

IN THE COURT OF COMMON PLEAS OF MERCER COUNTY, OHIO

IN THE MATTER OF :  
THE CANDIDACY OF: : Case No. \_\_\_\_\_  
\_\_\_\_\_  
(Applicant's Name) :  
\_\_\_\_\_  
(Street Address) : **INSTRUCTIONS AND APPLICATION**  
\_\_\_\_\_  
(City, State, Zip) : **FOR CANDIDATE FOR SHERIFF OF**  
\_\_\_\_\_  
(Social Security Number) : **MERCER COUNTY, OHIO [CM 19]**  
\_\_\_\_\_  
(Date of Birth) :  
\_\_\_\_\_  
(Telephone Number) :

**INSTRUCTIONS:**  
***THIS APPLICATION MUST BE TYPED OR PRINTED IN INK***

Upon requesting this application, the applicant must present a copy of a valid Ohio operator license to be used solely by the court in completing the administrative portion of the fingerprint cards. Applicant must sign a register acknowledging that this requirement has been met, and that the applicant has received these instructions and application.

This form must be completed and returned in a timely manner as the processing period may be lengthy and all information must be filed with the Board of Elections prior to the applicable qualification date as defined in section 311.01(H)(1) of the Revised Code. Any delay in the receipt of the application and required information may result in the finding that the applicant is ineligible to be a candidate for the office of county sheriff.

Upon completion of this form, **THE APPLICANT MUST MAKE AN APPOINTMENT WITH THE JUDGE OF THE COMMON PLEAS COURT - GENERAL DIVISION, MERCER COUNTY, OHIO**, to verify the information in the application. An appointment may be scheduled by calling (419) 586-2122.

Once executed and verified, the applicant must file the application with the clerk of court, Mercer County, Ohio, with a deposit of **\$110.00** payable to the Clerk of Court. The Judge shall then issue an order requiring the applicant to present himself or herself to the Common Pleas Court for fingerprinting.

**THE FILING OF THIS APPLICATION DOES NOT GUARANTEE THAT THE APPLICANT'S FINGERPRINT CHECK WILL BE RETURNED IN A TIMELY MANNER BY THE FBI AND BCI. THE UNTIMELY RECEIPT OF SUCH INFORMATION COULD PREVENT THE DETERMINATION OF APPLICANT'S ELIGIBILITY PRIOR TO THE QUALIFICATION DATE AS DEFINED BY SECTION 311.01(H)(1) OF THE REVISED CODE.**

***ELIGIBILITY INFORMATION:***  
***THIS APPLICATION MUST BE TYPED OR PRINTED IN INK***

Section 311.01 of the Revised Code mandates that a person meet all of the following requirements to be eligible to be a candidate for sheriff:

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 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 the general educational development test of the American Council on Education.
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 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 has met at least one of the following conditions:
  - (A) has obtained or held, within the four-year period ending immediately prior to the qualification date, a valid basic 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, and, within the four-year period ending immediately prior to the qualification date, has been employed as an appointee pursuant to section 5503.01 of the Revised Code or as a full-time peace officer as defined in section 109.71 of the Revised Code performing duties related to the enforcement of statutes, ordinances, or codes; or

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- (B) has obtained or held, within a three-year period ending immediately prior to the qualification date, a valid basic peace officer certificate of training issued by the Ohio peace officer training commission and has been employed for at least the last three years prior to the qualification date as a full-time law enforcement officer as defined in division (A) (11) of section 2901.01 of the Revised Code performing duties related to the enforcement of statutes, ordinances, or codes.
9. The person has met at least one of the following conditions:
- (A) has at least two years of supervisory experience as a peace officer at the rank of corporal or above, or has been appointed pursuant to section 5503.01 of the Revised Code and served at the rank of sergeant or above, in the five-year period ending immediately prior to the qualification date; or
  - (B) has completed satisfactorily at least two years of post-secondary education or the equivalent in semester or quarter hours in 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.

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**APPLICATION:**  
**THIS APPLICATION MUST BE TYPED OR PRINTED IN INK**

\_\_\_\_\_ **HEREBY STATES THAT:**

1. I am a citizen of the United States, having been born in \_\_\_\_\_  
\_\_\_\_\_ (Township & County or City) \_\_\_\_\_ (State) in  
19\_\_\_\_, or naturalized in \_\_\_\_\_ (City & State) in 19\_\_\_\_;

**ATTACH COPY OF BIRTH CERTIFICATE OR COPY OF  
NATURALIZATION DOCUMENTATION**

2. I have been a resident of Mercer County, Ohio, for not less than one (1) year prior to the qualification date of this election, and have been a resident of Mercer County, Ohio, since 19\_\_\_\_;
3. I am qualified as an elector of Mercer County, Ohio, pursuant to section 3503.01 of the Revised Code;

(A qualified elector is: Every citizen of the United States who is the age of eighteen years or over and who has been a resident of the State of Ohio thirty days next preceding the election at which he offers to vote, is a resident of the county and precinct in which he offers to vote, and has been registered to vote for thirty days.)

