

School Commander Manual for Corrections Basic Training

Ohio Peace Officer Training Commission

Effective 01/01/2017



MIKE DEWINE
OHIO ATTORNEY GENERAL





MIKE DEWINE

★ OHIO ATTORNEY GENERAL ★

School Commander Manual for Corrections Basic Training Course

OHIO PEACE OFFICER TRAINING COMMISSION



Dear Commander,

On behalf of the Ohio Peace Officer Training Commission (OPOTC), I am pleased to provide you with the Ohio Corrections Basic Training Commander Manual. This manual is designed to assist you with conducting OPOTC the approved Corrections Basic Training Course. You can find the current version of the manual and basic training school forms at our website, www.OhioAttorneyGeneral.gov/OPOTA .

Additionally, revised lesson plans will be released twice a year for schools beginning on or after January 1st and July 1st. The current Corrections Basic Training curriculum and lesson plans can be found on the Ohio Law Enforcement Gateway (OHLEG), which can be found at www.ohleg.org .

In order to provide you with up-to-date information, we are primarily providing these resources on our website. We will also continue to send you e-mails about training opportunities and other pertinent information that may affect the status of your School Commander and Instructor certificates. To that end, please ensure that we have your current contact information by filling out our online contact update form, located at www.OhioAttorneyGeneral.gov/OPOTAUpdate .

We welcome your comments on these efforts, and thank you for your service.

Sincerely,

A handwritten signature in cursive script that reads "Mary E. Davis".

Mary E. Davis, Executive Director

Commander Manual for Corrections Basic Training Course

Table of Contents

Contact Information

Introduction

Glossary of Terms

Section 1: Application and Pre-Opening Organization

- 1.1 School Commanders
- 1.2 Instructors
- 1.3 Teaching Facilities
- 1.4 Students
- 1.5 Prior Equivalent Training
- 1.6 Update Training Students

Section 2: Opening Audit

- 2.1 School Application, Form SF100unv
- 2.2 School Calendar, Form SF105unv
- 2.3 Skill Topic Ratios
- 2.4 Review by Certification Officer

Section 3: Enrollment Packet

- 3.1 Forms
- 3.2 Categories of Students and Paperwork to be Submitted

Section 4: Training Requirements

- 4.1 Eligibility for the State Certification Examination
- 4.2 Skills
- 4.3 State Certification Examination Eligibility
- 4.4 State Certification Examination

Section 5: On-going Procedures

- 5.1 Notification of Changes to School calendar, Form SF185unv
- 5.2 Monitor Classes
- 5.3 Sign-in Sheets, Form SF121unv

Effective 1/1/17

- 5.4 Attendance Roster, Form SF120unv
- 5.5 Notification of Make-up Hours, Form SF122unv
- 5.6 Extensions
- 5.7 Class Time
- 5.8 Scheduling the State Certification Examination
- 5.9 Collect and Grade Student Notebooks
- 5.10 Collect All SPO Score Sheets

Section 6: Closing Audit

- 6.1 Full Time Students
- 6.2 Non-Full Time Students

Section 7: State Certification Examination

- 7.1 State Certification Examination
- 7.2 Post-State Certification Examination

Section 8: Post-Closing Procedures

- 8.1 Certification of Students

DIRECTORY

Mary Davis, Executive Director
Mary.Davis@OhioAttorneyGeneral.gov

(740) 845-2696
 Fax: (866) 758-0009

Justin Hykes, Director of OPOTC
Justin.Hykes@OhioAttorneyGeneral.gov

(740) 845-2716
 Fax: (866) 293-1021

Professional Standards Section

Alice Robinson-Bond, Deputy Director
Alice.Robinson-Bond@OhioAttorneyGeneral.gov

(740) 845-2683
 Fax: (866) 429-9023

Certification Officer

School Commanders should immediately contact and consult with their respective Field Agent with questions. If the Field Agent is unavailable, please contact the assigned Certification Officer.

