

- Administration
- Bureau of Motor Vehicles
- Emergency Management Agency
- Emergency Medical Services
- Office of Criminal Justice Services
- Ohio Homeland Security
- Ohio Investigative Unit
- Ohio State Highway Patrol



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May 5, 2010

Chairman Peter Tobin and Mission Review Task Force members:

Since January 1, 2010, the Ohio State Highway Patrol has been moving forward with a greater resolve toward operational and administrative objectives. We are evaluating processes, programming and the support services which impact operational success.

There has been a renewed focus on using our resources in General Headquarters the most efficient way. Particularly, those resources are rightfully being concentrated in operational endeavors.

As the Mission Review Task Force begins deliberations on content for the final report, I am compelled to draw attention to significant restructuring in General Headquarters that has been aimed at utilizing those resources more efficiently and more in support of the field. Many of our General Headquarters Offices, Sections and Units have changed in terms of reporting and functionality since they were originally presented to this Task Force.

Today, we have provided Task Force members a complete overview of our current organizational structure, including the current location and function of all Patrol Offices and Units. This information was taken directly from our Web site. Among the changes I would like to highlight are those which led to the establishment of the Office of Special Operations and the Office of Business Services.

The former Office of Field Operations has been divided into a Western and Eastern Command contained within the umbrella of the Office of Special Operations. This new structure provides a direct link from the field to General Headquarters with a focus on supporting field operations through training, programming and overall leadership. In addition, the Office of Special Operations is revising the traditional Staff Inspection process by paring back unnecessary inspection topics and will concentrate on only important, meaningful points.

The Office of Business Services has been created to effectively place most of the administrative activities of General Headquarters under a singular command. This organizational change better enables us to identify and understand common problems within the administrative realm and offer common solutions swiftly.

As Superintendent, I am making changes that address some of the key areas being deliberated by the Task Force of improving operational efficiency, identifying overlapping services, and consolidating current operations. Through these changes we are providing the tools and resources necessary for our field staff to be successful. The new structure provides us opportunities to communicate openly and be as efficient as possible, which will be critical as we face the years ahead.

Sincerely,



Colonel David W. Dicken, Superintendent  
Ohio State Highway Patrol

Attachment:  
Ohio State highway Patrol Offices and Units

## Ohio State Highway Patrol About Us

### Offices and Units within the Patrol

#### Office of Business Services

##### Financial Services

Facilities Management

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Capitol Operations

Criminal Intelligence & Counter-terrorism

Executive/Dignitary Protection

Polygraph

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Crime Lab/Forensic Services

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Aviation

Licensing & Commercial Standards

Special Programs

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#### Office of Field Operations - Eastern & Western Command

Western Command

Eastern Command

## Office of Training, Recruitment & Employee Relations

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[Training](#)

[Recruitment & Employee Relations](#)

### Administrative Investigation Unit

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The Administrative Investigative Unit is responsible for conducting and overseeing the Division's administrative investigations, response to resistance/pursuit cases, and Patrol car crashes. There are currently four investigators assigned to the section.

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### Aviation

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#### [Aviation Video](#)

#### **Ohio State Highway Patrol Aviation A Force-Multiplier for Ohio Law Enforcement**

The Ohio State Highway Patrol maintains an Aviation Section consisting of 15 uniformed officer-pilots, two American Eurocopter turbine-powered helicopters, and 14 Cessna airplanes.

The primary mission of Patrol pilots is enforcement of traffic safety laws and to assist motorists. In addition, the Aviation Section conducts:

- Aerial searches, often utilizing the Forward-Looking Infra-Red – or FLIR;
- Photo missions;
- Marijuana location and eradication missions;
- Enforcement of school bus and railroad crossing violations;
- Operation TRIAD – which stands for Targeting Reckless, Intimidating, and Aggressive Drivers – where "road rage" and aggressive driving types of violations are occurring; and concentrated following too closely enforcement details;
- Emergency transportation; and
- Technical service for aircraft crash investigations and enforcement of laws governing air traffic.

All aircraft are equipped with programmable NAT police radios. These radios can be programmed to communicate with any police agency. Also, all aircraft are equipped with MARCS radios, which are part of Ohio's 800-megahertz law enforcement and first responder radio and data communication network.

Nearly every type of aviation service performed by Patrol pilots is also available to other law enforcement agencies by request. Whether for traffic enforcement, the need for FLIR for an ongoing search, platform for aerial photographs, evidence relays from remote locations, or personnel transport, the Ohio State Highway Patrol's Aviation section is a tremendous asset to law enforcement throughout the state. To request Patrol Aviation services, contact the Columbus Communication Center at (614) 466-2660.

From aerial traffic enforcement, marijuana eradication, school bus and railroad crossing violations, aerial searches, including assistance to other agencies, FLIR-technology, and aircraft crash investigation and enforcement of laws governing air traffic, the Ohio State Highway Patrol's Aviation section is a force multiplier in the ongoing efforts of all Ohio law enforcement to keep Ohio safe.

#### **Traffic Enforcement from the Air**

With over 1,000 traffic fatalities occurring annually on Ohio roads, Patrol pilots are an integral piece of the Ohio State Highway Patrol's ongoing goal of significantly reducing traffic fatalities on Ohio roads.

The value of traffic enforcement from the air is pilots are essentially taking a speed evaluation of a vehicle over an entire mile, which is different than the officer on the ground using a laser and getting a speed at a specific moment in time, or a short tracking period through radar. Also, observing a vehicle over a mile distance allows the pilot to pick out the more severe or aggressive driving violations.

#### **Operation TRIAD**

Since the late 1990s, Targeting Reckless, Intimidating, and Aggressive Drivers, called TRIAD, has been the Patrol's comprehensive enforcement and media relations program focused on the most dangerous drivers on Ohio roads. It is a collective enforcement effort involving the Highway Patrol, local law enforcement agencies, and the media for public awareness.

The program is generally conducted in and around metropolitan areas because that is often where the most egregious aggressive driving violations occur. These behaviors include excessive speed, erratic lane changing, and following too closely. Working in conjunction with several ground officers at the same time results in an efficient enforcement method.

#### **Enforcement of School Bus and Railroad Crossing Violations**

A primary advantage to using aircraft for assistance in these problem areas is the difficulty of enforcing these violations for an officer on the ground. For the officer on the ground to see the violation occurring, the violator will also probably visually be aware of the officer, making detection of the violation more difficult. For example, if there is a patrol car following the bus, or going in the opposite direction, very infrequently will someone pass by the bus stop sign.

Officers trying to enforce railroad crossing violations from the ground face similar limitations. If an officer is sitting on the other side of railroad tracks waiting for a violator to go across the track illegally, a person is probably not going to illegally cross the tracks with the officer visible.

#### **Aerial Searches, Including Assistance to other Agencies, Including FLIR**

Forward Looking InfraRed (FLIR) can be an effective tool for searching for fleeing traffic violators or other fugitives on the run. It can also be used to help search for an Alzheimer patient who walked away from a patient care facility, a child who wandered away from his or her home or neighborhood, members of the public who are long-overdue arriving at a destination, and mentally disabled people who may have left their care facility.

The majority of FLIR-related requests for Patrol services come from county sheriff's offices and local police departments. These types of requests can greatly reduce man hours when conducting search missions. Patrol aircraft can "clear" a large search area much quicker than ground operations.

