



**Ohio Peace Officer Training Commission Meeting**  
**Thursday, July 13th, 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 – July 13th, 2023**

- A. Opening- Call to Order, Chair Sheriff Vernon Stanforth** called meeting to order at 10:07 a.m.

Chair Vernon Stanforth led 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  
SAC J. William Rivers  
Ms. Wynette Carter-Smith  
Ms. Leah Amstutz

**Commissioners Absent:**

Vice-Chair, Chief Clayton Harris  
Ms. Carol O'Brien

**Ms. Denise Becerra** confirmed there was a quorum with 8-Present, 2-Absent

**Attorney General Staff in Attendance:**

Mr. Dwight Holcomb, Executive Director - OPOTC/A  
Michael Walton – Senior Assistant Attorney General - AGO  
Bryan Lee- 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  
Shelli Brock, Associate AAG- OPOTA/C  
Carol Simon, Certification Specialist- OPOTC  
Arturo DeLeon, Certification Specialist- OPOTC  
Thomas Quinlan, Assistant Executive Director- OPOTA/C  
Jill Cury- Curriculum Development Specialist- OPOTA/C  
Brittany Brashears, Certification Specialist- OPOTA/C  
Arienne Fauber, Certification Specialist- OPOTA/C  
Susan Boggs, Project Coordinator- OPOTA/C

**Guests in Attendance:**

Bill Holland-Summit County Sheriff’s Office  
Bill McGee-Cuyahoga County Sheriff’s Office  
Cpt. Jeffrey Davis- Ohio State Highway Patrol  
Matt Delp- OACP  
Tom Vaughn-OACP  
Sharon Montgomery- Ohio Traffic Safety Council

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

**Motion: A motion for the approval of the May 11<sup>th</sup>, 2023 minutes by Sheriff Heldman. Wynette Carter-Smith seconded the motion. A vote was taken and passed unanimously. Yes- 8, No- 0, Absent- 2.**

**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 the CPT Committee meeting was held prior to the Commission meeting. Discussion regarding 2024 CPT concerning potential courses and topics. These recommended updates include: Legal Updates (2 hours), Responding to Mental Health Issues (2 hours), De-escalation (2 hours), Marsy's Law/Victim Rights (1hour) and NIBINS (1 hour). This includes 8 hours of mandatory training.

**Chair Stanforth** asked for an explanation on NIBIN.

**Director Holcomb** explained the NIBIN Program automates ballistics evaluations and provides actionable investigative leads in a timely manner. The NIBIN technology will help with correlating weapons used in different crimes throughout the state. BCI had completed a survey which resulted in law enforcement requesting more information on the NIBIN Program. The Attorney General has supported this program and with the information BCI has acquired, there is a need for law enforcement to obtain this new technology information. Hopefully, this new technology can be utilized to help these law enforcement agencies and their cases.

Director Holcomb additionally added that law enforcement agencies could provide training within their agency and received CPT credit. If these agencies would like those trainings to count toward CPT credit they would need to be pre-approved by our staff. He stated that the turnaround time for CPT pre- approval has been relatively quick. He wanted to remind agencies who are currently working on training for 2023 and 2024, the Ohio Revised Code (ORC) clearly states that training needs to be pre-approved by OPOTA.

**Chair Stanforth** wanted to remind agencies that if these training courses are not pre-approved by OPOTA, they will not have a CPT course number assigned to it. The students will not receive an OPOTA certificate of completion unless it's an OPOTA certified course.

**Director Holcomb** announced that there are CPT courses that have already been pre-approved which are listed on the portal as well as all the in-person classes.

**Motion: A motion for the approval of 2024 CPT updates by Sheriff Heldman. Charles Jones seconded the motion. A vote was taken and passed unanimously. Yes- 8, No- 0, Absent- 2.**

