

STATE OF OHIO  
OFFICE OF THE INSPECTOR GENERAL

RANDALL J. MEYER, INSPECTOR GENERAL

REPORT OF  
INVESTIGATION



AGENCY: OHIO DEPARTMENT OF JOB AND FAMILY SERVICES  
FILE ID NO.: 2015-CA00045  
DATE OF REPORT: APRIL 21, 2016

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Randall J. Meyer  
Ohio Inspector General



STATE OF OHIO

# OFFICE OF THE INSPECTOR GENERAL

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RANDALL J. MEYER, INSPECTOR GENERAL

## REPORT OF INVESTIGATION

**FILE ID NUMBER:** 2015-CA00045

**SUBJECT NAME:** Robert Lucks

**POSITION:** Disabled Veterans Outreach Specialist

**AGENCY:** Ohio Department of Job and Family Services

**BASIS FOR INVESTIGATION:** Referral by ODJFS Office of Chief Inspector

**ALLEGATIONS:** Failure to Comply with State Law and/or Regulations;  
Failure to Comply with State or Departmental Rules, Procedures, or Policies;  
Misuse or Abuse of State Property or Equipment;  
and Criminal Conduct.

**INITIATED:** August 21, 2015

**DATE OF REPORT:** April 21, 2016

## **INITIAL ALLEGATION AND COMPLAINT SUMMARY**

On August 21, 2015, the Office of the Ohio Inspector General was notified that the Ohio Department of Job and Family Services (ODJFS) had received an allegation from the United States Army Criminal Investigation Command (USACIC). The allegation involved ODJFS employee Robert Lucks and the Guard Recruiting Assistance Program (G-RAP). In the allegation, Lucks was, "... suspected of using his position to defraud the G-RAP and received \$21,000 in bonuses he was not entitled to between 2008 and 2011." Lucks was, at the time, employed as an ODJFS Veterans Workforce Services Department Disabled Veterans Outreach Specialist.<sup>1</sup>

This investigation was conducted jointly by the Office of the Ohio Inspector General, the ODJFS Chief Inspector's Office, the United States Army Criminal Investigation Command, and the United States Department of Labor.

## **BACKGROUND**

The Ohio Department of Job and Family Services (ODJFS) is responsible for developing and overseeing adoption, child care, child and adult protective services, child support, public assistance, unemployment compensation and workforce development programs. Most of these programs are supervised by ODJFS with county and other local agencies administering the programs. The majority of the programs are federally mandated and funded. The director of ODJFS is appointed by the governor and confirmed by the Ohio Senate. The Ohio Department of Job and Family Services is funded through general revenue funds, federal funds, and fees for services performed.

The ODJFS Veterans Workforce Services Department offers employment and training services to assist veterans and eligible spouses with educational or economical disadvantages who have not been able to obtain employment through basic OhioMeansJobs services. ODJFS has placed trained disabled veterans outreach specialists (DVOS) at various locations throughout Ohio to provide these services.<sup>2</sup>

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<sup>1</sup> Lucks resigned effective October 30, 2015.

<sup>2</sup> Source is [www.jfs.ohio.gov](http://www.jfs.ohio.gov).

### *OhioMeansJobs Centers*

The Workforce Investment Act is a federal job training program to induce businesses to participate in the delivery of workforce development services. This program is overseen, on the federal level, by the U.S. Department of Labor, and on the state level, by ODJFS. The ODJFS Office of Workforce Development supports the Ohio Workforce Investment Associations who operate the OhioMeansJobs centers throughout Ohio in partnership with local and state agencies. Each OhioMeansJobs center location provides job seekers "... resource rooms with access to computers, office equipment, job-related workshops, supportive services, individual training accounts, and other activities."<sup>3</sup>

OhioMeansJobs of Stark and Tuscarawas Counties (OMJ) consists of Northeast Ohio organizations working together to "... address the needs of both job seekers and employers" and providing training centers to connect job seekers with employers. OMJ operates two locations to provide these services; one in Canton, Ohio, and another site in New Philadelphia, Ohio.<sup>4</sup>

OMJ uses the G\*STARS computer system to document customer interactions. The G\*STARS computer system stores each customer's profile, access record, employment history, services requested or provided, and visits to the identified OMJ office.

