



Ohio Administrative Code Rule 109:2-9-04 Approval of commanders.

Effective: July 1, 2017

Each school commander is required to have the approval of the executive director to conduct a school for which commission certification is sought. Such approval shall be based upon the submission of a typewritten statement of qualifications by the person seeking approval on a form prescribed by the executive director.

(A) Minimum qualifications for approval as a commander shall be as follows:

- (1) High school graduate or possession of a "General Education Development" certificate;
- (2) Written approval from a sheriff or designee or a criminal justice agency administrator who is the executive head of a full-service jail;
- (3) Three professional references from criminal justice agency administrators;
- (4) No convictions for a felony or crime of moral turpitude, offense of violence, sexually oriented or child-victim oriented offense, or any other peace officer disqualifying offense;
- (5) Completion of an instructor training program approved by the executive director which shall include the following: instruction in the theories of learning and adult education, teaching techniques, lesson plan development and usage, behavioral objectives, student evaluation and measurement, role playing, the use of audio-visual aids, and an exercise in practice teaching. Instructor training programs taught by the Ohio peace officer training academy, the Ohio department of education, the Ohio state highway patrol, a college or educational institution, or other programs which in the opinion of the executive director are equivalent will be acceptable; and
- (6) Completion of an Ohio peace office training commission corrections school commander's conference.



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

(B) Upon receipt and verification of an application form, the executive director may issue a certificate to the commander. Unless the decision is of a ministerial nature, should the executive director refuse to issue a certificate, the executive director shall notify the applicant in writing and shall advise the applicant 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 corrections training schools within the renewal period;

(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 twenty-four hours of training relevant to conducting and overseeing a corrections training school.

(D) 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 or renewal listed in paragraphs (A) and (C) of this rule;

(2) Unacceptable performance evaluations;

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



- (4) A written request showing cause from the incumbent sheriff of the county in which the commander was originally certified or from a criminal justice agency administrator who is the executive head of a full-service jail facility;
 - (5) Failure to attend two consecutive commander's conferences;
 - (6) Falsifying information to obtain a commander's certificate;
 - (7) Submission of falsified records, application, or other documentation;
 - (8) Allowing a person not approved as a school commander to function as a school commander; or
 - (9) Any other good cause shown.
- (E) The executive director may suspend the certification of any commander that is charged with any felony, crime of moral turpitude, offense of violence, sexually oriented or child-victim oriented offense, or any other peace officer disqualifying offense.
- (F) Should the executive director suspend or revoke a certificate, the executive director shall notify the commander in writing of the decision and shall advise the commander that the commander 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.