patrol.
- It is the intention of this procedure to have every theft or property loss, regardless of the value or owner of the property, that occurs on state property to be reported first through the Patrol, and not to any local agency or building security. Notification of a supervisor following the Patrol is in order in these instances.

Exceptions: Departmental divisions and the Department's Law Enforcement Administrator with statutory enforcement authority and commissioned peace officers will continue to investigate and bring to close any criminal activity as before. An investigation that discloses a state employee to be involved will be elevated to the Department Law Enforcement Administrator per Sec. I A of this policy.

- Field Offices contact local post.

- Offices in Franklin County contact 752-5389 or 466-2660.

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- **II. Notification of the Governors Chief Legal Counsel**

- This policy is not intended to circumvent the civil rights of state employees or the procedures set forth in the Ohio civil service laws, department policies, or collective bargaining agreements. Due to the nature of some situations, employees may be placed on Administrative Leave with Pay or be reassigned to another work location pursuant to applicable departmental policies and collective bargaining agreements.
  1. The Departments Law Enforcement Administrator shall be responsible for the notification of the Governors Office of the Chief Legal Counsel regarding allegations of criminal activity.
  2. Notification will follow the format supplied by the Governors Policy.
  3. Notification will be under one of four subject headings:
    - a. Request for Criminal Investigation by the State Highway Patrol.
    - b. Notification of an Administrative Investigation that may involve illegal activity.
    - c. Notification of criminal activity being investigated by ODNR officers.
    - d. Request for referral to Inspector General, Ethics Commission, or State Auditor.
  4. The Department's Law Enforcement Administrator will maintain communication with the Departments and Governors Office of Chief Legal Counsel and State Highway Patrols Office of Criminal Investigations to include Monthly Case Summary and written notice of case status change.
  5. The Governors Office of Chief Legal Counsel shall retain the option of elevating and/or re-assigning any such investigation being conducted by ODNR officers to the State Highway Patrol.
  6. Investigations being conducted by ODNR will be assigned immediately and conducted in a timely manner. Administrative Investigations will only be delayed if going forward would hamper the criminal investigation. The decision to delay will be based on discussion between the Governors Chief Legal Counsel and the investigating agencies.
  7. Non-interview investigatory information regarding illegal activity will be shared with criminal investigators as will any information *not* protected under a Garrity Warning. Employees may be questioned administratively regarding information gained in a criminal investigation and responses may be used to take administrative action.
  8. All correspondence, requests, recommendations, and inquires with regard to these investigations will be directed to the Department Law Enforcement Administrator. In the absence of the Department Law Enforcement Administrator contact the Deputy Director of the affected division.

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Ohio Department of Natural Resources - Disciplinary Policy

Help for HR Professionals 

## DISCIPLINARY POLICY- PROCEDURE

[Jobs](#)

[Benefits](#) **Effective**

February 1, 2008

[Education](#) **Purpose**

To outline general guidelines regarding disciplinary action taken against exempt and non-exempt employees.

[Policy Manual](#)

**Authority**

ORC 124.34  
OAC 123:1-31-01, et seq.  
OCSEA Article 24  
FOP Article 19

[Forms](#)

[State HR Links](#)

[HR Home](#) **Reference**

State Personnel Board of Review  
OAC 124  
OCSEA Article 25  
FOP Article 20  
Minimum Fitness Standards Directive

**Resource**

Department labor relations officers, Division/Office personnel coordinators

### GENERAL

Employees of the Ohio Department of Natural Resources (ODNR) should maintain high standards of behavior, conduct, and work performance befitting the trust and responsibility imposed on them as public servants. Employees who fail to abide by standards established herein may be subject to appropriate disciplinary action initiated in accordance with ORC Section 124.34, Department of Natural Resources policies, the Collective Bargaining Agreements or any other appropriate procedures governing discipline. When implementing discipline as corrective action, each ODNR Division/Office shall undertake disciplinary measures for the purpose of correcting an offending employee's inappropriate conduct.

Conviction of a felony is a separate basis for reduction in pay or position, suspending or removing an employee, even if the employee has already been reduced in pay or position, suspended or removed for the same conduct that is the basis of the felony

### RESPONSIBILITIES

Supervisors are responsible for the appropriate and consistent application of the work rules, policies, procedures and directives of the Department and/or laws of the State of Ohio. Supervisors are also responsible for initiating the request for disciplinary action as soon as they are aware of a potential situation.

Employees are responsible for complying with and adhering to all work rules, policies, procedures and directives of the Department and/or laws of the State of Ohio. Employees are expected to conduct themselves in a manner both on and off duty that does not adversely affect the ability of the employee to perform the duties of their position. (i.e. Nexus). Illegal conduct on the part of any employee, whether on or off duty, is not only unlawful, but reflects poorly on the integrity of the Department and betrays public trust.

