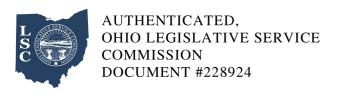
INSTRUCTIONS FOR COMPLETION OF APPLICATION FOR CANDIDATE FOR SHERIFF OF ASHLAND COUNTY, OHIO

- 1. Review R.C. 311.01 to make sure that you meet all of the requirements to be an eligible candidate for county sheriff. A copy of the statute is included in the Court's application packet.
- 2. Identify the date by which your qualification information must be submitted to the Ashland County Board of Elections. The Court WILL NOT provide the qualification date to you. You must obtain that date from the Board of Elections. The process in R.C. 311.01 takes time and it is unknown how long it will take for BCI and the FBI to return a records check based upon your fingerprints. ANY DELAY IN THE PROCESS MAY RESULT IN A FINDING THAT THE APPLICANT IS INELIGIBLE TO BE A CANDIDATE FOR THE OFFICE OF COUNTY SHERIFF.
- 3. Complete the application and gather all required documentation in a timely manner. A checklist of documentation required is on the second page of these instructions. DO NOT SIGN YOUR APPLICATION UNTIL YOU MEET WITH JUDGE KELLOGG.
- 4. After you have completed the application, call Court Administrator Regina Theisen at 419-282-4284 to schedule an appointment with Judge Kellogg to execute your application after verifying the information in the application under oath.
- 5. On the day of your appointment, bring your completed and UNSIGNED application (with all documentation) to the Court, together with a deposit of \$53.00. Make sure you have a photograph ID with you on the day of that appointment. The deposit may be paid in cash, money order, check or debit/credit card. Once you have verified your information, executed your Application, and paid the deposit, your application will be filed with the Court. The Court will then issue an order requiring you to appear for fingerprints.
- 6. After your criminal record check has been returned to the Court, the Court will forward your application, documentation and criminal records check to the Board of Election pursuant to R.C. 311.01. The Court will notify you in writing of the date that is done.

CHECKLIST OF REQUIRED DOCUMENTATION

Age and (Citizenship
	copy of birth certificate
	or
	copy of naturalization document(s)
"Qualifie	d elector"
	Statement from Ashland County Board of Elections verifying that I satisfy the definition of a "qualified elector", including an identification of my precinct of residence
Minimum	Education
	a copy of high school diploma
	or
	equivalency documentation or other proof of graduation is attached
Residency	and Employment
	Completed form(s) of the Court listing this information
R.C. 311.	01(B)(8) Qualification
	current valid peace officer certificate of training issued by the Ohio peace officer training commission or has been issued a certificate of training pursuant to section 5503.05 of the Revised Code or
	employed full-time by a law enforcement agency performing duties related to the enforcement of statutes, ordinances, or codes for a minimum of thirteen (13) consecutive pay periods within the four-year period prior to the qualification date. As used in this division, "full-time" means a minimum of eighty hours of work in a fourteen-day period
R.C. 311.	01(B)(9) Requirement
	at least two (2) consecutive years of supervisory experience as a peace officer at the rank of sergeant or above or
	completion of a bachelor's degree in any field OR an associate degree in law enforcement or criminal justice from a college or university authorized to confer degrees by the Ohio board of regents or the comparable agency of another state in which the college or university is located



Ohio Revised Code

Section 311.01 Election and qualifications of sheriff.

Effective: September 14, 2016

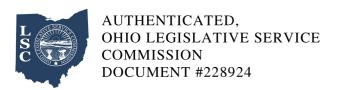
Legislation: House Bill 113 - 131st General Assembly

