



**Ohio Attorney General's Office  
Bureau of Criminal Investigation  
Investigative Report**



2025-0513  
Officer Involved Critical Incident -14000 OH-104  
Chillicothe, OH 45601 (L)

**Investigative Activity:** Training Records review  
**Involves:** [REDACTED]  
**Activity Date:** 03/10/2025  
**Authoring Agent:** SA Aja Chung, #86

**Narrative:**

On Monday, March 10, 2025, Ohio Bureau of Criminal Investigation (BCI) Special Agent (SA) Aja Chung (SA Chung) received training records from the Ross County Sheriff's Office (RCSO) Detective Sergeant for Heather Crosier. SA Chung reviewed the training records and noted the following:

Range Qualification Records

[REDACTED] had qualified with the following pistols:

- Sig Sauer, P320, 9mm semi-automatic, S/N: [REDACTED] (Dept. issued)
- Glock 23, .40 caliber semi-automatic, S/N: [REDACTED] (Service)
- Glock 43, 9mm semi-automatic, S/N: [REDACTED] (secondary)

Due to RCSO having special deputies who are not supplied a department-issued firearm, they have a designation for "service" firearm. This means the total capacity of the firearm is nine rounds or greater. This firearm would qualify on the full 25-round course of fire, the same as a department-issued firearm of any size/caliber. Because some deputies wish to be qualified in an off-duty weapon with a capacity of nine rounds or greater, they remain classified as a "service" weapon, however the expectation is that department-issued weapons are used when in uniform. Secondary weapons are those with total capacity of eight or less and may be used as a back-up weapon or an off-duty weapon. Please refer to the "Duty Equipment management policy" included with this report.

Ohio Peace Officer Training Academy/Commission Records

In addition to the records received from the RCSO, SA Chung also obtained the Ohio Peace Officer Training Commission (OPOTC) and Ohio Peace Officer Training Academy (OPOTA) records pertaining to [REDACTED].

1. Basic Training completed on [REDACTED] at Hocking College.
2. Advanced Training: See [REDACTED] other training records attachment.

This document is the property of the Ohio Bureau of Criminal Investigation and is confidential in nature. Neither the document nor its contents are to be disseminated outside your agency except as provided by law - a statute, an administrative rule, or any rule of procedure.



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Chillicothe, OH 45601 (L)

3. Employment History: Ross County Sheriff's Office since [REDACTED] with no prior law enforcement employment.
4. Update Training: See [REDACTED] other training records attachment.
5. Instructor Training: None
6. Current Peace Officer Status: Based on the records received, it is noted that [REDACTED] was a duly certified and sworn Ohio Peace Officer at the time of the incident.

The training documents received from the Ross County Sheriff's Office and OPOTA/OPOTC were attached to this report. Please refer to the attachment's details.

**References:**

None

**Attachments:**

1. OPOTA records
2. [REDACTED] Firearms records
3. [REDACTED] other training records
4. [REDACTED] Oath
5. [REDACTED] POBT certificate
6. [REDACTED] Discipline
7. Duty Equipment management policy

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# Office of Ohio Attorney General

## Ohio Peace Officer Training Academy

### Officer Record



OPOTA London Campus  
1650 State Route 56 SW  
P.O. Box 309  
London, OH 43140  
Phone: 740-845-2700

[REDACTED], Ross County Sheriff's Office, ID: [REDACTED]

#### Appointment History\*

Agency	Employee Status	Start Date	End Date	Separation Reason
Ross County Sheriff's Office	Full-time	[REDACTED]		

#### Basic Academy Records

School Number	School	Start Date	End Date	Exam Date	Certificate Number	Certificate Date	Appointed By	Appointed Date
[REDACTED]	Hocking College				[REDACTED]	[REDACTED]	Ross County Sheriff's Office	[REDACTED]

#### OPOTA Advanced Training Records\*\*

Course Title	Start Date	End Date
No Records Found		

#### LMS Training Records

Date Completed	Course Title	Officer Number	Officer
11/23/2024	Arrest, Search, and Seizure 2023	[REDACTED]	[REDACTED]
11/23/2024	OHLEG LIMS Prelog Training	[REDACTED]	[REDACTED]
11/23/2024	NIBIN III	[REDACTED]	[REDACTED]
11/23/2024	Dementia and Related Disorders	[REDACTED]	[REDACTED]
11/23/2024	Public Records - 2024	[REDACTED]	[REDACTED]
11/15/2024	Crime Gun Evidence	[REDACTED]	[REDACTED]

Date Completed	Course Title	Officer Number		Officer	
11/14/2024	Veterans In Crisis				
10/14/2024	Crisis Mitigation - An Ohio Model				
10/14/2024	Victims' Rights - Marsy's Law				
9/19/2024	Responding to Mental Health Issues				
8/11/2024	NIBIN Overview				
8/10/2024	Legal Updates 2024				
10/19/2023	Part 3 - Legal Updates 2023				
10/19/2023	Part 2 - Legal Updates 2023				
10/18/2023	Part 1 - Legal Updates 2023				
10/18/2023	Use of Body-Worn Cameras				
10/18/2023	Safe at Home				
10/18/2023	Impacting Narcotics in Ohio				
10/17/2023	Community Diversity and Procedural Justice				
10/17/2023	Arrest, Search, and Seizure 2023				
10/17/2023	Effective Communication and Safe Interaction with Persons in Crisis				
10/16/2023	Distracted Driving				
10/16/2023	NIBIN II				
10/16/2023	NIBIN				
10/12/2023	Ohio School Threat Assessment				
11/27/2022	Sexual Assault Investigations				
11/27/2022	Responding to Sexual Assault				
11/23/2022	Trauma and the Brain				
11/22/2022	Ohio Public Records Law				
11/22/2022	Ohio Forfeiture Laws				

Date Completed	Course Title	Officer Number		Officer	
11/22/2022	Objective Reasonableness				
11/22/2022	Community Diversity and Procedural Justice				
11/17/2022	CAT and Officer Wellness				
11/12/2022	Mental Health Response				
11/12/2022	Crisis Intervention				
11/9/2022	Vicarious Trauma				
11/8/2022	Ethics and Professionalism				
11/8/2022	Use of Restraints				
11/8/2022	Officer Wellness Seminar				
10/30/2022	Qualified Immunity				
10/30/2022	Use of Deadly Force and Legal Guidelines				
10/17/2022	Critical Thinking in Use of Force Situations				
10/7/2022	Objective Reasonableness				
10/7/2022	BCI Lethal Use of Force and OIS Investigations				
10/7/2022	New and Updated Criminal Charges				
10/6/2022	Custodial Interrogation				
10/6/2022	Hate Crimes				
10/6/2022	Hazing				
10/6/2022	Medical Marijuana				
10/6/2022	Concealed Firearm Carry Changes				
10/6/2022	Domestic Violence Legal Updates				
9/25/2022	Communication Disabilities				

Training Records

	Certificate Date		Certificate Type	Specialty	Renewal Date
K24-367	10/28/2024	████	Special Purpose	Article Search, Cocaine, Heroin, Methamphetamines and their derivatives	11/2/2025
K23-394	11/2/2023	████	Special Purpose	Article Search, Cocaine, Heroin, Methamphetamines and their derivatives	11/2/2024

**\*The appointment records listed above reflect the appointed and separation information reported to OPOTC pursuant to section 109.761 of the Revised Code. Neither OPOTC, nor its staff, has independent knowledge of the information contained in these records.**

**\*\*The advanced training records listed above reflect ONLY THOSE trainings the peace officer scheduled through OPOTA. Records reflecting advanced training conducted by the peace officer's agency, or conducted by another organization, are not maintained by OPOTC. Requests for any such records should be directed to the peace officer's employing agency or the organization who conducted the training.**

2024 FIREARMS  
QUALIFICATION FORM

PLEASE INITIAL EACH BOX BELOW IN AGREEMENT WITH ALL APPLICABLE STATEMENT(S).

[REDACTED] I certify that I have read and understand General Order 3.01 Duty Equipment Management.

[REDACTED] I certify that I have read and understand General Order 5.01 Use of Force.

[REDACTED] I certify I am able to disassemble, clean and reassemble an issued or other authorized weapon.