### *Robert Lucks*

ODJFS hired Robert Lucks on June 25, 2007,<sup>5</sup> as a disabled veterans outreach specialist. Lucks' position description stated his job duties included, but were not limited to, providing intensive services such as assessments, case management, job, and training referrals; coordinating institutional training using grant funds for disabled veterans and other eligible individuals; operating a personal computer to enter, update, and retrieve customer registration, referral, placement, and report data; and assisting veterans using computers at his assigned location. Lucks was assigned to the OhioMeansJobs in Stark and Tuscarawas Counties,<sup>6</sup> located in New Philadelphia, Ohio. To fulfill his job responsibilities, Lucks had access to the Ohio Workforce

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<sup>3</sup> Source is [www.jfs.ohio.gov](http://www.jfs.ohio.gov).

<sup>4</sup> Source is [www.eswork.com](http://www.eswork.com).

<sup>5</sup> Lucks completed his job application, Supplemental Employment Agreement, and Nepotism Statement for this position on May 8, 2007.

<sup>6</sup> Formerly known as the Office of Local Operations/Tuscarawas County One-Stop.

Case Management System. This system stores a customer's personal, demographical, veteran, referral, and job seeker information entered by ODJFS employees and customer's information received from other ODJFS and OMJ computer systems.

Additionally, Lucks was approved by the National Guard Recruiting Assistance Program (G-RAP) to work as an active recruiting assistant on June 4, 2007.

#### *National Guard Recruiting Assistance Program (G-RAP)*

The National Guard Recruiting Assistance Program (G-RAP) was designed to offer federally-funded recruiting referral bonuses to eligible individuals, known as recruiting assistants, to recruit other individuals to serve in the Army or Air National Guard. Individuals applying for the recruiting assistant position submitted their application electronically using the Document and Packaging Broker, Inc.<sup>7</sup> (Docupak) website. Upon acceptance into the program, the recruiting assistant was required to complete a mandatory training program.

To nominate a potential soldier, the recruiting assistant entered the name, Social Security number, and other personally identifiable information of the potential soldier being referred for recruitment. For each nominated potential soldier listed under this program, the recruiting assistant received a bonus each time certain steps are completed by the potential soldier. Docupak deposited the earned bonuses directly into the recruiting assistant's designated bank account.

#### *Relevant Statutes and Policies*

In response to a report of investigation issued by the Office of the Ohio Inspector General, the Ohio General Assembly passed House Bill 648, establishing Section 1347.15 of the Ohio Revised Code. This section defines "Confidential Personal Information" and identifies what personal information is not to be considered as a public record. Common examples of confidential personal information (CPI) protected by this section include an individual's Social Security number, driver's license number, medical records, and records whose release is

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<sup>7</sup> The National Guard bureau entered into a contract in 2005 with Document and Packaging Broker, Inc. (Docupak) to administer G-RAP.

prohibited by state or federal law. Possible ramifications for an employee violating this code section by improperly accessing or releasing CPI range from administrative action to criminal charges and being permanently prohibited from state employment.

This section also mandates that all state agencies, excluding the judiciary and state-assisted institutions of higher-learning, develop and adopt agency rules regarding the access of CPI that is maintained by the agency. The law specifies several requirements that agencies must incorporate into their rules concerning the handling of CPI, including but not limited to: a defined criteria used to determine an employee's level of access to CPI and a list of the valid reasons as to when employees are permitted to access CPI; a procedure for logging and recording employee access to CPI and the requirement that a password or other authentication must be used to access CPI stored electronically; that agencies designate an employee to serve as the data privacy point-of-contact who ensures that CPI is properly protected; the requirement that agencies must provide on demand to an individual, a detailed listing of all CPI maintained by that agency concerning that individual, unless the CPI relates to an investigation; and a policy that requires agencies to notify individuals whose CPI has been accessed for an invalid reason.