Jill Cury
Jill.Cury@OhioAttorneyGeneral.gov

(740) 845-2693
 Fax: (866) 408-7694

Courtney DeLong
Courtney.DeLong@OhioAttorneyGeneral.gov

(740) 845-2017
 Fax: (866) 534-6272

Co. #	County Name	Cert Officer (PS/CPT/JBT/Req)
1	Adams	Jill Cury
2	Allen	Courtney DeLong
3	Ashland	Courtney DeLong
4	Ashtabula	Courtney DeLong
5	Athens	Jill Cury
6	Auglaize	Courtney DeLong
7	Belmont	Jill Cury
8	Brown	Jill Cury
9	Butler	Jill Cury
10	Carroll	Jill Cury
11	Champaign	Jill Cury
12	Clark	Jill Cury
13	Clermont	Jill Cury

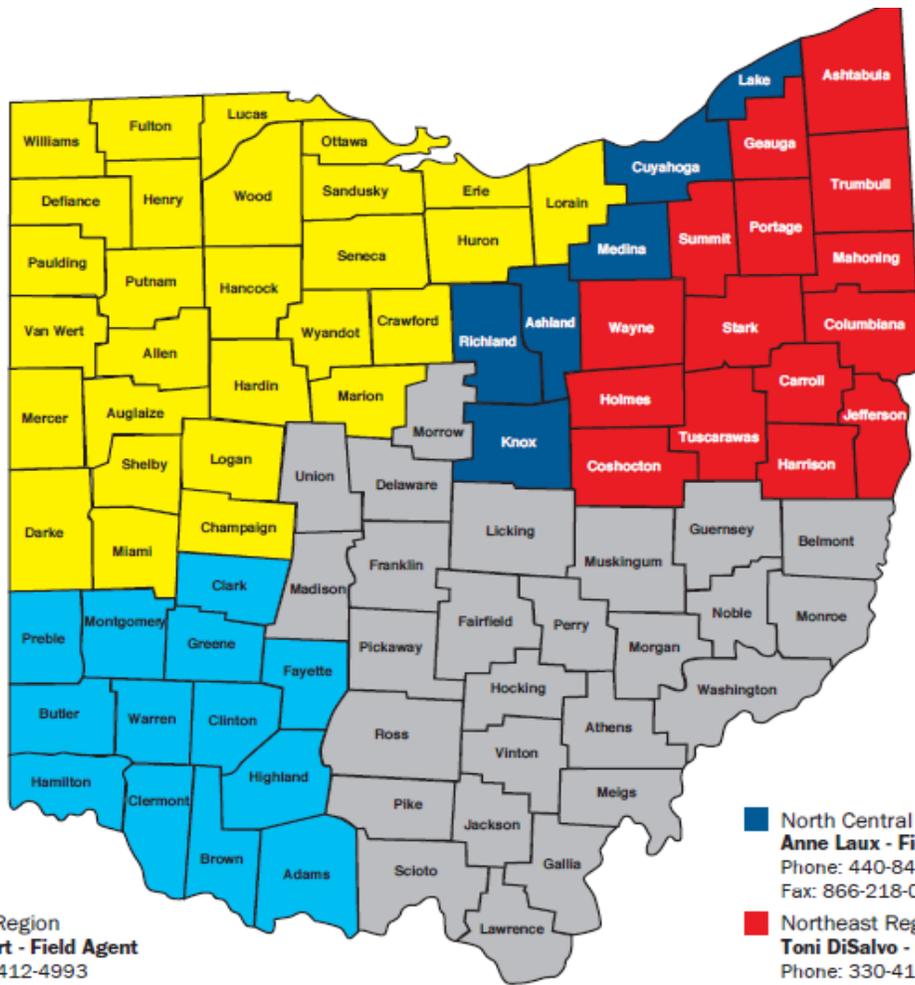
Co. #	County Name	Cert Officer (PS/CPT/JBT/Req)
45	Licking	Jill Cury
46	Logan	Jill Cury
47	Lorain	Courtney DeLong
48	Lucas	Courtney DeLong
49	Madison	Jill Cury
50	Mahoning	Courtney DeLong
51	Marion	Courtney DeLong
52	Medina	Courtney DeLong
53	Meigs	Jill Cury
54	Mercer	Jill Cury
55	Miami	Jill Cury
56	Monroe	Jill Cury
57	Montgomery	Jill Cury

