MIKE DEWINE
OHIO ATTORNEY GENERAL

Ohio Peace Officer Training Commission
Office 800-346-7682
Fax 740-845-2675

P.O. Box 309
London, OH 43140
www.OhioAttorneyGeneral.gov

OPOTC STUDENT ACKNOWLEDGEMENT FORM

Name: _____ _____ _____
(Last) (First) (Middle Initial)

School Name: _____ School Number: _____

1. Appointment Status: I understand that I am a student in the Ohio Peace Officer Basic Training program. I understand that I am not yet a peace officer and that I may not perform the functions of a peace officer until such time as I am so appointed and have received from the Executive Director of the Ohio Peace Officer Training Commission a certificate of successful completion. I understand that the Ohio Peace Officer Basic Training program allows enrollment of both sworn officers (students who are already appointed as peace officers) and "open enrollment" students who participate in training without an appointment as a peace officer. I understand that regardless of my current status (sworn v. open enrollment), I am obligated to immediately notify my School Commander should my appointment status change (i.e. open enrollment to sworn or sworn to open enrollment) during the term of my school. I understand that sworn cadets will, upon passing the state certification examination, receive a certificate of successful completion from the Executive Director of the Ohio Peace Officer Training Commission. I understand that open enrollment students will not receive a certificate of successful completion upon passing the state certification examination, but will instead receive a letter of completion from the Executive Director. I further understand that open enrollment students are subject to the following requirements:

   a. If, within one year of the completion of training (the date he/she passes the state certification examination), the open enrollment student receives an appointment as a peace officer or is employed in a position that statutorily requires a basic training certificate, a certificate of successful completion will be awarded, provided no additional training requirements have been mandated. If additional training requirements have been mandated, this additional training must be completed before a certificate of successful completion is awarded.

   b. If more than one year, but less than two years after the completion of training (the date he/she passes the state certification examination), the open enrollment student receives an appointment as a peace officer or is employed in a position that statutorily requires a basic training certificate, the open enrollment student shall attend the refresher course and any additional mandates since his/her examination as prescribed by the Executive Director before the student may perform the functions of a peace officer. Upon completion of the prescribed refresher course, a certificate of successful completion will be awarded. If the student does not complete the refresher course within one year of the appointment date, the student shall not be eligible to receive a certificate and will be required to repeat the entire basic training course.

c. If more than two years after the completion of training (the date he/she passes the state certification examination), the open enrollment student does not receive an appointment as a peace officer, the student shall again successfully complete the entire Ohio Peace Officer Basic Training course and examination before the student may perform the functions of a peace officer.

_____ [initials]

2. Disqualifying Offenses: I understand that if I have ever been convicted of a felony; any charge of carrying a weapon under disability; any charge of domestic violence or any related offense occurring as a result of a domestic violence incident; any misdemeanor crime that has, as an element of that crime, the use or attempted use of physical force, or the threatened use of a deadly weapon where the victim was my current or former spouse, child, guardian, a person who shares a child in common, a person who is or has cohabitated as a spouse, child, or ward, or a person similarly situation to a spouse, child, or ward; ;or any other offense creating a weapons disability (per O.R.C. § 2923.13 or 18 U.S.C. § 922), I may not be permitted to participate in the Ohio Peace Officer Basic Training program. I understand that if I am convicted of any of the above-referenced violations, I may not be eligible for reinstatement. I understand that in certain situations, juvenile adjudications regarding similar matters might also result in a disqualification. I further understand that for the duration of the Ohio Peace Officer Basic Training program, I am obligated to report to my School Commander any criminal or juvenile delinquency charges filed against me. I understand that if I am charged with any violation that may result in any of the aforementioned crimes or adjudications, I may be suspended from the training program until that case is adjudicated. I understand that only upon adjudication may I be considered for reinstatement.

_____ [initials]

3. Standards of Conduct: The Ohio Peace Officer Training Commission is committed to maintaining an academic environment in which all individuals are treated with respect and dignity. It is the policy of the Ohio Peace Officer Training Commission to maintain an academic environment free from any type of discrimination or harassment. In keeping with this commitment, the Ohio Peace Officer Training Commission will tolerate neither discrimination nor harassment in its Ohio Peace Officer Basic Training Program. I understand that should the Executive Director of the Ohio Peace Officer Training Commission determine that there is sufficient evidence to believe that I have engaged in any form of discrimination or harassment, I may be suspended or expelled from the Ohio Peace Officer Basic Training program. I also understand that I am obligated to report incidences of discrimination or harassment to my School Commander and to the Executive Director of the Ohio Peace Officer Training Commission.

