2022
Ohio Law Enforcement
Continuing Professional Training
CPT
2022 Continuing Professional Training

- July 2021, Legislature passes H.B. 110
  - (CPT on lines 108227-108350)

- Creates “Pilot Program”

- ORC 701.70  Not later than December 1, 2021, the Attorney General shall create a pilot program for state funding of the training of peace officers and troopers that is required under section 109.803 of the Revised Code.
2022 Continuing Professional Training

• Law Enforcement Training Funding Study Commission.
  (HB 110, lines 108351 to 108408)

• Members total 12
  – Attorney General
  – Director of the Ohio Department of Public Safety
  – Three members of the House of Representatives
    • Appointed by the Speaker of the House
  – Three members of the Senate
    • Appointed by the President of the Senate
  – Four members of the public each having a law enforcement background
    • Appointed by the Governor

  – Report due by March 1, 2022
2022 Continuing Professional Training

- Date of November 15, 2021 was set by AG for submission of salary data.

- To submit salary data go to AG web site:
  - www.ohioattorneygeneral.gov

- At the bottom, under Law Enforcement, click on OPOTA
2022 Continuing Professional Training

- On the OPOTA page, click on...
- 2022 Continuing Professional Training
2022 Continuing Professional Training

The Ohio Attorney General's Office and the Ohio Peace Officer Training Academy have been tasked with launching a $15 million pilot program to help fund continuing professional training (CPT) for law enforcement officers, per the biennial operating budget passed by the Ohio General Assembly in summer 2021.

Sworn officers and troopers who graduated from an academy in 2021 or earlier will be required to take 24 hours of advanced training in 2022, and the state will pay the agency up to 50% of those officers' salaries while they take the training.

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Required Training | Accessing Training | State Funding | Agency Requirements | FAQ | More Resources
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Salary Data Certification

Pursuant to ORC 109.803, every law enforcement agency with peace officers or troopers subject to the training requirements set forth in section 109.803 of the Revised Code must certify to the Attorney General the following information:

1) The total salaries to be paid to officers or troopers of the agency, in calendar year 2022, who will receive the training set forth in 109.803 in calendar year 2022.
2) The base hourly rate of pay for each officer or trooper of the agency, as of January 1, 2022, who will receive the training set forth in 109.803 in calendar year 2022.

By executing this document, and submitting the 2022 Salary Data Workbook, I hereby certify and affirm that all of the following information is true of my knowledge, true and accurate.

- The information contained in my agency’s 2022 Salary Data Workbook is accurate and complete.
- In the event of circumstances, each of the officer or troopers listed in my agency’s 2022 Salary Data Workbook will be appointed, or remain appointed, as a peace officer or trooper in my agency as of January 1, 2022.
- My agency is responsible for maintaining the training records of each officer or trooper listed in the Salary Data Workbook under OAC 109:2-18-2 and 5.
- I have exercised reasonable diligence to ensure that the information listed in my agency’s Salary Data Workbook is accurate.

Typed Name of Law Enforcement Chief Executive
Agency Chief Executive

Signature of Law Enforcement Chief Executive
Agency Chief Executive

Please return the completed certification and the 2022 Salary Data Workbook to SalaryData@OhioAG.org no later than Monday, Nov. 1, 2021.

*PLEASE SUBMIT THE SALARY DATA WORKBOOK IN EXCEL FORMAT*
(Certifications can be emailed as scanned as a PDF or comparable format)
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2022 Continuing Professional Training

• 2022 Salary Data Workbook
2022 Continuing Professional Training

• General Information Tab #1
2022 Continuing Professional Training

• General Information Tab #1
2022 Continuing Professional Training

- Agency Information Tab #2
  - Two Boxes to fill
    1. Number of Officers
    2. Total Aggregate Salaries
  - Total aggregate salaries for all sworn peace officers troopers in your agency for calendar year 2022 who will be subject to the 2022 CPT requirement
What amount is needed for the Total Aggregate Salaries for all sworn peace officers on the Agency Information page of the Workbook?

