



**MIKE DEWINE**

★ OHIO ATTORNEY GENERAL ★



Ohio  
Peace Officer Training Commission  
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**Ohio Peace Officer Training Commission**  
**Thursday, November 10, 2016**  
held at the  
**Ohio Peace Officer Training Academy**  
1650 State Route 56 SW  
London, Ohio 43140

**Minutes**

**I. Opening**

**A. Call to Order**

Chairperson Vernon Stanforth called the meeting to order at 10:01 a.m.  
Colonel Paul Pride led the Pledge of Allegiance.  
Ms. Donna Long called the Roll Call.

**Commission members present**

Chairperson Sheriff Vernon P. Stanforth  
Sheriff Michael Heldman  
Chief Kimberley Jacobs  
Colonel Paul Pride  
Mr. Stephen Schumaker

**Guests and Staff**

**Attorney General's Office**

Ms. Julia Brinksneider  
Mr. Brodi Conover  
Ms. Mary Davis  
Mr. James Burke  
Mr. Justin Hykes  
Ms. Donna Long  
Ms. Alice Robinson-Bond  
Ms. Lynnette Rodrigue  
Ms. Arienne Fauber  
Ms. Lori Wachtel  
Mr. Michael McGreevy

Attorney General's Office  
Attorney General's Office  
OPOTC Executive Director  
OPOTA Director of Advanced Training  
OPOTC Director of Administration  
OPOTC Staff/OPOTC Secretary  
OPOTC Deputy Director  
OPOTA Deputy Director  
OPOTC Staff  
OPOTC Staff  
OPOTC Staff

## Guests

Director John Burdette  
Captain Jeffrey Barnhardt  
Mr. Richard V. Clausen  
Captain Art Combest  
Director James Copeland  
Mr. Ernst Gergel  
Captain Lee Graf  
Mr. Mitch Houser  
Director Catherine Kieley  
Lieutenant David Matthews  
Mr. Bill McGee  
Mr. Chris Malson  
Mr. Robert Meader  
Director Kevin Reardon  
Mr. Jerry Snay  
Mr. Perry Tabak  
Mr. Paul R. Weber  
Mr. Matt Wells  
Commander Pete Willis

Washington State Community College  
Cleveland Heights Police Academy  
Kent State University Police Academy  
Ohio State Highway Patrol  
Tri-C Public Safety Institute  
Polaris Ranger Academy  
Springfield Police Department  
Euclid Police Department  
Kent State University  
Dayton Police Department  
Tri-C Public Safety Institute  
Dayton Police Department  
Columbus Police Department  
Center Ohio Technical College  
Stark State College  
Cuyahoga Falls Police Department  
Clark State Police Academy  
Department of Education  
Sinclair Community College

## II. Chairperson Report

**Sheriff Vernon Stanforth  
Chairperson**

Chairperson Stanforth welcomed the guests and asked those in attendance to introduce themselves and then moved for approval of the minutes.

### MOTION

**Chief Jacobs moved that the minutes of the September 8, 2016, meeting be approved. The motion was seconded by Sheriff Heldman. No discussion was forthcoming; a vote was taken and passed unanimously. Yes-5 / No-0**

Chairperson Stanforth thanked the commission and academy staff for all their hard work organizing and running the 2016 Ohio Attorney General's Law Enforcement Conference.

Chairperson Stanforth made the following changes to the 2017 committee assignments of the OPOTC members. Chief Jacobs will be the chairperson to the Curriculum Committee and Chief Harris will be the chairperson to the Legislative Committee. There was nothing further to report at this time, concluding the Chairperson report.

## III. Curriculum Committee

**Vacant  
Committee Chairperson**

Ms. Davis advised there was nothing new to report at this time. That concluded the Curriculum report.

#### IV. Legislative Committee

**Chief Kim Jacobs**  
**Committee Chairperson**

Committee Chairperson, Chief Jacobs stated there was nothing new to report at this time. That concluded the Legislative Committee report.

#### V. House Committee

**Colonel Paul Pride**  
**Committee Chairperson**

Committee Chairperson, Colonel Pride stated the House Committee met prior to this meeting. Two items were discussed for recommendations to be made to the full commission. The first item was the recommendation of the 2017 OPOTC Chairperson.