**Chair Stanforth** stated to move on to the curriculum committee report.

#### **D. Curriculum Committee Report**

**Chair Stanforth** asked Sheriff Heldman if there was a curriculum committee report?

**Sheriff Heldman** reported the curriculum committee meeting was not held today.

#### **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 nothing to report from the legislative committee.

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

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

**Director Holcomb** welcomed guests and everyone in attendance. He advised there had been staff changes since the last meeting. He introduced Susan Boggs; our new Project Manager. There have also been departures; Lou Agosta on May 31<sup>st</sup>, as well as Scott Reinbolt, who was head of Regional Provider Program and recently resigned. We are currently conducting interviews to fill both positions. Holcomb advised that OPOTA continues to fill advanced training staff positions under the supervision of Scott Spangler, bringing them up to the level we need to maintain our training. He explained they're also looking at a new Deputy Director of Curriculum under the supervision of Erica Wilson. Director Holcomb explained updates on the OPOTA portal. The portal is the way that OPOTA/C is working with all of our partners out in the field, all 960 agencies. He affirmed that the portal is the place to register for in-person classes and access copies of individual records, SF400's and reimbursements. Director Holcomb asks Courtney Delong to demonstrate the updates on the portal in a few minutes. Erica Wilson and her team have looked at 526 pre-approval applications. The number reflects double the amount that was received in the year 2022. Again, we ask for 30 days in advance to review the information for CPT pre-approvals. Erica and her team are doing a fabulous job reviewing the information submitted and responding quickly. The online content continues to improve and grow including CPT

mandatory updates. Director Holcomb also stated there has been great feedback in regards to the videos that were accessible online. Thank you, Deana Leffler, for the videos regarding the legal updates which were well received. The written CPT curriculum has been posted and accessible via the website, as well as OPOTA ONLINE which continues to grow with new options being accessible online. Director Holcomb asked that each staff member inform the commission about their departments and any updates.

**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. She advised there is now a public facing page which includes public records requests, officer search feature, CPT reporting and agency annual roster information. A step by step demonstration was conducted therefore the attendees could see first-hand how to navigate the website and its new features. She informed that every Chief and Sheriff have different permissions which can then delegate permissions to multiple users. She also shared the CPT management video which is accessible online with the attendees.

**Director Holcomb** emphasized the importance of the portal with its continued improvement and efficiency for OPOTA/C. He advised that when AG Yost came into the office he observed the process, where it was paper driven. He assured that this new upgrade is a great investment and certain processes are more streamlined and this is the future for this agency and its growth. He advised that numerous agencies are already utilizing the CPT reporting feature via the portal. He continued stating the Courtney DeLong and her staff are currently working on the 2022 data. There will still be a few delays due to the new process. However, as we move forward into 2024 and beyond, those delays will no longer be an issue.

**Advanced Training Director Scott Spangler** advised that OPOTA has been working through the backlog of training due to the pandemic. He informed that currently advanced training is close to fully staffed. Applications for the last instructor vacancy have been submitted and hopefully the position will be filled by the end of the summer. Advanced Training is working with the regional providers to provide the most requested course which is the Semi-Automatic-Pistol Instructor course. This course is very important due to it being the pathway to additional firearm courses, which many agencies are in desperate need of. Scott Spangler thanked Donna Radcliff who solely collected about sixty percent of unpaid invoices going back as far as 2020.

**Chairman Stanforth** asked to explain full staffing?

**Advanced Training Director Scott Spangler** explained that advanced training is allotted 10 advanced training instructors/coordinators versus eight, which was the previous amount allotted. Due to transitions and staff movement, advanced training has been short staffed but were able to augment that with the regional program as well as guest instructors. Our staff is currently at seven instructors with a new instructor starting on July 17<sup>th</sup> and another is starting on August 14<sup>th</sup>, 2023 which will fill a driving instructor vacancy. The final position has been posted and applications have been received. Those applications will be reviewed and hopefully the tenth position will be filled.

**Chairman Stanforth** asked if those instructors are for in person classes?

**Advanced Training Director Scott Spangler** confirmed that these instructors are for in person classes conducted at OPOTA.

**Chairman Stanforth** asked if these instructor positions are for classes other than firearms and driving?

**Advanced Training Director Scott Spangler** confirmed that was correct. He stated the majority of the training classes are in person done in this building and are conducted in the cafeteria, scenario village, gymnasium as well as the hallways of OPOTA. Currently there is a class being conducted at the moment called “Single Officer Response Active Response Training” which the hallways and basement are being utilized for searches. Therefore, the TTC and OPOTA (main campus) are utilized for in class training. There are also distance learning courses which those staff members are responsible for accomplishing which are not part of CPT.

**Director Holcomb** confirmed that Advanced Training has been short staffed however we have seen a demand for instructors. He wanted to acknowledge Scott and his team who have done a great job.

