



**Ohio Peace Officer Training Commission Meeting**  
**Thursday, Sept. 21st, 2023, at 10:00am**

Ohio Peace Officer Training Academy  
1650 State Rt. 56 S.W., London, Ohio 43140  
Meeting was held in the cafeteria.

**Minutes – September 21st, 2023**

- A. Opening- Call to Order, Chair Sheriff Vernon Stanforth** called meeting to order at 10:01 a.m.

Chair Vernon Stanforth led the Pledge of Allegiance.  
Ms. Denise Becerra called the roll call.

**Commissioners Present:**

Chair, Sheriff Vernon Stanforth  
Sheriff Michael Heldman  
Lieutenant James Fitsko  
Chief Robert Chabali  
Colonel Charles Jones  
Vice-Chair, Chief Clayton Harris  
SAC J. William Rivers  
Ms. Wynette Carter-Smith  
Ms. Leah Amstutz  
Ms. Carol O'Brien

**Commissioners Absent:**

None

**Ms. Denise Becerra** confirmed there was a quorum with 10-Present, 0-Absent

**Attorney General Staff in Attendance:**

Mr. Dwight Holcomb, Executive Director - OPOTC/A

Michael Walton – Senior Assistant Attorney General - AGO  
Deana Leffler, Senior Assistant Attorney General – OPOTA/C  
Scott Spangler, Director of Advanced Training – OPOTA  
Courtney Delong, Director of Professional Standards - OPOTC  
Denise Becerra - OPOTC Staff  
Teresa Coffey - OPOTC Staff  
Carol Simon, Certification Specialist- OPOTC  
Thomas Quinlan, Assistant Executive Director- OPOTA/C  
Brittany Brashears, Certification Specialist- OPOTA/C  
Arienne Fauber, Certification Specialist- OPOTA/C  
Cynthia Peterson, Principal Assistant Attorney General- OPOTA/C  
Erica Wilson, Director of Curriculum- OPOTA/C  
Brian Blake, Accreditation Manager- OPOTA/C  
Barbara Cain, OPOTC Staff  
Robert Strausbaugh, Regional Provider Program Manager- OPOTA/C  
Charlie Vrugitz, Advanced Training Instructor- OPOTA/C  
Cody Woodward, Advanced Training Instructor- OPOTA/C

**Guests in Attendance:**

Commander Bryan Cook- Greene County Academy  
Sgt. Lon Etchison- Xenia Police Department  
Major Michael Kemmer  
Commander Al Bille- Great Oaks  
Paul Hartinger- Great Oaks  
David Coleman- Franklin County Sheriff's Office  
Michael Gross- Franklin County Sheriff's Office  
Scott Paur- Franklin County Sheriff's Office  
Nathan Edwards- OSU Human Performance Collaboration  
Director Steven Hammett- Tri-Academy  
Elijah Baiselen III- Tri County Academy

**Chair Stanforth** announced there was a set of minutes to approve.

**Motion: A motion for the approval of the July 13<sup>th</sup>, 2023, minutes by Sheriff Heldman. Vice-Chair, Chief Clayton Harris seconded the motion. A vote was taken and passed unanimously. Yes- 10, No- 0, Absent- 0.**

## **B. Chair Report**

**Chair Stanforth** welcomed guests and asked everyone to identify themselves to know who is in attendance. Chair Stanforth advised there was not a chair report, and we'll move onto the Continuing Professional Training Committee Report.

## **C. Continuing Professional Training Committee Report**

**Sheriff Heldman** stated there was nothing new to report for CPT however did recommend that law enforcement agencies submit their CPT hours to OPOTA as soon as possible. The training completed can be submitted for reimbursement.

**Director Holcomb** stated ORC 109.803 which states that the executive director needs to report and release proposed 2024 training for law enforcement. That memo is prepared to go out in the beginning of October.

**Sheriff Heldman** stated that typically agencies would submit the training and the roster before the end of the year. That roster was documentation for all training. This method is not the preferred method now, correct?

