

IN THE COURT OF COMMON PLEAS, ASHLAND COUNTY, OHIO

**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)

“Qualified 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.

IN THE COURT OF COMMON PLEAS, ASHLAND COUNTY, OHIO

IN THE MATTER OF THE CANDIDACY
OF:

: Case No. _____

APPLICANT'S NAME

:

STREET ADDRESS

:

CITY, STATE, ZIP

:

XXX-XX-
LAST 4 DIGITS OF SOCIAL SECURITY NUMBERXX-

:

DATE OF BIRTH

:

TELEPHONE NUMBER

:

EMAIL ADDRESS

:

**APPLICATION FOR
CANDIDATE FOR SHERIFF
OF ASHLAND COUNTY,
OHIO FOR ELECTION TO
BE HELD:**

THIS APPLICATION MUST BE TYPEWRITTEN. HANDWRITTEN DOCUMENTS ARE NOT ACCEPTABLE. BY COMPLETING THIS APPLICATION, THE UNDERSIGNED ACKNOWLEDGES RECEIPT OF THE INSTRUCTIONS PREPARED BY THE COURT FOR THIS APPLICATION. SUPPORTING DOCUMENTATION REQUIRED FOR THIS APPLICATION IS NOTED BELOW IN BOLD-FACED TYPE

After being duly cautioned and sworn, the above-named Applicant hereby states that:

1. I have correctly listed my name and identifying information above.
2. I am a citizen of the United States.
 - I was born in the United States and a **copy of my birth certificate** is attached hereto.
 - I am a naturalized citizen and a **copy of my naturalization document(s)** are attached hereto.

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. I meet at least one of the following conditions under R.C. 311.01(B)(9) (check conditions which apply to you):

- I have at least two (2) consecutive years of supervisory experience as a peace officer 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 confer degrees 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.**

By signing this application, I swear or affirm that the statements contained within this Application are true and complete, to the best of my knowledge and belief. Further, I have attached all documentation required by this application, as listed above, and I represent that the documentation attached hereto are either original documents or true and accurate copies of original documents in my possession. I understand that I may be required to produce the original documents for inspection and I will do so upon request of the Court.

Signature: _____

Typed Name: _____

STATE OF OHIO :
: ss.
COUNTY OF ASHLAND :

I identified the above person as the individual making the above application by reviewing the following identifying document: _____. Thereafter, the applicant was placed under oath and the applicant signed the application in my presence on _____.

Judge Karen DeSanto Kellogg

IN THE COURT OF COMMON PLEAS, ASHLAND COUNTY, OHIO

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

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

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

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

IN THE COURT OF COMMON PLEAS, ASHLAND COUNTY, OHIO

<p>PERSONAL IDENTIFIER OMITTED FROM APPLICATION FOR CANDIDATE FOR SHERIFF</p>
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COMPLETE SOCIAL SECURITY NUMBER	
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*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 COURT OF COMMON PLEAS, ASHLAND COUNTY, OHIO

IN THE MATTER OF: _____ : Case No. _____

----- : _____

APPLICANT FOR SHERIFF CANDIDACY . : **FINGERPRINT ORDER**

The above named individual has submitted an application pursuant to R.C. 311.01 for fingerprinting in connection with his or her candidacy for the office of County Sheriff. The applicant's identifying information is:

Address:	
Date of Birth:	
Social Security No.	

The Court has reviewed the applicant's information and based thereon, it is ORDERED that the above-named applicant shall appear at the Ashland County Sheriff's Office, 1205 E. Main Street, Ashland, Ohio 44805 to be fingerprinted **within 24 hours of the issuance of this Order**. The applicant shall schedule an appointment in advance by calling: 419-281-9009 ext: 2560 (Master Control). Appointments are conducted between 8:00 a.m. and 3:00 p.m. Monday through Friday. The applicant shall provide the Ashland County Sheriff's Office with any additional information it requires to complete fingerprinting and the applicant shall fully cooperate with the Ashland County Sheriff's Office.

After the fingerprinting has been completed, the Ashland County Sheriff's Office shall furnish the Court with the fingerprint card. Thereafter, the Court will request a criminal records check from BCI and the FBI.

It is SO ORDERED.

KAREN DESANTO KELLOGG, JUDGE

cc: Applicant
ACSO