## RANGE SAFETY RULES:

- 1) Treat all firearms as if they are loaded.
  - 2) Always keep the muzzle pointed in a safe direction. Never point the weapon at anything you're not prepared to destroy.
  - 3) Keep your finger off the trigger. Keep your finger outside the trigger guard until ready to shoot.
  - 4) Always be sure of your target, what is in front of it, and what is behind it.
  - 5) Horseplay will not be tolerated on range property.
  - 6) Shooters will limit non-emergency talking to firearms instructors only.
  - 7) Shooters will not have any item (food, gum, tobacco, or otherwise) in their mouth while on the firing line.
  - 8) All shooters will use the appropriate ear and eye protection at all times at the range.
  - 9) Shooters will not bend down to pick up anything that has been dropped on the ground unless told to do so by an instructor.
  - 10) All shooters will secure their cell phones in the rangehouse or in vehicles. Shooters will not be permitted to have cell phones on the firing line. All radios will be turned off when shooters are in the rangehouse and while on the range.
  - 11) All firearms will be shot using an appropriate holster for the firearm. Firearms will be kept holstered unless on the firing line, or while being cleaned.
  - 12) All firearms used for qualification will be disassembled, cleaned, and reassembled prior to leaving the range.
  - 13) Strictest discipline will be maintained on the range. Carelessness cannot and will not be tolerated. In the event that any
- [REDACTED] are observed, the Range Officer's decision is final.

[REDACTED] 4/15/24  
Date

//

[REDACTED] 10/10/24  
Date

//

[REDACTED] 12/18/24  
Date

\* STANDARD OPOTA COURSE OF FIRE COMPLETED FOR EACH DISCIPLINE, UNLESS OTHERWISE NOTED. \*

All issued or service handguns, regardless of magazine and firearms capacity, will shoot the full course.  
Handguns with a standard-issue magazine capacity of eight rounds or more, making the total rounds in the firearm nine rounds or more, will shoot the full course.  
Handguns with a standard-issue magazine capacity of seven rounds or less, making the total rounds in the firearm eight rounds or less, may shoot the back-up/secondary course of fire.  
All shotguns and rifles must be issued by the agency.

Make: Sig Sauer

Model: P320 9mm

Serial #: [REDACTED]

Comments:

Issued  
Shoot full course

ATTEMPT

PASS  
DATEFAIL  
DATEINSTRUCTOR SIGNATURE  
AND REQUAL NUMBER

First

04/15/2024

Second

Third

Matt [Signature] REQ 09305

Rounds issued: 50 Ball/Practice 55 Duty

Make:

Model:

Serial #:

Comments:

Issued  
Shoot full courseService  
Shoot full course

ATTEMPT

PASS  
DATEFAIL  
DATEINSTRUCTOR SIGNATURE  
AND REQUAL NUMBER

First

Second

Third

Rounds issued: Ball/Practice Duty

Make: Glock  
Model: 23 .40  
Serial #: [REDACTED]  
Comments:

☒ Service  
Shoot full course  
☐ Secondary  
Mag <7, backup course

ATTEMPT	PASS DATE	FAIL DATE	INSTRUCTOR SIGNATURE AND REQUAL NUMBER
First	12/18/2024		<u>[Signature]</u> REQ 02246
Second			
Third			

Rounds issued: \_\_\_\_\_ Duty

Make: Glock  
Model: A3 9mm  
Serial #: [REDACTED]  
Comments:

☐ Service  
Shoot full course  
☒ Secondary  
Mag <7, backup course

ATTEMPT	PASS DATE	FAIL DATE	INSTRUCTOR SIGNATURE AND REQUAL NUMBER
First	12/20/2024		<u>[Signature]</u> REQ 09080
Second			
Third			

Make: \_\_\_\_\_  
Model: \_\_\_\_\_  
Serial #: \_\_\_\_\_  
Comments:

☐ Service  
Shoot full course  
☐ Secondary  
Mag <7, backup course

ATTEMPT	PASS DATE	FAIL DATE	INSTRUCTOR SIGNATURE AND REQUAL NUMBER
First			
Second			
Third			

Make: Remington  
Model: 870 Tactical  
Serial #: [REDACTED]  
Comments:

☒ Issued

ATTEMPT	PASS DATE	FAIL DATE	INSTRUCTOR SIGNATURE AND REQUAL NUMBER
First	04/15/2024		<u>[Signature]</u> REQ 02246
Second			
Third			

Rounds issued: 5 Buckshot 5 Slugs

☒ Colt M4  
☐ FN M4  
☐ Springfield Saint  
Serial #: [REDACTED]  
Comments:

☒ Issued

ATTEMPT	PASS DATE	FAIL DATE	INSTRUCTOR SIGNATURE AND REQUAL NUMBER
First	04/15/2024		<u>[Signature]</u> REQ 02246
Second			
Third			

Rounds issued: 20 Ball/Practice 40 Duty

Ross County Sheriff's Office Optional Shoot (if participated) - Time: \_\_\_\_\_ (\_\_\_\_\_ misses) = FINAL SCORE: \_\_\_\_\_

# 2023 FIREARMS QUALIFICATION FORM



PLEASE INITIAL EACH BOX BELOW IN AGREEMENT WITH ALL APPLICABLE STATEMENT(S).

I certify that I have read and understand General Order 3.01 Duty Equipment Management.

I certify that I have read and understand General Order 5.01 Use of Force.

I certify I am able to disassemble, clean and reassemble an issued or other authorized weapon.

## RANGE SAFETY RULES:

- 1) Treat all firearms as if they are loaded.
- 2) Always keep the muzzle pointed in a safe direction. Never point the weapon at anything you're not prepared to destroy.
- 3) Keep your finger off the trigger. Keep your finger outside the trigger guard until ready to shoot.
- 4) Always be sure of your target, what is in front of it, and what is behind it.
- 5) Horseplay will not be tolerated on range property.
- 6) Shooters will limit non-emergency talking to firearms instructors only.
- 7) Shooters will not have any item (food, gum, tobacco, or otherwise) in their mouth while on the firing line.
- 8) All shooters will use the appropriate ear and eye protection at all times at the range.
- 9) Shooters will not bend down to pick up anything that has been dropped on the ground unless told to do so by an instructor.
- 10) All shooters will secure their cell phones in the rangehouse or in vehicles. Shooters will not be permitted to have cell phones on the firing line. All radios will be turned off when shooters are in the rangehouse and while on the range.
- 11) All firearms will be shot using an appropriate holster for the firearm. Firearms will be kept holstered unless on the firing line, or while being cleaned.
- 12) All firearms used for qualification will be disassembled, cleaned, and reassembled prior to leaving the range.
- 13) Strictest discipline will be maintained on the range. Carelessness cannot and will not be tolerated. In the event that any safety violations are observed, the Range Officer's decision is final.

5/9/23  
Date

//

9/14/23  
Date

//

12/13/23  
Date

\* STANDARD OPOTA COURSE OF FIRE COMPLETED FOR EACH DISCIPLINE, UNLESS OTHERWISE NOTED. \*

All issued or service handguns, regardless of magazine and firearms capacity, will shoot the full course.  
Handguns with a standard-issue magazine capacity of eight rounds or more, making the total rounds in the firearm nine rounds or more, will shoot the full course.  
Handguns with a standard-issue magazine capacity of seven rounds or less, making the total rounds in the firearm eight rounds or less, may shoot the back-up/secondary course of fire.  
All shotguns and rifles must be issued by the agency.