**Director Holcomb** confirmed that the training can be reported via the portal at any time.

**Chair Stanforth** asked if there was anything else to report?

**Sheriff Heldman** stated, not at this time.

## **D. Curriculum Committee Report**

**Sheriff Heldman** stated that the Curriculum Committee meeting was held prior to the Commission meeting. Discussion regarding the order of topics, the recommendation is to complete firearms training (40 hours) first followed by building searches and lastly, shot gun training (20 hours).

**Lt. Mark Dopp** stated that the recommendation was forwarded by one of his colleagues, recommending the order of topics should be completed first with firearms training (40 hours) followed by building searches and lastly shot gun training (20 hours). He stated this order of topics is more efficient and due to the large number and scheduling of classes works adequately with their training. He also advised that subject matter experts have reviewed this and have supported the recommendation.

**Sheriff Heldman** stated the order of topics was discussed, and the motion was passed and carried by the commission. The information presented will be covered all at one time, which includes HB33, HB191, and SB16. Lastly the dementia training must be completed.

**Motion: A motion for the approval of Curriculum updates made by Sheriff Heldman. Vice- Chair, Chief Clayton Harris seconded the motion. A vote was taken and passed unanimously. Yes- 10, No- 0, Absent- 0.**

**Chair Stanforth** asked if there was anything else to report?

**Sheriff Heldman** stated not at this time.

#### **E. House Committee Report**

**Chair Stanforth** asked Colonel Jones if there was a house committee report?

**Commissioner Colonel Jones** stated nothing to report from the house committee.

#### **F. Legislative Committee Report**

**Chair Stanforth** asked if there is a legislative report?

**Lt. Fitsko** stated both houses are back in session starting in September. He advised there are important topics from last year that the commission will be watching this year. First, is House Bill 37, which includes a vehicle offense that increases penalties for OMVI, which was from March of last year. Secondly, is House Bill 62 self-defense, which would limit locations for a person who has no duty to retreat before using force in self-defense. The House Bill was introduced in February of 2023. As well as HB83, drug paraphernalia, which would remove criminal penalties for certain drug offenses which was introduced in February of 2023. House Bill 84 would lower the minimum age for an original appointment as a police officer from 21 to 18 years of age. It was introduced in March of 2023. House Bill 167, police training which would modify requirements for police chief training, to allow advance training for officers at, or above the rank of sergeant and to amend section 109.804 of the revised code. This was introduced in May of 2023. Senate Bill 35 which would create funds for law enforcement training, law enforcement assistance funds to reimburse specific cost of peace officer and trooper continued professional training. This was introduced in March of 2023. Senate Bill 53 which would lower the minimum age for original appointment as a police officer from 21 to 18 years of age. Senate Bill 84 which would require training on

emotional intelligence for peace officers which was also introduced March of 2023. We will continue to monitor all of these and see what occurs in the future.

**Chair Stanforth** stated we could move on to the Directors' report.

## **G. Commission and Academy Report**

**Director Holcomb** wanted to recognize some new advancements and new hires here at the academy since our last meeting. Alexis Miller has been promoted to Deputy Director of Curriculum Development. Robert Strausbaugh is our new Close to Home Regional Manager.

**Close to Home Regional Manager Robert Strausbaugh** retired from Columbus Police Department, retired as a Commander, short of thirty years of service. As a Commander he worked in the major crimes bureau, special operation, control commander. Before he left, he worked in the narcotics bureau which was the drug crimes unit. He was previously in the United States Marine Corps. where he served four years active and four years inactive. His hopes are to make training better for small and large agencies who don't have to travel far for training. He has a graduate degree and currently working on dissertation for his doctorate degree which hopefully he should have completed by next year.

**CALEA Accreditation Manager Brian Blake** stated he has worked at OPOTA previously from 2010 to 2019. During that time, he assisted in managing the CALEA Accreditation, therefore he has experience in CALEA. That experience has provided tremendous help in this new position, allowing him to complete the job tasks right away. OPOTA will have a year four review by CALEA at the end of this year or in January of next year. There is also a scheduled onsite visit in March of next year.