#### **Marijuana Eradication**

The benefits of having this type of aerial detection, which is available to the law enforcement community, not only deters this type of crime, but also enhances relations between the Patrol and other law enforcement agencies in the state. The Highway Patrol also has an active program with the Ohio Bureau of Criminal Identification and Investigation.

Marijuana plants can be easy to detect from the air, depending on the venue in which they are planted. Coloration differences and geometric planting and growing patterns on the ground alert pilots to the probability of marijuana plants being grown among other agricultural crops.

#### **Services Available to other Law Enforcement Agencies**

Nearly every type of aviation service performed by Patrol pilots is also available by request to other law enforcement agencies. Whether for traffic enforcement, need for FLIR for an ongoing search, platform for aerial photographs, evidence relays from remote locations, personnel transport, the Patrol has a very open policy about offering aviation support and services to any agency in the state that could benefit.

Patrol pilots can assist agencies with access to any area where "birds eye view" photographs would help document a scene for evidence or prosecution purposes. Aerial photographs help better document crime and crash scenes, and can give any type of investigation another documentation perspective.

#### **Caravan**

The Patrol's Caravan aircraft is equipped with a state of the art surveillance package allowing covert day or night surveillance of persons or objects on the ground. Along with the ability to view and record this information, the technology provides the opportunity to microwave down-link images digitally to one or multiple ground-based receivers, allowing on-scene commanders to make tactical decisions based upon real time information. The surveillance package and camera on the Caravan aircraft allows pilots to perform surveillance operations up to an altitude of 9,000 feet. The technology is similar to that used by broadcast television stations for live news and sports coverage. The Caravan is instrumental in the state's ongoing homeland security efforts, including a focused initiative intended to enhance northern border security.

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## **Crash Reconstruction**

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The Crash Reconstruction unit provides technical crash assistance and expert testimony in criminal and civil cases resulting from crashes investigated by the Division, as well as many other law enforcement agencies throughout the state. They are trained in the use of technologically advanced equipment relating to crash reconstruction and are responsible for establishing and maintaining a continuing education program for technical crash investigators and reconstructionists throughout the state.

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## **Inspections**

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The Inspections Unit conducts biennial staff inspections of each field component. They are responsible for coordinating biennial staff inspections of each GHQ component with the Accreditation Task Force. The inspections officer reports inspection results directly to the superintendent. They also assist in the development of field commanders and needed revisions to policies and procedures.

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## **Special Response Team**

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The Ohio State Highway Patrol maintains a Special Response Team to respond to dangerous or unusual situations. Comprised of 30 uniform officers assigned to posts within 50 miles of Columbus, members are trained in weapon and chemical agent use, rapid response, and special assault and

extraction techniques. The team responds to high risk incidents such as prison riots, hostage situations, high-risk warrant service, political rallies and various covert operations.

Special Response Team members attend regular training sessions to ensure each is prepared to respond to any special need at any time.

The Special Response Team, has at its disposal, an advanced command vehicle which can serve as a fully-equipped, portable Patrol post. They are supplied with all types of special weapons and equipment. In addition, Special Response Team members work closely with Patrol Aviation Unit officers for assistance in both response and recognition.

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## Accreditation & Policy Development

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The Ohio State Highway Patrol is accredited by the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA). CALEA accreditation helps ensure the Ohio State Highway Patrol meets national standards of best practices in all areas of its operations. The Accreditation Unit is responsible for managing and coordinating the Highway Patrol's accreditation program to ensure compliance with CALEA standards.

The Policy Development Unit maintains and develops policy and procedures that guide the operation of the Ohio Department of Public Safety and Ohio State Highway Patrol. The unit also maintains and updates all forms, brochures, pamphlets, decals etc. that are produced and stocked for the Patrol.

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## Central Records

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The Central Records Unit stores all public records maintained by the Department of Public Safety. All public record requests from the Department of Public Safety or its five Divisions are processed by the Central Records Unit.

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## Capitol Operations

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State troopers assigned to the Capitol Operations Unit provide security and conduct criminal investigations in the Ohio Statehouse, Vern Riffe Government Center and the Rhodes State Office Tower as well as the Ohio Judicial Center which houses the Ohio Supreme Court. The division's explosive detection canines are assigned to this detail. The Patrol's explosive detection canines are available on a statewide bases for all law enforcement agencies.

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## Photographic Services

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The Ohio State Highway Patrol's Photographic Services Unit is responsible for providing all of the photographic and digital imaging services for the Ohio Department of Public Safety. The laboratory's principal responsibilities include image acquisition, image management, file security and printing of images from crashes investigated by troopers statewide. Annually, over one million electronic image files are managed and nearly 12,000 requests for photographic prints are honored by Division technicians.

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## Legislative Affairs

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Legislative Affairs serves as the legislative Liaison to the Ohio General Assembly, as activities pertain to the Ohio State Highway Patrol and the Ohio Department of Public Safety. This entails following bills from introduction, through committee and through to pass or fail, giving testimony, arranging for testimony from others, keeping abreast of the legislators' opinions as testimony is given, gathering facts to provide the legislature with law enforcement specific information.

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## Public Affairs

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The Public Affairs Unit is responsible for supervising, coordinating and facilitating public relations and information for the Patrol, including the Web site. The Unit conducts media interviews and serves as the media liaison for the Patrol. In addition, the Public Affairs Unit develops and implements ongoing public affairs programs with local posts and the community to communicate the goals of the Patrol.

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## Staffing Services

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Staffing Services will be directly responsible to coordinate Division position postings with GHQ Section and Field Commanders. All posting requests will be submitted to this section. The commander will assist, when necessary with Division hiring/selection interviews as directed by the Office of Chief of Staff. This section will serve as liaison to ODPS Personnel Administration and Employee Benefits Units. The review of all transfer requests (including hardship transfers) will be conducted by this office with the exception of transfers of troopers in conjunction with Academy class assignments. The review and monitoring of residency requirements will be performed as needed for sworn personnel. The Member Assistance Team will be activated and directed through this unit.

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## Labor Relations

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Members of the Section provide guidance to commanders regarding interpretation and application of the four Collective Bargaining Agreements in which the Division has employees. These Section employees handle all steps of the grievance procedure up to and including serving as Employer advocates at arbitration. Members of the Section review administrative investigations and make disciplinary recommendations for rule violations committed by employees. The employees of the Section serve as liaisons between the Division, the Union(s) and the Office of Collective Bargaining. A member of the Section serves as a board member for the Employee Assistance Program and is a member of the statewide Labor Relations Advisory Committee. A member of the Section serves as the coordinator for the Random Drug Testing Program for the Department. The Section assists with the administration of the Health and Physical Fitness Program. The Section also instructs classes on work rules and labor relations to dispatchers, cadets, troopers and newly promoted lieutenants. Members from this Section take suggestions from the field, draft contractual language and serve on the Employer's team during contract negotiations between the State and the Ohio State Troopers Association. Members from the Section also serve as representatives for the Employer during Labor Management Committee meetings.

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## Risk Management

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The Ohio State Patrol's Risk Management Unit is designed to minimize the adverse effect of losses and liabilities upon its employees, and the State. Risk Management is vital to the health and safety of the employees and the public. It is central to our ability to pursue our goals and mission, to conduct our operations and to perform our duties in a manner which is in concert with agency rules, regulations and directives. Its desire is to ensure the Patrol continues to be recognized as a professional organization by those we serve.