##### MOTION:

**Colonel Pride made the recommendation for the nomination of Sheriff Vernon Stanforth for the 2017 commission chairperson. The motion was seconded by Mr. Schumaker. Chairperson Stanforth abstained from the vote. After a brief discussion a vote was taken and passed unanimously. Yes-4 / No-0**

##### DISCUSSION:

**Chairperson Stanforth asked if there were any other nominations for the position of chair, hearing none a vote was taken.**

The second item was the recommendation of the 2017 calendar dates for the OPOTC meetings.

##### MOTION:

**Colonel Pride made the recommendation for the approval of the second Thursday of every other month beginning in the month of January as the 2017 meeting dates, with the scheduled start time to remain at 10:00 a.m. The motion was seconded by Mr. Schumaker. A vote was taken and passed unanimously. Yes-5 / No-0**

That concluded the House Committee report.

#### VI. Continuing Professional Training Committee

**Sheriff Michael Heldman**  
**Committee Chairperson**

At the September 8, 2016 meeting, the commission passed a motion to require 20 hours of CPT for 2017. There were discussions of the critical subject requirements for CPT reimbursement. After the meeting, additional discussions were held to propose alternative requirement for reimbursements. The proposed changes were presented to and approved by Attorney General DeWine. Executive Director Davis made the 2017 CPT announcement on, September 9, 2016.



In order for agencies to be eligible for the 2017 CPT reimbursement, officers must complete:

- Trauma Informed Policing, 6 hours
- Practical Application of Force, 4 hours
- Officer & Community Wellness, 4 hours
- Legal update, 2 hours

The first three subjects must be met by taking the OPOTA course or by qualified agency instructors presenting the OPOTA lesson plan. The legal update will be at the agency's discretion, with instructors and training meeting the administrative code requirements.

Additionally:

- General law enforcement training, 4 hours

This will be at the agency's discretion, with instructors and training meeting the administrative code requirements.

Executive Director Davis referenced (**Handout 1**), a pie chart, to give a visual update to the requirements. The critical subject mandatory lesson plans will be placed on OHLEG. Two of the three lesson plans which meet the requirements for agencies as mandated lesson plans are available now and the third will be available within the next few weeks.



**Question:** Mr. Meader asked if the third lesson plan would be a lesson plan on legal updates?

**Answer:** Ms. Davis stated, no, that a course regarding legal updates will be agency directed. There is no mandatory lesson plan to follow. If agencies don't have their own legal update lesson plans, there will be eOPOTA courses that can be used to satisfy the requirements.

**Question:** Mr. Meader asked if this was the vision going forward, especially in regards to use of force. In the years to come, will there be more of this?

**Comment:** Mr. Meader felt it was the shotgun approach as to the different subject matters, they have a regular schedule for which they train, and it gets them into a different sequence because there's so much that went into it. What is the vision of the committee looking to have a mandate from London or the State on use of force training going forward?

**Answer:** Ms. Davis stated the funding authority is who chooses the critical subjects for reimbursement. The future funding sources are unknown. However, the Attorney General's desire is to follow the advisory group's recommendations and to continue with use of force training. What it will look like in the future, is not known, but believes that for most agencies, use of force is one the normal subjects covered every year.



**Comment:** Mr. Meader responded they would want more control of subject matter; consulted, rather than informed of it.

**Response:** Ms. Davis recounted that at the last meeting it was discussed that 2017 CPT is more directed because of the advisory group another recommendation of quality control assurance. With the large group of agencies and officers in the State we don't have the infrastructure to ensure quality at that level. This year we went the route of pre-approvals. The process was not realistic for us or the field to get things approved in a timely manner. The next step, instead of the pre-approval is having a more directed training.



OHIO PEACE OFFICER TRAINING COMMISSION

Mr. Hykes pointed out the legislature mandated the 20 hours of training. Topics could be dependent upon what the legislature wants going forward as well.

**Question:** Commander McGee asked if the application process for delivering the training has been developed and is it on the website?

**Answer:** Ms. Davis stated for 2017 there will not be an application process; it will be back at the local level to assure the CPT requirements are met. We will not be requiring anything be submitted to OPOTC. We are giving the instruction that you either have your officers take our course or if you want, a certified instructor teaches the OPOTC course.