**Director Holcomb** stated that Nicole Hendrix could not be here today. She was previously a Law Clerk who left for a period to study for the Ohio Bar Exam. At this point she has taken the exam and we're currently waiting for the results. She is currently training downtown and once she passes the bar; she will join us. In the training section we have Charles Vrugitz, who is our new Advanced Training Instructor.

**Advanced Training Instructor Charles Vrugitz** is the new driving instructor who served as a Columbus Police Officer for fifteen years which for eight of those years served as a driving instructor. He also worked for Madison County Sheriff's Office for six years. He is excited to work in Advanced Training and contribute to this program.

**Advanced Training Instructor Cody Woodard** has ten years of law enforcement experience. His experience comes from four years of patrol with the Ohio Highway Patrol and six years with Dublin Police Department where he worked in different departments from

plain clothes duties to SWAT and everything in between. He looks forward to bringing his experience in that short time to shape officers for the better.

**Director Holcomb** stated that Stephanie Thessen had been our E-Learning Design Specialist who recently left for better opportunities at COTA. We are currently waiting to get the process started to post that position and get it filled. There are additional positions we will be filling in the future, one being a Training Instructor and a CPT Manager. The CPT Manager position would hopefully relieve some of the workload from a couple of the senior staff. The portal continues to grow. There are continually more individuals logging on, which is great for agencies and administrators. The portal is the place to go for CPT reporting. The list that was given to the Commissioners details the Pre-approved CPT courses that have been submitted. There have been 799 that have been submitted which Dr. Erica Wilson and her staff have had to review and pre-approve. It has been a larger number this year, compared to last year. For the year 2022 there were 202 applications submitted and reviewed. This is a huge task for our staff which they continue to review and approve in such a timely manner. The Attorney General had his All-Staff Meeting last week which had staff members from OPOTA recognized. These staff members are Michael Walsh and Donna Radcliff who both received a PRIDE Award from the Attorney General. The Job Task Analysis had four vendors who submitted applications which are currently being reviewed by the committee. The recommendation has been sent to Chief of Staff, Ben Marrison. The process continues to move forward.

The Attorney General has announced the new Blue Ribbon Task Force. This task force will be led by Thomas Quinlan. Thomas Quinlan will later talk about this initiative. Director Holcomb also informed the Commissioners that he has been traveling around the state as well as attending the OACP District Four meeting via TEAMS, to Bowling Green for the district three meeting, as well as to Jackson for the district five meeting and lastly to Tuscarawas. Travel continues to promote the good things that we are doing at OPOTA.

**Director of Curriculum Erica Wilson** stated that her section is currently working on CPT 2024. She hopes to have those topics out available January 1<sup>st</sup>, 2024, which would include the written lesson plans. As mentioned before, she plans to have a new E-Learning Design Specialist hired by November. Therefore, they can start working on OPOTA Online lesson plans for 2024. However, that may be delayed due to hiring a new E-Learning Design Specialist. There were emergency updates that were approved by the Commission which were the house bills and the senate bills. Those will impact most of our basic curriculum lesson plans which will take some time to get completed. Those house bills and senate bills will also impact SPO's, which are currently being worked though. Once completed the Commissioners will be updated.