Make: Sig Sauer

Model: P320 9mm

Serial #: [REDACTED]

Comments:

☒ Issued  
Shoot full course

ATTEMPT

PASS  
DATE

FAIL  
DATE

INSTRUCTOR SIGNATURE  
AND REQUAL NUMBER

First	5/9/23		[Signature] RE008424
Second			
Third			

Rounds issued: 50 Ball/Practice 50 Duty

Make: Glock

Model: 23 40 cal

Serial #: [REDACTED]

Comments:

☐ Issued  
Shoot full course  
☒ Service  
Shoot full course

ATTEMPT

PASS  
DATE

FAIL  
DATE

INSTRUCTOR SIGNATURE  
AND REQUAL NUMBER

First	12/13/23		[Signature] RE008424
Second			
Third			

Rounds issued: \_\_\_\_\_ Ball/Practice 50 Duty

Make: Glock  
 Model: 43 9mm  
 Serial #: [REDACTED]  
 Comments: \_\_\_\_\_

☐ Service  
 Shoot full course  
☒ Secondary  
 Mag <7, backup course

ATTEMPT	PASS DATE	FAIL DATE	INSTRUCTOR SIGNATURE AND REQUAL NUMBER
First	12/13/23		[Signature] RE008424
Second			
Third			

Rounds issued: \_\_\_\_\_ Duty

Make: \_\_\_\_\_  
 Model: \_\_\_\_\_  
 Serial #: \_\_\_\_\_  
 Comments: \_\_\_\_\_

☐ Service  
 Shoot full course  
☐ Secondary  
 Mag <7, backup course

ATTEMPT	PASS DATE	FAIL DATE	INSTRUCTOR SIGNATURE AND REQUAL NUMBER
First			
Second			
Third			

Make: \_\_\_\_\_  
 Model: \_\_\_\_\_  
 Serial #: \_\_\_\_\_  
 Comments: \_\_\_\_\_

☐ Service  
 Shoot full course  
☐ Secondary  
 Mag <7, backup course

ATTEMPT	PASS DATE	FAIL DATE	INSTRUCTOR SIGNATURE AND REQUAL NUMBER
First			
Second			
Third			

Make: Remington  
 Model: 870 Tactical  
 Serial #: [REDACTED]  
 Comments: \_\_\_\_\_

☒ Issued

ATTEMPT	PASS DATE	FAIL DATE	INSTRUCTOR SIGNATURE AND REQUAL NUMBER
First	7-11-23		[Signature] RE002246
Second			
Third			

Rounds issued: 5 Buckshot 5 Slugs

☒ Colt M4  
☐ FN M4  
☐ Springfield Saint  
 Serial #: [REDACTED]  
 Comments: \_\_\_\_\_

☒ Issued

ATTEMPT	PASS DATE	FAIL DATE	INSTRUCTOR SIGNATURE AND REQUAL NUMBER
First	9-14-23		[Signature] RE002246
Second			
Third			

Rounds issued: 20 Ball/Practice 40 Duty

Ross County Sheriff's Office Optional Shoot (if participated) - Time: \_\_\_\_\_ ( \_\_\_\_\_ misses ) = FINAL SCORE: \_\_\_\_\_



Emp #:

I certify I am able to disassemble, clean and reassemble an issued or other authorized weapon.

- 1) Treat all firearms as if they are loaded.
- 2) Always keep the muzzle pointed in a safe direction. Never point the weapon at anything you're not prepared to destroy.
- 3) Keep your finger off the trigger. Keep your finger outside the trigger guard until ready to shoot.
- 4) Always be sure of your target, what is in front of it, and what is behind it.
- 5) Horseplay will not be tolerated on range property.
- 6) Shooters will limit non-emergency talking to firearms instructors only.
- 7) Shooters will not have any item (food, gum, tobacco, or otherwise) in their mouth while on the firing line.
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- 12) All firearms used for qualification will be disassembled, cleaned, and reassembled prior to leaving the range.
- 13) Strictest discipline will be maintained on the range. Carelessness cannot and will not be tolerated. In the event that any safety violation is observed, the Range Officer's decision is final.

Date 7

10/

Initial

Date \_\_\_\_\_

All issued or service handguns, regardless of magazine and firearms capacity, will shoot the full course.  
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Handguns with a standard-issue magazine capacity of seven rounds or less, making the total rounds in the firearm eight rounds or less, may shoot the back-up/secondary course of fire.  
All shotguns and rifles must be issued by the agency.

Issued  
Shoot full course

10/18/2017		Incusosien RE2 09080



Issued  
Shoot full course  
Service  
Shoot full course




Make: Glock  
 Model: 43 9mm  
 Serial #: [REDACTED]  
 Comments:

☐ Service  
 Shoot full course  
☒ Secondary  
 Mag <7, backup course

ATTEMPT	PASS DATE	FAIL DATE	INSTRUCTOR SIGNATURE AND REQUAL NUMBER
First	10/18/2022		HUMMOSHIN REQ09080
Second			
Third			

Make: Glock  
 Model: 23 .40  
 Serial #: [REDACTED]  
 Comments:

☒ Service  
 Shoot full course  
☐ Secondary  
 Mag <7, backup course

ATTEMPT	PASS DATE	FAIL DATE	INSTRUCTOR SIGNATURE AND REQUAL NUMBER
First	10/18/2022		HUMMOSHIN REQ09080
Second			
Third			

Make: \_\_\_\_\_  
 Model: \_\_\_\_\_  
 Serial #: \_\_\_\_\_  
 Comments:

☐ Service  
 Shoot full course  
☐ Secondary  
 Mag <7, backup course

ATTEMPT	PASS DATE	FAIL DATE	INSTRUCTOR SIGNATURE AND REQUAL NUMBER
First			
Second			
Third			

Make: Remington  
 Model: 870 Tactical  
 Serial #: [REDACTED]  
 Comments:

☒ Issued

ATTEMPT	PASS DATE	FAIL DATE	INSTRUCTOR SIGNATURE AND REQUAL NUMBER
First	07/12/2022		HUMMOSHIN REQ07869
Second			
Third			

Issued 10 BS/55

Make: Colt  
 Model: M4  
 Serial #: [REDACTED]  
 Comments:

☒ Issued

ATTEMPT	PASS DATE	FAIL DATE	INSTRUCTOR SIGNATURE AND REQUAL NUMBER
First	07/12/2022		BPM Lutz REQ08424
Second			
Third			

Issued 50 Rounds

Ross County Sheriff's Office Optional Shoot (if participated) - Time: 08.13 | 9 misses = FINAL SCORE: 113.13  
 + 45

Name: \_\_\_\_\_

Emp #: \_\_\_\_\_

# 2022 FIREARMS QUALIFICATION FORM INITIAL QUALIFICATION



PLEASE INITIAL EACH BOX BELOW IN AGREEMENT WITH ALL APPLICABLE STATEMENT(S).

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- 11) All firearms used for qualification will be disassembled, cleaned, and reassembled prior to leaving the range.
- 12) Strictest discipline will be maintained on the range. Carelessness cannot and will not be tolerated. In the event that any

☐ The Range Officer's decision is final.

 Date 01/05/2022 //                     

 Date 01/12/22 //                     

Initials

Date

\* STANDARD OPOTA COURSE OF FIRE COMPLETED FOR EACH DISCIPLINE, UNLESS OTHERWISE NOTED. \*

All issued or service handguns, regardless of magazine and firearms capacity, will shoot the full course.  
Handguns with a standard-issue magazine capacity of eight rounds or more, making the total rounds in the firearm nine rounds or more, will shoot the full course.  
Handguns with a standard-issue magazine capacity of seven rounds or less, making the total rounds in the firearm eight rounds or less, may shoot the back-up/secondary course of fire.  
All shotguns and rifles must be issued by the agency.