Risk Management is also responsible for coordinating annual risk assessments of Highway Patrol components in accordance with Accreditation standards and Patrol policy. Risk Management reports assessment results directly to the Superintendent and Patrol Senior Staff. It also assists in the development of field commanders and any needed revisions to policy and procedure. The Risk Manager will give the commanders direction on issues to be addressed in future assessments which can and will limit or reduce our potential for losses and liabilities.

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## Forensic Video Analysis

The Forensic Video Analysis Unit's primary purpose is to scientifically examine, compare, and evaluate video in legal matters. Personnel assist law enforcement agencies in all matters related to recorded evidence upon request. The unit advises the division and other agencies on best practices when handling recorded evidence, forensically analyzes and enhances aforementioned evidence and presents the work in court if necessary. Along with forensic examination, still frame isolation and printing, video clarification, video reformatting, audio clarification and the creation of presentation ready CD/DVD's are performed. Logo insertion and video duplication are also done within the Unit in support of numerous public records requests.

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## Auxiliary

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The Ohio State Highway Patrol Auxiliary is an all-volunteer force which provides assistance to troopers in the course of their duties. Among the duties of an Auxiliary officer are crash scene and traffic stop assistance, traffic control, disaster relief, and special detail support.

The OSHP Auxiliary was formed in 1942 when many commissioned troopers began entering the armed forces during World War II. At that time, membership was limited to the members of the American Legion which was largely made up of war veterans who were unlikely to be drafted into service.

After the war, the Auxiliary was a critical component of Ohio's Civil Defense Plan, with officers assigned to vital crossroads to assist with evacuation and convoy movement.

Today, Auxiliary members contribute thousands of hours in an assortment of functions. Each is required to log a minimum of 120 hours per year to remain active. Membership is no longer limited to American Legionnaires, and the requirements to become an Auxiliary are as follows:

- U.S. Citizen
- Ohio Resident with valid Ohio driver license
- Good physical condition
- Between ages 21-55 (except for retired OSHP officers)
- No prior felony convictions
- Availability for training and service
- Submit to and pass a background investigation
- Ability to read and write, and convey thoughts in a clear and concise manner
- Weight proportionate to height (OSHP standard plus 10 percent)

Applicants are required to pass a medical examination which must be conducted by a physician at the applicant's expense. Applicants must additionally pass written and physical tests, then complete OSHP Auxiliary training. Members are also required to conform to grooming standards and purchase a uniform. To inquire about a possible position in the OSHP Auxiliary, call your [nearest Patrol post](#) or e-mail [wwwOHP@dps.state.oh.us](mailto:wwwOHP@dps.state.oh.us) to get in touch with an OSHP Auxiliary officer.

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## Special Events

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Responsible for coordinating special events for the Ohio State Highway Patrol. Events include cadet and basic graduations, open house ceremonies, internal and external meetings, and employee recognition programs.

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## Statistical Analysis

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The Ohio State Highway Patrol Statistical Analysis Unit (SAU) is situated within the Office of Strategic Services section of OSHP at General Headquarters.

In the last few years the Ohio State Highway Patrol has undergone a significant transition to capture and utilize more data with in-car computers, Computer Aided Dispatch (CAD), and GPS technology for location based reporting.

With this increase in data capture, there is an equal need to analyze that data for trends, predictions, and strategic planning.

The SAU examines data captured in traffic stops, crashes, and case activity to identify trends that can be used for operational deployment of resources to stop violators, prevent crashes and catch criminals.

SAU works daily on those products that are delivered to the field commanders, supervisors, and troopers, assisting them with their efforts toward achieving the OSHP mission:

"An internationally accredited agency whose mission is to protect life and property, promote traffic safety and provide professional public safety services with respect, compassion, and unbiased professionalism."

For years law enforcement in general has captured mountains of data with little ability to form a useful product out of all that information. The SAU sifts, squeezes, and synchronizes that mountain of data into workable reports and maps that can be retrieved and used.

A testament of the SAU ability to work with the field commanders has been demonstrated with the LifeStat 1.0 initiative. The efforts of OSHP have been extracted, weighed, analyzed and transformed into products useful to the Division as well as the media outlets.

Some of the products that originate from the Statistical Analysis Unit are:

- Monthly Business Plan
- Patrol & Public Safety Reports
- GIS maps of injury and fatal crashes
- Hotspot analysis
- Interactive Google Earth © maps
- Monthly Division statistical summaries
- Commercial fatal crash causation summary
- District line inspections

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## Technology Services

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### Auditing & Training

LEADS has conducted on-site audits of our users since 1990. These inspections are done every 2 years and serve as an opportunity for an agency to benefit from one-on-one interaction with a knowledgeable member of LEADS. The 4 data security specialists review LEADS operations during audits and assist in a variety of training sessions. Each agency on LEADS designates a point of contact called a terminal agency coordinator, (TAC). The TAC is required to attend a class that introduces them to the responsibilities of the position. They are also required to attend annual in-service training put on by the LEADS training officer. The trainer also provides classes in basic LEADS use and other topics. The auditing and training section also publishes our quarterly newsletter, The LEADing News, and maintains our training and operator manuals.

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### Data Security

The increased awareness of the importance of data and system security prompted LEADS to designate an information security officer. This position coordinates the efforts of all the LEADS workgroups to ensure the integrity of the system remains in tact. This involves working closely with agencies that connect to our system to review the technical requirements needed to prevent unauthorized access. LEADS has implemented a detailed technical security audit which includes network diagrams, on-site reviews, and third party assessments to assist us.

Because the most frequent misuse of the system comes from inappropriate use by users, LEADS has a sworn highway patrol officer responsible for security of the information. The LEADS security officer works with our user agencies when there are allegations that LEADS information was used for other-than-criminal-justice purposes. LEADS security can review backup records of system transactions to determine when information was run and who the operator was at the time.

The LEADS security officer is responsible for obtaining new agency identifiers from NCIC, following-up on validations of records in the system, and enforcing NCIC policies within Ohio. They also maintain the 14 administrative code sections that govern LEADS under OAC §4501:2-10.

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### Central Install

The Central Install facility is located at the Department of Public Safety's Alum Creek Complex in southeast Columbus. This facility is made up of Electronic Technicians (ET's) who are responsible for installing all Highway Patrol cruisers with radio and electronic equipment. This equipment includes radios, CB's, scanners, lightbars, sirens, and alarm systems. This unit also handles vehicle installations for all of the Department of Public Safety fleet.

The Central Install ET's also provide support to District ET's and maintain the Division's Mobile Command Vehicle in a constant state of readiness to respond to statewide emergency situations.

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### Communications Support

The Communications Support Unit maintains all telecommunications systems used by Highway Patrol employees. These systems include the existing radio system, telephones, cellular telephones, and pagers. The employees assigned to this unit come from a variety of telecommunications or radio backgrounds and hold appropriate state and federal licenses and certifications. Their main duties include maintaining a professional relationship with all contracted vendors and monitoring the level of service provided. All service requests for communications equipment and services are reviewed and implemented through this office. Two Electronic Technician Managers also coordinate with District Electronic Technicians and the Divisions use of the Multi-Agency Radio Communications System.