**Director of Professional Standards Courtney DeLong** explained the transition OPOTA has made from paper form submissions of the SF400/SF401's to electronic submissions via

the portal. Due to that transition Professional Standards will discontinue the training required letters. There are currently four Certification Specialists who process the SF400/SF401's. This includes anytime an officer has been newly appointed or has a status change. During this review the staff will evaluate when the officer completed basic training, look at all their employment dates, possible breaks in service to determine compliance with continued professional training throughout that officer's career. As well as any training mandated by the legislature. To put that volume into perspective as of this morning, Professional Standard has processed 4,321 SF401's and 3,208 SF400's which is a little over 356 a month with a staff of four. By eliminating that process we will be able to update agency rosters much quicker. She also reminded agencies can still reach out to the Certification Specialist if they have questions about an officer's training or employment history. There is also the public record portal which can be used to check the employment history of an officer. When these reviews are being completed and we find that there has been a break in service for an officer and which require refresher or overdue CPT training or statutory mandates we will continue to send out notices to each agency and the officer, therefore they are aware something that needs completed. Each agency is responsible for reporting the hourly rate of each officer as well as officer completion of training as required by the legislature via the portal. Agencies that have been designated as eligible for CPT reimbursement must record their hourly rate for their officers before the training hours can be reimbursed. The next reimbursements will be coming up at the being of October. She is glad to inform you that there are more agencies reporting via the portal. Lastly, the second round of interviews are scheduled for the CPT Manager position which she is hoping to fill very soon.

**Chairman Stanforth** stated the issues he saw was a SF400 was submitted due to the individual completing the academy and passing the state test however there was a hold or a period they need to wait.

**Director of Professional Standards Courtney DeLong** stated there is a transition that OPOTA is working though currently. That is due to the way the portal was designed which an individual is not eligible for appointment as a peace officer until they have passed all portions of the basic training which includes the state certification exam. Therefore, agencies that have submitted a notice of appointment for these individuals are employing these individuals and not appointing them and are not functioning as a peace officer. Agencies should submit a notice of appointment once these individuals pass the state certification exam, which is when their true employment as a peace officer will begin.

**Chairman Stanforth** stated that therefore the submission of the SF400 might be premature?

**Director of Professional Standards Courtney DeLong** stated was correct. There will be a CPT Bulletin that will be sent out to educate agencies and regional directors on the language of employment verses appointment.

**Sheriff Heldman** advised there is a deputy that is in an academy which is requested a SF400.

**Director of Professional Standards Courtney DeLong** stated that it will be a process to educate everyone with the new changes. Her section is currently working on updating forms and manuals.

**Sheriff Heldman** advised that years ago they used to submit an appointment and swore individuals in. Can we start using that? Or have the academies use that vs the SF400?

**Director of Professional Standards Courtney DeLong** advised there is another form which is called the recruit letter that can be used. This letter indicates that there is an individual that you have hired and upon completion of the academy you will be hiring them.

**Director Holcomb** asked if we knew how many agencies have not imputed their information into the portal?

**Director of Professional Standards Courtney DeLong** stated that over 600 agencies have not started.

**Director Holcomb** reiterated that over 600 agencies have not reported on their officers training hours therefore, his staff is preparing to be busy in November and December due to the large number of agencies that still need to submit their information. We are currently working on a campaign with Carrie Bartunek who is our Outreach Coordinator to reach agencies to promote the submission of their information. As of October 1<sup>st</sup>, agencies will be receiving a letter as a reminder that they have two months to submit their information. If those hours are not reported, as of January 1<sup>st</sup>, 2024, the officers will automatically go into cease function by law. That's why it's so important that agencies submit their officers' training hours as soon as possible. He stated that in most cases the officers have completed their training hours, but their agencies have failed to report it.

**Cynthia Peterson, Principal Assistant Attorney General** stated that the legal team has been occupied reading legislation. Shelli Brock had been working on House Bill 33 which had over 6,000 pages. She then compiled all that information into a summary and was provided to curriculum. Once the curriculum department reviewed the summary provided by legal, they could then determine if those changes would impact lesson plans as well as updates that would be needed. Most lesson plans will need to be updated. The legal team continues to review lesson plans from a legal standpoint which are reviewed by Deana and Shelli. OPOTA/C continues to receive an enormous amount of public record requests. Every time there's an incident it will be followed by a request for public records due to an investigation occurring. For example, there may be a use of force incident and that may turn out to be human error, or the best decision under the circumstances however, when these incidents happen, we receive media requests immediately. These media requests directly go to the subject of training. They will ask for records of that specific training officer or

officers. They will request records for everything that specific officer or officers have been trained on. The media request can then shift from one officer or officers to then request all the training records of the entire agency as well as all the training that has ever been taught on that specific matter. She also mentioned the new attorney, Nicole Hendrix is training for the next month for the New Grad Program. Once she has completed the training she will be focusing on public records requests.