**Deana Leffler, Senior Assistant Attorney General** stated that the legal team has reviewed the proposed topics for CPT 2024 which were approved at the July commission meeting. Since then the legal team has focused on updating the Advanced Training Lesson Plans. Both herself and Shelli Brock have been reviewing those that were up for renewal which are being evaluated for currency, relevancy, and they completed a full legal review to insure all legal standards that are being taught are appropriate and binding in this jurisdiction. She advised that having things from the sixth circuit, which is our court of appeals, the (federal court of appeals) to advise officers on how the court will look at this scenario at any given situation. Some examples would be use of force, deploying canine, de-escalation, crisis mitigation, subject control instructor, canine evaluator and first line supervisor. There are lesson plans that can be anywhere from 100 pages to 300 pages long. Reviewing these lesson plans, which Dr. Erica Wilson’s team has been instrumental on, allows us to release the best product available to all of law enforcement. OPOTA/C continues to receive an enormous amount of

public record requests. OPOTA continues to be the leader, compared to all sections in the AG's office, receiving more Public Record Requests than any other AGO sections. Recently, some of those requests have been for lesson plans going back decades. A lot of times it is media related requests, SF400s, and appointment histories. We are very careful to safeguard law enforcement information that should not be given out and honoring rules of ORC 149.43. We are also careful regarding the curriculum, safeguarding the test and answer keys.

**Director Holcomb** stated that public records requests are a monumental task that they are currently working on. Typically, the turnaround time for those public requests are 30 days. Cyndy and her team are doing a wonderful job completing those requests and responding to them.

**Susan Boggs** advised that the 2023 Law Enforcement Conference preparations are ongoing. There are 12 concurrent workshop which have been chosen, presenters have been vetted and sessions have been scheduled. Three key note speakers have been confirmed as well as 11 award winners for the 7 categories that have been approved by the AG. The 2023 Law Enforcement Conference will be held this year at the Hyatt Regency Hotel on October 24 and 25<sup>th</sup>. The memorial wall renovation project is currently underway. We are currently providing accurate and consistent information to the engraving company therefore we can have a memorial wall without any error or inconsistencies.

**Director Holcomb** stated Susan and the rest of the team have been doing a fabulous job on the Law Enforcement Conference preparations. The funds were recently approved in the budget to complete the memorial wall renovation project. Thank you to Susan and General Services for completing this process and making sure everything is accurate and consistent. Hopefully this project will be completed by this fall and the Fallen Officer Memorial will be on display soon.

**Chairman Stanforth** asked what is the current process to have a name placed on the wall?

**Director Holcomb** stated that the process has nothing to do with OPOTA/C. To be added to our Fallen Officer Wall they would have to be approved by the national memorial. The agency for the fallen officer needs to submit information to the national and then once they review and accept it, then we add it to our wall.

**Chairman Stanforth** asked that once its approved by the national memorial there isn't any reason it wouldn't be place on our wall?

**Director Holcomb** stated that was correct.

**Chairman Stanforth** advised that one of the biggest issues that the national is facing at this time is officer suicide. Currently they are not added to the wall due to this issue and its soon to be decided in the September meeting at the National Memorial Board of Directors. I'm assuming that if its approved by the National Memorial Board of Directors, Ohio will approve it as well.

**Director Holcomb** stated that the National Memorial has always been a guide. Therefore, if the National Memorial approves, then to be consistent so will Ohio.

**Assistant Director Thomas Quinlan** stated that he provided all the Commissioners with a copy of the IADLEST executive report which he condensed into a summary. He summarized the issues and the responses from OPOTA/C. He advised that 6 of the 13 recommendations impact the Commission which the remaining issues address the academy policy and procedures. Overall the report determined that Commission and OPOTA are following compliance rules and leading practices that are currently in place for law enforcement. One of the key issues that was addressed is the available number of training academies within the state of Ohio. They compared Ohio with other states that are larger and have a larger number of officers. They listed OPOTA at 80 which is not sure where that amount came from but to correct the record we would need 58 basic academies in Ohio. Another issue they addressed is that there are too many new academies which that amount listed was 20. After researching, the only new academy which he found was one additional since the previous review. Curriculum review was another issue, two of the five that are assigned for basic curriculum review which are paired with SME's that are currently in the field which provide up to date responses or leading practices in response for any training. Additionally, there is also a legal advisor which review all of those, therefore each get a legal review as well. There was a concern in regards to having only five compliance specialists at OPOTA which are broken down to different geographic areas. Their recommendation was movement within the compliance specialists assigned regions regularly to move to different areas, therefore there wasn't familiarity. At this time, we are committed to the pattern that we are using with the onsite compliance officers. If budgetary reasons allow, there could definitely be an expansion on staffing. At this time, we will continue with what we have in regards to the compliance officers. Again, there were 13 recommendations which as various ones indicate multiple subsections which are listed on the report. Recommendation one and two reflect if they have been fully implemented, or are substantially under development which are reflected in green, anything in yellow is incomplete or currently under development and red indicates that we do not concur with, which we only have one. Staffing currently reflects that there are modifications that are currently in progress and underway. One of the main focuses is the imbalance of control and direct reports. One modification is the hiring of a new Deputy Director of Curriculum which will be added for oversight to curriculum. We are currently looking at Professional Standards which hopefully we can implement in that department. An additional modification will be removing the clerks at the