 Make: Sig  
 Model: P320 9mm  
 Serial #:                     

Comments:

☒ Issued  
Shoot full course

ATTEMPT      PASS DATE      FAIL DATE      INSTRUCTOR SIGNATURE AND REQUAL NUMBER

ATTEMPT	PASS DATE	FAIL DATE	INSTRUCTOR SIGNATURE AND REQUAL NUMBER
First	<u>01/05/2022</u>		<u>                    </u>
Second			
Third			

 Make: \_\_\_\_\_  
 Model: \_\_\_\_\_  
 Serial #: \_\_\_\_\_

Comments:

☐ Issued  
Shoot full course  
☐ Service  
Shoot full course

ATTEMPT      PASS DATE      FAIL DATE      INSTRUCTOR SIGNATURE AND REQUAL NUMBER

ATTEMPT	PASS DATE	FAIL DATE	INSTRUCTOR SIGNATURE AND REQUAL NUMBER
First			
Second			
Third			

Make: Groch  
Model: 23 .40  
Serial #: [REDACTED]

Comments:

- ☒ Service  
Shoot full course  
☐ Secondary  
Mag <7, backup course

ATTEMPT	PASS DATE	FAIL DATE	INSTRUCTOR SIGNATURE AND REQUAL NUMBER
First	01/05/2022		Hummiston REQ 07869
Second			
Third			

Make: Groch  
Model: 43 9mm  
Serial #: [REDACTED]

Comments:

- ☐ Service  
Shoot full course  
☒ Secondary  
Mag <7, backup course

ATTEMPT	PASS DATE	FAIL DATE	INSTRUCTOR SIGNATURE AND REQUAL NUMBER
First	01/05/2022		Hummiston REQ 07869
Second			
Third			

Make: \_\_\_\_\_  
Model: \_\_\_\_\_  
Serial #: \_\_\_\_\_

Comments:

- ☐ Service  
Shoot full course  
☐ Secondary  
Mag <7, backup course

ATTEMPT	PASS DATE	FAIL DATE	INSTRUCTOR SIGNATURE AND REQUAL NUMBER
First			
Second			
Third			

Make: Remington  
Model: 870 Tactical  
Serial #: [REDACTED]

Comments:

- ☐ Issued

ATTEMPT	PASS DATE	FAIL DATE	INSTRUCTOR SIGNATURE AND REQUAL NUMBER
First	01/05/2022		Hummiston REQ 07869
Second			
Third			

Make: Colt  
Model: M4  
Serial #: [REDACTED]

Comments:

- ☐ Issued  
- N6 -

ATTEMPT	PASS DATE	FAIL DATE	INSTRUCTOR SIGNATURE AND REQUAL NUMBER
First	01/12/2022		
Second			
Third			

Ross County Sheriff's Office Optional Shoot (if participated) - Time: \_\_\_\_\_ ( \_\_\_\_\_ misses) = FINAL SCORE: \_\_\_\_\_

Ross County Sheriff's Office

**FIREARMS PROPERTY  
ISSUE/SURRENDER  
FORM**



Name: \_\_\_\_\_

Emp #: \_\_\_\_\_

**SURRENDERED**

Date		Serial or Quantity	Buy Back / Notes		
			No	Form	Ck/CC
_____	Sig Sauer P227 .45cal	_____			
_____	Box for P227	1			
_____	Holster for P227	1			
_____	Magazines for P227	_____			
_____	Magazine pouch for P227	1			
_____	Duty Rounds in .45 caliber	_____			
_____	Tactical uniform holster for P227	_____			
_____	Tactical uniform magazine pouch for P227	_____			
_____	Other: _____				

SURRENDERED BY (DEPUTY): \_\_\_\_\_

Surrendered to: \_\_\_\_\_

**ISSUED**

Date		Serial or Quantity
01/05/2022	Sig Sauer P320 9mm	_____
01/05	Box for P320	-
01/05	Holster for P320	RH LH
01/05	Magazines for P320	3
01/05	Duty rounds in 9mm caliber	55
01/05	Practice rounds in 9mm caliber	10050
na	Tactical uniform holster for P320	na
na	Tactical uniform magazine pouch for P320	na
na	Other: _____	na

ISSUED TO (DEPUTY) \_\_\_\_\_

Issued by: Sgt. H. Mosier

Ross County Sheriff's Office

**2022 FIREARMS**

**\*\*\* Sig Sauer P320 \*\*\***



Name: \_\_\_\_\_

Emp #: \_\_\_\_\_

See reverse side for equipment surrender/issuance.

# Certificate of Completion

This certifies that



has successfully completed the training  
program requirements for

## Commercial Motor Vehicle Safe (CV SAFE)

Awarded on this **5th** day of **November 2024**

Credit Hours **24.0**



**Department of  
Public Safety**



# OHIO PEACE OFFICER TRAINING COMMISSION & THE OFFICE OF THE ATTORNEY GENERAL

This is to certify that

[REDACTED]

have completed the  
**Special Purpose [REDACTED] Unit Evaluation**

for the following specialties:

Article Search, Cocaine, Heroin, Methamphetamines and their derivatives

Awarded On  
**October 28, 2024**

  
Dave Kost  
Attorney General

  
Vernon P. Stanforth, Chairperson  
Ohio Peace Officer Training Commission



  
Thomas Quinlan, Executive Director  
Ohio Peace Officer Training Commission

Certificate #: [REDACTED]  
RENEWAL DUE DATE: 11/2/25

# Certificate of Completion

This certifies that



has successfully completed the training  
program requirements for

**Advanced Search Techniques and Hidden Compartments**

Awarded on this **27th** day of **March 2024**

Credit Hours **16.0**



**Department of  
Public Safety**

# Certificate of Completion

This certifies that



has successfully completed the training  
program requirements for

## Criminal Patrol Drug Interdiction

Awarded on this **21st** day of **February 2024**

Credit Hours **16.0**



**Department of  
Public Safety**



# OHIO PEACE OFFICER TRAINING COMMISSION &

## THE OFFICE OF THE ATTORNEY GENERAL

This is to certify that

[REDACTED]

have completed the  
**Special Purpose [REDACTED] Unit Evaluation**


for the following specialties:

Article Search, Cocaine, Heroin, Methamphetamines and their derivatives

Awarded On

November 02, 2023

  
\_\_\_\_\_  
Dave Kost  
Attorney General

  
\_\_\_\_\_  
Vernon P. Stanforth, Chairperson  
Ohio Peace Officer Training Commission



  
\_\_\_\_\_  
Thomas Quinlan, Executive Director  
Ohio Peace Officer Training Commission

Certificate #: [REDACTED]  
RENEWAL DUE DATE: 11/2/24



Ross County Sheriff's Office

## CURTILAGE TRAINING – 2022

### Directions and Attestation

I, [REDACTED], understand that I am required to complete training on an explanation of curtilage by viewing, and read for understanding, all slides as provided in the Curtilage Training powerpoint

Curtilage training materials may be found on the N drive in a file entitled "Annual Training."

I understand that I am to contact Captain Adair directly with any questions I may have after completing the training listed above.

Further, I understand my signature below indicates this training has been completed.

DEPUTY ACKNOWLEDGEMENT	
Printed Name:	[REDACTED]
Signature	[REDACTED]
Employee #:	[REDACTED]
Date:	4/27/22

Once completed, this form shall be submitted to the Training Coordinator and maintained in the employee's training records.



Ross County Sheriff's Office

## STOP STICK TRAINING – 2022

### Directions and Attestation

I, \_\_\_\_\_, understand that I am required to complete Stop Stick training by completing both tasks listed below:

- ☒ View, and read for understanding, all slides as provided in the Stop Stick Training powerpoint
- ☒ Viewed the Stop Stick Training video

Stop stick training materials may be found on the N drive in a file entitled "Annual Training."

I understand that I am to contact Captain Adair directly with any questions I may have after completing the two steps above regarding stop stick care, storage, deployment, and follow-up actions post deployment. I understand that

- failure to complete both items above
- failure to report concerns about the stop sticks provided to you, and
- failure to document use of stop sticks in corresponding reports

can be grounds for corrective measures, up to and including termination of commission.

Further, I understand my signature below indicates this training has been completed.

DEPUTY ACKNOWLEDGEMENT	
Printed Name:	_____
Signature:	_____
Employee #:	_____
Date:	4/27/22

Once completed, this form shall be submitted to the Training Coordinator and maintained in the employee's training records.