In the event any ODNR employee is convicted of any felony the employee shall within ten (10) days, notify the ODNR Labor Relations Office. Failure to notify the Labor Relations Office may subject the employee to discipline up to and including removal.

**FORMS OF DISCIPLINE**

**Reprimands**

Oral Reprimand - Memorandum to the employee with a copy to the Labor Relations Office and corresponding Union (if appropriate) documenting the nature of the oral admonishment. The memorandum should include the time, date and nature of the violation in addition to the proper course of behavior and future consequences if the behavior is not corrected.

Written Reprimand - Memorandum to the employee with a copy to the Labor Relations Office and corresponding Union (if appropriate) documenting the nature of the written admonishment. The memorandum should include the time, date and nature of the violation in addition to the proper course of behavior and future consequences if the behavior is not corrected.

**Suspensions**

Suspension - Loss of scheduled work day without pay.

Working Suspension - Used in lieu of suspension for any violation covered by this policy. A working suspension possesses the same effect as a suspension without pay for purposes of progressive discipline; however, the employee is required to report to work as normally scheduled and is paid for all hours worked.

Fine (five days or less) - Used in lieu of a suspension for any violation covered by the policy. Fines are calculated according to the guidelines established by the Ohio Department of Administrative Services and promulgated by the Office of Collective Bargaining.

Leave Reduction - Used in lieu of suspension for any violation covered by this policy. Rather than have the employee serve the suspension or have a fine deducted, the employer may offer the employee the option of utilizing his/her accrued personal, vacation and/or compensatory leave hours.

**Reduction/Demotion/Removal**

Reduction of one step - An employee may receive a step reduction as a form of progressive discipline. This form of discipline shall only be imposed as an alternative to termination and shall not interfere with the employee's normal step anniversary.

Demotion - Movement of an employee from one position to a vacant position which is assigned to a different classification and a lower pay range or lower salary where pay ranges do not exist.

Removal - Involuntary termination of employment from ODNR.

**DISCIPLINARY GUIDELINES**

Disciplinary actions should be imposed with the intent of giving the employee the opportunity to correct his/her behavior. If such correction does not occur, the level of discipline should become more severe. Certain offenses, by their nature, may warrant more severe disciplinary action up to and including removal, irrespective of issuance of prior discipline.

The following list of offenses and their penalties is a guideline. Other factors considered in applying the appropriate penalty for an infraction include but are not limited to the severity of the offense, the employee's disciplinary record and mitigating or aggravating circumstances. For progressive discipline purposes, the infraction/discipline does not require an offending employee violate the same/similar rule infraction. This list of offenses and their penalties is merely illustrative and is not meant to be all inclusive. The form of discipline listed with these offenses only provides a suggested range of appropriate action. Other forms of discipline may be utilized if deemed more appropriate.

A.	Insubordination	1st Offense	2nd Offense	3rd Offense	4th Offense
	1. Refusal to carry out a work assignment.	Oral-Suspension	Suspension	Removal	
	2. Willful disobedience of a direct order by a superior.	Suspension-Removal	Removal		
	3. Failure to follow the written policies of the Director/Division/Office.	Oral-Suspension	Suspension – Removal	Removal	
B.	Dishonesty	1st Offense	2nd Offense	3rd Offense	4th Offense
	1. Dishonesty.	Suspension-Removal	Removal		
	2. Willfully falsifying any official document.	Written-Removal	Removal		
	3. Intentional misuse of federal or state funds.	Suspension-Removal	Removal		
	4. Accepting bribes in course of carrying out assigned duties.	Removal			

	5. Theft.	Removal			
C.	Neglect of Duty	1st Offense	2nd Offense	3rd Offense	4th Offense
	1. Neglect of Duty-Minor.	Oral-Written	Suspension	Suspension-Removal	Removal
	2. Neglect of Duty-Major-Endangers life, property or public safety.	Suspension-Removal	Removal		
	3. Sleeping on duty.	Written-Suspension	Suspension	Removal	
	4. Exercising poor judgment.	Written-Suspension	Suspension	Suspension-Removal	Removal
	5. Failure to perform the duties of the position or perform at sub-standard levels. (e.g. continue to not meet performance standards)	Written-Removal	Suspension-Removal	Removal	
	6. Reporting to work under the influence of any intoxicant (alcohol or illegal drug), other than required for medical reasons.	Suspension-Removal	Removal		
	7. Failure to pass an alcohol or drug test.	Removal			
	8. Commission of acts that impair or compromise the ability to carry out his/her duties as a public employee effectively, (e.g. allowing licensure to expire, be suspended or revoked; failing to obtain or renew certification licenses, etc.).	Written-Removal	Suspension-Removal	Removal	
	9. Failure of supervisor to discipline employee (s) as provided in this policy.	Oral-Removal	Suspension-Removal	Removal	
D.	Failure of Good Behavior	1st Offense	2nd Offense	3rd Offense	4th Offense
	1. Failure of good behavior.	Oral-Removal	Suspension-Removal	Removal	
	2. Engage in disruptive or abusive acts/language toward an employee or member of the general public.	Oral-Suspension	Suspension-Removal	Removal	
	3. Intentional acts of discrimination or insult on the basis of race, color, sex (including sexual harassment) age, religion, national origin, sexual orientation or disability.	Oral-Suspension	Suspension-Removal	Removal	
	4. Misuse of and/or carelessness with state property and equipment. (e.g. phones, fax machines, keys, internet service, installation of software)	Oral-Removal	Suspension-Removal	Suspension-Removal	Removal
	5. Unauthorized use of a state vehicle.	Written-Suspension	Suspension-Removal	Removal	
	6. Misuse of state vehicle including violation of traffic code.	Oral-Suspension	Suspension-Removal	Suspension-Removal	Removal
	7. Immoral or indecent conduct.	Written-Removal	Suspension-Removal	Removal	
	8. Engaging in political activities as prohibited by Ohio Revised code 124.57.	Suspension-Removal	Removal		
	9. Strike or threaten physical harm to another employee or the public or commit any act that constitutes workplace violence.	Suspension-Removal	Removal		
	10. Leave work area without permission of supervisor.	Oral-Written	Written-Suspension	Suspension	Removal