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### **Computer Operations**

The Computer Operations Unit is made up of a Computer Operations Supervisor and 13 Network Administrators (NA's). This group supports and maintains all computer related equipment at all Highway Patrol field offices, BMV field offices, and Liquor Enforcement field offices. With the vast amount of communication using e-mail on the Department of Public Safety computer network and the hundreds of desktop and laptop computers in use at these facilities, the Highway Patrol NA's work with a centralized Help Desk in Columbus. This system allows for timely response to our users' needs and an organized approach to computer maintenance.

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### **LEADS**

The Law Enforcement Automated Data System, (LEADS) serves as the electronic communication network for Ohio's criminal justice communities. LEADS is used by law enforcement, courts and prosecutors across the state to inquire on information about driving records, vehicle ownership and outstanding warrants. Through the LEADS connections to other agencies, our users can review drivers' license images, past criminal histories or parole status. LEADS also serves as the gateway to the National Crime Information Center, (NCIC). Through NCIC, LEADS users have access to the same information on a national and international level. Further access through LEADS to the National Law Enforcement Telecommunications System, (NLETS) enables fast electronic communications with criminal justice agencies internationally. The LEADS is self funded through its user fees, and it allows for a variety of participation levels. Currently there are just over 600 Ohio criminal justice agencies with a LEADS supplied terminal installed. Many other agencies access LEADS through one of several regional systems connected to LEADS. Under Ohio Revised Code Section 5503.10 the Superintendent of the Highway Patrol is responsible to administer LEADS and promulgate the administrative codes used to set the rules for its use.

[LEADS Manual](#)

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### **LEADS Control**

LEADS control is the 7-day-a-week 24-hour-a-day help desk for LEADS users. This group of employees serves as the point of first contact. They monitor the health of the network and work with several commercial vendors to coordinate repairs to the system or a particular site. Our users turn to them for assistance in making entries, becoming LEADS certified, or whenever they encounter problems with LEADS, its equipment, or an application. The help desk staff maintains the databases with all 30,000 plus certified operators and our agencies. They track requests for service and often have to resolve differences between our users and our vendors. LEADS control is also the distribution point for all messages from out of state.

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### **MARCS**

The Multi Agency Radio Communications System (MARCS) is a program coordinated by the Department of Administrative Services and includes the Highway Patrol as a major user of the system. The system allows the Division to use modern communications technology that benefits the field personnel in their daily operations. Included in this system is an 800 MHz digital trunked radio system, a Computer Aided Dispatch (CAD) system, Mobile Computer Terminals (MCT's) in patrol vehicles, and an Automated Vehicle Location (AVL) system.

Not only does the system allow for enhanced communications for the Division, it also establishes interoperability between the Highway Patrol and other agencies such as the State and County Emergency Management Agencies, the Ohio Department of Natural Resources, and Local Public Safety Agencies. Several employees from Technology and Communications Services serve as the Division's MARCS coordination team to ensure communications needs for the field personnel will be met.

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### **Network and Equipment Support**

The Network Administrators support and maintain all computer related equipment at all Highway Patrol field offices, BMV field offices, and Liquor Enforcement field offices. They also respond to outages at all of the Criminal Justice agencies using LEADS to assist in correcting network problems. With the vast amount of communication using e-mail on the Department of Public Safety computer network and the hundreds of desktop and laptop computers in use at these facilities, the Highway Patrol NA's work with a centralized Help Desk in Columbus. This system allows for timely response to our users' needs and an organized approach to computer maintenance. The Network Service Technicians configure and support the computer infrastructure of the entire Department of Public Safety allowing the variety of systems to communicate reliably and securely.

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### **Programming**

The LEADS programming analyst supervisor and six programmers assigned to LEADS are dedicated to meeting the primary mission of LEADS — officer safety. The majority of their efforts are devoted to system improvements, based on user recommendations and working with vendors to provide individualized services to agencies. The programming unit is also key to protection of the data and researching possible misuse of the system.

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### **System Operations**

The Systems Operations Unit is supervised by an Information Technology Manager and consists of several work units; Network Administrators, Network Service Technicians, Programmers, and Security staff.

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## **Facilities Management**

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The Ohio State Highway Patrol Facilities Management Section provides the Ohio Department of Public Safety with oversight of all design, construction, land acquisition and sales, and leased space. The section actively maintains over four hundred facilities which include Administration Facilities, Deputy Registrar locations, Driver Examination and Commercial Driver Examination locations, Interstate Commercial Truck Weigh Scale locations, Radio Broadcast Tower sites, Criminal and Investigative Laboratories, and Ohio State Highway Patrol facilities which consist primarily of ten District Headquarter facilities and fifty four Ohio State Highway Patrol Post locations, in addition to the Ohio State Highway Patrol Academy facilities, Aviation facilities, and other locations. Currently, the Ohio Department of Public Safety employs approximately 6,200 people, including over 1,400 Ohio State Highway Patrol Troopers, in serving the citizens across the State of Ohio.

Facilities Management staff consists of professional facility planners, architects, and support and administrative personnel engaging in the continuous evaluation of the needs of the Department, with management of budgetary constraints. The section strives to achieve operational efficiency, and to ensure a safe, professional, and welcoming environment for the public.

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## **Fiscal Services**

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The Fiscal Services Section of the Office of Finance/Logistic Services manages the funding for the Division of the Ohio State Highway Patrol. The section manages all of its funds and provides reporting and forecasting to the Superintendent and Director.

The biennial budget for the Division is authored by employees in fiscal services. Data and reports from all components of the Patrol are utilized to generate an accurate and responsible budget submission. The biennium budget for fiscal years 2008 – 2009 is more than \$613 million.

Fiscal Services processes over 45,000 invoices each year; scores of vendor contracts are referred to daily as account examiners process payments. Employees manage a variety of funds from the operating account to federally supported funds. Major operations of the Highway Patrol typically begin and end within the scope of Fiscal Services. Personnel costings, as well as equipment expenditures, must be considered when deploying resources to projects such as the John Parson's Manhunt and the Ohio State Fair.

The Patrol's budget is divided into three main areas. Of the Patrol's operating budget, approximately 79 percent is spent on human resources, 15 percent is used for maintenance items, and 6 percent is earmarked for equipment needs. Over the past years the funding for the Patrol consisted largely of motor vehicle fuel taxes. These funds are no longer available to the Patrol. Funding for the Patrol now consists largely of fees received from license and registration fees; the remainder consists of federal grants, fee and fines, general revenue funds, and self-supporting rotary accounts.

July 3, 2007, Fiscal Services will be using the new Ohio Administrative Knowledge System (OAKS) system to process account receivables, account payables and the Division's budget.

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## **Fleet Management**

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The Ohio State Highway Patrol Fleet Management Section is responsible for the 1800 vehicles that make up the Department of Public Safety's motor vehicle fleet. The section prepares specifications and purchases vehicles, in addition to the routine inspection, assignment, and salvaging of the vehicles.

Fleet Management is also responsible for maintaining a statewide vehicle cost computer system and operating a fuel card program. They also review all fleet related invoices, install decals and seat covers on enforcement vehicles, and operating motor pools at the Shipley Building and at the Alum Creek Facility.