**ATTACH STATEMENT OF DIRECTOR OF BOARD OF ELECTIONS  
VERIFYING THAT APPLICANT SATISFIES ABOVE DEFINITION,  
INCLUDING IDENTITY OF PRECINCT OF RESIDENCE.**

4. I have been awarded a high school diploma or a recognized equivalent, having received a diploma or equivalent from \_\_\_\_\_ (School) in 19\_\_\_\_;

**ATTACH COPY OF DIPLOMA OR EQUIVALENCY  
DOCUMENTATION OR OTHER PROOF OF GRADUATION.**

5. I have 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 of the United States, and have 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 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 under the laws of this state;
6. I will be fingerprinted upon the filing of this application pursuant to section 311.01(B)(6) of the Revised Code and pursuant to instructions from the judge of the Common Pleas Court;
7. I have prepared residency and employment histories as set forth on page 6 of this application;

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8. (A) **I have - I have not held**, within the four-year period ending immediately prior to the qualification date, a valid basic peace officer certificate of training issued by the Ohio peace officer training commission or have been issued a certificate of training pursuant to section 5503.05 of the Revised Code, and, within the four-year period ending immediately prior to the qualification date, have been employed as an appointee pursuant to section 5503.01 of the Revised Code or as a full-time peace officer as defined in section 109.71 of the Revised Code performing duties related to the enforcement of statutes, ordinances, or codes; or **(Circle applicable underlined words.)**

(B) **I have - I have not held**, within a three-year period ending immediately prior to the qualification date, a valid basic peace officer certificate of training issued by the Ohio peace officer training commission and have been employed for at least the last three years prior to the qualification date as a full-time law enforcement officer as defined in division (A)(11) of section 2901.01 of the Revised Code performing duties related to the enforcement of statutes, ordinances, or codes. **(Circle applicable underlined words.)**

**IF THE APPLICANT HAS A VALID CERTIFICATE OF TRAINING, A COPY MUST BE ATTACHED TO THIS APPLICATION.**

**IF THE APPLICANT DOES NOT HAVE A VALID CERTIFICATE OF TRAINING, PLEASE DISCUSS THE MATTER WITH THE JUDGE.**

9. (A) **I do have - I do not have**, at least two years of supervisory experience as a peace officer at the rank of corporal or above, or have been appointed pursuant to section 5503.01 of the Revised Code and served at the rank of sergeant or above, in the five-year period ending immediately prior to the qualification date; or **(Circle applicable underlined words.)**

**I have - I have not**, completed satisfactorily at least two years of post-secondary education or the equivalent in semester or quarter hours in 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. **(Circle applicable underlined words.)**

**YOU MUST ATTACH DOCUMENTATION PROVING THE EXPERIENCE QUALIFICATIONS AS STATED IN PARAGRAPHS 9A AND 9B.**

**IF YOU DO NOT HAVE DOCUMENTATION PROVING EXPERIENCE QUALIFICATIONS AS STATED IN PARAGRAPHS 9A AND 9B, PLEASE DISCUSS THE MATTER WITH THE JUDGE.**

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

(If additional space is necessary, please attach 8½" x 11" white paper.)

List every home address you have had in the six (6) years prior to the qualification date.

Address	Periods of Residence
_____	From _____ to _____
_____	From _____ to _____
_____	From _____ to _____
_____	From _____ to _____
_____	From _____ to _____

State the name and address of each employer and the period of time employed by that employer for a period of six (6) years immediately preceding the qualification date.

Name & Address of Employer or Business	Periods of Employment
_____	From _____ to _____
_____	
_____	From _____ to _____
_____	
_____	From _____ to _____
_____	
_____	From _____ to _____
_____	
_____	From _____ to _____
_____	
_____	From _____ to _____
_____	
_____	From _____ to _____
_____	
_____	From _____ to _____
_____	

**Application of Candidate for Sheriff of Mercer County, Ohio**

**VERIFICATION**

STATE OF OHIO                 :  
  : SS:  
COUNTY OF MERCER :

I, \_\_\_\_\_, an applicant for qualification as candidate for the Office of Sheriff of Mercer County, Ohio, do hereby swear or affirm that the statement contained in the above application are true and are complete to the best of my knowledge and belief.

\_\_\_\_\_  
(Signature of Applicant)

Sworn or affirmed to and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Jeffrey R. Ingraham, Judge