front desk from the Professional Standards and assigning them to report to the Regional Manager therefore it can break up expand control. Again, at this time, we are working with SME's which we now have the availability to pay a subject matter expert to work with our staff to review and create content. We are currently looking into hiring a CPT Manager due to the funding that was allotted in the state budget to hire for that position. Hopefully once this position is filled there will oversight on the CPT Program to be easily audited and tracked correctly through manager supervision. Scott Spangler advised that we will have three new personnel starting soon in advanced training, which will bring the staff to ten trainers. We are also expanding on subject matter experts as well as field auditing officers which would be a long-term goal. This increase in staffing will allow us to increase compliancy and workflow reduction at OPOTA, which will allow for oversight and accountability. Another issue listed in the report is that there haven't been any academy school commander conferences since 2013. At this time, we are planning to hold regular annual academy conferences in the future. They also advised that all academies be reviewed for proper lesson plans and that the instructors should be certified instructors. Currently our legal team reviews all the content for lesson plans and our compliance staff which reviews instructor credentials. The only issue we do not agree with is a full operational campus here at OPOTA offering a basic training academy. We currently don't have a plan to reimplement a full operational campus, the dormitories and cafeteria are not in use. We are working with the close to home regional program therefore that is not something that we are currently pursuing. The report also advised that the instructor certification standards that is currently established at OPOTA is too high. The current standards are the instructors need an advanced degree as well as take an additional 80-hour instructor development course. Those standards are implemented by OAC and CALEA which requires the instructor development course in order to teach at a basic academy, secondly an advanced degree is not an equivalent to having the knowledge and the competency in learning, lesson plan development, presenting SPO's, scenario-based training, adult learning and working with a curriculum. The report also talks about eliminating redundancy and repetitive work on the electronic portal, IT functions, computer database issues which will be addressed to the IT department. Another issue is entering personnel in the National Decertification Index which currently OPOTA/C has entered over 500 records, revocations, suspensions and relinquishments of certifications. The IADLEST report complimented OPOTA on the records entered. A suggestion was to add the reason for the SF401 or reason for departure which will be public facing. This issue OPOTC will be addressing in the future at some point. Lastly, the report cites the two prior reports which address an internal office report from November of 2021 and also an Attorney General advisory group on law enforcement in 2015 which is the previous administration. Both of those indicated the suggestion of increased numbers of compliancy officers. Those are the recommendations the report suggested and have complimented the work that has already been done which has moved OPOTA/C forward in standard training nationwide.

**Chairman Stanforth** stated that they are recommending 40 hours? Is there a mechanism in place that records the total hours an officer is reported on a roster and not just CPT?

**Assistant Director Thomas Quinlan** responded that each agency maintains their own advanced training records which they provide in house or provide for outside training not specifically OPOTA. What OPOTA maintains internally is how many hours have been completed in either advanced training, look up courses completed, hours completed in CPT. It will not reflect the course name, only the hours completed on an annual basis, other than the mandatory hours.

**Chairman Stanforth** questioned that there currently isn't a database that will allow us or the officers to know that they have 40 hours?

**Assistant Director Thomas Quinlan** confirmed that OPOTA will know what we reimburse. In return we are able to run a report on the number of officers in the state whom were paid out the 40-hour maximum reimbursement.

**SAC J. William Rivers** thanked Assistant Director Thomas Quinlan for dissecting the report for the commission. He stated that they have recommended to lower the number of academies twice in the past. Therefore, it's reflected that we have actually added academies. Could the numbers reflected be inaccurate? Do we have concern about that? Do we believe in the recommendation, that we need more academies?

