

4501:7-1-20

Notice of meeting.

- (A) For the purpose of this rule "the commission" means the Ohio private investigation and security services commission (OPISSC).
- (B) The department of public safety (department) shall post notice of all regularly scheduled meetings of the commission and any of its committees, subcommittees, and workgroups, on the department's website, which may be accessed at <http://pisgs.ohio.gov/pissc.stm> at least fourteen days prior to each regularly scheduled meeting. Such notice shall include the time and place of the meeting and may include the tentative agenda for the meeting. Nothing in this section shall be construed as prohibiting any member of the commission from requesting that an item be added to the agenda in writing once it is posted to the website.
- (C) The department shall provide at least twenty-four hour advance notice of the time, place, and purpose of special meetings of the commission and any of its committees, subcommittees and workgroups to any media outlet that has submitted written request for such notice to the department. Notice shall also be posted to the department's website as stated in paragraph (B) of this rule as soon as possible after the meeting is scheduled. In the event that an emergency meeting is scheduled and twenty-four hour notice is not possible, the department shall notify those media outlets who have requested notice in accordance with this paragraph, as soon as is reasonably possible after such meeting is scheduled. The notice requested by representatives of news organizations pursuant to this rule may be general or specific in nature.
- (D) Any person may obtain advance notice of any meeting of the commission, its committees, subcommittees and workgroups. Requests for notice of meetings may be submitted to the department in written form, or may be made in person during regular business hours. Written request for notice of meetings may be general in nature or may be specific to meetings where a particular type of business will be considered. Such requests shall be mailed to "Private Investigator Security Guard Services, 1952 West Broad Street, Columbus, Ohio 43223," and shall include the name of the person submitting the request, any organization with which the person is affiliated, mailing address, electronic mail address, if applicable, telephone number, and whether notice is sought for all or specified types of meetings. Requests for notices in a hard copy format shall include one of the following:
- (1) Fifteen self-addressed envelopes with appropriate postage affixed;
 - (2) A reasonable postage fee as determined annually by the commission; or
 - (3) A valid email address to which notice may be sent.