	11. Deliberate destruction, damage and/or theft of state property, property of visitors to department facilities or property of another employee during working hours.	Minor	Suspension-Removal	Removal		
		Major	Removal			
	12. Participation in a work stoppage, strike, sit out, or any other activity that would interfere with the operation of a department facility, installation or program.		Suspension-Removal	Removal		
	13. Participation in an illegal strike (non-exempt employees only)		Removal			
	14. Any felony conviction.		Suspension-Removal			
	15. Violation of Ohio Revised Code Section 124.34.	Discipline shall be commensurate with the offense.				
	16. Post or display offensive, abusive or obscene material.		Oral-Suspension	Suspension-Removal	Removal	
	17. Engage in unauthorized soliciting or collection of money or circulation of petitions while on the job or on State property.		Oral-Suspension	Written-Removal	Suspension-Removal	Removal
	18. Engage in employment (including self-employment) that may constitute a conflict of interest.		Suspension-Removal	Removal		
	19. Violation of Ohio Ethics Laws and related statutes ORC 102 and 2921.		Suspension-Removal	Removal		
	20. Intentional misuse or disclosure of confidential information or material.		Written-Removal	Removal		
E.	Attendance		1st Offense	2nd Offense	3rd Offense	4th Offense
	1. Absence without official leave (AWOL)					
	a. Less than a day.		Oral	Suspension	Removal	
	b. Between one day & three (3) days		Suspension	Suspension-Removal	Removal	
	c. Four (4) days or more.		Removal			
	2. Unexcused tardiness (over four (4) times in a ninety (90) day period.		Oral-Written	Written-Suspension	Suspension	Removal
	3. Misuse of approved leave.		Oral-Removal	Suspension-Removal	Removal	
	4. Failure to return from an approved leave of absence.		Suspension-Removal	Removal		
	5. Leave work area or extend a break or lunch period without authorization.		Oral-Written	Written-Suspension	Suspension	Removal
	6. Fail to timely notify supervisor or designee of absence or tardiness (one-half hour after start time).		Oral-Written	Written-Suspension	Suspension	Removal

Commissioned Officers Only (Including plain clothes officers)

A.	Law Enforcement	1st Offense	2nd Offense	3rd Offense	4th Offense
	1. Violation of Uniformed Officer's Code of Conduct	Oral-Removal	Suspension-Removal	Removal	
	2. Leaving firearm unattended	Written-Suspension	Removal		

3. Loss of firearm through negligence—Includes loss of firearm used specifically for training purposes	Suspension-Removal	Removal		
4. Failure to properly safeguard firearm while not on duty, causing injury or death to another person	Suspension-Removal	Removal		
5. Possession of unauthorized weapons in addition to or in the place of authorized weapons while on duty	Suspension	Suspension-Removal	Removal	
6. Use of unauthorized ammunition	Written-Suspension	Suspension-Removal	Removal	
7. Failure to report removal of firearm from holster	Oral-Suspension	Suspension-Removal	Removal	
8. Removal of firearm from holster without just cause	Suspension-Removal	Removal		
9. Failure to report discharge of firearm for any reason except qualifications firing practice or competition	Oral-Written	Suspension	Removal	
10. Discharge weapon without just cause	Suspension-Removal	Suspension-Removal	Removal	
11. Failure to qualify with firearm after authorized retrain/retest program	Oral-Written	Suspension	Removal	
12. Firearms negligence	Written-Removal	Suspension-Removal	Removal	
13. Failure to meet the requirements of the ODNR Minimum Fitness Standard Directive	Removal			