# Certificate

Download (/registration/certificates/diploma.php?moduleID=816)

## *Certificate of Completion*



*has successfully completed*

Skywarn Spotter Convective Basics

Time to complete: 1.00 - 1.25 h

April 27, 2022



[www.meted.ucar.edu](http://www.meted.ucar.edu)

# Certificate

Download (/registration/certificates/diploma.php?moduleID=817)

## *Certificate of Completion*



*has successfully completed*

Role of the Skywarn Spotter

Time to complete: 1.00 - 1.25 h

April 27, 2022



[www.meted.ucar.edu](http://www.meted.ucar.edu)

# Transcript

Sex Assault - 3.75  
Off Well - 4  
DV 4

Cult Div - 4  
VOF: 4  
MH 1.5

Course	Credits	Course Status	Date Completed	Module	Module Status	Score
Sexual Assault Investigations (#1508382)	0.25	Completed	11/27/2022 3:44 AM	End-of-Course Survey	Incomplete / In Progress	
Sexual Assault Investigations (#1508382)	0.25	Completed	11/27/2022 3:44 AM	Sexual Assault Investigations	Completed	100
Responding to Sexual Assault (#1508381)	2.5	Completed	11/27/2022 2:56 AM	End-of-Course Survey	Incomplete / In Progress	
Responding to Sexual Assault (#1508381)	2.5	Completed	11/27/2022 2:56 AM	Responding to Sexual Assault Introduction	Completed	
Responding to Sexual Assault (#1508381)	2.5	Completed	11/27/2022 2:56 AM	Responding to Sexual Assault Part 1	Completed	
Responding to Sexual Assault (#1508381)	2.5	Completed	11/27/2022 2:56 AM	Responding to Sexual Assault Part 2	Completed	
Responding to Sexual Assault (#1508381)	2.5	Completed	11/27/2022 2:56 AM	Responding to Sexual Assault Part 3	Completed	
Responding to Sexual Assault (#1508381)	2.5	Completed	11/27/2022 2:56 AM	Responding to Sexual Assault Part 4	Completed	
Responding to Sexual Assault (#1508381)	2.5	Completed	11/27/2022 2:56 AM	Responding to Sexual Assault Part 5	Completed	
Responding to Sexual Assault (#1508381)	2.5	Completed	11/27/2022 2:56 AM	Responding to Sexual Assault Quiz	Completed	100
Trauma and the Brain (#1508383)	0.25	Completed	11/22/2022 8:57 PM	End-of-Course Survey	Incomplete / In Progress	

Course	Credits	Course Status	Date Completed	Module	Module Status	Score
Trauma and the Brain (#1508383)	0.25	Completed	11/22/2022 8:57 PM	Trauma and the Brain	Completed	100
Ohio Public Records Law (#1508384)	2.5	Completed	11/22/2022 5:52 AM	End-of-Course Survey	Incomplete / In Progress	
Ohio Public Records Law (#1508384)	2.5	Completed	11/22/2022 5:52 AM	Exceptions and Exemptions	Completed	
Ohio Public Records Law (#1508384)	2.5	Completed	11/22/2022 5:52 AM	Public Records	Completed	
Ohio Public Records Law (#1508384)	2.5	Completed	11/22/2022 5:52 AM	Public Records Requests	Completed	
Ohio Public Records Law (#1508384)	2.5	Completed	11/22/2022 5:52 AM	Redaction and Retention	Completed	
Ohio Forfeiture Laws (#1508390)	0.25	Completed	11/22/2022 2:50 AM	End-of-Course Survey	Incomplete / In Progress	
Ohio Forfeiture Laws (#1508390)	0.25	Completed	11/22/2022 2:50 AM	Ohio Forfeiture Laws	Completed	100
Objective Reasonableness (#1508391)	0.75	Completed	11/22/2022 2:39 AM	End-of-Course Survey	Incomplete / In Progress	
Objective Reasonableness (#1508391)	0.75	Completed	11/22/2022 2:39 AM	Objective Reasonableness	Completed	
Community Diversity and Procedural Justice (#1508389)	2	Completed	11/22/2022 1:09 AM	Community Diversity and Procedural Justice	Completed	
Community Diversity and Procedural Justice (#1508389)	2	Completed	11/22/2022 1:09 AM	End-of-Course Survey	Incomplete / In Progress	

Course	Credits	Course Status	Date Completed	Module	Module Status	Score
CAT and Officer Wellness (#1495942)	3	Completed	11/17/2022 12:22 AM	CAT and Officer Wellness Introduction	Completed	
CAT and Officer Wellness (#1495942)	3	Completed	11/17/2022 12:22 AM	CAT and Officer Wellness Part 1	Completed	
CAT and Officer Wellness (#1495942)	3	Completed	11/17/2022 12:22 AM	CAT and Officer Wellness Part 2	Completed	
CAT and Officer Wellness (#1495942)	3	Completed	11/17/2022 12:22 AM	CAT and Officer Wellness Part 3	Completed	
CAT and Officer Wellness (#1495942)	3	Completed	11/17/2022 12:22 AM	CAT and Officer Wellness Part 4	Completed	
CAT and Officer Wellness (#1495942)	3	Completed	11/17/2022 12:22 AM	CAT And Officer Wellness Part 6	Completed	
CAT and Officer Wellness (#1495942)	3	Completed	11/17/2022 12:22 AM	End-of-Course Survey	Incomplete / In Progress	
CAT and Officer Wellness (#1495942)	3	Completed	11/17/2022 12:22 AM	Officer Wellness Seminar Part 5	Completed	
Mental Health Response (#1508388)	1.5	Completed	11/12/2022 3:47 AM	End-of-Course Survey	Incomplete / In Progress	
Mental Health Response (#1508388)	1.5	Completed	11/12/2022 3:47 AM	Mental Health Response	Completed	
Crisis Intervention (#1508378)	1	Completed	11/11/2022 10:59 PM	Crisis Intervention	Completed	100
Crisis Intervention (#1508378)	1	Completed	11/11/2022 10:59 PM	End-of-Course Survey	Incomplete / In Progress	

Course	Credits	Course Status	Date Completed	Module	Module Status	Score
Vicarious Trauma (#1495944)	1	Completed	11/9/2022 5:29 AM	End-of-Course Survey	Incomplete / In Progress	
Vicarious Trauma (#1495944)	1	Completed	11/9/2022 5:29 AM	Vicarious Trauma	Completed	
Ethics and Professionalism (#1508387)	1	Completed	11/8/2022 2:11 AM	End-of-Course Survey	Incomplete / In Progress	
Ethics and Professionalism (#1508387)	1	Completed	11/8/2022 2:11 AM	Ethics and Professionalism	Completed	
Use of Restraints (#1508385)	0.25	Completed	11/8/2022 1:46 AM	End-of-Course Survey	Incomplete / In Progress	
Use of Restraints (#1508385)	0.25	Completed	11/8/2022 1:46 AM	Use of Restraints	Completed	
Officer Wellness Seminar (#1495943)	3	Completed	11/8/2022 12:19 AM	End-of-Course Survey	Incomplete / In Progress	
Officer Wellness Seminar (#1495943)	3	Completed	11/8/2022 12:19 AM	Officer Wellness Seminar Introduction	Completed	
Officer Wellness Seminar (#1495943)	3	Completed	11/8/2022 12:19 AM	Officer Wellness Seminar Part 1	Completed	
Officer Wellness Seminar (#1495943)	3	Completed	11/8/2022 12:19 AM	Officer Wellness Seminar Part 2	Completed	
Officer Wellness Seminar (#1495943)	3	Completed	11/8/2022 12:19 AM	Officer Wellness Seminar Part 3	Completed	
Officer Wellness Seminar (#1495943)	3	Completed	11/8/2022 12:19 AM	Officer Wellness Seminar Part 4	Completed	

Course	Credits	Course Status	Date Completed	Module	Module Status	Score
Officer Wellness Seminar (#1495943)	3	Completed	11/8/2022 12:19 AM	Officer Wellness Seminar Part 5	Completed	
Officer Wellness Seminar (#1495943)	3	Completed	11/8/2022 12:19 AM	Officer Wellness Seminar Part 6	Completed	
Officer Wellness Seminar (#1495943)	3	Completed	11/8/2022 12:19 AM	Officer Wellness Seminar Part 7	Completed	
Qualified Immunity (#1461078)	0.25	Completed	10/29/2022 10:57 PM	End-of-Course Survey	Incomplete / In Progress	
Qualified Immunity (#1461078)	0.25	Completed	10/29/2022 10:57 PM	Qualified Immunity	Completed	
Use of Deadly Force and Legal Guidelines (#1461079)	1	Completed	10/29/2022 10:29 PM	End-of-Course Survey	Incomplete / In Progress	
Use of Deadly Force and Legal Guidelines (#1461079)	1	Completed	10/29/2022 10:29 PM	Use of Deadly Force and Legal Guidelines Introduction	Completed	
Use of Deadly Force and Legal Guidelines (#1461079)	1	Completed	10/29/2022 10:29 PM	Use of Deadly Force and Legal Guidelines Part 1	Completed	
Use of Deadly Force and Legal Guidelines (#1461079)	1	Completed	10/29/2022 10:29 PM	Use of Deadly Force and Legal Guidelines Part 2	Completed	100
Use of Deadly Force and Legal Guidelines (#1461079)	1	Completed	10/29/2022 10:29 PM	Use of Deadly Force and Legal Guidelines Part 3	Completed	100
Use of Deadly Force and Legal Guidelines (#1461079)	1	Completed	10/29/2022 10:29 PM	Use of Deadly Force and Legal Guidelines Part 4	Completed	100
Use of Deadly Force and Legal Guidelines (#1461079)	1	Completed	10/29/2022 10:29 PM	Use of Deadly Force and Legal Guidelines Part 5	Completed	