**Assistant Director Thomas Quinlan** stated that in the report they are citing a number that was reflected on the prior administration. They are leaning on the 2015 report where the recommendation was to reduce the number of academies which the recommendation was 10-12 academies statewide. He believes that was more focused on the open enrollment academies, trying to reduce those. At this time, it would not be beneficial to limit the opportunities for people to get trained or certified due to the low number of applicants for law enforcement. Until those numbers increase we need to look at the standards, continue compliancy, provide great training for instructor skills and make sure the people providing training in open enrollment academies or commission academies can still function with greater oversight. This will be something the commission can look at and provide standards in regards to decommissioning an academy due to low passing test scores.

**SAC J. William Rivers** asked if the number of certified officers graduating have increased with the increased number of academies?

**Assistant Director Thomas Quinlan** responded that he does not have those numbers at the moment. He did state that the more academies that run basic schools throughout a year will graduate. An academy has to have a minimum of ten to run an academy. Currently we're seeing an issue with academies struggling keep the minimum of 10 to continue running an academy. There is also a high percentage of people that start an academy who then will successfully complete the academy and pass the state exam. Those are some of the issues we are evaluating to assure that the academies are producing officers and helping law enforcement in Ohio by having successful graduates that agencies can pull from. We will look at underperforming academies as well as areas that may need to scale that back

**Chairman Stanforth** thanked Mr. Quinlan for reviewing the report and breaking it down for them to understand.

**Director Holcomb** advised that travel has been lighter since May. He attended the BSSA Sheriff's Training. We continue updating law enforcement on the CPT updates and the portal updates.

**Chairman Stanforth** stated to move onto new business.

## H. New Business

**Chairman Stanforth** scheduled commission meeting for Sept 14<sup>th</sup> is in conflict with another meeting.

**Director Holcomb** stated that Attorney General Yost will have an all staff meeting on that day Thursday, Sept 14<sup>th</sup>. That meeting is mandatory which means all staff at OPOTA needs to attend. Our suggestion will be rescheduling the OPOTC meeting to Thursday, September 21<sup>st</sup>.

**Chairman Stanforth** asked if anyone had any issues with rescheduling the meeting to Thursday, September 21<sup>st</sup>?

**SAC J. William Rivers** asked if anyone knew when IACP is?

**Director Holcomb** asked if any staff could pull up the information on their laptop?

**SAC J. William Rivers** confirmed that the IACP does not pose a conflict with the new rescheduled commission date.

**Chairman Stanforth** stated that the BSSA is having an officer training in September which will affect us in regards to CPT.

**Sheriff Heldman** confirmed the BSSA will not affect OPOTC in any way.

**Motion: A motion for the approval for the next commission meeting to be rescheduled from Thursday, September 14<sup>th</sup> to Thursday, September 21<sup>st</sup>, 2023 by SAC J. William Rivers. Sheriff Heldman second the motion. A vote was taken and passed unanimously. Yes- 8, No- 0, Absent- 2.**

## **I. Old Business**

**Director Holcomb** explained new form labeled SF401 separation form which was discussed at the last meeting. This refers back to the portal process where we would like everyone to go to the portal to submit the SF400's and the SF401's. He stated that the next steps would be this form being accessible on the portal which doesn't show these separations when requesting a public record. This is an additional function that agencies would be able to use on the portal. We have also had requests from law enforcement to have access to this function.

**Lieutenant James Fitsko** asked what happens if an agency doesn't submit that form.

**Director Holcomb** agencies will have to submit S400's and SF401's via the portal.

**Lieutenant James Fitsko** asked if there was anything punitive if agencies don't submit an SF401 OR SF400?

**Director Holcomb** confirmed it won't be punitive. If they don't complete those then it could reflect incorrect information. If agencies don't submit the correct form it will create conflict.

**Director of Professional Standards Courtney DeLong** confirmed that information.

**Director Holcomb** confirmed that it's the law but unfortunately there isn't any penalties for agencies if they don't complete the forms.

**Sheriff Heldman** explains that if a small village has a couple officers and eventually doesn't submit the forms it will fall on the officer. The only punitive part will fall on the officer which they could lose or maintain their certification.

**Lieutenant James Fitsko** how can we deter agencies from not reporting separations truthfully.

**Director Holcomb** stated that it would be up to the agency administrator to complete the form.

**Lieutenant James Fitsko** asked if an agency doesn't want to disclose the reason why they terminated an officer, what happens then? Nothing will make that agency complete that form.

**Director Holcomb** clarified that the new hiring agency might have some questions about that officer's termination. It will be a helpful tool for agencies if OPOTA has records that indicate why an officer is jumping from one agency to another. The hiring agency will have to do the research because that information was not provided to OPOTA.

