

5101:2-5-09

**Personnel and prohibited convictions for employment.**

- (A) An agency, as defined in rule 5101:2-1-01 of the Administrative Code, shall have written descriptions specific for each position or group of positions within the agency's certified function for all college interns, volunteers, and employees.
- (B) An agency shall obtain at least three written references or written notes on verbal references regarding prospective college interns, volunteers, and employees who will have direct contact with children, from persons not related to the subject of the reference.
- (C) An agency shall hire qualified employees to provide the services which it is certified to provide.
- (1) The person employed as the administrator of the agency after ~~January 1, 1991~~ October 1, 2008 shall possess at least a ~~bachelors~~ bachelor's degree from a college or university accredited by a nationally recognized accrediting organization and other qualifications and experience as determined by the governing body in writing. If a bachelor's degree of any administrator hired prior to October 1, 2008 is not from a college or university accredited by a nationally recognized accrediting organization, the administrator must obtain a degree from a college or university accredited by a nationally recognized accrediting organization by January 1, 2010.
- (2) An agency shall assure that all staff hired or who are under any personal service contract who are required by law to possess any professional license or certification are so licensed or certified.
- (3) Persons employed in positions responsible for the daily direct care or supervision of children shall be at least twenty-one years of age and possess a high school diploma or equivalency certificate. As an alternative to the educational requirement such persons shall have at least one year of full-time equivalent paid or volunteer experience in the direct provision of care to children.
- (D) In those instances when an employee is responsible for varied job responsibilities and, as such, falls within more than one category of paragraph (C) of this rule, such employee shall meet those qualifications which are the most rigorous among the competing criteria.
- ~~(E) Any person hired as the administrator prior to January 1, 1991 who does not meet the requirements of paragraph (C) of this rule shall be exempt from the requirements therein.~~

~~(F)~~(E) An agency shall require a JFS 01390 "ODJFS Medical Statement for Child Care Staff in Residential Facilities" (~~Rev. rev.~~ rev. 6/2001) to be completed by a licensed physician within six months prior to employing any person who will have direct contact with children.

~~(G)~~(F) An agency shall, at its own discretion or at the request of the Ohio department of job and family services (ODJFS), require an employee or prospective employee to provide reports on the individual's physical or mental health from qualified professionals when the individual exhibits signs of a physical or mental health problem which might impair the individual's ability to ensure the health and safety of children.

~~(H)~~(G) An agency shall document that any person hired after October 29, 1993 as administrator, child care staff, caseworker, or in any other position responsible for a child's care in out-of-home care shall not have been convicted of or pleaded guilty to any of the offenses listed in paragraph ~~(K)~~(I) of this rule except as provided in paragraph ~~(J)~~(H) of this rule.

~~(I)~~(H) A prospective employee convicted of or who has pleaded guilty to an offense listed in paragraph ~~(K)~~(I) of this rule may be hired by an agency as an administrator, child care staff or caseworker, or in any other position responsible for a child's care in out-of-home care only if the following conditions have been met:

- (1) Where the offense was a misdemeanor, or would have been a misdemeanor if conviction had occurred under the current criminal code, at least three years have elapsed from the date the prospective employee was fully discharged from any imprisonment or probation arising from the conviction. A prospective employee who has had a misdemeanor record of conviction sealed by a court pursuant to section 2953.32 of the Revised Code shall be considered to have met this condition.
- (2) Where the offense was a felony, at least ten years have elapsed since the person was fully discharged from imprisonment or probation.
- (3) The victim of the offense was not one of the following:
  - (a) A person under the age of eighteen.
  - (b) A functionally impaired person as defined in section 2903.10 of the Revised Code.

- (c) A mentally retarded person as defined in section 5123.01 of the Revised Code.
  - (d) A developmentally disabled person as defined in section 5123.01 of the Revised Code.
  - (e) A person with a mental illness as defined in section 5122.01 of the Revised Code.
  - (f) A person sixty years of age or older.
- (4) Hiring the prospective employee will not jeopardize in any way the health, safety or welfare of the children the agency serves. The following factors shall be considered in determining whether to hire the prospective employee:
- (a) The person's age at the time of the offense.
  - (b) The nature and seriousness of the offense.
  - (c) The circumstances under which the offense was committed.
  - (d) The degree to which the person participated in the offense.
  - (e) The time elapsed since the person was fully discharged from imprisonment or probation.
  - (f) The likelihood that the circumstances leading to the offense will recur.
  - (g) Whether the person is a repeat offender.
  - (h) The person's employment record.
  - (i) The person's efforts at rehabilitation and the results of those efforts.
  - (j) Whether any criminal proceedings are pending against the person.
  - (k) Whether the person has been convicted of or pleaded guilty to a felony contained in the Revised Code that is not listed in paragraph ~~(K)~~(I)(1) of this rule, if the felony bears a direct and substantial relationship to

the duties and responsibilities of the position being filled.

(l) Any others factors the ~~PCSA, PCPA, PNA~~ agency considers relevant.