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## Logistics

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This unit is responsible for the building maintenance, landscaping and custodial operations at the Academy. Other administrative matters overseen in this unit are contracts, building and classroom repair, remodeling and updating. Academy personnel matters such as payroll, issued equipment and uniforms, non-sworn employee training and administrative investigations are also handled within this unit.

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## Procurement

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The Procurement Section of the Ohio State Highway Patrol is responsible for the acquisition of supplies, equipment, and services required for the operation of all Division facilities. This includes the purchasing of electronics, computer-related equipment, office and maintenance supplies, and any other goods required for the operation of the Ohio State Highway Patrol and its various entities. The Procurement Section also works with the Department of Administrative Services in the development and implementation of contracts for equipment and supplies.

The Procurement Section falls under the umbrella of the Office of Finance/Logistic Services, and is responsible for overseeing the Stockroom, Fleet Management, and the Tailor Shop.

The Procurement Section ensures that all division purchases are in compliance with governmental laws, procedures, and competitive selection. Monetary funds are monitored closely as part of the purchasing function to ensure that purchases are fiscally responsible and handled in the most expedient and professional manner.

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## Licensing and Commercial Standards (LCS)

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LCS has three units:

- [Licensing and Testing](#)
- [Motor Carrier Enforcement](#)
- [Motor Vehicle Inspections](#)

### Licensing and Testing

The Licensing and Testing Unit is part of Licensing and Commercial Standards for the Ohio State Highway Patrol. This unit's responsibilities are administration of road and written testing for drivers of passenger cars, commercial vehicles, motorcycles, and motorized bicycles.

#### Driver License Testing

Patrol driver license examiners staff ninety-one (91) driver examination stations across the state and annually administer more than 250,000 driving tests, more than 275,000 maneuverability tests, and over 575,000 written tests for non-commercial drivers. Exam station personnel also administer written commercial driver license (CDL) tests. Exam station locations and telephone numbers may be accessed through the [County-by-County Services](#) page. Prior to obtaining a first Ohio drivers license, applicants should obtain a copy of [Digest of Motor Vehicle Laws](#) and learn all material contained therein. A copy may be obtained by clicking the link or by visiting any driver examination station, deputy registrar location, or Highway Patrol post.

[Teen Driving Law \(.pdf\)](#)

[Schedule Ohio driver license test online](#)

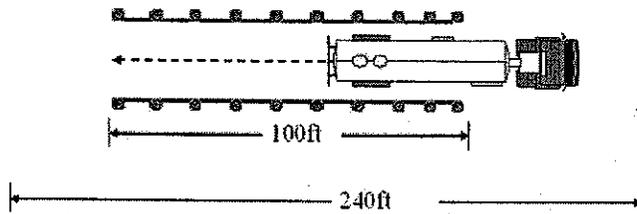
[County-by-County Services page](#)

**Commercial Vehicle Basic Skills Test**

For the basic control skills test, you will demonstrate your ability to maneuver a commercial vehicle around other objects. You will receive points for pull-ups and crossing over or touching boundary lines or cones. You will be permitted to exit the vehicle to check behind. When exiting the vehicle you must set your parking brake and place the vehicle in neutral. You must safely exit facing the vehicle and maintain three points of contact at all times. You must complete the exercise as directed. Specific instructions will be given for each exercise prior to performing it.

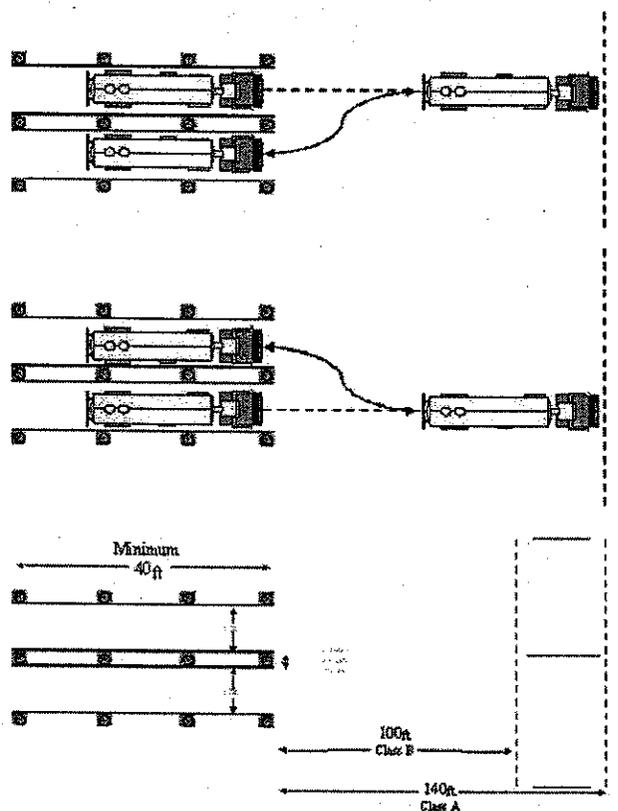
**Straight-line Backing**

I will have you pull forward past the alley. Stop when I raise my hand (like this). Then back straight through the alley until the front of your vehicle has cleared the last set of cones. You are allowed one free pull-up and may exit the vehicle only once to check behind the vehicle during this exercise. Please set your parking brake and sound your horn when you have completed the exercise. Do you have any questions?



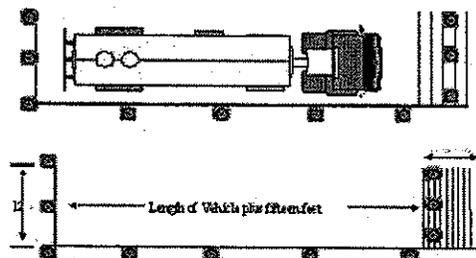
**Offset Backing**

You will drive forward (straight ahead) to the boundary line ahead. Stop your vehicle, then back your vehicle to the opposite lane until the front of your vehicle has passed the first set of cones. You are allowed two free pull-ups and may exit the vehicle a maximum of two times to check behind the vehicle during this exercise. Please set your parking brake and sound your horn when you have completed the exercise. Do you have any questions?