- The aggregate salary data should reflect the total anticipated salaries for all officers subject to the CPT requirement for the 2022 calendar year, and not just for the 24 hours they will be in the required training.
- It should be based on the rate of pay on January 1, 2022.
- For each full time paid peace officer, that would be:
  - base salary $ \times 2080$ hours = base hourly rate
- For each part time paid peace officer, an agency should use their best estimate as to what the part time officer may be compensated with in 2022.
- Unpaid reserve or auxiliaries peace officers subject to CPT would still be listed, but at zero pay.
2022 Continuing Professional Training

- Officer Information Tab #3
2022 Continuing Professional Training

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2022 Continuing Professional Training

- Officer Information Tab #3
Who from your agency do you list on this workbook? An officer’s or trooper’s “primary agency” is determined as follows:

- Full time
- Part time
- Other (Who is “other”?)
2022 Continuing Professional Training

- “Other”?
  - Could be unpaid, volunteer Reserve or Auxiliary peace officer whose commission is held by your agency and they are not ‘paid’ by another agency.
2022 Continuing Professional Training

- Who can request reimbursement for CPT for an officer who works for more than one agency? (OAC 109:2-18-02(K))
  - If a peace officer or trooper is appointed by more than one agency when the Pilot Program begins on Jan. 1, 2022, the officer or trooper’s “primary agency” will be the only agency that can receive funding.

- If a peace officer or trooper holds appointments of equal priority, the agency where the peace officer or trooper was first appointed will be responsible for documenting the training and will be eligible to apply for CPT funding, provided the requirements for funding are met.
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Required Training
Required Training

For calendar year 2022, peace officers and troopers must receive 24 hours of CPT. The Ohio Peace Officer Training Commission (OPOTC) has approved the broad categories in which the required training must be completed.

Sixteen hours of CPT must come from the following list (the first category plus three of the others):

- Diversity, Inclusion, Equity: 4 hours (mandatory)
- Responding to Mental Health: 4 hours
- Use of Force: 4 hours
- Legal Updates: 4 hours
- Officer Personal Wellness: 4 hours
- Responding to Sexual Assaults: 4 hours
- Domestic Violence: 4 hours

For the final eight hours of training:

- Categories may come from two of the remaining three categories that are listed above.
- Categories may come from the Ohio Collaborative Community-Police Advisory Board standards (categories already named in the top list are not repeated here):
  - Law Enforcement Response to Mass Protests/Demonstrations
  - Standards for Law Enforcement Vehicular Pursuit
  - Investigation of Employee Misconduct
  - Bias Free Policing
  - Law Enforcement Telecommunicator Training
  - Body Worn Cameras
  - Use of Deadly Force
  - Employee Recruitment and Hiring
  - Community Engagement
  - Agency Wellness
For calendar year 2022, peace officers and troopers of the state of Ohio must receive twenty-four (24) hours of Continuing Professional Training (CPT).

The Ohio Peace Officer Training Commission (OPOTC) on August 16, 2021 approved the general topics that peace officers and troopers must take in 2022. Those topics are:
2022 Continuing Professional Training

Initial 16 hours from topics 1-7:

The 4 hours of mandatory *Diversity Inclusion and Equity* plus 3 other courses (4 hours each) from the below list totals 16 hours.

- 1  *Diversity, Inclusion, and Equity*  4 hours (Mandatory)
- 2  Responding to Mental Health  4 hours
- 3  Use of Force  4 hours
- 4  Legal Updates  4 hours
- 5  Officer Personal Wellness  4 hours
- 6  Responding to Sexual Assaults  4 hours
- 7  Domestic Violence  4 hours
2022 Continuing Professional Training

Final 8 hours:

- The final eight hours of topics are selected by the agency CEO,
- Topics can be from two of the remaining three topics listed above, and/or
- Topics related to the Ohio Collaborative’s standards listed below as numbers 8-17
  - Topics 8-17 must be in lengths of no less that 1 hour of instruction.
2022 Continuing Professional Training

Final 8 hours: Ohio Collaborative Standards

- 8 Law Enforcement Response to Mass Protests/Demonstrations
- 9 Standards for Law Enforcement Vehicular Pursuit
- 10 Investigation of Employee Misconduct
- 11 Bias Free Policing
- 12 Law Enforcement Telecommunicator Training
- 13 Body Worn Cameras
- 14 Use of Deadly Force
- 15 Employee Recruitment and Hiring
- 16 Community Engagement
- 17 Agency Wellness
2022 Continuing Professional Training