Ohio Revised Code §1347.15 also requires all applicable state agencies to establish a training program for all employees who access, or who supervise employees who access, or who authorize employees to access, confidential personal information, so that all employees are made aware of all statutes, rules, and policies governing access to such information.

Ohio Revised Code §4141.21 states, except as provided in §4141.162 and subject to §4141.43, ... the information maintained by the director of job and family services or furnished to the director by employers or employees pursuant to this chapter is for the exclusive use and information of the department of job and family services in the discharge of its duties and shall not be open to the public... .

Ohio Administrative Code §5101:9-22-15(E) provides that, "... Any person authorized to access, maintain, or use a personal information system shall take reasonable precautions to protect

personal information in the system from unauthorized modification, destruction, use, or disclosure.”

ODJFS adopted IPP.3925 Data Access Policy to address the requirements of these sections. ([Exhibit 1](#)) This investigation also involved a review of the ODJFS Standards of Employee Conduct ([Exhibit 2](#)); Computer and Information Systems Usage ([Exhibit 3](#)); Code of Responsibility ([Exhibit 4](#)); and Outside Employment ([Exhibit 5](#)).

### **INVESTIGATIVE SUMMARY**

On August 26, 2015, the Office of the Ohio Inspector General met with a special agent from the United States Army Criminal Investigation Command (USACIC). The USACIC special agent informed investigators that between November 1, 2007, and January 9, 2012, Lucks nominated 77 soldiers for the Guard Recruiting Assistance Program (G-RAP) and received payments totaling \$21,000 for 12 of the 77 nominations. An internal preliminary investigation was opened to review Lucks’ 77 nominations, and four potential soldiers were subsequently interviewed regarding their involvement in G-RAP. The USACIC special agent explained that three of the four potential soldiers stated that they were unaware that Lucks had nominated them for G-RAP. In addition, three potential soldiers said they did not provide their personally identifiable information (PII)<sup>8</sup> to Lucks. The USACIC special agent noted that Lucks was procedurally required to obtain the potential soldiers’ personal information directly from them and also their consent to use this information prior to nominating them for G-RAP.

During the investigation, the USACIC special agent provided investigators with copies of Lucks’ Docupak data which included an overview tab, notes, payment history, nomination history, Internet Protocol (IP) activity, and the IP Resolution Report. In addition, G-RAP training materials effective in December 2005, November 2007, January 2011, and December 2011, were also provided to investigators for review. The USACIC special agent noted that the G-RAP training materials define and describe recruiting assistant duties and responsibilities. These duties and responsibilities involve recruiting potential soldiers from their “sphere of influence”; prequalifying the potential soldiers; answering standardized survey questions about the potential

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<sup>8</sup> Also known as confidential personal information (CPI).

soldiers; facilitating meetings for the potential soldiers with local recruiters and retention non-commissioned officers; and engaging in a mentor relationship until the potential soldier enlisted.

### *Outside Employment*

On May 8, 2007, Lucks submitted to ODJFS a completed Ohio Civil Service application stating that he had retired from the United States Army. Docupak records show that Lucks was pre-approved by G-RAP to work as a G-RAP recruiting assistant on May 29, 2007, in training as of May 31, 2007, and that he became an active G-RAP recruiting assistant on June 4, 2007. Each of these dates are prior to June 18, 2007, the date when ODJFS sent a notification letter to Lucks stating that he had been hired as a disabled veterans outreach specialist, effective June 25, 2007. During a review of Lucks' responses to the Docupak survey questions for 10 potential soldiers, investigators discovered that for seven of the 10 potential soldiers interviewed, Lucks had responded to one question stating that he had met the soldiers at his "civilian job." No evidence was found to show that Lucks notified his supervisor or other ODJFS employees of his secondary employment with Docupak.