**Parallel Parking**

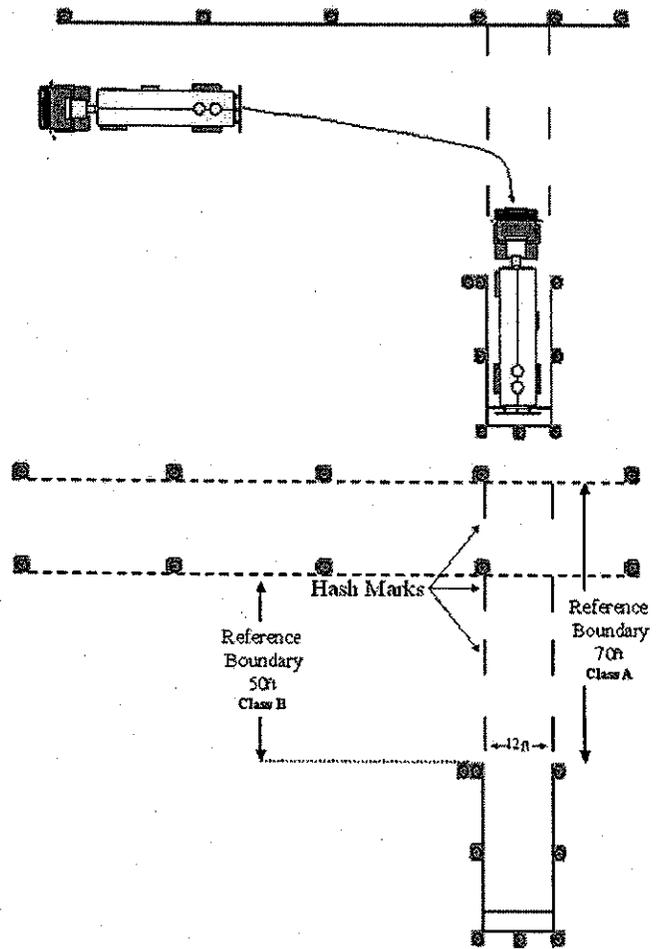
You will drive straight ahead past the entrance to the parallel parking space with your vehicle parallel to the parking area. You will then back into the parking space. You are allowed two free pull-ups and may exit the vehicle a maximum of two times to check behind the vehicle during this exercise. Your vehicle must be completely within the space when completed. Please set your parking brake and sound your horn when you have completed the exercise. Do you have any questions?



**Alley Dock**

You will drive past the alley and position your vehicle parallel to the outer boundary. You will then back into the alley bringing the rear of your vehicle within three feet of the rear of the alley. Your vehicle must be straight within the alley when completed. You may not go beyond the outer boundary line located ahead (point to boundary line). You are allowed two free pull-ups and may exit the vehicle a maximum to two times to check behind the vehicle during this exercise. Please set your parking brake and sound your horn when you have completed the exercise. Do you have any questions?





[Commercial Vehicle Basic Skills Diagram \(.pdf\)](#)

[CDL Basic Control Skills Test General Instructions \(.pdf\)](#)

**TSA Hazmat Threat Assessment Program:**

- TSA Hazmat Information Line, 1-877-429-7746, or [www.hazprints.com](http://www.hazprints.com) for enrollment and fingerprinting locations in states using the TSA fingerprinting agent.
- TSA Contact Center for general questions: 1-866-289-9673
- TSA Media Contact: (571) 227-2829
- Additional information available through Ohio BMV, [bmv.ohio.gov](http://bmv.ohio.gov)

**Additional resources:**

- [Motorcycle Operators Manual](#)
- [Hazardous Material Endorsement Information](#)
- [Ohio Bureau of Motor Vehicles](#)
- [CDL Testing Facilities](#)
- [Additional CDL license information](#)
- [Obtaining a copy of your driving record](#)
- [Digest of Motor Vehicle Laws](#)

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**Motor Carrier Enforcement**

The Motor Carrier Enforcement Unit's primary function is to ensure the safe operation of commercial motor vehicles within the state of Ohio. This goal is achieved through education and enforcement of the Federal Motor Carrier Safety Regulations and PUCO Safety Rules. Commercial motor vehicle troopers and motor carrier enforcement inspectors conduct these inspections.

The unit is also responsible for enforcement of size and weight laws relating to commercial vehicles. The Unit has 12 portable scale teams located throughout the state. A scale team consists of a load limit inspector trooper and two load limit inspectors. There are also 16 fixed scale facilities

located throughout the state. All interstate scale facilities are equipped with an electronic clearance system known as "PrePass." Commercial motor vehicles equipped with Prepass will receive an electronic in-cab signal informing the driver whether to pull into the scale or permit the driver to bypass the scale facility. The PrePass signal overrides the posted signs for all trucks including hazardous material placarded vehicles.

Education of law enforcement agencies and trucking companies is a proactive function of the Motor Carrier Enforcement Unit. The unit presents commercial vehicle safety and familiarization education classes. This no cost training is for law enforcement agencies desiring to become more involved in commercial vehicle enforcement.

The Motor Carrier Enforcement Unit partners with several trucking companies to staff static displays around the state. These displays promote highway safety and sharing the road safely with commercial vehicles.

The Motor Carrier Enforcement Unit consists of a Licensing & Commercial Standards Unit Commander Lieutenant, a Commercial Enforcement Coordinator Sergeant and a Motor Carrier Enforcement Supervisor in each district. Commercial Motor Vehicle Troopers and Motor Carrier Enforcement Inspectors are assigned at the district level. The Motor Carrier Enforcement Unit also includes General Headquarters Staff

#### **Share the Road Safely Program**

#### **Mandatory Bus Inspection Receipts:**

Effective February 13, 2006, Mandatory Bus Inspection Receipts will now be available for purchase at any one of the 217 Bureau of Motor Vehicles Deputy Registrar's Office (for locations, click [here](#)) located across the state of Ohio.

Due to the change of the process, you will no longer be able to purchase the receipts from the Patrol's Office of Licensing and Commercial Standards Section.

#### **Mandatory Commercial Bus Inspection Sites**

**Findlay District**  
3201 North Main Street  
Findlay, OH 45840  
Phone: 419-421-5340

**Bucyrus District**  
3665 State Route 4  
Bucyrus, OH 44820  
Phone: 419-562-6325

**Massillon District**  
4300 Lincoln Way West  
Massillon, OH 44647  
Phone: 330-833-1055

**Warren District**  
3424 US Route 422  
Southington, OH 44470  
Phone: 330-898-7598

**Piqua District**  
1275 Experiment Farm Road, Suite D.  
Troy, OH 45373  
Phone: 937-335-6517

**Columbus District**  
2855 West Dublin-Granville Road  
Columbus, OH 43235  
Phone: 614-799-9241

**Cambridge District**  
7051 Glenn Highway Road  
Cambridge, OH 43725  
Phone: 740-439-1388

**Wilmington District**  
950 Rombach Avenue  
Wilmington, OH 45177  
Phone: 937-655-9189

**Jackson District**  
25 McCarty Lane  
Jackson, OH 45640  
Phone: 740-286-9845

**Cleveland District**  
682 Prospect Avenue  
Berea, OH 44017  
Phone: 440-234-2096 x 1285

[2010 Truck Drivers Guide Book \(.pdf\)](#)

[Ohio Bus Inspection Program \(.pdf\)](#)

#### **Related links:**

- [Hazardous Material Endorsement Information](#)
- [Federal Motor Carrier Safety Administration](#)
- [Public Utilities Commission of Ohio](#)
- [Oversize and Overweight Permits](#)
- [International Fuel Tax Agreement - IFTA](#)
- [International Registration Plan - IRP](#)

#### **TSA Hazmat Threat Assessment Program**

- TSA Hazmat Information Line, 1-877-429-7746, or [www.hazprints.com](http://www.hazprints.com) for enrollment and fingerprinting locations in states using the TSA fingerprinting agent.
- TSA Contact Center for general questions: 1-866-289-9673
- TSA Media Contact: (571) 227-2829
- Additional information available through Ohio BMV, [bmv.ohio.gov](http://bmv.ohio.gov)

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## Motor Vehicle Inspection

The Motor Vehicle Inspection Unit responsibilities include:

- The licensing of private pupil transportation providers
- Rules and regulations for the construction and inspection of school buses
- Inspection criteria for church buses
- The laws and administrative codes regulating motor vehicle equipment standards
- Salvage and self-assembled vehicle inspections (salvage sites below)

Members of the Motor Vehicle Inspection Unit inspect more than 23,000 Ohio school buses at least twice a year. The inspectors certify that the school buses are compliant with all federal and state rules and regulations, thereby ensuring the safety of every child who rides those buses to and from school and school-related events during the year. School buses that do not pass inspections are immediately removed from service until repairs are made.