**Comment:** Commander McGee clarified that for the topics which are agency directed, as long as the instructors delivering the training are qualified under the administrative code requirements we would meet the CPT requirements.

**Response:** Ms. Davis responded yes, which is how it was prior to 2016.

**Question:** Commander Tabak asked if the six hour trauma informed policing is one of the courses their agency instructors can teach as long as they are using the mandatory OPOTA lesson plan?

**Answer:** Ms. Davis responded yes, the lesson plan can be downloaded and used by agency instructors.

Ms. Davis stated agencies who requested our curriculum this year are aware they were very large files, most included media and videos data. For 2017 we are providing links in the curriculum to a private YouTube channel for the media and video sections. This should help cut down on the large file sharing. Mr. Burke added this process will allow us to be able to include on the curriculum on OHLEG where everyone will have access to it. All the videos will be hyperlinked. The instructors can either click on them if they have internet connections in the training room or download them in advance so they can play them for the training. The work is nearly completed with the goal of availability by the end of November.

That concluded the Continuing Professional Training Committee report.

### Staff Reports

#### VII. Commission And Academy Updates

**Mary Davis**  
**Executive Director**

Ms. Davis took a moment to publicly thank all the staff; stating it takes months to prepare for the Law Enforcement Conference and the Awards Ceremony. Conference attendance was up by 150, and the staff pulled it off without a hitch.

After the conference Ms. Davis was invited to the International Association of Chiefs of Police (IACP) annual conference, in San Diego, to present with the Blue Courage developers and the Bureau of Justice Assistance (BJA). She also had the honor of being on the panel with the newly elected President of the IACP and an officer from San Diego. It was exciting to see the people interested in the concepts of the program. At the IACP Conference they played the Blue Courage video that Attorney General DeWine played at our Law Enforcement Conference. The

video was then played for the commissioners and guests. Ms. Davis also referred to a Blue Courage information card, which was included in their packets. **(Handout 2)**

Ms. Davis also shared that for 2017 CPT, one of the options is going to be 4, 1-hour courses on Blue Courage which will be available on eOPOTA. In December there will be a 2-day operator course, which is a user course, not the instructor course; but there are instructor courses scheduled in 2017.

Ms. Davis explained her reason for being at the IACP Conference was because of Ohio's state-wide Immersion initiative. We are still working on getting in the basic training curriculum and are in communication with other states; seeing what has worked and what hasn't. We are working with both closed and open enrollment academies to pilot it a couple different ways to infuse it into our basic training.

Ms. Davis provided an update on the status of the reappointments of Chief Jacobs and Sheriff Stanforth which are set to expire on November 19, 2016. We have received no inclinations that they will not be reappointed, they usually let it go down to the wire before making it official. Additionally, we have not received any feedback from the Governor's office about filling the member of the public seat and we are still pushing for the Department of Education seat to be filled.

As many are aware, Attorney General DeWine established an advisory group on vehicular pursuits. A copy of the report, just released, was given to each commissioner and can be found on the [Ohio Attorney General's website](#).

Ms. Davis wanted the commissioners and agencies in attendance to be aware of the report and know that we will be looking at this report as we review our driving curriculum; making sure we aren't missing anything and that we are in-line with the recommendations the commission feels comfortable with, if the curriculum was to change. Ms. Davis stated the analysis of the report and our curriculum has not been completed, but knowing the general concepts in the report, she feels comfortable our curriculum is in good shape.

Chairperson Stanforth asked if there was any other discussion. Hearing none, that concluded the Executive Director's report.

## VIII. Old Business

**Sheriff Vernon Stanforth  
Chairperson**

Chairperson Stanforth asked Ms. Robinson-Bond to discuss the review of Ohio law enforcement training. At the last commission meeting it was discussed taking the concept the advisory committee had recommended as far as increased oversight and minimum performance standards; and how to do this with a limited staff, and without an increase in budget. An option presented was the Commander Operational Review & Evaluation (C.O.R.E.) **(Handout 3)**, which formalized what was already being done with commanders. Previously, if great things were going on in academies it wasn't documented, but if there were issues that required technical assistance there would email correspondence. C.O.R.E consolidates documenting both positive and negatives into a standardized form. The field agents can make comments, certification officers can make comments, and the commanders can make comments. This allows us to see if

everything is going smoothly or if there are issues where we need to provide some additional attention as far as including a process for remediation and support where needed.

