



Oregon

Theodore R. Kulongoski, Governor

Department of Administrative Services

State Services Division - Risk Management

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MEMORANDUM

To: [AGENCY]
From: DAS Risk Management
Date: [REPORT DATE]
Subject: Notice of a Citizen Report

The attached citizen report is being forwarded to you for your investigation. Upon completion of your investigation, please respond to Risk Management with the following information:

1. Driver Information
 - a. Name:
 - b. State Employee: Yes No; If no, explain:
 - c. Valid Driver's License: Yes No; If no, explain.
 - d. Date of last defensive driving class:
 - e. Driving on official state business: Yes No; If no, explain.
 - f. Has the driver had previous driving-related complaints? Yes No; If yes, describe other complaints.
2. Findings of your investigation
3. Actions taken by the agency to prevent future Citizen Reports

We anticipate your response within 10 workdays of the above report date. Upon receiving this information, Risk Management will follow-up as needed with the agency or respond to the claimant with your findings and actions taken.

Thank you for your prompt attention to this matter.

cc: Report File