The inspectors conduct roadside motor vehicle inspections and annual church bus inspections. Inspectors conduct over 30,000 salvage vehicle inspections each year that aides in detecting stolen vehicles and parts.

A representative of the Motor Vehicle Inspection Unit chairs the Ohio School Bus Construction Standards Advisory Committee. The unit also conducts pupil safety and transportation workshops around the state in partnership with the Ohio Department of Education, the Ohio School Bus Mechanic's Association and the Ohio Association of Pupil Transportation.

### Salvage Sites

**Findlay District**  
8210 County Road 140, Suite D  
Findlay, OH 45840  
Phone: 419-423-2957

**Bucyrus District**  
1653 Marion Road  
Bucyrus, OH 44820  
Phone: 419-563-0272

**Massillon District**  
8730 Lake Road  
Seville, OH 44273  
Phone: 330-769-5089

**Warren District**  
3424 US Route 422  
Southington, OH 44470  
Phone: 330-898-2894

**Piqua District**  
1275 Experiment Farm Road, Suite D.  
Troy, OH 45373  
Phone: 937-335-6412

**Columbus District**  
1583 Alum Creek Drive  
Columbus, OH 43209  
Phone: 614-644-1667

**Cambridge District**  
95 Wildflower Drive  
New Concord, OH 43762  
(740) 826-1030

**Wilmington District**  
9971 Cincinnati - Dayton Road  
West Chester, OH 45069  
Phone: 513-777-5547

**Jackson District**  
25 McCarty Lane  
Jackson, OH 45640  
Phone: 740-286-3457

**Cleveland District**  
12323 Broadway Avenue  
Garfield Heights, OH 44125  
Phone: 216-587-4305 x 2

### Publications:

- [2007 Commercial Bus Inspection Program \(.pdf\)](#)
- [2009 School Bus Inspection Manual \(.pdf\)](#)
- [Supplement to School Bus Inspection Manual \(.pdf\)](#)
- [Church Bus Inspection Manual \(.pdf\)](#)
- [Ohio Commercial Driver Handbook \(.pdf\)](#)
- [2010 Approved Option List for Ohio School Bus \(.pdf\)](#)
- [Salvage & Self-Assembled Vehicle Inspection Brochure](#)

### Related Links:

- [Ohio Department of Education](#)
- [Ohio Association for Pupil Transportation](#)
- [Ohio School Bus Mechanics Association](#)
- [Code of Federal Regulations](#)

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## Computer Crimes

The Computer Crimes Unit was established in June 2001. The CCU provides technical and investigative expertise:

- For computer crime investigations in which a computer or computer system is the target of the criminal activity or utilized to further any crime or incident

The Computer Crimes Unit consists of two sworn members of the Ohio State Highway Patrol, and two civilian computer forensics specialists. This unit investigates cases encompassing a wide variety of criminal offenses, including adult entertainment crimes, aggravated menacing, internet fraud, harassment, intelligence, child pornography, rape, robbery, exploitation of minors, spam, terroristic threatening, theft, and unauthorized access to computers. In addition, the Computer Crimes Unit is often called upon for technical assistance. This includes training other officers in detecting potential sources of high technology evidence as well as properly securing this evidence until further analysis can be performed.

The primary responsibility of the Computer Crimes Unit is forensic examination of computer media. These forensic examinations are utilized for a variety of different crimes, including child pornography, fraud, homicide, drug related crimes, sexual assault/rape, and illegal access of a computer system. In addition to the examination of hard drives, investigations also include the examination of other computer media such as cellular telephones, Personal Digital Assistants (PDAs), CD ROMS, Zip Disks, Memory Sticks, Tape Drives, and Floppy Disks.

Additionally, this section provides assistance to other state, local, and federal law enforcement agencies.

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## Special Projects

The Special Projects section serves as a liaison with law enforcement counterparts from other states, as well as other state of Ohio departments. This unit assists with planning enforcement programs, holiday reporting programs and the overall OVI checkpoint program.

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## Crime Lab/Forensic Services

The Ohio State Highway Patrol Crime Lab provides forensic services to the Patrol and other law enforcement agencies. The Crime Lab conducts forensic analyses across several disciplines, including:

- **Drug Chemistry** – to identify and determine if submitted evidence contains controlled substances or cannabis, and the identification of non-controlled substances.
- **Toxicology** – to identify drugs and levels of ethanol in blood, urine, or other body fluids.
- **Trace Analysis** – to identify and compare traces of evidence from crashes and non-drug-related investigations. Sub-specialties in this category include the examination of tool mark impressions, paint, hair, fiber, and filament examinations as well as serial number restorations.
- **Microscopy** – to obtain enlarged images of small objects, such as hairs, fibers, and fluorescent odometer impressions.
- **Latent Prints** – to locate, develop and compare prints left at crime scenes with those of potential suspects, as well as to establish ownership of contraband items.
- **Firearms** – to determine if specific bullets, cartridges, or firearms can be related to particular crimes.
- **Crime Scene Response** – Equipped with a state-of-the-art mobile crime scene unit, criminalists are now capable of responding to and conducting on-scene evidence collection. All equipment necessary for the professional evaluation and preliminary analyses of crime scenes is now carried readily for a multitude of scenes. On-site video review and duplication can also be completed. In addition to crime scenes, the unit is also capable of responding to assist other agencies in natural disasters requiring mass identification procedures.

[External Agency Submission Form](#)

[Evidence Submission Policy](#)

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## Criminal Intelligence & Counter-terrorism

The Ohio State Highway Patrol's Criminal Intelligence & Counter-terrorism Unit's mission is to collect, evaluate and disseminate intelligence data on

organized criminal and terrorist groups, both traditional and non-traditional, that are active within Ohio and the surrounding states.

With the assistance of federal, state and local agencies, the Criminal Intelligence & Counter-terrorism Unit has continued to monitor the activities of known outlaw motorcycle gangs, hate groups, "Left Wing" and "Right Wing" extremists groups, anti-government groups, special interest groups, domestic and international terrorists organizations. By the nature of this type of work, much of this section's activity is confidential, and for dissemination to law enforcement only.

The Criminal Intelligence & Counter-terrorism Unit is divided into two sections:

#### **Criminal Intelligence section**

In April 2004, the Criminal Intelligence Section was expanded with the addition of the Analytical Unit. These units were added to support the division with analytical products, maintaining multiple databases, and searches of these databases.

The Criminal Intelligence Section is currently comprised of sworn and civilian criminal analysts who are tasked with a multitude of responsibilities. One of these responsibilities is the formation of a monthly intelligence bulletin, disseminated to the field. The purpose of this bulletin is to coordinate the exchange of interstate and intrastate intelligence information pertaining to domestic / international terrorism, and criminal activity. These bulletins are intended to educate and inform our troopers of tactics and weapons used intrastate, regionally, and nationally by criminals and arrestees, for the safety of our troopers. Additionally, this section provides this assistance to other state, local, and federal law enforcement agencies.