### *Misuse of ODJFS Resources*

ODJFS IPP.003 Standards of Employee Conduct Section VI(B)(2)(a) provides that "... all government property, including but not limited to automobiles, supplies, equipment, telephones, computer hardware, computer software, electronic mail, ODJFS information systems, internet usage, and facilities are to be used for official purposes only, unless otherwise stated."

The USACIC special agent provided investigators with the IP addresses used by Lucks to access the Docupak website. ODJFS identified which of the IP addresses used by Lucks were assigned to the department. ODJFS also provided the approved flex-work schedule for Lucks, and the reported actual hours worked by Lucks for the period from June 25, 2007, through January 31, 2012, the last month of Lucks' G-RAP activity. An analysis of the records revealed that Lucks, while working at the OMJ New Philadelphia location, accessed the Docupak website 488 times during his documented flex schedule workday and 26 times during his flex schedule lunch period. Further analysis showed that Lucks also accessed the Docupak website a total of 261

times using ODJFS-assigned IP addresses. ODJFS representatives stated only ODJFS employees have access to the identified IP addresses.

#### *G-RAP Payments*

ODJFS IPP.0003 Standards of Employee Conduct Section IV(B)(5) provides that employees "... shall not have a direct or indirect financial interest or other interest that conflicts or appears to conflict with one's government duties and responsibilities." On June 26, 2007, Lucks signed Form JFS-07078 Code of Responsibility ([Exhibit 6](#)) acknowledging that he would not "... seek to benefit personally or permit others to benefit personally by any confidential information to which has come to me by virtue of my work assignment."

Documentation provided by the USACIC special agent showed that Lucks received federally-funded G-RAP bonuses totaling \$18,000 for nine potential soldiers who had visited the OMJ New Philadelphia location on the same day he had nominated them. In addition, Lucks received a \$1,000 G-RAP bonus for one potential soldier who visited the OMJ New Philadelphia location six days prior to Lucks nominating him for G-RAP; a \$1,000 payment for a potential soldier who was an ODJFS customer prior to the G-RAP nomination date; and another \$1,000 for another potential soldier who was not an ODJFS or OMJ customer. In each instance, the payments were deposited directly into Lucks' personal bank account.

#### *Unauthorized Use of CPI*

ODJFS IPP.3925 Data Access Policy Section VI. (B) provides:

... in general, any access to and use of CPI that is collected and maintained by ODJFS is strictly limited to those purposes authorized by ODJFS, and as directly related to the system user's official job duties and work assignments for, and on behalf of, ODJFS and/or a federal oversight agency.

As an ODJFS employee, Lucks was required to comply with ODJFS IPP.3922 Code of Responsibility ([Exhibit 4](#)), and completed and signed JFS Form 07078 Code of Responsibility on June 26, 2007, ([Exhibit 6](#)) acknowledging that he would not:

- Make or permit unauthorized uses of any information in hard copy or computer files maintained by ODJFS.
- Exhibit or divulge the contents of any record to any person except in the conduct of my work assignment or in accordance with the policies of ODJFS.

Upon submission of this form, ODJFS granted Lucks access to the Ohio Workforce Case Management System with the ability to view and edit confidential customer data.

The USACIC special agent reported to investigators that he had conducted telephone interviews with 10 potential soldiers to discuss their interactions with Lucks. The USACIC special agent stated that nine of the 10 potential soldiers said that they did not recall providing Lucks with their personally identifiable information, were not aware that anyone had nominated them for G-RAP purposes, and were not aware that anyone had received a bonus for their enlistment. Additionally, one potential soldier noted that he did provide his personally identifiable information to Lucks; however, he had specified to Lucks that the information was to be used for employment purposes only, not for G-RAP. Another potential soldier believed that a friend, not Lucks, nominated her for G-RAP and received a bonus.

Further analysis of the records provided by the USACIC special agent and ODJFS revealed that 65 of the 77 potential soldiers nominated by Lucks were also ODJFS customers. In addition, investigators discovered 58 potential soldiers who had visited the OMJ New Philadelphia location on or within a few weeks of Lucks nominating them for G-RAP purposes.