First 16 hours are from:

1. Diversity, Inclusion, and Equity 4 hours (Mandatory)
2. Responding to Mental Health 4 hours
3. Use of Force 4 hours
4. Legal Updates 4 hours
5. Officer Personal Wellness 4 hours
6. Responding to Sexual Assaults 4 hours
7. Domestic Violence 4 hours

Final 8 hours can be from:

8. Law Enforcement Response to Mass Protests/Demonstrations
9. Standards for Law Enforcement Vehicular Pursuit
10. Investigation of Employee Misconduct
11. Bias Free Policing
12. Law Enforcement Telecommunicator Training
13. Body Worn Cameras
14. Use of Deadly Force
15. Employee Recruitment and Hiring
16. Community Engagement
17. Agency Wellness

Or... two of the remaining three 1-7 topics
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- In the first and second quarters of 2022, OPOTA will post courses covering each of the OPOTC-approved categories on OPOTA Online. Law enforcement agencies may choose to take some or all of the 24 hours of required training through these free courses.
• OPOTA will be updating its 2022 in-person course offerings on a regular basis to provide a large variety of classes that satisfy 2022 CPT requirements.

• OPOTA will provide pre-approved curricula relating to the seven general categories approved by OPOTC. Agencies may develop and conduct their own trainings based upon those curricula.

• Or...
2022 Continuing Professional Training

• Agencies may
  – develop, create and conduct their own courses when pre-approved,
  – for courses in the approved categories (1-18),
  – per the process provided for in Ohio Administrative Code 109:2-18-03.

• The agency can use a 3rd party provider as retained by the agency’s Sheriff/Chief/CEO and approved by OPOTC.

• Those courses and instructors must be approved before the courses are taught. Directions and forms for requesting approval will be posted in the near future.
Agency created and/or delivered CPT
2022 Continuing Professional Training

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To help fund CPT, Ohio will pay law enforcement agencies up to 50% of the cost of 24 hours' worth of salary for every officer subject to the training requirement. If the pilot program runs out of money before all agencies receive funding, the percentage the state has promised will be equally reduced for all agencies. This ensures each law enforcement agency gets an equitable piece of the pie.

The state funding will not be a reimbursement, as in grant programs such as for body armor. Instead, this money will be paid early in 2022 for agencies to utilize for training throughout the year. Agencies that receive money will be responsible for reporting how and when the money was used. Details regarding reporting requirements will be finalized after the rules relating to the EPT program have become effective.
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Required Training  Accessing Training  State Funding  Agency Requirements  FAQ  More Resources
2022 Continuing Professional Training

<table>
<thead>
<tr>
<th>Required Training</th>
<th>Accessing Training</th>
<th>State Funding</th>
<th>Agency Requirements</th>
<th>FAQ</th>
<th>More Resources</th>
</tr>
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- To receive CPT funding, each agency must certify salary information by **Nov. 1, 2021**. This includes submitting the base hourly pay rate for each qualifying officer and the total that will be paid to all officers taking training in 2022. Two forms must be completed and returned:
  - 2022 CPT Salary Certification
  - 2022 Salary Data Workbook
  - An example of a completed salary data workbook is available at this link.
- Each agency must require 24 hours of training in the OPOTA-approved categories or Ohio Collaborative Community-Police Advisory Board standards (see the "Required Training" tab above) for all sworn officers or troopers who graduated the academy in 2021 or earlier. This training must start and be completed in calendar year 2022.
- Each agency that receives money under the pilot program must submit to the Attorney General's Office a report that states the amount of money received and how and when that money was used. More information on this step of the process will be posted as it is developed.
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Frequently Asked Questions: For Officers

Who needs to complete continuing professional training? (OAC 109:2-18-02)
All peace officers and troopers who hold an appointment in 2022, except for those who successfully completed their basic training or highway patrol cadet training program and exam in 2022, are required to complete the mandated continuing professional training.