Another function of the Analytical Unit is the management of multiple databases to input and receive confidential information, evaluate patterns and trends of suspicious criminal extremist activity. Some of the databases maintained by the analytical unit are the Regional Information Sharing System (Riss.Net), the Joint Regional Informational Exchange System (JRIES), -, Law Enforcement Online (LEO), and LEXIS-NEXIS. The analytical unit makes queries on these databases to assist troopers, officers, and agents in the field to enhance their investigations and provide targets for investigation.

#### **Counter-terrorism section**

The investigations conducted by the troopers in this Counter-Terrorism Section are very confidential and their activity is governed by federal law that mandates dissemination of intelligence information to law enforcement only. The investigators within this unit have federal clearances to work and share information with our federal partners in the area of homeland security. This unit works directly with the U.S. Attorney's "Anti-Terrorism Advisory Council" (ATAC), the Federal Bureau of Investigation's Joint Terrorism Task Force (JTTF), the Bureau of Alcohol, Tobacco, and Firearms, the United States Secret Service, the United State Coast Guard, the Bureau of Immigration and Customs Enforcement (BICE), the U.S. Postal inspector, the Ohio National Guard, all U.S. military service investigative units, other state police agencies, and regional county / municipal law enforcement agencies. The "Counter-Terrorism Unit" is charged with investigating terrorism activities within the state of Ohio and works both and jointly with federal agents to develop intelligence information and criminal prosecutions in this area.

Counter Terrorism investigators are often called on to assist in various investigations conducted by other Ohio law enforcement agencies, as well as agencies in other states and countries. These investigations covered the entire spectrum of organized crime, gang, and terrorism extremist type of activity.

#### **Forms**

[Law Enforcement Request for Assistance](#)

[Suspicious Activity/Information Report](#)

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#### **Executive/Dignitary Protection**

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Some of the unit's responsibilities consist of Executive/Dignitary protection of the governor and first lady and visiting dignitaries as directed by the Governor's Office.

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#### **Polygraph**

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The Ohio State Highway Patrol Polygraph Unit is part of the Division's Office of Investigative Services. The unit consists six certified polygraph examiners. The Polygraph Unit has three examiners in the Columbus office, one examiner each in the Cincinnati, Massillon, and Cleveland offices.

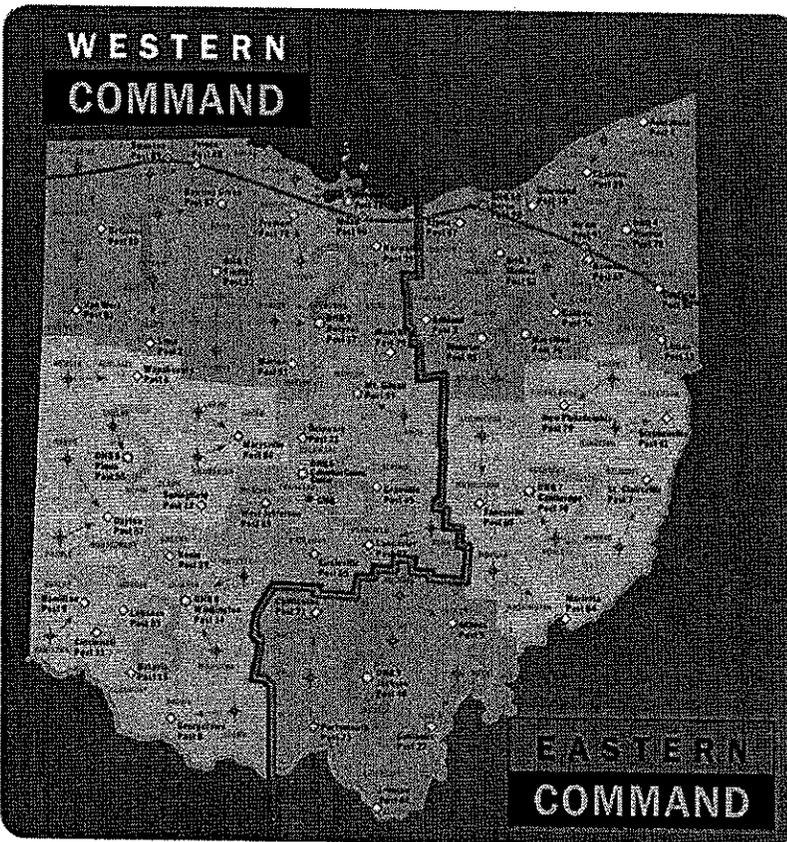
The Polygraph Unit conducts examinations of the Division's trooper applicants plus criminal examinations for any law enforcement agency, court and prosecutor's office at no cost to the requesting agency.

In 2006 the Polygraph Unit completed 117 OSHP applicants, 48 other applicants, 28 OSHP criminal examinations and 337 criminal examinations for outside agencies, for a total of 580 examinations.

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## Western Command & Eastern Command

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Western - Findlay District, Bucyrus District, Piqua District, Columbus District and the Wilmington District.

Eastern - Massillon District, Warren District, Cambridge District, Jackson District and the Berea District (Ohio Turnpike).

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## Training

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The Ohio State Highway Patrol Training Academy is committed to providing high quality training through educational programs to both our staff and fellow members of the law enforcement community. Our Training Academy provides a positive learning environment which emphasizes professionalism, team work, integrity, and courtesy in public service.

To realize our commitment, we have developed courses that target the current, specific needs of our audiences to include the following:

- Basic Peace Officer Training
- Advanced Detection, Apprehension, & Prosecution of Persons Under the Influence of Alcohol (ADAP)
- ADAP Instructor
- Crash Investigation; Includes Basic, Intermediate, Technical, Crash Reconstruction, Pedestrian Crash, Motorcycle Crash Investigation
- Commercial Motor Vehicle (CV Safe)
- Criminal Patrol/ Drug Interdiction
- Cultural Competence
- Electronic Speed Measuring Devices

- Firearms, Arrest, and Self-Defense Tactics
- Firearms Fundamentals
- Firearms Proficiency
- Tactical Shotgun
- Judges and Prosecutors seminars
- Police Instructors

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## Recruitment & Employee Relations

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Locate and Recruit Applicants for the Position of Trooper and Police Officer. Accomplished by:

- Attending Career and Job Fairs;
- Contacting High Schools & Colleges;
- Contacting Businesses & Churches;
- Coordinating with One Stop Shops and government agencies;
- Working with all military branches to encourage joint recruitment;
- Encouraging all employees to be recruiters.

Conduct applicant informational sessions at patrol posts statewide with all applicants to ensure they have a realistic view of what the position and training entails.

Accept & enter all applications for OSHP Trooper.

Coordinate, schedule and oversee applicants during each phase of the hiring process.

Conduct Multi-Domain Entrance Process for all qualified applicants.

Coordinate hiring process for all trooper and police officer candidates with ODPS Human Resources.

Assist in the selection of Radio Dispatcher candidates.

Organize and coordinate orientation session for incoming cadet trainees prior to start of class.

Organize and coordinate First Day activities for the cadet class.

Coordinate placement of troopers from each Academy Class.

Coordinate and provide handout materials for recruitment events.

Coordinate and staff the Ohio State Fair -- Highway Patrol display at the Marketplace.

Coordinate the Recruitment Ride-Along Program.