#### *Interview with Robert Lucks*

On October 14, 2015, investigators from the Office of the Ohio Inspector General and the United States Army Criminal Investigation Command (USACIC) interviewed Lucks. Lucks explained that his job responsibilities involved accessing the Ohio Workforce Case Management System to assist veterans and talking to those interested in the military. When meeting with a customer referred to him by OMJ or ODJFS, Lucks stated that he obtained their military discharge papers, a copy of their driver's license, and their resume. Lucks explained that he assisted the customer in resolving employment barriers and finding employment. When not meeting with referred

customers, Lucks stated he assisted the OMJ staff at the front desk answering questions, taking phone calls, and other miscellaneous tasks. In addition to assisting the OMJ staff at the front desk, OMJ Resource Center Supervisor Lori Douglas told investigators on October 21, 2015, that she recalled Lucks assisting other non-veteran customers in OMJ's Resource Room when the OMJ was short-staffed.

Lucks claimed that he had applied for and became a G-RAP recruiting assistant after he had started at ODJFS.<sup>9</sup> Once he was accepted as a recruiting assistant, Lucks recalled that there was training available on the Docupak website that described a recruiting assistant's duties and responsibilities. However, Lucks could not recall if he had submitted an acknowledgement that he had completed the website training. As a recruiting assistant, Lucks stated that he spoke to individuals about the military and if they were interested, he provided them with a recruiter's name and telephone number. Lucks stated that he did not attend any meetings between the nominated potential soldiers and the recruiters. Lucks noted he did not believe he mentored any of the potential soldiers during this process, although mentoring was his responsibility as a recruiting assistant.

Lucks recalled that he had nominated eight to 10 potential soldiers and entered their personal information into G-RAP using the Docupak website. Lucks was unable to recall entering responses to answer potential soldiers' survey questions. However, investigators reminded Lucks that he responded to a G-RAP survey question regarding how he met the recruits with the response that he had met them through his civilian employment. Lucks stated that the civilian employment he was referencing was his ODJFS position. Lucks further explained that he answered the question that way "... if they came in and talked to me."

Lucks said that the recruiting assistant position was "... just helping guys get back in the military" and that he was fairly certain he met most of the potential soldiers he nominated while working for ODJFS. Lucks admitted he received a few bonuses and that the bonuses were direct deposited into his personal bank account. Lucks did not recall discussing G-RAP or that he was

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<sup>9</sup> Records show that Lucks applied for and was approved as a recruiting assistant prior to his June 25, 2007, ODJFS start date.

a recruiting assistant with his coworkers or supervisors, and did not consider his recruiting assistant duties as outside employment. Lucks initially stated that, "... I wasn't in it for, for the money," but later told investigators that he was "... trying to make some extra money for his family."

Investigators reminded Lucks of the form (JFS-07078) he had signed on June 25, 2007, in which he acknowledged that he would "... not seek to benefit personally or permit others to benefit personally by any confidential information to which has come to me by virtue of my work assignment." Lucks responded, "... I breached it, I guess." Lucks was also questioned why he should be compensated by the Army for doing something that was part of his position at ODJFS. Lucks responded, "... It was a perk. It was just, you know, another perk that I took advantage of."

Lucks explained that he would "sometimes" nominate the potential soldiers while at work. Lucks recalled using his personal laptop and Verizon mobile hotspot at lunchtime or break time to nominate potential soldiers. Investigators then asked Lucks whether he nominated potential soldiers during the work day. Lucks replied that all of his website accesses were during breaks and stated that, "... I'm not doing it during duty hours." Lucks was unable to recall whether he used ODJFS' computers to nominate the individuals, but acknowledged that he may have done so. Investigators informed Lucks that a comparison of his ODJFS flex work schedule with the dates and times of when he accessed the Docupak website showed he was usually at work for ODJFS when entering the nominations. Lucks then reiterated that the nominations were entered "... probably during a break."