- (A) A sheriff shall be elected quadrennially in each county. A sheriff shall hold office for a term of four years, beginning on the first Monday of January next after the sheriff's election.
- (B) Except as otherwise provided in this section, no person is eligible to be a candidate for sheriff, and no person shall be elected or appointed to the office of sheriff, unless that person meets all of the following requirements:
- (1) The person is a citizen of the United States.
- (2) The person has been a resident of the county in which the person is a candidate for or is appointed to the office of sheriff for at least one year immediately prior to the qualification date.
- (3) The person has the qualifications of an elector as specified in section 3503.01 of the Revised Code and has complied with all applicable election laws.
- (4) The person has been awarded a high school diploma or a certificate of high school equivalence issued for achievement of specified minimum scores on a high school equivalency test approved by the department of education pursuant to division (B) of section 3301.80 of the Revised Code.
- (5) The person has not been convicted of or pleaded guilty to a felony or any offense involving moral turpitude under the laws of this or any other state or the United States, and has not been convicted of or pleaded guilty to an offense that is a misdemeanor of the first degree under the laws of this state or an offense under the laws of any other state or the United States that carries a penalty that is substantially equivalent to the penalty for a misdemeanor of the first degree under the laws of this state.
- (6) The person has been fingerprinted and has been the subject of a search of local, state, and national fingerprint files to disclose any criminal record. Such fingerprints shall be taken under the



direction of the administrative judge of the court of common pleas who, prior to the applicable qualification date, shall notify the board of elections, board of county commissioners, or county central committee of the proper political party, as applicable, of the judge's findings.

- (7) The person has prepared a complete history of the person's places of residence for a period of six years immediately preceding the qualification date and a complete history of the person's places of employment for a period of six years immediately preceding the qualification date, indicating the name and address of each employer and the period of time employed by that employer. The residence and employment histories shall be filed with the administrative judge of the court of common pleas of the county, who shall forward them with the findings under division (B)(6) of this section to the appropriate board of elections, board of county commissioners, or county central committee of the proper political party prior to the applicable qualification date.
- (8) The person meets at least one of the following conditions:
- (a) Holds a current valid peace officer certificate of training issued by the Ohio peace officer training commission or has been issued a certificate of training pursuant to section 5503.05 of the Revised Code:
- (b) Has been employed full-time by a law enforcement agency performing duties related to the enforcement of statutes, ordinances, or codes for a minimum of thirteen consecutive pay periods within the four-year period prior to the qualification date. As used in this division, "full-time" means a minimum of eighty hours of work in a fourteen-day period.
- (9) The person meets at least one of the following conditions:
- (a) Has at least two consecutive years of supervisory experience as a peace officer at the rank of sergeant or above;
- (b) Has completed a bachelor's degree in any field or has an associate degree in law enforcement or criminal justice from a college or university authorized to confer degrees by the Ohio board of regents or the comparable agency of another state in which the college or university is located.



(C) Persons who meet the requirements of division (B) of this section, except the requirement of division (B)(2) of this section, may take all actions otherwise necessary to comply with division (B) of this section. If, on the applicable qualification date, no person has met all the requirements of division (B) of this section, then persons who have complied with and meet the requirements of division (B) of this section, except the requirement of division (B)(2) of this section, shall be considered qualified candidates under division (B) of this section.

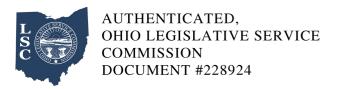
(D) Newly elected sheriffs shall attend a basic training course conducted by the Ohio peace officer training commission pursuant to division (A) of section 109.80 of the Revised Code. A newly elected sheriff shall complete not less than two weeks of this course before the first Monday in January next after the sheriff's election. While attending the basic training course, a newly elected sheriff may, with the approval of the board of county commissioners, receive compensation, paid for from funds established by the sheriff's county for this purpose, in the same manner and amounts as if carrying out the powers and duties of the office of sheriff.

Appointed sheriffs shall attend the first basic training course conducted by the Ohio peace officer training commission pursuant to division (A) of section 109.80 of the Revised Code within six months following the date of appointment or election to the office of sheriff. While attending the basic training course, appointed sheriffs shall receive regular compensation in the same manner and amounts as if carrying out their regular powers and duties.

Five days of instruction at the basic training course shall be considered equal to one week of work. The costs of conducting the basic training course and the costs of meals, lodging, and travel of appointed and newly elected sheriffs attending the course shall be paid from state funds appropriated to the commission for this purpose.