**Director Holcomb** stated that he remembers back four years ago when Cynthia and he started at the same time at OPOTA/C. Cynthia was the sole attorney for OPOTA/C. Since then, the organization continues to grow with more demands and needs. Therefore, we've been able to hire attorneys like Deana, Shelli, Nicole and Barbara as an Administrative Professional. Doug Dumolt is also another attorney that OPOTA/C relies on from the Attorney General's Office. The legal team has been overwhelmed with all their responsibilities that have been asked of them. One attorney was not going to be sufficient at OPOTA/C and in the last four years OPOTA/C has been able to add on all these attorneys. He did want to thank the legal team for all the hard work they do at OPOTA/C.

**Advanced Training Director Scott Spangler** advised that the project for the indoor and outdoor range at the Tactical Training Center has started. Once that project is completed the range will be fully enclosed range. The engineers and architects have been out at the TTC taking photos for the design phase. As of today, it's expected that during the summer of 2024 the range will be closed. Therefore, we will make accommodations to work around the closure. Firearms courses will still be conducted, however, with some expected disruptions. The canine evaluator program has been on hold due to updates occurring over this past year. There has been a large interest in putting forth that training again. The legal and curriculum team has worked to get that training updated and hopefully meeting legal standards to be ready to release.

**Regional Provider Program Manager Robert Strausbaugh** stated he has sent out an introductory email to all the regional providers as well as asking one from them. His goal in October is to start traveling around the state to meet the individual Commanders in person. He provided what he believes is needed for officer success, this includes leadership, strong policy and training. His goal is that the regional partners can provide smaller agencies with training which could be more cost effective.

Director Holcomb stated that Susan Boggs could not attend the commission meeting today to provide her updates, therefore he would provide them in her absence He stated that the 2023 Law Enforcement Conference is scheduled for October 24<sup>th</sup> and 25<sup>th</sup> at the Hyatt in downtown Columbus. He stated that there was a last-minute adjustment for the Wednesday schedule where the luncheon had to be moved to the morning session. This was successful due to staff moving swiftly to make this adjustment and making award winners aware of this change. We do ask that the Commissioners be there on Wednesday at 8:00am to check in.

The luncheon could not take place if it were not due to all the staff that work together to make it run smoothly and as successfully as possible. Another project that Susan has been working on is the Memorial Wall Project. The wall has been granted funds to redo the etchings. She and Kem Dicken from General Services have been working together to review every single name on the wall for accuracy. An example is Charles W. Russell, who was supposed to be with the Toledo Police Department. After completing research there was no information of this individual dying in the line of duty as an Ohio police officer. Director Holcomb stated he contacted the chief at the Toledo Police Department who sent him the 2008 article which included information of the officer. When his death occurred in 1906 there was miscommunication about him being an Ohio Police officer. It was confirmed that he was an Indianapolis officer, and his name is on the Indianapolis and Indiana Memorial Wall and is also recognized at the National Memorial Wall. Therefore, his name will be removed from our memorial wall. He also wanted to thank Susan and Kem for their dedication to this project.