Investigators asked Lucks how he obtained potential soldiers' personal identifying information used to nominate them for G-RAP. Lucks replied, "... they probably gave it to me" and that he "... probably wrote it down on a piece of paper." Lucks further explained that sometimes he probably had the G\*STARS intake sheet to reference and that sometimes he wrote the information down in a notebook.

During the interview, Lucks also told investigators that he received a “courtesy copy” of the G\*STARS intake form from OMJ front desk staff. In some instances, Lucks stated that he had requested a copy of the G\*STARS intake form. Lucks explained that the G\*STARS intake form documented the customer’s name, address, phone number, email, education level, and family members. Lucks noted that he preferred to use a copy of the G\*STARS intake form because “...it’s basically more information on that veteran” and helped Lucks in performing his job duties.

Investigators then informed Lucks that the 10 potential soldiers interviewed stated that they were unaware that he had nominated them for G-RAP; that they had not given him permission to use their information for the nomination; and that none of the potential soldiers were aware that Lucks would receive a bonus in the event a nominee joined the National Guard. Lucks was also told by investigators that 50 of the 77 nominations occurred on the same date the potential soldiers were at the OMJ New Philadelphia location and that 15 potential soldiers requested to meet with Lucks on the same day Lucks nominated them for recruitment.

Investigators again asked Lucks how he obtained the potential soldiers’ personal identifying information. Lucks replied that he “... had to have talked to them. Otherwise, how would I get their information? I’m not gonna go in and start pulling information.”

Lucks admitted later in the interview that he obtained the potential soldier’s personal identifying information while he was working for ODJFS. Lucks also acknowledged that using information obtained as an ODJFS employee to enter into the Docupak website for G-RAP had “... nothing to do with JFS.” Lucks denied using the Ohio Workforce Case Management System to obtain this information. However, Lucks told investigators later in the interview that he “... probably had their paperwork in front of me” when entering the potential soldiers’ personal identifying information into the Docupak website.

Lucks was asked whether he told any of the potential soldiers that he was going to nominate them for G-RAP and that if the potential soldier enlisted, that he (Lucks) was going to receive a bonus. Lucks explained that when he was working with a potential soldier to find a job, he asked

about the potential soldier's interest in continuing their military service. Lucks believed that he informed the potential soldiers about G-RAP during these conversations. Lucks replied that he believed that he told the potential soldiers that he was entering them into G-RAP and knew he did so because he took their information. Lucks explained that he did not inform the potential soldiers about the bonus because, "... then most of them probably want some of the money."

When reminded by investigators that the 10 potential soldiers interviewed stated they were unaware they had been nominated for G-RAP, or that he (Lucks) had received a bonus for their nominations, Lucks replied, "... if they're saying they didn't know, then I failed to tell them ...". Later in the interview, Lucks reiterated with investigators that he did discuss G-RAP with the potential soldiers, but could not recall whether he had asked permission to use their personal information for G-RAP purposes.

## **CONCLUSION**

On August 21, 2015, Ohio Department of Job and Family Services notified the Office of the Ohio Inspector General of an allegation that Disabled Veterans Outreach Specialist Robert Lucks was "... suspected of using his position to defraud the G-RAP [Guard Recruiting Assistance Program] and received \$21,000 in bonuses he was not entitled to between 2008 and 2011." It was alleged that Lucks had nominated 77 potential soldiers and received bonuses totaling \$21,000 for 12 nominated potential soldiers. Three potential soldiers, interviewed by the USACIC, were unaware that Lucks had used their personal identifying information for G-RAP purposes.

As an ODJFS employee, Lucks was required to comply with ODJFS IPP.3922 Code of Responsibility ([Exhibit 4](#)), and completed and signed JFS Form 07078 Code of Responsibility on June 26, 2007, ([Exhibit 6](#)) acknowledging that he would not:

- Make or permit unauthorized uses of any information in hard copy or computer files maintained by ODJFS.
- Exhibit or divulge the contents of any record to any person except in the conduct of my work assignment or in accordance with the policies of ODJFS.