After meeting with a group of commanders, we agreed on the C.O.R.E. form which was provided to the commissioners. The process will be effective on January 1, 2017.

The completed form was sent out to all the commanders and chief executive officers a few weeks ago and we didn't receive a lot of comments back due to working with the commanders.

Mr. Hykes stated another part of meeting the spirit of the recommendations was a commander's course for new commanders as well as developing a renewal cycle for commanders. The commissioners received draft rules (**Handout 4**) 109:2-1-05 Approval of school commanders and (**Handout 5**) 109:2-3-04 Certification of commanders. These rules say that anyone becoming a commander after the effective date of these revisions would have to go complete a commander's course. The effective date would most likely be July 1, 2017. The other part of the rule would be a 5-year renewal cycle for commander certification. Within that time, commanders would be required to run a minimum of two basic training academies and complete 24 hours of training relevant to conducting and overseeing a training academy. This would be the same for private security as well.

Chief Jacobs asked how the 24 hours of training would be determined as relevant. Mr. Hykes responded it was left vague because it could cover many things. If you are a commander and you want to take some instructor courses to become an instructor to help your academy or take those courses so you can better evaluate the instructors you have in those topics, that could be relevant and we would be fine with that. You could take management or leadership courses, or budget courses; we wanted to leave it fairly open. Chief Jacobs asked if they would submit a form with the 24 hours of training they took. Mr. Hykes responded, yes, it would be very similar to the way the instructors currently renew now.

Chief Jacobs asked how the evaluation form would be used? Would it be for every course taught or every academy? Ms. Robinson-Bond responded it would be per academy, so that if things occurred during the course of the academy they could be added to the working document and then at the end be kept in the file for each academy.

Mr. Hykes stated no motion was necessary for the C.O.R.E. plan, but there would need to be a motion to make the administrative code changes. Ms. Davis clarified the code changes would establish the renewal cycle for commanders and also add a qualification to become a commander, which would be the commander course.

#### **MOTION:**

**Chief Jacobs made a motion to accept the changes to the draft rules. The motion was seconded by Sheriff Heldman. No discussion was brought forward; a vote was taken and passed unanimously. Y-5 / N-0**

That concluded the old business report.

#### **IX. New Business**

**Sheriff Vernon Stanforth  
Chairperson**

Chair Stanforth asked if there was any new business.



**Question:** Director Burdette asked what the reason was behind the change in the makeups from being able to go to the last day of the academy to now having to do them with 14 days of the occurred absence. When he runs a night academy, its 8-months and while he doesn't agree with waiting till the last day to do the makeups, he doesn't agree with having to complete them by the 14<sup>th</sup> day either. He uses Assistant Prosecutors who are busy people and may not be available to work the makeup into their schedules.

**Answer:** Ms. Davis stated the change, for the benefit of the academy and student, came about as something needed when there was an order of topics established. If we didn't have that 14-day concession, once a student missed a topic they would then be making up every other topic until the original makeup was completed, because they wouldn't be able to move forward.



**Question:** Director Burdette asked if it was determined that some other time period could not achieve the same result? Such as 28 days?

**Answer:** Ms. Davis provided that when we went to an order of topics, it was because some lesson plans make more sense if they are taught before others. When topics are presented and we don't want it to get so far out of order for the students that the lessons were ineffective. We didn't want to be so stringent, that you only had a week to work with the schedules, but we also didn't want them getting so far in the past that you may be covering topics with a student, that didn't really make sense to them because they didn't get that prerequisite topic first. We have worked with academies on a case by case basis if they have run into not being able to meet the requirement. Most of the times going a few days over on the makeups aren't even in conflict with the order of topics and leeway is granted.

**Comment:** Director Burdette stated he figured that OPOTA would work with them if an issue came up. He asked if language could be added to the rule that 14 days unless so approved by the executive director for an extension.

**Response:** Ms. Davis said they would look into that. Mr. Hykes stated it was actually just in the commanders' manual, we wouldn't have to do anything too official to add that in.