**Assistant Director Thomas Quinlan** stated that the staff has outlined the work that has been completed, which is tremendous. They have been serving in their positions to run this operation for 30,000 officers and 960 agencies. He advised that he wanted to inform on what the future brings. The Blue-Ribbon Task Force will focus on what law enforcement will look like in the future. This task force will have what needs to be included or what needs to be omitted from training. Things have changed from twenty years ago and it will look at the Continued Professional Training as well as Advance Training, and what needs to be included in training. An example could be if an officer is trained on a Crown Victoria, however currently driving an SUV. This officer could have multiple collisions due to never being trained on a SUV. Therefore, we want to provide regional training for skill development, or offer refresher if available. We want to provide skills development versus this individual being reprimanded and not learning. The Blue-Ribbon Task Force will take de-escalation, mental health, crisis intervention training, duty to intervene and other topics into a scenario-based reality training. The scenario-based training takes us into the virtual reality training that we currently have. There is a company currently contracted to create this virtual reality training for us. They have contracted actors which are preparing to film in October for six Virtual Reality scenarios that will then go into postproduction. These training courses will hopefully be ready by the end of the year. Those will not be the only courses, hopefully these can be implemented in basic training as well as advanced training courses. Overall training can start in the classroom followed by being emerged in the that experience based on virtual reality then finalizing with them performing the training in the scenario houses. On this task force there are representatives for BSSA, OACP, non-law enforcement, non-commissioned officers, individuals who have expertise in crisis intervention and crisis de-escalation as well as dealing with teen brain and our youth. Also included in this task force are individuals representing large agencies as well as rural areas, basically the whole spectrum of people

who are driven for progress in training are part of this committee. This task force will have public hearings, therefore hopefully with this we can find recommendations for training and what training looks like at the executive level. Hopefully we can provide training that is tailored to their region as well. The task force plans to have recommendations by early January focusing on the future of policing.

**Director Holcomb** wanted to acknowledge all the staff are dedicated people to the law enforcement profession and do tremendous work for this organization.

## H. New Business

**Chairman Stanforth** advised the OAC CPT related changes to 109:2-18 of the administrative code.

**Director of Law Enforcement Operation Douglas Dumolt** stated that we are transitioning from the pilot program from 2022 that the General Assembly created for CPT to what is a longer term funded model. The changes hopefully will reflect that. Due to the new budget bill, it discusses 24 hours of mandatory CPT as well as the additional 16 hours of CPT. Although 24 hours are mandated every year an additional 16 can be funded for agencies if it elects to complete additional CPT training each year. The administrative code was updated to reflect that as well as adding a slightly different date for when the commission needs to have out any mandatory or CPT categories for the following year. It was changed to October 1<sup>st</sup> based on a lot of feedback received. That was based on large agencies who would have to train hundreds of officers would like as much notice as they can. An additional clarification that was added is that the commission has the discretion but is not required to set topics for all 24 hours of the mandatory training especially now that there is up to 40 hours of training. Therefore, if one year the commission would like the agencies to direct, that would be the commission's discretion. There were questions that came up last year for the 2022 CPT topics about whether mandated hours could be offset by internal training as provided by statute. He wanted to clarify that if a specific topic is mandated by a commission that can't be used to offset that otherwise it meets the requirements of the training. Agencies can still use that because it's provided by law, but it would only be for the remaining 16 hours of discretionary training or non-mandatory hours. Another change is that as of last year they have allowed state agencies to apply for pre-approval CPT training. That code now has been updated to allow national or federal law enforcement agencies to apply for pre-approval. It will still have to go through the same approval process as state agencies. There is also a change to the pre-approval deadline. December the 1<sup>st</sup> is a reasonable deadline, which means that the pre-approval will have to be submitted by December 1<sup>st</sup>. That will allow plenty of time to review the material that was submitted. By that time there will be a large

amount of pre- approved training that agencies can choose from as well as using OPOTA Online. Lastly, agencies have up to 30 days after a training to report the training. That has not been enforced or even set as an expectation. The problem with that is police officers can go into cease function if their training has not been reported by December 31<sup>st</sup>. If the training is done in December that will create a problem because you have 30 days to report on the training. All training must be reported no later than December 31<sup>st</sup> unless an extension has been granted otherwise it will be inconsistent with the administrative code. In the previous years it didn't have any practical effect because we received the rosters at the end of the year. Now that reporting is done electronically, we will know January 1<sup>st</sup>, 2024, who had their training completed and who did not have their training completed. If they have not completed their training, they will be a letter sent out advising them that they are in cease functioning status. There is no automatic way to bring people off cease function status. The agency must submit information to be reviewed by the director who then can send a recommendation letter so that they can resume functions as a peace officer. He asks the commission to recommend these changes therefore he can present them to the attorney general.

