

Memorandum

TO: Arthur Angus
Jess Gundy

FROM: Robin Jean Davis *RJD*

RE: Check Out Procedure for WVSCA Vehicles

DATE: August 24, 2016

Could you please provide to me, in writing, the procedures and/or policies which you have implemented for all Court personnel and Justices in the recent past? It is my understanding that beginning in 2011, you began to maintain records regarding use of the State cars.

I have generally reviewed the State car use documents which you provided to me. Based upon my review, I have the following questions:

1. On many occasions for all vehicles, no destination was recorded. Why?
2. When a car is checked out, do you ask each person the destination?
3. Has any person or person(s) refused to provide you that information? If so, please state to me, in writing, that person or person(s), including any Justice on the WVSCA.

I realize that Arthur is on vacation and will not be returning to the office until Monday, August 29, 2016. If possible, I would like to have answers to these questions no later than Tuesday morning, August 30, 2016.

cc: Other Justices