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2022 Continuing Professional Training – CPT
Agency reporting of CPT funds used

To: Law Enforcement Agency Administrators
From: Dwight Holcomb – Executive Director OPOTC/A
Date: January 28, 2022

Email Message:

HB 110 allows each qualifying law enforcement agency to receive a payment covering up to fifty percent of the base hourly pay for each peace officer included in their salary data submission for the time those officers are completing the required CPT. OPOTA/C staff have reviewed all of the salary data submitted by your agencies and have initiated distribution of those funds. In the next two weeks, each agency to whom funding has been awarded should receive that payment at the address provided in the workbook.

Salary data was received from 810 agencies by the December 2 statutory deadline. However, several thousand officers included in the workbooks we received were claimed by multiple agencies. When an officer was claimed by multiple agencies, AGO staff reviewed the submissions and removed the officer from one of the submissions pursuant to OAC 109:2-18-04(E). The agency who is required to maintain the CPT records under OAC 109:2-18-02(K) was selected to receive funding.

Additionally, some agencies included funding requests for vacant positions or for officers who had not yet passed the state certification examination as of January 1, 2022. HB 110 limited payment of funds to officers identified in the submissions as being appointed to an agency and subject to the 2022 CPT requirement. Requests for individuals who were not identified or had not yet passed the state certification exam as of January 1, 2022 were required to be removed.

In the near future the AGO will provide each agency who received funding, detailed information identifying exactly which officers your agency received funding for. HB 110 created certain record keeping and reporting obligations for law enforcement agencies who received this funding. Please see the attached guidance and watch for more information in the coming months.

Memo Content:

In the fall of 2021, more than 800 law enforcement agencies submitted salary data to the Attorney General (AGO) as required by HB 110. Agencies who submitted the required information by December 2, 2021 will soon be receiving a payment that can be used to cover some of the costs associated with providing CPT to the peace officers included on the agency's salary data submission.

HB 110 requires law enforcement agencies who receive this funding to report to the Attorney General's Office information about how those funds were used. HB 110 states in part:

(6) Each law enforcement agency that receives money under division (A)(4) of this section shall submit to the Attorney General, by the date specified by the Attorney General, a report that states the amount of money the agency received, how that money was used, when it was used, and any other information with respect to the use of the money that is required by the Attorney General. The Attorney General shall prepare a report that compiles the information in the reports received from law enforcement.

To be prepared to comply with the reporting requirements of HB 110, each law enforcement agency should, at a minimum maintain records of the following:

- The amount of CPT funds received by the agency from the AGO
- Records indicating how the funds were used
 - Were the funds used to pay the salary for each peace officer or trooper on the Salary Data Workbook while they were completing training?
 - If not, what were the funds used for?
- Dates reflecting when the funds were used
- CPT training topics each peace officer or trooper completed in 2022

Agencies may of course elect to compile additional information based on local needs.

Later this year the Attorney General's Office will be providing additional information regarding how and when to report this information. We appreciate the administrative burden HB 110's CPT "Pilot Program" places on everyone involved and will work to make compliance as easy as we can.