**Comment:** Mr. Meader commented they are getting ready to prepare for their next class, which begins in a few weeks. The scheduling of classes specific to the ORC sequence is problematic. Specifically for ORC which includes Chapters 2901-2923.

**Response:** Ms. Davis asked if he had reached out to anyone in Education and Policy section about his concern. He had not and she will have someone in Education and Policy section reach out to him.



Chairperson Stanforth asked if there was anything further under new business, with done forthcoming that concluded the New Business report.

## X. Guest Forum

**Sheriff Vernon Stanforth  
Chairperson**

Chair Stanforth asked if the guest had anything to discuss.



**Question:** Commander McGee asked a follow up question on CPT. For the lesson plans that are not being provided, on things that are agency directed, as long as there is a lesson plan in



place and the instructor who is teaching it meets the Administrative Code requirements for instructor, that would be considered an authorized training?

**Answer:** Ms. Davis responded yes, if that was what the agency wanted to do for those two legal and four general hours. There is no approval or follow-up process; it is fully upon the agency. The Administrative Rule has a 3 or 4 year requirement for CPT information to be retained in case of an audit; if audited, that would be the only follow-up.

Chairperson Stanforth sent out condolences to the family of Sheriff Cox of Miami County who passed away on November 9, 2016. Sheriff Cox had served since 1988.

With nothing further for discussion, that concluded the guest forum.

### **MOTION**

**Chief Jacobs moved to adjourn the meeting. Sheriff Heldman seconded the motion. A vote was taken and passed unanimously. Meeting adjourned. Y-5 / N-0**

Time: 10:50 a.m.

  
Chairperson, Vernon Stanforth

**These transcripts are not verbatim. Audio recordings are available upon request.**

# 2017 CPT



### Agency choice

- Instructor and content must meet OAC criteria
- OPOTA options:
  - eOPOTA – 4, 1-hour legal update series
  - Any traditional, webcast, or regional courses for general hours

### Mandatory OPOTA Lesson Plan or OPOTA Course

- Taught by Crisis Intervention Inst., CIT Inst., CISM Inst., or Gains Center Inst.
- OPOTA Options:
  - Taught by ODMHLAS staff and trainers
  - Provided monthly: twice regionally and once via live/webcast

### Mandatory OPOTA lesson plan or OPOTA “force” course

- Taught by subject control instructor
- OPOTA options:
  - Any “force” course
  - Provided monthly: 4, 4-hr regionals

### Mandatory Blue Courage or Procedural Justice & Police Legitimacy OPOTA lesson plan

- BC must be taught by trained Blue Courage instructor
- PJ & PL instructor must meet OAC criteria
- OPOTA options:
  - eOPOTA – 4, 1-hr Blue Courage courses
  - PJ&PL provided monthly: once live/webcast

Handout 1

HANDOUT 2

## Blue Courage®

*The Heart and Mind  
of the Guardian*



### Why Blue Courage?

Blue Courage is a transformational two-day leadership-development workshop designed for all levels of your organization. This revolutionary educational process is a holistic approach to developing law enforcement officers. It will touch hearts, awaken minds, and ignite spirits through dynamic presentations and learning processes. If your interest is self-improvement, increased engagement, stress-management, developing resilience, sparking culture change, and combating cynicism, while improving overall health and well-being, then Blue Courage is waiting for you to answer the call.



## What is Blue Courage?

Blue Courage is a way of being – a philosophy that inspires one to embody the noblest of character and unquestioned devotion. It is to flourish in all aspects of life, to act with practical wisdom, to exude vitality, and to hearten human connections.



### Topics to be covered

- Foundations:** Provides an introduction
- Police Culture:** Discusses the positive and negative
- Nobility of Policing:** Reminds us of the “why”
- Respect:** Discusses building trust
- Resilience/Hope:** Combats stress and fatigue
- Positive Psychology:** Redefines success
- Practical Wisdom:** Encourages critical thinking
- Health and Wellness:** Teaches routines for better health
- The Immortal Cop:** Protects our legacy



**Donna Long**

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**From:** Sheryl Shaw  
**Sent:** Tuesday, November 01, 2016 7:55 AM  
**Subject:** SF443unv - CORE (Commander Operational Review & Evaluation)  
**Attachments:** SF443unv - School Commander Operational Review Evaluation Eff 1-1-2017.PDF

Commanders and Academy CEO's,

Among other items, the Advisory Group on Law Enforcement Training recommended a holistic review of the basic peace officer academy training model, including increased oversight and minimum performance standards of the academies held throughout the state. As increasing compliance staff is not supported by our current budget, we sought a method where we could more easily document the things that an academy is doing well, and could more easily identify areas where technical support may be needed. These matters have always been examined informally, but in such a way that only matters of concern are regularly documented. We opted to find a way to standardize documented observations and include the things that the academies are doing well.

