

4501:7-1-09

**Registration of employees.**

[Comment: Information regarding the availability and effective date of the materials incorporated by reference in this rule can be found in paragraph (H) of rule 4501:7-1-01 of the Administrative Code.]

(A) Each licensee shall register his investigator and security guard employees with the department of public safety (department).

(B) Each licensee shall submit an "Employee Registration Application" to register a new investigator or security guard employee with the department accompanied by the registration fee provided for in section 4749.06 of the Revised Code. The registration fee may be paid by check or money order payable to Ohio treasurer of state or if submitted on-line, may be paid by credit card. A passport style photograph that measures two by two inches, taken within one year of submission, and bearing a reasonable likeness to the applicant must be submitted with the "Employee Registration Application." The application must be submitted no later than seven calendar days after the employee's name is posted on the licensee's payroll records. The licensee must post any employee's name on the licensee's payroll records before that employee works any assignment for the licensee.

(1) The licensee must submit verification of the employee's name, date of birth, and social security number.

(2) The fingerprint impressions submitted under rule 4749.06(B)(2) shall not have been obtained more than thirty days prior to the filing of the employee's application for registration, as outlined on "WebCheck Instructions."

(a) If an employee intends to carry a firearm in the course of business or employment, the employee shall submit a "Firearm Bearer Notation Application" accompanied by the fee provided for in section 4749.10 of the Revised Code to the department and notify the bureau of criminal investigation (BCI) at the time of fingerprinting. BCI shall make a request to the federal bureau of investigation (FBI) about the employee and review the information in the manner set forth in division (B)(2) of section 109.572 of the Revised Code. The information provided by the FBI shall be submitted to the director of the department of public safety by direct copy.

(b) If the results of the criminal records check described in division (B)(2)(a) of rule 4749.06 indicate that the employee applying for registration may have a criminal record in one or more jurisdictions or in one or more states other than Ohio, the director may make further inquiries and request further information from the applicant in order to complete the investigation of the applicant.

(C) "Employee Registration Application" shall include a question that easily identifies

the employee as a veteran or as the spouse of a veteran. Employees currently serving in the military must provide a copy of their military identification card or that of their spouse, or a veteran must provide a copy of their DD214 or that of their spouse along with the application, which will allow the department to verify the identification of the employee as a veteran or spouse of a veteran. Processing of applications for veterans or their spouses, shall, to the extent possible, be expedited and prioritized.

(D) Within ten calendar days after the termination of a registered investigator or security guard's employment, the licensee shall submit to the department an "Employee Termination Report" with the employee's identification card for cancellation.

(E) Four times a year the licensee shall submit to the department a "Quarterly Report" with a current list of registered employees.