~~(J)~~(I) Except as provided in paragraph ~~(J)~~(H) of this rule, an agency shall not, as of October 29, 1993, hire a prospective employee as administrator, child care staff, caseworker, or in any other position responsible for a child's care in out-of-home-care if the person has been convicted of or pleaded guilty to any of the following offenses:

- (1) A violation of section 959.13, 2903.01, 2903.02, 2903.03, 2903.04, 2903.11, 2903.12, 2903.13, 2903.16, 2903.21, 2903.211, 2903.22, 2903.34, 2905.01, 2905.02, 2905.05, 2907.02, 2907.03, 2907.04, 2907.05, 2907.06, 2907.07, 2907.08, 2907.09, 2907.21, 2907.22, 2907.23, 2907.25, 2907.31, 2907.32, 2907.321 (2907.32.1), 2907.322 (2907.32.2), 2907.323 (2907.32.3), 2909.02, 2909.03, 2909.22, 2909.23, 2909.24, 2911.01, 2911.02, 2911.11, 2911.12, 2913.49, 2919.12, 2917.01, 2917.02, 2919.22, 2919.24, 2919.25, 2923.12, 2923.13, 2923.161 (2923.16.1), 2925.02, 2925.03, 2925.04, 2925.05, 2925.06, 2927.12 or 3716.11 of the Revised Code.
- (2) A violation of section 2905.04 of the Revised Code as it existed prior to July 1, 1996; a violation of section 2919.23 of the ~~revised~~ Revised Code that would have been a violation of section 2905.04 of the Revised Code as it existed prior to July 1, 1996, had the violation been committed prior to that date, a violation of section 2925.11 of the Revised Code that is not a minor drug possession offense, a violation of section 2923.01 of the Revised Code that involved an attempt to commit aggravated murder or murder, a violation of section 4511.19 of the Revised Code if the person previously was convicted of or plead guilty to two or more violations within the three years immediately preceding the current violation, or felonious sexual penetration in violation of former section 2907.12 of the Revised Code as listed in appendix A of this rule.
- (3) A violation of an existing or former law of this state or the United States that is substantially equivalent to any of the offenses listed in paragraph ~~(K)~~(I)(1) of this rule.

~~(K)~~(J) It is the prospective employee's duty to provide written verification that the conditions specified in paragraph ~~(J)~~(H) of this rule are met. If the prospective employee fails to provide such proof or if the agency determines that the proof offered by the prospective employee is inconclusive or insufficient, the person shall not be hired. Any doubt shall be resolved in favor of protecting the children the agency serves.

~~(L)~~(K) To determine whether a prospective employee is qualified to be hired pursuant to paragraph ~~(K)~~(I) of this rule, a criminal records check shall be conducted pursuant to rule ~~5101:2-5-091~~ 5101:2-5-09.1 of the Administrative Code.

~~(M)~~(L) An agency may conditionally hire a prospective employee until the criminal records check required by rule ~~5101:2-5-091~~ 5101:2-5-09.1 of the Administrative Code is completed and the agency receives the results of the criminal record check, if the prospective employee submits to the agency a signed statement attesting that the prospective employee has not been convicted of or pleaded guilty to any offense listed in paragraph ~~(K)~~(I) of this rule. If the results of the criminal record check indicate that the person does not qualify for employment, the agency shall release the person from employment.

~~(N)~~(M) The provisions of paragraph ~~(J)~~(H) of this rule must be considered for any prospective employee who has been convicted of, or pleaded guilty to, one or more of the offenses listed in paragraph ~~(K)~~(I) of this rule even if the person's record has been sealed by a court pursuant to section 2953.32 of the Revised Code because the information contained in the sealed record bears a direct and substantial relationship to the care of children who may be entrusted to the person's care.

~~(O)~~(N) A conviction of, or plea of guilty to, an offense listed in paragraph ~~(K)~~(I) of this rule shall not prevent a prospective employee's hire if the person has been granted an unconditional pardon for the offense pursuant to Chapter 2967. of the Revised Code or the conviction or guilty plea has been set aside pursuant to law. "Unconditional pardon" includes a conditional pardon with respect to which all conditions have been performed or have transpired.

~~(P)~~(O) An agency shall have a separate personnel file for each employee which shall include, ~~but is not limited to~~ at a minimum:

- (1) The employee's application for employment.
- (2) Copies of references.
- (3) A copy of the employee's current job description.
- (4) A copy of each job evaluation performed.
- (5) A copy of all medical records obtained.
- (6) Documentation of all training received, including specific training for and an

annual review of acceptable methods of restraint, if applicable.

- (7) Copies of all professional credentials, licenses or certifications.
- (8) Copies of all disciplinary actions involving the employee.
- (9) The employee's date of hire and termination if applicable.
- (10) The BCII and FBI criminal records check required by rule ~~5101:2-5-091~~ 5101:2-5-09.1 of the Administrative Code and, if applicable, documentation that the requirements of paragraph ~~(J)~~(H) of this rule have been met.
- (11) Any notification of charges of any criminal offense brought against the employee and any notification of conviction of any criminal offense.

~~(Q)~~(P) Personnel files for each employee shall be maintained for at least five years after the date of employment ends.

~~(R)~~(Q) Nothing in this rule shall apply to a foster caregiver who is subject to the provisions of Chapter 5101:2-7 of the Administrative Code.

Effective: 08/14/2008

R.C. 119.032 review dates: 08/01/2010

CERTIFIED ELECTRONICALLY

---

Certification

08/04/2008

---

Date

Promulgated Under: 119.03  
Statutory Authority: 2151.86, 5103.03  
Rule Amplifies: 109.572, 2151.86, 5103.02, 5103.03  
Prior Effective Dates: 12/30/66, 10/1/86, 7/2/90 (Emer.), 10/1/90, 1/1/91,  
9/18/96, 5/1/98, 7/1/00, 8/22/05