After much internal discussion, as well as meeting with a number of Commanders, CORE (Commander Operational Review & Evaluation) was developed. The process of using evaluations is widespread and effective as both a communication tool and evaluative process. It will be an easy-to-use tool, which will be populated in an on-going fashion throughout the course of the academy. At the conclusion of the academy, comments will be added by Compliance Officers, by Certification Officers, and by Commanders. It will document things that are going well in the academy, and will also include a process for remediation and support, where needed.

This process will go into effect with any schools that start on or after January 1, 2017.

*Alice Robinson-Bond*



Alice Robinson-Bond  
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**COMMANDER OPERATIONAL REVIEW & EVALUATION (CORE)**

Commander Name: (Last)	(First)	(MI)
School Name:		School/Class Number:

**OPOTC staff: Check appropriate boxes**

**S=Satisfactory**

**NI=Needs Improvement, generally acceptable but OPOTC technical assistance may be provided**

**U=Unsatisfactory, not acceptable and OPOTC technical assistance or commander remediation needed**

**NA=Not Applicable to this program**

**For “Unsatisfactory” and “Needs Improvement,”OPOTC staff will explain & initial in the Comments section. Attach appropriate documentation (Emails, inspection reports, etc).**

OPENING AUDIT	S	NI	U	NA	COMMENTS:
• Compliance Officer/Certification Officer notified in a timely manner to conduct audit					
• Application correctly completed					
• Calendar correctly completed with minimum number of topic hours accounted for, and instructor ratios met					
• Listed instructors are certified to teach the topics on the calendar					
• Current First Aid instructor cards submitted with opening paperwork					
• Webchecks completed for each student listed on the Student Enrollment List					
• Paperwork received by Certification Officer in a timely manner					

ENROLLMENT AUDIT	S	NI	U	NA	COMMENTS:
• Required paperwork for each student is correctly completed and compiled as listed on SF520					

<b>ONGOING PROCEDURES</b>	<b>S</b>	<b>NI</b>	<b>U</b>	<b>NA</b>	<b>COMMENTS:</b>
• Compliance Officer/Certification Officer notified of all changes to the original calendar in a timely manner (SF185)					
• Commander submitted instructor certificates for instructor changes listed on the SF185					
• Compliance Officer/Certification Officer properly notified of all student makeups in a timely manner (SF122) with new instructor certificates if applicable					
• Commander ensures current curriculum is taught by all instructors					
• Commander demonstrates management of students, instructors, and classes					
• Commander ensures appropriate instructional materials, handouts, and audio/visual aids are available and utilized					
• Commander maintains required instructor/student ratios					
• Commander ensures all facilities used meet OPOTC standards					

<b>TESTING PROCEDURES</b>	<b>S</b>	<b>NI</b>	<b>U</b>	<b>NA</b>	<b>COMMENTS:</b>
• Commander contacts Testing Coordinator in a timely manner regarding exam dates					
• Commander submits Special Accommodation Testing (SAT) requests not later than 45 days before the last day OPOTC topics are taught					
• Commander or designee present during initial exam & enforce SCE packet					
• Commander returns completed Absence Notification Form (EXS 730) to Testing Coordinator within 2 days of missed exam					

<b>CLOSING AUDIT</b>	<b>S</b>	<b>NI</b>	<b>U</b>	<b>NA</b>	<b>COMMENTS:</b>
• Commander was prepared for closing audit					
• Calendar completed correctly, with minimum number of topic hours accounted for and instructor/student ratios met					
• Instructors certified to teach topics on calendar					
• Other paperwork completed correctly					
• Commander submitted closing paperwork to Certification Officer immediately					

Compliance Officer's comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Check if continued on another page:

Date of review & comments: \_\_\_\_\_ Compliance Officer's printed name: \_\_\_\_\_

Certification Officer's comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Check if continued on another page:

Date of review & comments: \_\_\_\_\_ Certification Officer's printed name: \_\_\_\_\_

Commander comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Check if continued on another page:

Date of review & comments: \_\_\_\_\_ Commander's printed name: \_\_\_\_\_

109:2-1-05 Approval of school commanders.

