



DAVE YOST
OHIO ATTORNEY GENERAL



Ohio Peace Officer Training Commission
Office 800-346-7682

P.O. Box 309
London, OH 43140
www.OhioAttorneyGeneral.gov

APPLICATION FOR PRIVATE SECURITY COMMANDER CERTIFICATION

The application must be completed in its entirety, signed, and notarized. Attach additional documentation as requested.

The following criteria must be met for a private security academic commander certification:

- High school graduate or possession of a GED
- 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
- 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
- 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
- Name, position, and company of CEO of training institution that has appointed or employed you as a Commander.
- No convictions for a felony or crime of moral turpitude or any other peace officer disqualifying offense
- Completion of an Ohio Peace Officer Training Commission conference for private security training school commanders
- Joint vocational school private security commanders may be exempted from the three years full-time experience in a private security, a security-related field or equivalent requirement

The following criteria must be met for a private security firearms commander certification:

- High school graduate or possession of a GED
- Five 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
- 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
- Name, position, and company of CEO of training institution that has appointed or employed you as a Commander.
- No convictions for a felony or crime of moral turpitude or any other peace officer disqualifying offense
- Completion of an Ohio Peace Officer Training Commission conference for private security training school commanders



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**PROCEDURE FOR OBTAINING A
FINGERPRINT-BASED BACKGROUND CHECK
FROM THE
BUREAU OF CRIMINAL
INVESTIGATION AND IDENTIFICATION (BCI)**

Fingerprint-based criminal history checks are required for Private Security instructor and commander certification.

In order to obtain a BCI Criminal Background Check you must submit a WebCheck request to BCI, from an approved WebCheck agency. In order to obtain such a record check, follow this procedure:

- Log onto the Attorney General of Ohio's WebCheck website:
www.ohioattorneygeneral.gov.
- Scroll to the bottom of the page and click on "Webcheck Locations" under the "Services" heading.
- Locate an agency nearest you and contact them regarding the WebCheck process.
- After completing the WebCheck procedure, have your WebCheck result sent **back to you**, so that you can attach it to your application. **Results received separately from the application will not be accepted.**
- Mail your completed application packet to:

Ohio Peace Officer Training Commission
Professional Standards Division
PO Box 309
London, Ohio 43140

Applications received by the commission that do not have the BCI processed record check attached will be returned unprocessed.



APPLICATION FOR PRIVATE SECURITY COMMANDER CERTIFICATION

Name _____
First _____ Middle _____ Last _____

SSN (Last 5) _____ DOB _____ Male _____ Female _____

Previous Name(s) or Alias _____

Mailing Address _____
#/Street/P.O. Box _____

City _____ State _____ Zip Code _____ County _____

Phone: Residence (____) _____ Daytime (____) _____

Cell (____) _____ FAX (____) _____

Email _____
NOTE: This email address will be used for OPOTC/OPOTA business-related communications, some of which may be time sensitive.

School Name _____
County _____

School Address _____
#/Street/P.O. Box _____ City _____ State _____ Zip Code _____

School Phone (____) _____ School Fax Number (____) _____

CHECK TYPE OF COMMANDER: _____ **ADULT PROGRAM** _____ **HIGH SCHOOL or JVS PROGRAM**
_____ **FIREARMS ONLY**

1. EMPLOYMENT HISTORY (INCLUDE ONLY FULL TIME SECURITY AND LAW ENFORCEMENT)

<u>Employer Name and Address</u>	<u>Employment Dates</u>	<u>Position(s)</u>
_____	From ____/____/____ To ____/____/____	_____
_____	From ____/____/____ To ____/____/____	_____
_____	From ____/____/____ To ____/____/____	_____

Supervisory Experience (Full Time Only)

Employer _____	Position _____	From ____/____/____ To ____/____/____
Employer _____	Position _____	From ____/____/____ To ____/____/____

2. TRAINING/EDUCATION

High School Attended _____ City & State _____

Date of Graduation or Date of Receipt of GED ____/____/____ (Circle Graduation or GED, whichever is applicable.)

Institution Attended _____ City & State _____

Course of Study/Major _____ Dates Attended: From ____/____/____ To ____/____/____

Diploma/Degree Awarded (if applicable) _____ Date ____/____/____
(Attach Copy of Degree/Diploma)

If no degree, number of quarter hours _____ semester hours _____ attended.
(Attach Copy of Transcript from College/University showing number of hours attended)

3. BACKGROUND INFORMATION

Moral turpitude includes any criminal, civil, administrative, employment, or other matter alleging violence, morality, ethics matters and/or sexual misconduct of any sort. Matters of veracity include any criminal, civil, administrative, employment, or other matters alleging theft offenses, falsification of documents, or any other matters where one's honesty has been called into question.

Have you ever been convicted of a felony in any jurisdiction of the United States or under the uniform code of military justice?
_____no _____yes

Have you ever been convicted of an offense of domestic violence or any related offense occurring as a result of a domestic violence incident? _____no _____yes

Do you currently have criminal charges pending in any jurisdiction? _____no _____yes

Have you ever been investigated for, disciplined for, terminated for, matters of veracity or of moral turpitude? _____no _____yes
If yes, include a detailed summary.

Attach certified copy of criminal record check processed through BCI&I to the completed application.

4. PROFESSIONAL REFERENCES

	<u>Name</u>	<u>Position</u>	<u>Company</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Attach letters of reference from the above-named individuals. These must accompany application.

5. TRAINING INSTITUTE AND CEO WHO HAVE APPOINTED OR EMPLOYED YOU AS A COMMANDER

Name _____ Position _____

Company _____

MUST APPEAR IN PERSON BEFORE A NOTARY TO COMPLETE THE FOLLOWING AFFIDAVIT

AFFIDAVIT

I declare under the penalty of perjury that the information in this Application is true and correct to the best of my knowledge.

Signature

Date

Subscribed and sworn personally before me by the above-named Affiant, this _____ day of _____ ,
20____ , at _____, in the County of _____, and State of Ohio.

Printed name of Notary

(Seal)

Signature of Notary

Date notary commission expires