14	Clinton	Jill Cury	58	Morgan	Jill Cury
15	Columbiana	Courtney DeLong	59	Morrow	Courtney DeLong
16	Coshocton	Jill Cury	60	Muskingum	Jill Cury
17	Crawford	Courtney DeLong	61	Noble	Jill Cury
18	Cuyahoga	Courtney DeLong	62	Ottawa	Courtney DeLong
19	Darke	Jill Cury	63	Paulding	Courtney DeLong
20	Defiance	Courtney DeLong	64	Perry	Jill Cury
21	Delaware	Courtney DeLong	65	Pickaway	Jill Cury
22	Erie	Courtney DeLong	66	Pike	Jill Cury
23	Fairfield	Jill Cury	67	Portage	Courtney DeLong
24	Fayette	Jill Cury	68	Preble	Jill Cury
25	Franklin	Jill Cury	69	Putnam	Courtney DeLong
26	Fulton	Courtney DeLong	70	Richland	Courtney DeLong
27	Gallia	Jill Cury	71	Ross	Jill Cury
28	Geauga	Courtney DeLong	72	Sandusky	Courtney DeLong
29	Greene	Jill Cury	73	Scioto	Jill Cury
30	Guernsey	Jill Cury	74	Seneca	Courtney DeLong
31	Hamilton	Jill Cury	75	Shelby	Jill Cury
32	Hancock	Courtney DeLong	76	Stark	Courtney DeLong
33	Hardin	Courtney DeLong	77	Summit	Courtney DeLong
34	Harrison	Jill Cury	78	Trumbull	Courtney DeLong
35	Henry	Courtney DeLong	79	Tuscarawas	Courtney DeLong
36	Highland	Jill Cury	80	Union	Jill Cury
37	Hocking	Jill Cury	81	Van Wert	Courtney DeLong
38	Holmes	Courtney DeLong	82	Vinton	Jill Cury
39	Huron	Courtney DeLong	83	Warren	Jill Cury
40	Jackson	Jill Cury	84	Washington	Jill Cury
41	Jefferson	Jill Cury	85	Wayne	Courtney DeLong
42	Knox	Courtney DeLong	86	Williams	Courtney DeLong
43	Lake	Courtney DeLong	87	Wood	Courtney DeLong
44	Lawrence	Jill Cury	88	Wyandot	Courtney DeLong

Field Agents

Please contact the Field Agent for on-going issues directly related to your particular school. You can use the regional map on the next page to determine the assigned Field Agent.

<u>North Central Region</u>	Anne Laux	Anne.Laux@OhioAttorneyGeneral.gov
<u>Northeast Region</u>	Toni DiSalvo	Toni.DiSalvo@OhioAttorneyGeneral.gov
<u>Northwest Region</u>	Greg Brillhart	Gregory.Brillhart@OhioAttorneyGeneral.gov
<u>Southeast Region</u>	Mike McGreevy	Michael.McGreevy@OhioAttorneyGeneral.gov
<u>Southwest Region</u>	Matt Lyons	Matthew.Lyons@OhioAttorneyGeneral.gov



Northwest Region
Greg Brillhart - Field Agent
 Phone: 740-412-4993
 Fax: 866-846-8194

Southwest Region
Matthew Lyons - Field Agent
 Phone: 937-367-5654
 Fax: 866-449-7528

North Central Region
Anne Laux - Field Agent
 Phone: 440-840-9987
 Fax: 866-218-0983

Northeast Region
Toni DiSalvo - Field Agent
 Phone: 330-414-3202
 Fax: 330-788-4015

Southeast Region
Mike McGreevy - Field Agent
 Phone: 740-270-9043
 Fax: 866-449-7533

Administrative Professionals

Please contact the Administrative Professional listed under the following subject areas about forms and certificates.

Corrections Basic Training

Lynn Henry

Lynn.Henry@OhioAttorneyGeneral.gov

(Certificates, school enrollment information, criminal history)

(740) 845-2685

Fax: (866) 668-6520

Stephanie Damron

Stephanie.Damron@OhioAttorneyGeneral.gov

(Instructor certification)

(740) 845-2687

Fax: (866) 344-1056

Education & Policy Section

Eric Schaefer, Deputy Director

Eric.Schaefer@OhioAttorneyGeneral.gov

(740) 845-2763

Fax: (866) 372-7132

Lori Wachtel, Testing Coordinator

Lori.Wachtel@OhioAttorneyGeneral.gov

(740) 845-2690

Fax: (866) 365-3461

Introduction

An Overview of the Corrections Basic Training Process

This manual is designed to assist School Commanders in conducting OPOTC approved Corrections Basic Training programs. The format is intended to be an easy-to-follow, step-by-step outline of the process divided into eight sections:

Section One:	Application and Pre-Opening Organization
Section Two:	Opening Audit
Section Three:	Enrollment Packet
Section Four:	Training Requirements
Section Five:	On-going Procedures
Section Six:	Closing Audit
Section Seven:	State Certification Examination
Section Eight:	Post-Closing Procedures

Each section includes related requirements, procedures, policies and explanations for proper completion and sequence of the required OPOTC forms for Corrections Basic Training. You may find all OPOTC Corrections Training Forms by visiting our website at www.OhioAttorneyGeneral.gov , and selecting Law Enforcement Training Forms.