Each commander is required to have the approval of the executive director to conduct a school. Such approval will be based upon the submission of a ~~notarized and~~ typewritten statement of qualifications by the person seeking approval to be designated a commander on a form prescribed by the executive director. All persons seeking approval to be a school commander on or after January 1, 2000, who have not previously been designated a school commander shall conform to the minimum qualifications for certification as a commander and must be associated with an established or proposed school.

(A) Minimum qualifications for certification of commander shall be as follows:

- (1) High school graduate or possession of a "General Education Development" certificate; and
- (2) Seven years of experience as a full-time law enforcement officer, two of which must be as a full-time law enforcement supervisor;
- (3) Completion of ninety quarter hours or sixty semester hours at an accredited college or university.; and
- (4) Professional references from three current police administrators of the rank of lieutenant or above; and
- (5) No convictions for a felony, crime of moral turpitude, offense of violence, sexually oriented or child-victim oriented offense, or any other peace officer disqualifying offense.

(6) For applicants applying to be commanders on or after the date of this amendment, completion of a commander training program approved by the executive director.

(B) Upon receipt and verification of an ~~notarized~~ application form for commander certification and completion of an Ohio peace officer training commission commander conference, the executive director may issue a certificate to the applicant. Should the executive director refuse to issue a certificate, the notice of this action shall be sent to the applicant. Unless the decision was of a ministerial nature, the applicant shall be advised that he or she may request a hearing before the commission as provided in sections 119.06 and 119.07 of the Revised Code. The commission shall conduct the hearing as required by sections 119.01 to 119.13 of the Revised Code.

(C) Certification shall be renewed every five years. At least sixty days and no more than ninety days prior to expiration of the certificate, the individual shall submit, on a form prescribed by the executive director, an application for renewal that indicates the applicant has complied with the following:

(1) The applicant has conducted at least two basic training academies within the renewal period;

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(2) The applicant has attended at least one commander conference within the renewal period if commander conferences are offered; and

(3) The applicant has completed at least 24 hours of training relevant to conducting and overseeing a peace officer basic training academy.

(D) Denial of issuance or renewal of certificate, or revocation of certificate

The executive director shall deny, refuse to renew, or revoke the certification of any commander for the following reasons:

(1) Failure to meet the minimum qualifications for certification of a commander listed in paragraph (A) of this rule

(2) A commander's evaluation reflecting unacceptable performance; or

(3) Conviction for a felony, crime of moral turpitude, offense of violence, sexually oriented or child-victim oriented offense, or any other peace officer disqualifying offense; or

(4) Absence from two consecutive commander's conferences; or

(5) Violation of rules promulgated under this chapter; or

(6) For any other good cause shown.

The executive director shall notify the commander in writing of this decision. Unless the decision was of a ministerial nature, the commander shall be advised that he or she may request a hearing before the commission as provided in sections 119.06 and 119.07 of the Revised Code. The commission shall conduct the hearing as required by sections 119.01 to 119.13 of the Revised Code.

(E) Suspension of certificate

The executive director may suspend the certification of any commander that is charged with a felony, crime of moral turpitude, offense of violence, sexually oriented or child-victim oriented offense, or any other peace officer disqualifying offense. The executive director shall notify the commander in writing of this decision. The commander shall be advised that he or she may request a hearing before the commission as provided in sections 119.06 and 119.07 of the Revised Code. The commission shall conduct the hearing as required by sections 119.01 to 119.13 of the Revised Code.

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109:2-3-04 Certification of commanders.

(A) Each commander is required to obtain certification from the executive director in order to conduct private security training courses. Such certification will be based upon the submission of a ~~notarized~~, typewritten statement of qualifications, on a form prescribed by the executive director, by the person seeking certification as a commander. The commander shall conform to the minimum qualifications as set forth in this chapter and must be associated with an approved training facility. Substantiating documentation of qualifications shall accompany the application at the time of submission.