Course	Credits	Course Status	Date Completed	Module	Module Status	Score
Use of Deadly Force and Legal Guidelines (#1461079)	1	Completed	10/29/2022 10:29 PM	Use of Deadly Force and Legal Guidelines Quiz	Completed	100
Critical Thinking in Use of Force Situations (#1461076)	1	Completed	10/16/2022 11:00 PM	Critical Thinking in Use of Force Situations	Completed	
Critical Thinking in Use of Force Situations (#1461076)	1	Completed	10/16/2022 11:00 PM	End-of-Course Survey	Incomplete / In Progress	
Objective Reasonableness (#1461077)	0.75	Completed	10/7/2022 3:33 AM	End-of-Course Survey	Incomplete / In Progress	
Objective Reasonableness (#1461077)	0.75	Completed	10/7/2022 3:33 AM	Objective Reasonableness	Completed	
BCI Lethal Use of Force and OIS Investigations (#1461075)	1	Completed	10/6/2022 11:22 PM	BCI Lethal Use of Force and OIS Investigations Part 1	Completed, Passed	
BCI Lethal Use of Force and OIS Investigations (#1461075)	1	Completed	10/6/2022 11:22 PM	BCI Lethal Use of Force and OIS Investigations Part 2	Completed, Passed	
BCI Lethal Use of Force and OIS Investigations (#1461075)	1	Completed	10/6/2022 11:22 PM	BCI Lethal Use of Force and OIS Investigations Part 3	Completed, Passed	
BCI Lethal Use of Force and OIS Investigations (#1461075)	1	Completed	10/6/2022 11:22 PM	End-of-Course Survey	Incomplete / In Progress	
New and Updated Criminal Charges (#1459642)	0.5	Completed	10/6/2022 9:13 PM	End-of-Course Survey	Incomplete / In Progress	
New and Updated Criminal Charges (#1459642)	0.5	Completed	10/6/2022 9:13 PM	New and Updated Criminal Charges	Completed	
Custodial Interrogation (#1459637)	0.25	Completed	10/6/2022 2:58 AM	Custodial Interrogation	Completed	

Course	Credits	Course Status	Date Completed	Module	Module Status	Score
Custodial Interrogation (#1459637)	0.25	Completed	10/6/2022 2:58 AM	End-of-Course Survey	Incomplete / In Progress	
Hate Crimes (#1459639)	0.25	Completed	10/6/2022 2:38 AM	End-of-Course Survey	Incomplete / In Progress	
Hate Crimes (#1459639)	0.25	Completed	10/6/2022 2:38 AM	Hate Crimes	Completed	100
Hazing (#1459640)	0.25	Completed	10/6/2022 2:22 AM	End-of-Course Survey	Incomplete / In Progress	
Hazing (#1459640)	0.25	Completed	10/6/2022 2:22 AM	Hazing	Completed	
Medical Marijuana (#1459641)	0.25	Completed	10/6/2022 1:17 AM	End-of-Course Survey	Incomplete / In Progress	
Medical Marijuana (#1459641)	0.25	Completed	10/6/2022 1:17 AM	Medical Marijuana	Completed	100
Concealed Firearm Carry Changes (#1459635)	0.5	Completed	10/6/2022 12:11 AM	Concealed Firearm Carry Changes	Completed	100
Concealed Firearm Carry Changes (#1459635)	0.5	Completed	10/6/2022 12:11 AM	End-of-Course Survey	Completed	
Domestic Violence Legal Updates (#1444292)	4	Completed	10/5/2022 11:48 PM	End-of-Course Survey	Incomplete / In Progress	
Domestic Violence Legal Updates (#1444292)	4	Completed	10/5/2022 11:48 PM	Ohio Domestic Violence Laws	Completed	100
Domestic Violence Legal Updates (#1444292)	4	Completed	10/5/2022 11:48 PM	Ohio Protection Orders	Completed	100

Course	Credits	Course Status	Date Completed	Module	Module Status	Score
Domestic Violence Legal Updates (#1444292)	4	Completed	10/5/2022 11:48 PM	Ohio Stalking Laws	Completed	100
Communication Disabilities (#1426254)	1.5	Completed	9/24/2022 8:36 PM	Communication Disabilities Introduction	Completed	
Communication Disabilities (#1426254)	1.5	Completed	9/24/2022 8:36 PM	Communication Disabilities Part 1	Completed	
Communication Disabilities (#1426254)	1.5	Completed	9/24/2022 8:36 PM	Communication Disabilities Part 2	Completed	
Communication Disabilities (#1426254)	1.5	Completed	9/24/2022 8:36 PM	Communication Disabilities Part 3	Completed	
Communication Disabilities (#1426254)	1.5	Completed	9/24/2022 8:36 PM	Communication Disabilities Part 4	Completed	
Communication Disabilities (#1426254)	1.5	Completed	9/24/2022 8:36 PM	Communication Disabilities Part 5	Completed	
Communication Disabilities (#1426254)	1.5	Completed	9/24/2022 8:36 PM	Communication Disabilities Part 6	Completed	
Communication Disabilities (#1426254)	1.5	Completed	9/24/2022 8:36 PM	End-of-Course Survey	Completed	

Learning Path	Status	Date Completed
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No records were found.

Module	Session	Status	Date Completed	Score
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No records were found.



**Peace Officer Basic Exam  
Notice of Completion and Exam Result**

Candidate: [REDACTED]	Exam Testing Date: [REDACTED]
OPOTC Testing ID: [REDACTED]	PV Site Number: 51040
Exam Registration ID: [REDACTED]	Exam ID: [REDACTED]

Your exam delivery is complete.  
Your result indicates that you **PASSED** the Peace Officer Basic exam.

Congratulations! You have successfully completed the Peace Officer basic training requirements and the Peace Officer certification examination. The date you passed the certification examination will be considered the date your basic academy was completed, for all of the calculations mentioned below.

If you are appointed as a peace officer within one year of this date, a certificate of completion will be awarded, if no additional training requirements become mandated by the legislature. If you are appointed more than one year but less than two years after this date, you will be required to complete an OPOTC-approved refresher course and exam, plus any statutory training requirements. If you receive an appointment more than two years after the date of completion, you must repeat the entire peace officer basic training course.

**You cannot perform the functions of a peace officer until you have been awarded a certificate** from the Ohio Peace Officer Training Commission. If you do not receive an actual paper certificate, do not assume you are valid. Contact OPOTC for more information, as there may be additional documentation needed before you are certified.

To obtain your peace officer basic training certificate, a notice of appointment (form SF400adm) must be submitted to OPOTC by your first appointing agency. If the agency does not have this form, it is available here: <https://www.ohioattorneygeneral.gov/Files/Law-Enforcement/Ohio-Peace-Officer-Training-Academy/OPOTC-Resources/SF400adm-Notice-of-Peace-Officer-Appointment.aspx>. Incomplete or improper appointment documents will not be processed and will be returned for correction.

If you have already been appointed with an agency and your notice of appointment has been sent to OPOTC, your certificate will be issued upon review of your test results by OPOTC staff.

If you or your prospective employer have further questions, please contact OPOTC at 740-845-2700 and request to speak with a certification officer assigned to your county of employment.