- Seek to benefit personally or permit others to benefit personally by any confidential information to which has come to me by virtue of my work assignment.

During the course of the investigation, investigators discovered that Lucks nominated potential soldiers for G-RAP who were also ODJFS or OMJ customers and had visited the OMJ New Philadelphia location the same day or a few weeks prior to their nominations. Investigators also learned that 10 potential soldiers interviewed by the United States Army Criminal Investigation Command were unaware they had been nominated for G-RAP by Lucks, had not given Lucks permission to use their personal identifying information for G-RAP purposes, and were not informed by Lucks that he would receive a bonus for their nomination.

On October 14, 2015, the Office of the Ohio Inspector General and the USACIC interviewed Robert Lucks. Lucks told investigators that he applied for and became a G-RAP recruiting assistant after he was hired by ODJFS and that he did not consider his G-RAP position as outside employment. Lucks indicated that he met the “vast majority” of the potential soldiers that he nominated while working for ODJFS. Additionally, Lucks admitted to investigators that he had obtained potential soldiers’ personal identifying information while working for ODJFS and used the information to nominate the potential soldiers for G-RAP to earn bonuses. Lucks acknowledged that using the potential soldiers’ personal identifying information he had obtained as an ODJFS employee for G-RAP had “... nothing to do with JFS.” Investigators determined that \$21,000 in federally-funded G-RAP bonuses was electronically deposited into Lucks’ personal bank account.

In addition, the Office of the Ohio Inspector General determined Lucks violated ODJFS IPP.003 Standards of Employee Conduct Section VI(B)(2)(a) which provides ODJFS resources “... are to be used for official purposes only, unless otherwise stated.” by:

- Using his ODJFS computer to access the Docupak G-RAP website in 448 instances during his scheduled work day and additional 26 instances during his scheduled flex-time lunch period.

- Using an ODJFS Internet Protocol address to access the Docupak website in 261 instances to nominate a potential soldier for G-RAP or update his recruiting assistant notes.

This investigation also determined that Lucks' failure to complete a notification form or notify his supervisors to obtain pre-approval of his outside employment with Docupak as a recruiting assistant violated ODJFS' Outside Employment Policy.

**Accordingly, the Office of the Ohio Inspector General finds reasonable cause to believe wrongful acts or omissions occurred in these instances.**

On October 23, 2015, the Office of the Ohio Inspector General was notified by ODJFS representatives that Lucks had tendered his resignation, effective at the close of business on October 30, 2015.

On April 18, 2016, the Northern District of Ohio United States Attorney's Office filed a criminal information against Robert Lucks for one count of theft of governmental funds, a violation of Title 18, United States Code §641.

**RECOMMENDATION(S)**

The Office of the Ohio Inspector General makes the following recommendations and asks the director of the Ohio Department of Job and Family Services to respond within 60 days with a plan detailing how the recommendations will be implemented.

- 1) Determine whether ODJFS employees could benefit from additional or remedial training for the proper handling of and accessing of confidential personal information.
- 2) Determine whether employees could benefit from additional training of what activities are considered outside employment and the process for reporting such activities.

- 3) Determine whether the outside employment policy should be amended to require annual reporting of outside employment by employees to identify potential conflicts.

**REFERRAL(S)**

This report of investigation will be provided to the Ohio Ethics Commission for consideration.



STATE OF OHIO  
**OFFICE OF THE INSPECTOR GENERAL**

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RANDALL J. MEYER, INSPECTOR GENERAL

**NAME OF REPORT: Ohio Department of Job and Family Services**

**FILE ID #: 2015-CA00045**

**KEEPER OF RECORDS CERTIFICATION**

**This is a true and correct copy of the report which is required to be prepared by the Office of the Ohio Inspector General pursuant to Section 121.42 of the Ohio Revised Code.**

**Jill Jones**  
**KEEPER OF RECORDS**

**CERTIFIED**  
**April 21, 2016**

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