(B) Minimum qualifications for certification as a private security academic training course commander shall be as follows:

(1) High school graduate or possession of a "General Education Development" certificate; and

(2) Three years full time experience in the private security field, a security-related field or the equivalent, as determined by the executive director. Law enforcement experience does not automatically qualify as security-related experience. The determination of applicability will be based upon the functions performed as a law enforcement officer; and

(3) Two years full time experience in a management-level position or completion of ninety quarter hours or sixty semester hours at an accredited college or university; and

(4) Three professional references from individuals currently employed in the security or a security-related field in a management-level position, who have known the individual for at least three years; and

(5) No conviction for a felony, crime of moral turpitude, offense of violence, or sexually oriented or child-victim oriented offenses. Evidence of a current criminal records check through the bureau of criminal identification and investigation must be submitted with the application.

(6) For applicants applying to be commanders on or after the date of this amendment, completion of a commander training program approved by the executive director.

(C) Joint vocational school private security commanders may be exempted from requirements of paragraph (B)(2) of rule 109:2-3-04 of the Administrative Code by the executive director. This certificate will be specific for those commanders conducting commission-approved courses in joint vocational schools only.

(D) Minimum qualifications for certification as a basic firearms commander or requalification commander.

(1) High school graduate or possession of a "~~g~~General ~~e~~Education ~~d~~Development" certification; and

(2) Five years full time experience in the private security field, a security-related field or equivalent as determined by the executive director. Law enforcement experience does not automatically qualify as security-related experience. The determination of applicability will be based upon the functions performed as a law enforcement officer; and

(3) Three professional references from individuals currently employed in the security or a security-related field in a management-level position, who have known the individual for at least three years; and

(4) No convictions for a felony, crime of moral turpitude, offense of violence, or sexually oriented or child-victim oriented offense. Evidence of a current criminal record check through the bureau of criminal identification and investigation must be submitted with the application.

(5) For applicants applying to be commanders on or after the date of this amendment, completion of a commander training program approved by the executive director.

(E) Once the application is approved by the executive director, a ~~site inspection and~~ commander orientation will be conducted by commission staff prior to a commander certificate being issued.

(F) Renewal requirements

(1) Certification shall be renewed every ~~five~~three years. At least sixty days and no more than ninety days prior to expiration of the certificate, the individual shall submit, on a form prescribed by the executive director, an application for renewal.

(2) Renewal requirements shall be as follows:

(a) ~~The applicant must~~ The applicant must conduct at least two courses within the ~~five~~three year period; ~~and~~

(b) ~~If offered, the applicant must attend~~ If offered, the applicant must attend at least one commander conference conducted by the commission ~~or commission staff; and~~

(c) The applicant shall complete at least 24 hours of training relevant to conducting and overseeing a basic training academy.

~~(i) Should the commission not conduct a conference within the period of certification, this requirement will be suspended for the affected renewal.~~

~~(ii) Should the commission conduct only one conference within the period of certification but the individual fails to attend, this requirement can be met by completing another orientation program, as conducted by commission staff.~~

(3) Renewal shall be effective for ~~three~~five years.

(G) Denial of issuance or renewal of commander certification, or suspension or revocation of certification.

(1) The executive director shall revoke or refuse to issue or renew certification of an individual for the following reasons:

(a) Failure to meet the minimum qualifications for certification as a commander listed in paragraphs (B) and (D) of this rule;

(b) Failure to meet renewal criteria;

(c) Failure to meet renewal deadline;

(d) Failure to maintain satisfactory ratings on commander evaluations;

(e) Submission of falsified records or renewal documentation;

(f) Violations of the rules of this chapter;

(g) Conviction for a felony, crime of moral turpitude, offense of violence, or sexually oriented or child-victim oriented offense; and

(h) Any other good cause shown.

(2) The executive director may suspend the certification of any commander that is found to be under indictment for any felony, crime of moral turpitude, offense of violence, or sexually oriented or child-victim oriented offense.

(3) Should the executive director refuse to issue or renew a certificate, or choose to suspend or revoke an individual's certification, the executive director shall comply with rule 109:2-3-13 of the Administrative Code.