What are the CPT requirements for 2022?
For calendar year 2022, 24 hours of CPT are required. The Ohio Peace Officer Training Commission has identified seven topics of training. Within these topics a minimum of 16 hours of instruction must be completed.

- Diversity, Equity and Inclusion - mandatory topic; must complete 4 hours of training
- Use of Force - minimum 4 hours
- Response to Sexual Assault - minimum 4 hours
- Dealing with the Mentally Ill - minimum 4 hours
- Officer Health and Wellness - minimum 4 hours
- Response to Domestic Violence - minimum 4 hours
- Legal Updates - minimum 4 hours

Officers may complete all 24 hours of training using the above topics. There is, however, the opportunity to complete 8 hours of the required training utilizing training topics identified by the Ohio Collaborative.

Do agencies conducting their own CPT have to utilize the pre-approved OPOTA curricula for each of the identified topics approved by OPOTC? (OAC 109:2-18-03)
No. The curricula developed and provided by OPOTC in these categories are provided for convenience. Not all agencies have the staff and resources necessary to develop their own training material. Agencies with a robust training department are welcomed to develop their own training materials and submit them to the OPOTC for review as provided by the Ohio Administrative Code.

Additionally, OPOTA offers a large variety of in-person and online courses that can also satisfy the 2022 CPT requirements.

Who can be an instructor for continuing professional training? (OAC 109:2-18-03)
CPT can be conducted only by an instructor who meets at least one of the following criteria:

- Has five years full-time law enforcement experience and meets at least one of the following:
  - is a current OPOTC-certified peace officer basic training instructor
  - has five years full-time law enforcement experience and meets at least one of the following:
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  - has five years full-time law enforcement experience
  - has five years full-time law enforcement experience

What are the possible sanctions if an officer works while in "cease function" status?
Acting as a peace officer while in cease function status could subject an officer to civil or criminal liability depending upon what peace officer function was performed. Local mayors, chiefs of police, sheriffs and prosecutors will be notified of officers who are in cease function status.

What happens if the officer misses the 12/31 deadline to complete CPT, but completes it on 1/1 or shortly thereafter? Can the officer go right back to work and function as a peace officer? (OAC 109:2-18-05)
No, the Ohio Administrative Code requires that once someone goes into cease function status (which would happen as a matter of law at midnight on 1/1/2023) then the OPOTC must receive documentation, review it and verify that the officer can be taken out of cease function status. It could take several days to review the documentation and verify that the officer has met the CPT requirements.

Can an officer’s deadline for completing the 2022 CPT be extended? (OAC 109:2-18-02) (g) and (j)
Yes, but only under very specific emergency circumstances may the OPOTC executive director extend the time for an officer to complete CPT requirements. The appointing authority must make written request to the executive director by Dec. 15, 2022. The request must explain the emergency that created the need for the extension. It shall include the name of the peace officer or trooper that the request involves, the emergency circumstances (including documentation) leading to the request, and the date the request was submitted to OPOTC.
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<thead>
<tr>
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<th>State Funding</th>
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Agencies with questions may contact CPTquestions@OhioAGO.gov, an OPOTA Inbox.

**Other resources:**
- The Ohio Attorney General's Police Resources webpage
- Training revolution: OPOTA to introduce new online training platform
- OPOTA Online
- The Ohio Peace Officer Training Academy website
Penalties for not completing CPT by December 31, 2022

- No matter if your agency received funding or not, all peace officers must take the 24 hours of CPT.

- Towards the end of 2022, each agency will submit to OPOTC, a roster that outlines each peace officer in their agency has, or has not, completed the CPT.

- Come January 1, 2023, if a peace officer has not completed the CPT, they...
Penalties for not completing CPT by December 31, 2022

- immediately go into a ‘cease function’* and
  - can not carry a firearm and perform the duties of a peace officer until
  - they complete the training and
  - documentation has been sent in by your agency, received at OPOTC, and entered into the peace officer’s records.

*Note: No notice could be received from OPOTC that an individual is in cease function for months. It is the individual peace officer and agency’s duty to know they are CPT compliant or not and take appropriate action. The agency is the source that advised OPOTC the officer has or has not completed their CPT.
Questions?

Dwight A. Holcomb, CPP
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