**Ms. Carol O'Brien** commented that she moves to approve the recommendation. As well as clarifying that there are over 600 agencies that have not reported training, which means they don't have a lot of time to report the training.

**Director of Law Enforcement Operation Douglas Dumolt** stated that he has been working with the communications department to advise agencies about reporting their training. He also asked for the commissioners help to let agencies know that way December will be a lot less stressful for everyone. He does not want to see over 20,000 officers go into cease functioning status as of December 31<sup>st</sup>.

**Ms. Carol O'Brien** stated that Executive Director Cornwell has been making it a priority to inform everyone at every sheriff's meeting he has attended. She asked if Director Holcomb had been communicating that information with the OACP, Director Holcomb confirmed.

**Director of Law Enforcement Operation Douglas Dumolt** stated that the automated notices have been going out every 30 days for the rest of the year. The letters will be sent out to the officers as well as to the appointing authority.

**Ms. Carol O'Brien** thanked Douglas Dumolt and the rest of the staff for all they do.

**Chairman Stanforth** asked if that was the motion, when will it take effect?

**Director of Law Enforcement Operation Douglas Dumolt** advised he will have a conversation with the attorney general early next week and if he approves it will then move through the JCARR process. That process takes at least 90 days. What happened in 2022 when the same rule adoption process was done, we operate as the rules are in effect when

submitted to JCARR. In the past we haven't had any objection once it's submitted to JCARR. Realistically these rules will not be in effect until closer to the end of the year.

**Chairman Stanforth** asked if everyone must be abiding by the current law?

**Director of Law Enforcement Operation Douglas Dumolt** confirmed.

**Ms. Carol O'Brien** confirmed that they would need to be, if not they would go into cease functioning status.

**Director of Law Enforcement Operation Douglas Dumolt** confirmed that this does not change any rules regarding cease functioning, CPT training requirements, recording requirements. The budget bill trumps any administrative code therefore everyone would have to be in compliance. This brings the code to compliance with the revised code that was updated in July.

**Motion: A motion for the approval of OAC CPT related changes to OAC 109:2-18 was made by Chairman Stanforth. Ms. Wynette Carter-Smith second the motion. A vote was taken and passed unanimously. Yes- 10, No- 0, Absent- 0.**

## **I. Old Business**

**Director Holcomb** explained the Job Task Analysis which was mentioned at the last Commission Meeting continues to be discussed about physical fitness standards and job task duties for entry level peace officers.

## **J. Open Forum**

**OASIS Theodore Owens** asked that all instructors be allowed to participate in the CPT reimbursement. He also mentioned the 5-year review is coming up for security. He suggested that requalification not be based on CPT rather show what qualifications they have within 3 years. He also suggested that instructors have 12 hours of training to complete versus the 24 hours needed.

**Commander, Great Oaks Paul Hartinger** suggested to give regional partners information to give instructors therefore they can provide the information to officers about CPT requirements as well as cease function status.

**Director of Professional Standards Courtney DeLong** stated that each agency has permission to report them on the portal.

## **K. Adjournment**

**Motion: A motion to adjourn was made by Ms. Wynette Carter-Smith. The motion was seconded by Sheriff Heldman. A vote was taken and passed unanimously. Yes- 10, No-0, Absent- 0.**

**The meeting stands adjourned.**

**Time: 11:39 a.m.**

A handwritten signature in blue ink that reads "Vernon P. Stanforth". The signature is written in a cursive style and is positioned above a horizontal line.

**Chair Vernon Stanforth**

**These transcripts are not verbatim. Audio recordings are available on request.**