

<p style="text-align: center;">STATE OF OHIO</p>  <p style="text-align: center;">DEPARTMENT OF NATURAL RESOURCES</p>	<p>SUBJECT: Citizen Complaint and Investigation of Law Enforcement Misconduct</p>	<p>PAGE <u>1</u> of <u>2</u> PAGES</p>
	<p>RULE/CODE REFERENCE: ORC §1501.01</p>	<p>POLICY #DNR-OLE-0025</p>
	<p>PURPOSE: To provide guidelines and procedures for reviewing citizen complaints, conducting internal affairs investigations and initiating corrective and/or disciplinary action against commissioned personnel employed by the Ohio Department of Natural Resources.</p>	<p>SUPERSEDES: 12/01/2018</p>
	<p>AUTHORITY: ORC §1501.01 ODNR Director</p>	<p>EFFECTIVE DATE: 01/07/2019</p> <p>REVISION DATE: 11/01/2018</p> <p>APPROVER AND DATE: <i>JMM Lehner 1-3-2019</i></p>

This policy applies to all Ohio Department of Natural Resources (“ODNR”) commissioned officers, and in no way, supersedes the negotiated language in the applicable collective bargaining agreements.

I. DEFINITIONS:

TERM	DEFINITION
Officer	Any Ohio Department of Natural Resources employee who is commissioned as a law enforcement officer under Chapter 15 of the Ohio Revised Code. This applies to exempt and non-exempt commissioned officers that meet the requirement in “Commission Requirement – ODNR Directive.”
Department	The Ohio Department of Natural Resources and all the Divisions within.

II. CITIZEN COMPLAINT PROCESS:

When a complaint is received about/against an ODNR officer, it will be forwarded and reviewed by the Office of Law Enforcement pursuant to the Suspected Illegal Activity Policy (Policy #DNR-OLE-0025) to determine if the complaint is of a criminal nature. Complaints may be filed using one of the following methods:

1. By completing the on-line Citizen Complaint Form.
<http://ohiodnr.gov/contact/complaint-of-misconduct>
2. By calling the ODNR via its main line at 614-265-6817.
3. By sending in a written complaint to the ODNR located at 2045 Morse Road D2, Columbus, Ohio, 43229, Attention: Office of Law Enforcement.
4. In person at any public ODNR office or to the ODNR Office of Law Enforcement located at 2045 Morse Road D2, Columbus, Ohio, 43229.

III. INVESTIGATION PROCESS:

The non-criminal complaint will be reviewed by the Office of Law Enforcement, the Office of Human Resources, and the Office of Legal Services when warranted, to determine whether the incident requires investigation. If it is determined that an investigation is warranted, ODNR will assign the investigation to the appropriate supervisor/investigator who will complete the

investigation within 300 days, except in the event of a criminal investigation or prosecution, as designated by the applicable 2018-2021 FOP Collective Bargaining Agreement.

IV. DISCIPLINARY PROCESS / EMPLOYEE RIGHTS/SAFEGUARDS:

For more information, please review:

For any questions with regard to the ODNR practice and procedures when dealing with disciplinary matters, please see ODNR's Disciplinary Policy / Suspected Illegal Activity - <http://ohiodnr.gov/offices-programs/human-resources/policies-procedures> .

Fraternal Order of Police Collective Bargaining Agreement - <http://das.ohio.gov/Divisions/Collective-Bargaining/Labor-Relations-and-Contract-Administration/Bargaining-Contracts#FOP> (Specifically, Articles 18, 19, and 20 of the latest FOP Collective Bargaining Agreement, which discuss safeguards to protect the legal and contractual rights of the officer during an internal investigation.)

As with all ODNR policies, this policy and the accompanying complaint form can be found at: <http://ohiodnr.gov/offices-programs/human-resources/policies-procedures> or <http://ohiodnr.gov/lawenforcement>.

V. RESPONSIBILITIES:

POSITION OR OFFICE	RESPONSIBILITIES
Office of Human Resources	A. To process violations of the policy according to the disciplinary process and grid.
ODNR Division/Office Supervisors and Managers	A. To annually review policies for applicability and updates. B. Monitor workforce, ensure compliance, and report violations to Human Resources. C. Proactively communicate questions, concerns and issues to the appropriate contact listed below. D. Ensure employees have access to and successfully complete any necessary ELM training in a timely fashion.
Employee	A. Read and comply with policy. B. Proactively communicate questions, concerns and issues to the appropriate contact listed below. C. Complete all associated policy training in a timely fashion.

VI. CONTACTS:

SUBJECT	OFFICE	TELEPHONE	EMAIL/URL
Policy Issues	Office of Law Enforcement	(614) 265-6817	LawEnforcement@dnr.state.oh.us
	Office of Human Resources/Labor Relations	(614) 265-6981	Policy.Coordinator@dnr.state.oh.us