AUTHENTICATED,
OHIO LEGISLATIVE SERVICE
COMMISSION
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Ohio Administrative Code

Rule 109:2-18-05 Agency record keeping and reporting.

Effective: March 30, 2026

(A) All appointing authorities, irrespective of whether an agency receives reimbursement funding, are required to report compliance with rule 109:2-18-02 of the Administrative Code in the manner prescribed by the executive director.

(B) To receive credit or reimbursement for continuing professional training, training records must be updated, in the manner prescribed by the executive director, no later than December 31st of the calendar year in which the training occured, or ten days following a peace officer or trooper's separation from his or her appointing authority, whichever date is earlier.

(C) Appointing authorities are required to maintain records sufficient to demonstrate compliance with the minimum requirements set forth in rules 109:2-18-01 to 109:2-18-07 of the Administrative Code. All such records shall be kept on file by the appointing authority in accordance with the appointing authority's records retention schedule, but in no event should the records be retained less than three years. The records shall be made available to the executive director for inspection upon request.

(D) For training conducted by the appointing authority, authentic copies of the lesson plans presented along with authentic copies of the sign-in sheets shall be presumed to be sufficient to demonstrate compliance in accordance with paragraph (C) of this rule. For all other training, the following records shall be presumed to be sufficient to demonstrate such compliance:

(1) Authentic copies of the syllabi or lesson plans submitted with authentic copies of the sign-in sheets;

(2) Authentic copies of the syllabi or lesson plans with authentic certificates of successful completion; or

(3) For a training, seminar, or conference conducted by an agency under paragraph (B) of rule 109:2-18-03 of the Administrative Code, authentic copies of the event's agenda, instructor bios, record of the peace officer or trooper's registration forms, record of agency invoicing records, and record of hours attended.

(E) The executive director may consider sworn testimony, affidavits and/or other reliable and authentic documentation submitted to demonstrate compliance with the minimum requirements set forth in rules 109:2-18-01 to 109:2-18-07 of the Administrative Code. The executive director shall determine, in his or her sound discretion, the validity, probative value and sufficiency of any testimony, affidavits and documentation so offered.