School Commanders should immediately contact and consult with their respective Field Agent with questions. If the Field Agent is unavailable, please contact the assigned Certification Officer.

Academic Glossary of Terms

A number of terms and phrases are used throughout the discussion of OPOTC regulations and requirements pertaining to Corrections Basic Training. While not comprehensive, the following glossary will help familiarize School Commanders with this terminology.

- a. **Academy:** The institution approved by the Executive Director to conduct Corrections Basic Training.
- b. **Application:** School Commanders intending to conduct an OPOTC Corrections Basic Training program must apply for OPOTC approval.
- c. **Attendance:** The OPOTC Corrections Basic Training program consists of a minimum number of hours of training. No student may miss any portion unless all missed time is made-up in compliance with OPOTC procedures.
- a. **Audit:** Review of all records for a Corrections Basic Training Academy.

Opening Audit: A review of the application and supporting documents by the Field Agent. The audit shall be conducted at least twenty-one (21) days prior to the first day in which OPOTC topics will be taught. This requires the Commander to contact the Field Agent in advance of the twenty-one day requirement to allow sufficient time to schedule the audit.

Enrollment Package Audit: A review of the Student Enrollment information by the OPOTC Field Agent. This information must be completed and made available to the Field Agent by the third day of class in which OPOTC topics are taught.

Final Audit: A review of all course records conducted by the Field Agent prior to the state certification examination.

- e. **Curriculum:** OPOTC official lesson plans containing Student Performance Objectives for all topics taught in a Corrections Basic Training Academy. The curriculum is released January 1st and July 1st each year.
- f. **Curriculum Code:** Specific number assigned to each school identifying OPOTC official curriculum in effect at the time the school was conducted. The curriculum code is required for state certification examination purposes.
- g. **Executive Director:** The Executive Director of the Ohio Peace Officer Training Commission.
- h. **Full-Service Facility/Jail:** A local confinement facility used primarily to detain adults for more than two hundred eighty-eight hours. The standards set forth in rules 5120:1-8-01 to 5120:1-8-19 of the Administrative Code apply to full service jails.
- i. **Instructors:** An instructor is a person certified by OPOTC to teach OPOTC training

topics. In Correction Basic Training programs, instructors fall into two categories:

1. Unit Instructors, authorized by OAC 109:2-9-05 (A); and
 2. Special Subject Instructors, authorized by OAC 109:2-9-05 (B).
- j. Lesson Plan:** Instructional materials provided in outline form by OPOTC to School Commanders and Instructors, which contain the Student Performance Objectives.
- k. OAC:** Ohio Administrative Code.
- l. On-Site Inspection:** A review of the training facilities by the Field Agent during which the Commander must be present. The inspection is to be conducted on or before the opening audit.
- m. OPOTC:** Ohio Peace Officer Training Commission.
- n. ORC:** Ohio Revised Code.
- o. Prior Equivalent Training:** An appointed corrections officer intending to enroll in Corrections Basic Training who has successfully completed prior training or education other than under the auspices of OPOTC may have the appointing department request credit for the portion of the basic training course that is equivalent to training previously completed, per OAC 109:2-9-11(A).
- p. Scannable:** All forms, packets, correspondence, and other documentation submitted to the OPOTC shall be scannable. A scannable document uses only blue or black ink for any signature or writing on the document, is a one-sided document, and has no staples, wrinkles, or folds. Sending in documents that are already pdf electronic documents is preferred when possible.
- q. School:** A Correction Basic Training program for corrections officers as certified by the Executive Director of the Commission.
- r. School Number:** Once OPOTC approval is granted for a class of students, a school number will be assigned that is unique to that individual class. For example, CBT14-025, which includes the type of school (Corrections Basic Training), the school year (2014), and the number assigned to that particular class (the 25th Corrections Basic Training class of the year 2014).
- s. Signature.** Original signatures are required for all forms. The Commander may submit a training form that includes a signature via fax or as an email attachment, provided the Commander maintains the original document with the original signature for three years or for the time period required by the academy's retention schedule, whichever is longest.
- t. Skills Area:** Certain psychomotor skills areas that each student must successfully complete and then pass a practical examination. These skills are: Body Searches, First Aid/CPR/AED, Subject Control, and Transportation of Prisoners.