_____ [initials]

4. Attendance: I understand that in order to qualify to take the Ohio Peace Officer Basic Training certification examination, I must have 100% attendance for each hour of all mandatory topics and not miss more than 5% of all non-mandatory hours. I understand that if I have an excused absence for any topics hour(s), it is my obligation to make arrangements with the School Commander to make-up the missed topic/hours. I understand that hour-for-hour make-up may be taught only with the original instructor and if I am unable to schedule a make-up session with the original instructor, I will be required to make-up the entire topic hours with a new instructor. I understand that if I complete make-up hours in another academy, I must attend the entire block of instruction for that topic. I further understand that it is my obligation to make-up these topics/hours prior to the end of scheduled Ohio Peace Officer Training Commission topics.

   I understand that the School Commander may set stricter requirements than the OPOTC minimum standards.

   _____ [initials]

5. I understand that in order to qualify to take the Ohio Peace Officer Basic Training certification examination I must demonstrate the requisite proficiencies in each skills unit/topic.

   _____ [initials]

6. Notebook Requirements: I understand that in order to sit for the OPOTC examination I am required to maintain a notebook during the Ohio Peace Officer Basic Training course, and that I must submit this notebook to my School Commander for inspection at the conclusion of the program. I understand that this notebook shall contain appropriate entries of pertinent material covered during the classroom sessions of the course. I understand that my notebook will be evaluated based upon its sufficiency of course content, organization, appropriateness of material, regularity of entries, neatness, accuracy, and legibility. I further understand that this notebook will be graded as either satisfactory or unsatisfactory by my School Commander. I understand that in order to sit for the Ohio Peace Officer Basic Training certification examination, my notebook must be deemed satisfactory by my School Commander.

   _____ [initials]

7. Physical Fitness Assessment: I understand that in order to sit for the Ohio Peace Officer Basic Training certification examination I must successfully complete the Ohio Peace Officer Basic Training physical fitness assessment. I understand that this assessment consists of sit-ups, push-ups, and a one and one-half (1 ½) mile run. I have been informed by my School Commander of the established requirements for my age and gender, and I understand that I must meet these requirements in each event. I understand that this assessment will be held within the last eighty (80) hours of scheduled Ohio Peace Officer Training Commission topics, and I understand that I will be given two (2) opportunities to meet the established requirements. I understand that should I fail to meet any of these requirements during my first attempt, I will be required to meet the established requirements for all events (i.e. sit-ups, push-ups, and 1 ½ mile run) during my second attempt. I understand that my unexcused absence from an assessment constitutes a failure.

I understand that it is my obligation to notify my School Commander, in advance of a scheduled assessment, should I suffer any illness, injury, or condition which might preclude my participation in the assessment. I understand that should I suffer illness or injury during an attempt, this attempt will be counted as a failure. I understand that in order to be excused from an assessment for medical reasons, I am obligated to provide to my School Commander a written excuse, signed by a licensed physician, on a form prescribed by the Ohio Peace Officer Training Commission. I understand that should I be granted an extension of time to complete the assessment I will receive a letter from the Executive Director of the Ohio Peace Officer Training Commission notifying me of the approval. I also understand that I am obligated to complete the make-up assessment and re-test, if necessary, prior to the expiration of my extension. I also understand that if granted an extension the Physical Fitness Assessment test or retests will be held at OPOTA in London.

_____ [initials]

8. Certification Examination: I understand that I must pass the written OPOTC state certification examination at the conclusion of this course. I understand that an examination score of 70% or higher is required to pass. I understand that I will be given two (2) opportunities to pass the examination. I also understand that I must not disclose any information relating to specific questions regarding the OPOTC state certification examination. I understand that should I require any form of special accommodations (e.g. learning/reading disability, dyslexia, etc.) for this written examination, my School Commander must submit a written request to the OPOTC on my behalf. I understand that this request must be submitted at least 45 days prior to the last day of OPOTC topics and must include written documentation in support of my request. I further understand that failure to timely request my need for special accommodations and/or failure to provide adequate documentation in support of my request for special accommodations, may prevent me from receiving such accommodations.

_____ [initials]

9. Injury/Illness: I understand that while I am enrolled as a student in the Ohio Peace Officer Basic Training program, I am obligated to notify my School Commander immediately of any injury, illness, or medical condition sustained or arising during training. I understand that I am obligated to notify my School Commander of any injury, illness, or medical condition sustained or arising outside of training which may affect my ability to participate in the Ohio Peace Officer Basic Training program. I understand if, I cannot participate I will not get credit for that portion of the training.

_____ [initials]

_____ _____
Student Signature Date

_____ _____
School Commander/Witness Signature Date