



## Ohio Administrative Code Rule 109:2-11-05 Approval of instructors.

Effective: January 1, 2018

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Each instructor is required to have the approval of the executive director. All persons requesting approval as an instructor shall submit a statement of qualifications on a form provided by the executive director for each subject or unit of subjects for which the instructor is seeking approval.

(A) Minimum qualifications for unit instructor approval shall be as follows:

- (1) High school graduate or possession of a "General Education Development" certificate;
- (2) Five years of relevant full-time law enforcement experience or three years of full-time experience as a corrections officer;
- (3) Completion of a training program which will allow a person to gain specific knowledge and skills in a unit for which the person desires approval;
- (4) Completion of an instructor training program approved by the executive director and consisting of a minimum of forty clock hours which shall include 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.
- (5) Recommendation of the jailer training school commander.

(B) Minimum qualifications for special subject instructor approval shall be as follows:

- (1) A high school graduate or possession of a "General Education Development" certificate;



- (2) Three years of combined experience and training in the subject area to be taught; or
  - (3) Recognition for occupational competency; and
  - (4) Recommendation of the jailer training school commander.
- (C) Persons approved as special subject instructors shall be limited to no more than five topics in the commission approved jailer training curriculum.
- (D) Renewal of unit and special subject instructor certificates.
- (1) Persons approved as unit instructors shall renew their certificate every three years. At least sixty days and no more than ninety days before expiration of the certificate, the instructor shall file with the executive director an application for renewal on a form required by the executive director. The instructor shall also file:
    - (a) Written evidence from the educational or training facility where the instructor received the training indicating successful completion of a minimum of eight clock hours of training in topics related to the commission approved jailer curriculum or to improve instructional abilities; and
    - (b) Written evidence from the jailer training school commander that the instructor has taught in one approved school for jailer training for a minimum total of eight teaching hours within the past three years.
  - (2) Persons approved as special subject instructors after the effective date of this rule shall renew their certificates every three years. At least sixty days and no more than ninety days before expiration of the certificate, the instructor shall file with the executive director an application for renewal on a form supplied by the executive director. The instructor shall also file:
    - (a) Written evidence from the jailer training school commander that the instructor has taught in one approved school for jailer training for a minimum total of four teaching hours within the past three years;



(b) Written evidence from the educational or training facility where the instructor received the training indicating successful completion of a minimum of four clock hours of training in topics related to the commission approved jailer curriculum or to improve instructional abilities, and;

(c) Copy of documentation showing current proficiency in assigned technical skill topics;

(3) A corrections training program unit or special subject instructor certified under rule 109:2-9-05 of the Administrative Code may perform the functions of a jailer training program unit or special subject instructor upon approval from the executive director.

(E) Denial of certificate, denial of renewal of certificate, suspension of certificate or revocation of certificate.

(1) Unless the decision is of a ministerial nature, should the executive director refuse to issue or renew a certificate, or should the executive director suspend or revoke a certificate, the executive director shall notify the person 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.

(2) The commission shall conduct the hearing as required by sections 119.01 to 119.13 of the Revised Code.

(3) The executive director may suspend the certification of any instructor 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.

(4) The executive director may deny or revoke the certificate of any instructor for the following reasons:

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

(b) Failure to meet renewal criteria;



- (c) Failure to meet renewal deadline;
- (d) Submission of falsified records, application, or other documentation;
- (e) Unacceptable performance evaluations;
- (f) Conviction of a felony, a crime of moral turpitude, an offense of violence, a sexually oriented or child-victim oriented offense, or any other peace officer disqualifying offense;
- (g) Any other good cause shown.