- u. **SPO:** Student Performance Objectives are concepts or particular items within the curriculum upon which the state certification examination is based.
- v. **State Certification Examination:** The OPOTC state certification examination upon which a student must achieve a minimum score of 70% as determined by the Commission. OAC 109:2-9-10.

Section 1

Application & Pre-Opening Organization

This section explains the requirements for commanders, instructors and teaching facilities.

1.1 School Commanders

- 1.1.1** A person interested in becoming a School Commander for any OPOTC approved training program must submit an application to the OPOTC for approval. The Commander's application must be approved by the OPOTC before any other action may be taken.
- 1.1.2** A person applying to become a School Commander must be associated with an existing or proposed school.
- 1.1.3** The minimum qualifications for a Corrections Basic Training Commander per OAC109:2-9-04 are:
- a. High school diploma or a General Education Development (GED) certificate;
 - b. Written approval from a sheriff or designee or a criminal justice agency administrator who is the executive head of a full-service jail;
 - c. Three professional references from criminal justice agency administrators;
 - d. No conviction for a felony or crime of moral turpitude including but not limited to theft, fraud, falsification, drug or sex offenses within twenty years of the date of application for certific
 - e. Completion of an instructional skills course; and approved by the Executive Director
 - f. Completion of an OPOTC corrections school commander's conference.
- 1.1.4** Once the application is approved by the Executive Director, a School Commander orientation will be conducted by Commission staff before a Commander certificate is issued. A site inspection must be conducted if one has not been conducted within the last three years.
- 1.1.5** Only Commission certified Commanders may conduct the Corrections Basic Training Course. The Commander of record for a specific school may not allow any person not approved by the Commission to function as the Commander. If this occurs, the Commander will be in violation of Commission policy and subject to de-certification. The course approval may also be revoked.
- 1.1.6** School Commanders may not enroll in any part of a Corrections Basic Training School for which they are the School Commander.

- 1.1.7** If at any time the Commander learns of criminal charges, disciplinary actions, or official complaints regarding any instructor or commander, whether made in reference to their position as an instructor or commander or otherwise, the Commander must inform the Field Agent.
- 1.1.8** School Commanders approved for a particular school may not permit any other person to function as the School Commander. If the School Commander of record will be absent for an extended period of time (e.g., vacation, illness, etc.), a written request to substitute commanders must be made to the Executive Director, detailing the reason for the need for a substitution.

1.2 Instructors

- 1.2.1** Only OPOTC certified instructors may teach OPOTC topics during OPOTC approved training programs. The School Commander is responsible for ensuring that each instructor is properly certified on the date and time scheduled to teach in a Correction Basic Training program.
- 1.2.2** To become an OPOTC certified Correction Basic Training unit instructor, a person must apply to the OPOTC for certification. Instructor applications must be signed by a current OPOTC certified Corrections Basic Training School Commander.
- 1.2.3** The minimum qualifications for a unit instructor in the Corrections Basic Training program are established by the Ohio Administrative Code and are as follows:
- a. High school graduate or possession of a General Education Development (GED) certificate;
 - b. Three years of institutional corrections experience;
 - c. Completion of an OPOTC approved instructor skills training program;
 - d. Completion of an OPOTC approved instructor-level training program; or other advanced training program for designated topics;
 - e. Recommendation of a Corrections Basic Training School Commander who has been the commander of record of an approved school within the five-year period immediately preceding the date of the application.
- 1.2.4** To become an OPOTC certified special subject instructor, a person must apply to the OPOTC for certification. Instructor applications must be signed by a current OPOTC certified Corrections Basic Training School Commander.
- 1.2.5** The minimum qualifications for a special subject instructor in the Corrections Basic Training program are established by the Ohio Administrative Code and are as follows:
- a. A high school graduate or possession of a General Education Development (GED) certificate;
 - b. Three years of combined experience and training in the subject area to be taught; or

