



Ohio Administrative Code

Rule 109:2-18-04 Reimbursement of training costs.

Effective: March 30, 2026

- (A) Except as otherwise provided in rule 109:2-18-02 of the Administrative Code, every appointed peace officer or trooper is required to comply with the annual continuing professional training requirements set forth herein. Only public appointing authorities qualify for reimbursement under this rule.
- (B) Public appointing authorities shall be awarded reimbursement funds based upon the following factors:
- (1) The number of appointed peace officers or troopers who successfully complete continuing professional training hours;
 - (2) The base hourly pay of the appointed peace officers or troopers who successfully complete continuing professional training hours;
 - (3) The number of continuing professional training hours each appointed peace officer or trooper successfully completes in a calendar year, up to a maximum of forty hours per calendar year;
 - (4) The amount of funds appropriated to fulfil training reimbursement requests.
- (C) Except as otherwise required by the executive director, the reimbursement a public appointing authority receives for each peace officer or trooper shall be calculated as the product of a peace officer or trooper's base hourly rate and the qualifying hours of continuing professional training the peace officer or trooper completed and reported in the manner prescribed by the executive director by December 31 of each calendar year.
- (D) Subject to the availability of funding, reimbursement shall be made at a rate of one hundred percent of the peace officer or trooper's base hourly pay for the for the hours spent completing the training set forth in rule 109:2-18-02 of the Administrative Code. If sufficient funding is not available in a given year to fully reimburse public appointing authorities, it shall be within the executive director's sound discretion to make pro rata or other partial reimbursements as are reasonable under the circumstances. Reimbursement awards shall not exceed one hundred per cent of a peace officer or trooper's base hourly pay for the hours spent completing the training set forth in rule 109:2-18-02 of the Administrative Code.
- (E) If a peace officer or trooper is appointed by more than one agency at the time when continuing professional training hours is completed, only the appointing authority set forth in paragraph (M) of rule 109:2-18-02 of the Administrative Code is eligible to request and receive reimbursement.



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- (F) If a peace officer or trooper separates from his or her appointing authority, all requests for reimbursement must be submitted by the appointing authority at or before the time notice of separation is reported pursuant to section 109.761 of the Revised Code. Requests for reimbursement received after the report of separation, or more than ten days after the peace officer or trooper's date of separation, shall be denied.
- (G) Each public appointing authority that receives funds under this rule shall keep those funds separate from any other funds of the appointing authority. The funds may be used to cover costs associated with developing, delivering, or attending training for appointed peace officers or troopers as well as any costs associated with complying with the annual continuing professional training requirements.
- (H) The training cost reimbursement decisions of the executive director are subject to the appeals process of Chapter 119. of the Revised Code.