Authenticate this score report at [www.pearsonvue.com/authenticate](http://www.pearsonvue.com/authenticate)  
Registration Number: [REDACTED] Validation Number: [REDACTED]

# Appointment of Deputy Sheriff

## Commission

Revised Code, Secs. 311.04; 325.17

2022 JAN -3 PM 9:43

FILED  
ROSS COUNTY COURT OF COMMON PLEAS  
CLERK OF COURTS  
TYO. H. HODONThe State of Ohio, Ross County, ss.

to Whom these Presents Shall Come, Greetings:

KNOW YOU That by virtue of the authority vested in me by the Laws of the State of Ohio, and reposing special trust and confidence in [REDACTED], I do hereby appoint [REDACTED] in commission him to be a Deputy Sheriff for said County for the term ending on Sunday, Jan 03, 2025 (subject to removal,) hereby authorizing and empowering him to execute and discharge all and singular the duties appertaining to said office.

Witness my signature and seal of office this [REDACTED] dayof [REDACTED]

Gary W. Jaworski J.  
Sheriff of Ross County, Ohio

72 MISC 003

# OATH OF OFFICE

Revised Code, Secs. 3.22, 3.23

The State of Ohio, ROSS County, ss.

I, [REDACTED] do solemnly swear, that I will support the Constitution of the United States and the Constitution of the State of Ohio, and that I will faithfully discharge the duties of Deputy Sheriff of ROSS County, Ohio, during my continuance in office.

[REDACTED] Sworn to before me and signed in my presence, this [REDACTED] day of [REDACTED]



Notary Public, State of Ohio  
My Commission Expires 7-7-24

[Signature]



# OHIO PEACE OFFICER TRAINING COMMISSION & THE OFFICE OF THE ATTORNEY GENERAL

This is to certify that

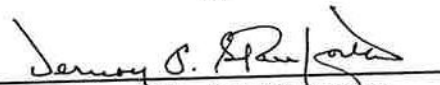
[REDACTED]  
has completed the Ohio  
Peace Officer Basic Training Program

Conducted by  
**Hocking College**



Awarded On

[REDACTED]

  
Dave Yost  
Attorney General

  
Vernon P. Stanforth, Chairperson  
Ohio Peace Officer Training Commission



  
Dwight A. Holcomb, Executive Director  
Ohio Peace Officer Training Commission  
  
Reginald M. Deauchoff  
School Commander

[REDACTED]



## Chapter 3 - Equipment Management

### Section 3.01 - DUTY EQUIPMENT MANAGEMENT

Effective 1/25/17  
Reevaluate  
Version Date 10/16/19  
14:58

- 3.01-1 Policy
- 3.01-2 Certification Standards
- 3.01-3 Definitions
- 3.01-4 Care of Equipment
- 3.01-5 Chemical Agents Management
- 3.01-6 Conducted Electrical Weapon Management
- 3.01-7 Blunt Impact Weapon Management
- 3.01-8 Firearms Management
- 3.01-9 Policy Standards for Training and Testing
- 3.01-10 Annual Review/Analysis of Recruitment and Hiring Process
- 3.01-11 Attachments

#### 3.01-1 POLICY

It is the policy of the Ross County Sheriff's Office to ensure the safety of the public and deputies of the Ross County Sheriff's Office by governing what equipment may be carried by deputies on duty and off duty, requiring proficiency be maintained in the weapon's use. Only such equipment approved by the Sheriff will be authorized to be carried on-duty or in uniform. Appropriate care and maintenance of all equipment used on and off duty is to be a priority. All employees are expected to abide by the procedures as outlined within this policy. Violation of this policy will subject an employee to disciplinary action, up to and including dismissal.

#### 3.01-2 CERTIFICATION STANDARDS

At this time, this policy is not affiliated with any certification standard.

#### 3.01-3 DEFINITIONS

*Alternative firearm* - a firearm issued by the Ross County Sheriff's Office as a duty weapon and is used as a departmentally issued firearm; a handgun wherein the standard-issued magazine holds eight (8) or more rounds, making total firearm rounds nine (9) or greater.

*Authorized personnel* - Sworn deputies with arrest authority as defined in Ohio Revised Code section 109.71 who have been approved by the Sheriff.

*Blunt Impact Weapon Instructor*—One who has successfully completed the Ohio Peace Officer Training Commission's Impact Weapon Instructor course and is in possession of a current and valid certificate citing such completion.

*Chemical Agent Instructor*—One who has successfully completed the Ohio Peace Officer Training Commission's Chemical Agent Instructor course and is in possession of a current and valid certificate citing such completion.

*Conducted Energy Weapon Instructor*—One who has successfully completed a Conducted Energy Weapon Instructor course, presumably from Taser International, and is in possession of a current and valid certificate citing such completion.

*Issued weapon* — a firearm which is supplied by the Ross County Sheriff's Office as a duty weapon; a handgun wherein the standard-issued magazine holds eight (8) or more rounds, making total firearm rounds nine (9) or greater.

*Off-duty*— Any time a deputy is not on official business for and by the Ross County Sheriff's Office.

*Official business* — Any time a deputy is officially working within the capacity of a deputy sheriff with the Ross County Sheriff's Office, including the standard work schedule for said deputy, and any office-approved/scheduled outside detail.

*Outside detail* — Any function scheduled and approved through the Ross County Sheriff's Office which requests or requires the assistance of a deputy for security or safety purposes.

*Range master*— A firearms instructor, certified by the Ohio Peace Officer Training Commission as a full-service instructor in semi-automatic pistol, shotgun, or rifle, or any combination of the three concentrations.

*Safety officer*— Any firearms instructor certified by the Ohio Peace Officer Training Commission as a requalification officer.

*Secondary weapon* - a firearm generally carried in addition to an issued or service/alternative firearm while on official business, or in place of an issued or service/alternative firearm when off-duty; a firearm in which the standard-issued magazine holds seven (7) or less rounds making the total firearm rounds eight (8) or less. Also known as an "off-duty" weapon or an "alternative weapon."

*Service weapon* — a firearm supplied by the deputy, used as a duty weapon, and done so as a result of a departmentally-owned firearm not being issued due to assignment; a handgun wherein the standard-issued magazine holds eight (8) or more rounds, making total firearm rounds nine (9) or greater.

### **3.01-4 CARE OF EQUIPMENT**

Employees shall be responsible and accountable for any assigned equipment or equipment placed in their control. Employees shall not intentionally or negligently damage, abuse, or misuse any equipment. Deputies and employees shall keep all assigned equipment in good condition and ready for use.

Employees shall not modify or alter any Office equipment or install any accessories on said equipment unless authorized by the sheriff. Employees shall not use Office-issued equipment except in the performance of their duties. Employees shall not permit any person to use or operate Office equipment unless: a) it is necessary during an emergency, b) they have been authorized to do so by a supervisor, and/or c) it is a necessary part of repairs or maintenance.

### **3.01-5 CHEMICAL AGENT MANAGEMENT**

Authorized personnel shall be trained in the proper use, and annually demonstrate proficiency in the use, of authorized chemical agent, whether issued or personally supplied. No deputy shall carry any chemical agent until he/she has successfully completed all required training regarding its use.

Deputies who are issued chemical agent aerosol shall carry it at all times while on duty. Deputies shall not carry any unauthorized agent. Issued chemical agent shall be replaced by the Division Commander upon use.

Inspections will be made by supervisors and the Chemical Agent Instructor to ensure all chemicals and canisters are being properly maintained and are in good working order. Any malfunctions shall be reported to the Division Commander immediately and the chemical agent shall be turned in for replacement.

Improper use and/or horseplay with a chemical agent will be cause for disciplinary action under the current Collective Bargaining Agreement.

See also *5.01 Use of Force and Deadly Force* for information regarding use, decontamination, medical considerations, and reporting.

### **3.01-6 CONDUCTED ELECTRICAL WEAPON MANAGEMENT**

Authorized personnel shall be trained in the proper use, and annually demonstrate proficiency in the use, of authorized conducted electrical weapon, whether issued or personally supplied. No deputy shall carry any conducted electrical weapon until he/she has successfully completed all required training regarding its use.

Deputies who are issued conducted electrical weapon shall carry it at all times while on duty. Deputies shall not carry any unauthorized conducted electrical weapon. Issued conducted electrical weapon and cartridges shall be replaced by the Division Commander upon need.

Inspections will be made by supervisors and the Conducted Electrical Weapon Instructor to ensure all tools and cartridges are being properly maintained and are in good working order. Any malfunctions shall be reported to the Division Commander immediately and the conducted electrical weapon shall be turned in for replacement.