- c. Recognition for occupational competency; and
 - d. Recommendation of a school commander who has been the commander of record of an approved school within the five-year period immediately preceding the date of the application.
- 1.2.6** Persons approved as special subject instructors shall be limited to no more than five topics in the commission-approved corrections curriculum. In addition, applicants for special subject instructor must complete an OPOTC approved instructor skills training program or possess a Bachelor's degree in Education. Exceptions include and are not limited to licensed attorneys in the State of Ohio, duly qualified First Aid/CPR/AED instructors.
- 1.2.7** Schools will not be approved that have less than six instructors scheduled to teach, or that extend more than twelve weeks unless authorized by the executive director.
- 1.2.8** Prior to the opening audit, the Commander must communicate with each instructor scheduled, to verify their availability for the scheduled topics, dates, and times.
- 1.2.9** An instructor's certification must be current and shall not expire prior to the date on which the instructor is scheduled to teach during a school. Instructors who teach a course that requires a non-OPOTC certification (such as American Red Cross, American Heart Association, or American Safety & Health Institute) must have a certification that is current on the date on which the instructor is scheduled to teach during a school. Instructors may only teach topics and/or units for which they have been certified. If any OPOTC topics or units are taught by an expired or non-certified instructor, the class may not be allowed to take the state certification examination until those discrepancies have been corrected.
- 1.2.10** School Commanders must maintain a copy of the current OPOTC instructor certificate for each instructor who teaches at their academy. In addition, for each OPOTC instructor approved for a course that requires a non-OPOTC certification, such as First Aid/CPR/AED, School Commanders must maintain a copy of the current instructor certification from the credentialing agency, and consult with the instructors to verify that their accrediting agency has not required any updates. If any updates have been required, the Commander will inform the Field Agent, will present documentation that these updates have occurred, and will add that documentation to the certificate file. This file will serve as a guide for School Commanders during schedule preparation and for substitution purposes. The file must be available for inspection at any time upon request by OPOTC staff.
- 1.2.11** The School Commander is responsible for ensuring that instructors use the most current version of lesson plans.
- 1.2.12** If a guest speaker is invited to teach certain topic areas, an OPOTC certified instructor, in the specific topic, must be present in the classroom at all times. All SPOs must be taught by the OPOTC certified instructors.

1.2.13 Instructors may not enroll as a student in any class in which they are a scheduled instructor.

1.2.14 For information regarding instructor certification renewal, refer to OAC 109:2-9-05(D).

1.3 Teaching Facilities

1.3.1 Certain facilities and equipment are required to be available to conduct a course. OAC 109:2-9-07 establishes guidance on proper facilities and their composition. Classroom occupancy must be of a level that does not hinder the training or safety of the students.

Each facility shall have available the following:

- a. A classroom with adequate space, heating, lighting, and ventilation, and restroom facilities;
- b. A marking board or equivalent;
- c. Tables suitable for writing and chairs or seats with an arm for writing;
- d. Audio-visual equipment;
- e. A lectern, stand, or table for the instructor's use;
- f. A gymnasium or large indoor area for teaching defensive tactics and other physical skill topics supplied with appropriate training and safety equipment; and
- g. Any other equipment or facilities as required by the executive director.

1.3.2 Facilities must have access to restrooms.

1.3.3 All classrooms must meet applicable building and fire codes.

1.3.4 On-Site inspection by the Field Agent.

- a. An inspection must be conducted and the facilities must be approved on or before the opening audit. Generally the Commander must be present during all aspects of the inspection. The Field Agent will inspect and approve all facilities for that school once every three years.
- b. Additional site inspections may be conducted by the Commission staff:
 1. When a new Field Agent is assigned;
 2. When a new Commander is assigned;
 3. When a previously inspected training site is changed;
 4. At the discretion of the Field Agent.
- c. A site inspection of all training sites may be conducted at any time by Commission staff.
- d. If the facility is not approved, the school application will be denied.

1.4 Students

The School Commander must inform each prospective student of the following:

- 1.4.1** All inquiries from a student shall be directed to the Commander. If the Commander cannot resolve the matter, the Commander will contact Commission staff.
- 1.4.2** No person convicted of a felony offense may attend any portion of the Corrections Basic Training program. This includes felony convictions that have been sealed or expunged by court order.
- 1.4.3** Open enrollment is not available for Corrections Training Programs. Students must work within or be assigned to an adult-full-service correction facility to attend the training.