**Chairman Stanforth** asked if an agency submits the SF401 fraudulently, what can be the consequences?

**Director Holcomb** states that can happen and legally not sure what would be the consequences? It is a good legal question. If the chief or sheriff signs the form OPOTA does not have the resources to verify. It will fall back to the honesty of the individual that is submitting this.

**Chairman Stanforth** stated that it could be the Attorney General's Office who then could then follow up the chief or sheriff that submitted the form fraudulently. That individual could be held responsible for falsifying that document.

**Chief Robert Chabali** confirmed that he has had plenty of situations where officers have been terminated and the hiring agency has followed up with his agency which then provides documentation on the termination. The liability would fall on the hiring agency to continue with researching the reason for termination, if not listed.

**Director Holcomb** advised this information is all public information. We are trying to simplify our public records process.

**Chairman Stanforth** asked if there is a disclaimer for the signature? It brings us back to the roster. I hope the chiefs are being honest when inputting that information. It will not be validated until the officer is involved in a situation, then they will look at the roster. It will then fall back on the chief if he signed that the information was true and accurate.

**Motion: A motion for the approval of the SF400/SF401, which would reflect the reason for separation by Chief Robert Chabali. Ms. Leah Amstutz second the motion. A vote was taken and passed unanimously. Yes- 8, No- 0, Absent- 2.**

**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.

**Chairman Stanforth** stated that currently the physical fitness test is done prior to the written test. He confirmed that with the current administrative code that cannot be changed.

**Director Holcomb** agreed that the Job Task Analysis will not just be for physical fitness standards, it's also for what is appropriate for cruiser officers, which is typically where they start out at after the academy. He stated as well as what type of physical fitness standards are needed, also of what frontline peace officers do every day, or if that has changed in today's climate from five years ago.

## **J. Open Forum**

**Older Road User- Emphasis Area of the Ohio Strategic Highway Safety Plan, Sharon Montgomery** stated that the Medical Risk Subcommittee has reviewed the best practices for identifying senior citizens who are still driving with indications of cognitive decline whom can no longer be safe to drive. The ways to identify these are wellness check up with doctors, family referrals as well as other screening that have been used by California law enforcement. This screening check list can determine if the driver is unsafe to drive because of age related cognitive decline. If the officer completes this check list and determines the individual is unsafe to drive, they can notify the BMV. The subcommittee has already provided information on the BMV website in regards on how to open a case file for these medically at-risk drivers. She advised that she has screening cards which can be carried by law enforcement as well as training videos that can be shown to law enforcement.

**Director Holcomb** asked if this is already being implemented?

**Older Road User- Emphasis Area of the Ohio Strategic Highway Safety Plan, Sharon Montgomery** replied that she could not answer the question, because she was not sure.

**Director Holcomb** clarified that if it's already implemented and officers are able to use this tool, we could provide the training video on the OPOTA website.

**Curriculum Development Specialist- OPOTA/C, Jill Curry** stated that they are currently updating the Dementia and related disorders lesson plans in regards to Basic Training. She confirmed that the lesson plan does address this topic. There is specifically a section that elaborates on this and instructions on submitting the BMV form. She suggested adding the tip form for extra material, if needed. There is also an option to have this material available online for the oncoming year.

**Chairman Stanforth** stated that the document is age based. Is that the appropriate approach? Is it appropriate to disqualify someone based on age?

**Older Road User- Emphasis Area of the Ohio Strategic Highway Safety Plan, Sharon Montgomery** replied that the check list is used after an officer has stopped an individual with erratic behavior, then asks the age of the individual.

**Lieutenant James Fitsko** confirmed that the BMV already has this form that can be submitted. He confirmed that there isn't a new form, only useful tips on identifying cognitive decline and instructions on filling out the form.

**Older Road User- Emphasis Area of the Ohio Strategic Highway Safety Plan, Sharon Montgomery** stated her attendance today was to present the information to the Commissioners and inform them of this.

#### **K. Adjournment**

**Motion: A motion to adjourn was made by Chairman Stanforth. The motion was seconded by Sheriff Heldman. A vote was taken and passed unanimously. Yes- 8, No-0, Absent- 2.**

**The meeting stands Adjourned.**

**Time: 11:35 a.m.**

A handwritten signature in blue ink that reads "Vernon P. Stanforth". The signature is written in a cursive style with a horizontal line underneath the text.

**Chair Vernon Stanforth**

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