Improper use and/or horseplay with a conducted electrical weapon will be cause for disciplinary action under the current Collective Bargaining Agreement.

See also *5.01 Use of Force and Deadly Force* for information regarding use, medical considerations, and reporting.

### **3.01-7 BLUNT IMPACT WEAPON MANAGEMENT**

Authorized personnel shall be trained in the proper use, and annually demonstrate proficiency in the use, of authorized blunt impact weapon, whether issued or personally supplied. No deputy shall carry any blunt impact weapon until he/she has successfully completed all required training regarding its use.

Deputies who are issued a blunt impact weapon shall carry it at all times while on duty. Deputies shall not carry any unauthorized blunt impact weapon. Issued blunt impact weapons shall be replaced by the Division Commander upon need.

Inspections will be made by supervisors and the Blunt Impact Weapon Instructor to ensure all tools are being properly maintained and are in good working order. Any malfunctions shall be reported to the Division Commander immediately and the blunt impact weapon shall be turned in for replacement.

Improper use and/or horseplay with a blunt impact weapon will be cause for disciplinary action under the current Collective Bargaining Agreement.

See also *5.01 Use of Force and Deadly Force* for information regarding use, medical considerations, and reporting.

### **3.01-8 FIREARMS MANAGEMENT**

Authorized personnel shall be armed with a firearm while on official business for the Ross County Sheriff's Office. Deputies shall exercise care in handling, caring, transporting, and using firearms so as to avoid endangering any person(s). Firearms should only be discharged for training, practice, qualifying, or other lawful purpose. Improper use and/or horseplay with a firearm will be cause for disciplinary action under the current Collective Bargaining Agreement.

All firearms carried on official business, or off-duty, must conform to the following guidelines:

#### **a)SERVICE WEAPONS**

1. Only certified deputies who have received training and demonstrated proficiency in the use of each firearm that will be carried are authorized to carry a firearm.
2. All weapons must be approved by the sheriff.
3. All deputies who are issued a firearm by the office shall carry the office-issued semiautomatic pistol unless otherwise directed by the sheriff. If an issued weapon and an alternative weapon are issued, they may be used interchangeably.
4. No office-issued firearm may be modified, altered, or changed in any way without documented permission from the sheriff.
5. Inspections will be made by supervisors and the range master to ensure all firearms are being properly maintained and are in good working order. Any malfunctions shall be reported to the range master immediately and the firearm turned in for repair.
6. In the event of malfunction or damage to a firearm, or a firearm is taken out of service, annual qualification of an office-issued firearm covers any firearm of the same make and model for the governing year, regardless of serial number. No additional firearm qualification is needed for the time-frame covered by the annual qualification if the firearm is replaced with an office-issued firearm.

7. In the event of malfunction or damage to a service firearm, or a service firearm is taken out of service, annual qualification of a service firearm covers any firearm of the same make and model for the governing year, regardless of serial number. No additional firearm qualification is needed for the time-frame covered by the annual qualification if a firearms instructor inspects the firearm and it is found to be in good working order.

#### b)ALTERNATIVE WEAPON

Deputies, while on duty, may carry an alternative handgun (in lieu of an issued firearm), for which proficiency has been established in accordance with *3.01 Duty Equipment Management*.

#### c)SECONDARY WEAPON

Deputies, while on duty, may carry an alternative handgun, for which proficiency has been established in accordance with *3.01 Duty Equipment Management*.

#### d)OFF-DUTY WEAPON

Deputies, while off duty, may carry an alternative handgun, for which proficiency has been established in accordance with *3.01 Duty Equipment Management*, as well as *2.07 Off-Duty Matters*

#### e)AMMUNITION

1. Ammunition shall be supplied by the Ross County Sheriff's Office for all issued firearms.
2. Only office-issued ammunition shall be used or carried in issued firearms (e.g. shotguns, long-guns, or other office weapons). Supervisors will make inspections to ensure that only approved ammunition is being carried.
3. All ammunition used in the capacity of official business, or off-duty under the cloak of deputy sheriff, shall be new and factory loaded ammunition. No reloaded materials are to be used while operating in this fashion.
4. Service weapons and alternative weapons must be of an approved caliber. Those include: 9mm, .40, .44, .45, .357, and .38 Special.
5. Secondary weapons can be any of the same calibers as approved for service and alternative weapons, as well as .380 caliber.

See also *3.01-3 for Definitions* regarding firearm classifications.

#### f)QUALIFICATION AND RECERTIFICATION PROCEDURE

1. Deputies will be required to qualify and demonstrate proficiency with every issued or carried firearms at least twice per year, or as directed by the sheriff or range master. This includes all alternative, secondary weapons, and/or off-duty weapons.
2. Qualification and proficiency testing will be conducted by the firearm instructor/range master.
3. Ammunition will be provided by the office for any issued weapon, as well as up to one (1)

alternative weapon or service weapon, and up to one (1) secondary weapon for a total of up to three (3) handguns per deputy. Any other ammunition required for additional certifications or recertifications is the responsibility of the shooter.

4. Deputies shall be required to qualify in the uniform of the day, including issued body armor, and use the duty belt and holster normally carried while on duty unless otherwise directed by the sheriff.
5. Each deputy will be required to review the firearms and deadly force policies, firearms and range safety rules, and to sign an acknowledgement of such review prior to qualifying with a firearm. The acknowledgement shall be placed in the deputy's training file.
6. Each deputy shall qualify on the course prescribed by the range master. Any deputy who fails to pass any stage of the prescribed course shall be provided a second opportunity to re-shoot the course in its entirety in order to pass. Any deputy who fails to pass the course after the second attempt will be afforded a third attempt to complete the same course of fire. A failure to pass on the third attempt will result in the surrendering of the office-issued firearm to the range master. A deputy carrying a personally owned firearm will no longer be permitted to carry until remedial training has been successfully complete.
7. Peace Officers may be subject to disciplinary procedures as outlined in the current Collective Bargaining Agreement for failing to qualify after three attempts.
8. Any deputy who fails to qualify on the third attempt may be reassigned and will be provided up to four (4) hours of additional familiarization and range training to assist them in requalification, at the convenience of a firearms instructor.
9. Any deputy who fails to qualify as a required qualification proficiency test must re-test within seven (7) calendar days of the initial test. The deputy will utilize the same course of fire and criteria as the previous test. The deputy will have a maximum of three attempts to qualify at this time, in addition to the previous three attempts.
10. Upon successful completion of the recertification test, the deputy may be reassigned back to their normal classification.
11. Regular deputies who fail the recertification test may be subject to disciplinary action in accordance with the current Collective Bargaining Agreement for failing to qualify and will be required to re-test within thirty (30) days. Failure to pass the third qualification test may result in more severe discipline and may be subject to loss of their official commission. Additional training needed within that thirty (30) day timeframe is the responsibility of the trainee.

See also *3.01-11 Attachments* for the *Firearms Qualification Form*.

#### g) RANGE USE AND QUALIFICATION ADMINISTRATIVE REQUIREMENTS

1. Deputies who desire to participate in range practice shall notify the division commander no more than sixty (60) days, and no less than thirty (30) days prior to scheduled qualification sessions. Division Commanders will then notify a firearms instructor and make necessary scheduling arrangements.
2. A supervisor or range master shall be present to use the range.
3. Deputies must provide their own practice ammunition.
4. Targets may be provided by the Ross County Sheriff's Office.

See also *5.01 Use of Force and Deadly Force* for information regarding use, medical considerations, and reporting.

### **3.01-9 POLICY STANDARDS FOR TRAINING AND TESTING**

All agency personnel, sworn and civilian staff, shall be issued a copy of this agency directive, annually at minimum.

All agency personnel will be required to submit to proficiency testing upon hiring.

### **3.01-10 ANNUAL REVIEW/ANALYSIS**

Annually, at minimum, the Ross County Sheriff's Office shall conduct a documented annual analysis detailing the agencies progress with the equipment management plan objectives, which shall include revisions to the plan as needed. This information shall be maintained by the Personnel Supervisor.

### **3.01-11 ATTACHMENTS**

Firearms Qualification Form