(E) In each calendar year, each sheriff shall attend and successfully complete at least sixteen hours of continuing education approved under division (B) of section 109.80 of the Revised Code. A sheriff who receives a waiver of the continuing education requirement from the commission under division (C) of section 109.80 of the Revised Code because of medical disability or for other good cause shall complete the requirement at the earliest time after the disability or cause terminates.

(F)(1) Each person who is a candidate for election to or who is under consideration for appointment



to the office of sheriff shall swear before the administrative judge of the court of common pleas as to the truth of any information the person provides to verify the person's qualifications for the office. A person who violates this requirement is guilty of falsification under section 2921.13 of the Revised Code.

- (2) Each board of elections shall certify whether or not a candidate for the office of sheriff who has filed a declaration of candidacy, a statement of candidacy, or a declaration of intent to be a write-in candidate meets the qualifications specified in divisions (B) and (C) of this section.
- (G) The office of a sheriff who is required to comply with division (D) or (E) of this section and who fails to successfully complete the courses pursuant to those divisions is hereby deemed to be vacant.
- (H) As used in this section:
- (1) "Qualification date" means the last day on which a candidate for the office of sheriff can file a declaration of candidacy, a statement of candidacy, or a declaration of intent to be a write-in candidate, as applicable, in the case of a primary election for the office of sheriff; the last day on which a person may be appointed to fill a vacancy in a party nomination for the office of sheriff under Chapter 3513. of the Revised Code, in the case of a vacancy in the office of sheriff; or a date thirty days after the day on which a vacancy in the office of sheriff occurs, in the case of an appointment to such a vacancy under section 305.02 of the Revised Code.
- (2) "Newly elected sheriff" means a person who did not hold the office of sheriff of a county on the date the person was elected sheriff of that county.

OF:	: Case No
APPLICANT'S NAME	÷
STREET ADDRESS	:
CITY, STATE, ZIP	:
XXX-XX- LAST 4 DIGITS OF SOCIAL SECURITY NUMBERXX-	APPLICATION FOR CANDIDATE FOR SHERIFF
DATE OF BIRTH	OF ASHLAND COUNTY, OHIO FOR ELECTION TO
TELEPHONE NUMBER	BE HELD:
EMAIL ADDRESS	<u>.</u>
ACCEPTABLE. BY COMPLETING THE ACKNOWLEDGES RECEIPT OF THE INFORTHIS APPLICATION. SUPPORTING	TEN. HANDWRITTEN DOCUMENTS ARE NOT HIS APPLICATION, THE UNDERSIGNED NSTRUCTIONS PREPARED BY THE COURT OF DOCUMENTATION REQUIRED FOR THIS BELOW IN BOLD-FACED TYPE
After being duly cautioned and sworn, the above	ve-named Applicant hereby states that:
1. I have correctly listed my name and ide	ntifying information above.
2. I am a citizen of the United States.	
	nd a copy of my birth certificate is attached hereto. opy of my naturalization document(s) are attached

- 3. I have been a resident of Ashland County, Ohio for not less than one (1) year prior to the qualification date for the election set forth above.
- 4. I am qualified as an elector of Ashland County, Ohio and I have complied with all applicable election laws. I have attached a statement of the Director of the Ashland County Board of Elections verifying that I satisfy the definition of a "qualified elector", including an identification of my precinct of residence.
- 5. I have been awarded a high school diploma, or a recognized equivalent, and a copy of my diploma or equivalency documentation or other proof of graduation is attached.
- 6. I have not been convicted of or pled guilty to a felony or any offense involving moral turpitude under the laws of this or any other state of the United States, and I have not been convicted of or pled guilty to an offense that is a misdemeanor of the first degree under the laws of Ohio or any offense under the laws of any other state or the United States that carries a penalty that is substantially equivalent to the penalty for a misdemeanor of the first degree in Ohio.
- 7. I consent to being fingerprinted and being the subject of a search of local, state, and national fingerprint files to disclose any criminal record. I understand that my fingerprints shall be taken under the direction fo the administrative judge of the Ashland County Court of Common Pleas.
- 8. I have completed a residency and employment history for the preceding six (6) years on the form required by the Court and I have attached that form to this application.
- 9. I meet at least one of the following qualifications under R.C. 311.01(B)(8) (check qualifications which apply to you):
 - ☐ I hold a current valid peace officer certificate of training issued by the Ohio peace officer training commission or has been issued a certificate of training pursuant to section 5503.05 of the Revised Code. **Attach a copy of the certificate.**
 - I have been employed full-time by a law enforcement agency performing duties related to the enforcement of statutes, ordinances, or codes for a minimum of thirteen (13) consecutive pay periods within the four-year period prior to the qualification date. As used in this division, "full-time" means a minimum of eighty hours of work in a fourteen-day period. **Documentation attached hereto must reflect this qualification.**

10.	which apply to you):		
		I have at least two (2) consecutive years of supervisory experience as a peace office at the rank of sergeant or above. I have attached documentation of this work experience.	
		I have completed a bachelor's degree in any field or has an associate degree in law enforcement or criminal justice from a college or university authorized to confedegrees by the Ohio board of regents or the comparable agency of another state in which the college or university is located. I have attached documentation of my education.	
are trudocum attache my po	ne and one nentation ed heret ssession	s application, I swear or affirm that the statements contained within this Application complete, to the best of my knowledge and belief. Further, I have attached all required by this application, as listed above, and I represent that the documentation of are either original documents or true and accurate copies of original documents in I understand that I may be required to produce the original documents for inspection of upon request of the Court.	
		Signature:	
		Typed Name:	
COUN	I ident	HIO : : ss. ASHLAND: iffied the above person as the individual making the above application by reviewing the attifying document: under oath and the applicant signed the application in my presence or	
		Judge Karen DeSanto Kellogg	

RESIDENCE AND EMPLOYMENT HISTORY REQUIRED BY R.C. 311.01(B)(7)

HOME ADDRESSES DURING SIX (6) YEARS PRECEDING THE QUALIFICATION DATE		
ADDRESS	FROM	ТО

EMPLOYMENT DURING THE SIX (6) YEARS PRECEDING THE QUALIFICATION DATE		
NAME & ADDRESS OF EMPLOYER	FROM	ТО

^{*}IF THE SPACE ON THIS FORM IS INSUFFICIENT, PLEASE COMPLETE ADDITIONAL COPIES OF THIS PAGE AS NECESSARY

PERSONAL IDENTIFIER OMITTED FROM APPLICATION FOR CANDIDATE FOR SHERIFF

COMPLETE SOCIAL SECURITY NUMBER	
---------------------------------	--

^{*}This document will remain confidential and will not be released as a public record by the Court. The remaining portions of you application and documents submitted in support of your application are public records and will be released by the Court in response to a public records request.

IN THE MATTER OF:			: Case No	
			:	
APPI	LICANT FOR SHER	IFF CANDIDACY .	: FINGERPRINT ORDER	
_		on with his or her c	itted an application pursuant to R.C. 311.01 for andidacy for the office of County Sheriff. The	
Addr	ess:			
Date	of Birth:			
Socia	l Security No.			
Street Orde 2560 throu additi	e-named applicant slap, Ashland, Ohio 44 or. The applicant shap (Master Control). A gh Friday. The applicant information it	hall appear at the A 805 to be fingerprinal all schedule an appointments are con- plicant shall provide	ation and based thereon, it is ORDERED that the shland County Sheriff's Office, 1205 E. Main ated within 24 hours of the issuance of this natural in advance by calling: 419-281-9009 ext: ducted between 8:00 a.m. and 3:00 p.m. Monday the Ashland County Sheriff's Office with any stee fingerprinting and the applicant shall fully office.	
	U 1	he fingerprint card.	leted, the Ashland County Sheriff's Office shall Thereafter, the Court will request a criminal	
	It is SO ORDERE	D.		
			KAREN DESANTO KELLOGG, JUDGE	
cc:	Applicant ACSO			