1.5 Prior Equivalent Training

- 1.5.1** An individual who has successfully completed prior training or education, other than basic training for full-service corrections officers under the auspices of the Ohio peace officer training commission, and who is required to complete the corrections school as prescribed in rule 5120:1-8-18 of the Administrative Code may request credit for that portion of the curriculum which is equivalent to training previously completed.

The student shall make such request by completing an SF410cbt Request for Prior Equivalent Training Analysis form.

- 1.5.2** The OPOTC Certification Officer will review the request and supporting documentation to determine the topics and amount of hours of training for which credit may be given. The Certification Officer will send the appointing agency a letter of determination and SF525cbt indicating the topics and number of hours which the student must complete.
- 1.5.3** After receiving the letter of determination, the officer must present the letter to the School Commander and may enroll in a Corrections Basic Training program as a prior equivalent student. The student will be required to attend the topics and hours assigned by the OPOTC letter of determination/SF525cbt, and must complete all of the training with the same school. Like any other appointed student, prior equivalent students must enroll by the third day of class in which OPOTC topics are taught.
- 1.5.4** After satisfactorily completing the corrections basic training hours assigned by the OPOTC, the student must successfully pass the full state certification examination. If the student fails on the first attempt, a second attempt will be scheduled. If the student fails on the second attempt, the student must then take both the entire basic training course and the state certification examination again. The School Commander will schedule the state certification examination and re-test, if required.

Do not permit any prior equivalent training student to participate in corrections basic training who fails to present a Commission determination letter and the SF525cbt.

1.6 Update Training Students

- 1.6.1** Upon appointing a person to a correctional officer position the appointing agency shall submit a request for the Executive Director to evaluate the officer's training and eligibility to perform the functions of a correctional officer. The request will be made on a SF420cbt Update Training Evaluation Form, and shall be submitted upon appointing the officer.
- 1.6.2** Persons who have completed the required training and have not been appointed as a correctional officer for less than one year shall remain eligible for reappointment and not be required to complete additional training.
- 1.6.3** Persons who have completed the required training and who have not been appointed as a correctional officer for more than one year but less than four years shall, within one year of appointment, successfully complete any specialized training, and any other training deemed appropriate by the appointing authority.
- 1.6.4** Persons who have completed required training and who have not been appointed as a correctional officer for more than four years shall, upon appointment, complete the corrections basic training required of their position as prescribed in the administrative code.

Section 2 - Opening Audit

The School Commander must schedule the opening audit with the Field Agent a minimum of twenty-one days prior to the proposed school. In order to allow sufficient time to schedule the audit, the Commander shall contact the Field Agent well in advance of the twenty-one day minimum requirement. Violations of this time frame could result in denial of the application.

Submission of the Application

At the opening audit, the School Commander will present to the Field Agent all the necessary paperwork. During the opening audit, the Field Agent will review these forms to ensure compliance with OPOTC requirements.

2.1 School Application (Form SF100unv)

2.1.1 This form must be computer-generated or typewritten. Scannable, and completed in its entirety. Incomplete applications will be returned to the Commander. Each Application must contain the following:

- a. Type of school (Corrections Basic Training);
- b. The name and contact information of the appropriate requesting official shall be indicated as the Sheriff or Chief of Police;
- c. The school name (no abbreviations, use same name throughout the form);
- d. The School Commander's name and corrections basic training school commander certificate number (e.g., John A. Doe CTA 0999);
- e. The proposed dates of the school, total hours, and number of students;
- f. The days of the week and times classes are to be held;
- g. The facility address;
- h. Telephone numbers for the School Commander and the facility, including fax and cell phones;
- i. E-mail address for the School Commander and academy;
- j. The instructors who are scheduled to teach (NOTE: do not list instructors who are not scheduled to teach) listed alphabetically by last name, first name, middle initial, instructor certificate number, and certificate expiration date (e.g., Doe, John A., CBT 29999, 01/01/20);
- k. For each instructor scheduled to teach a topic that requires a non-OPOTC certification, such as First Aid/CPR/AED, the School Commanders must submit current instructor certification from the credentialing organization with the school application and verification that they have taken any updates that their specific credentialing agency may require.

2.1.2 The School Commander must sign the application on the second page. Original or electronic signatures are acceptable.

2.2 School Calendar (Form SF105unv) Must be typed

- 2.2.1** The School Commander must complete the school calendar using the SF105unv form. The calendar shall contain the topic headings as they appear in the Corrections Basic Training Curriculum. Only OPOTC topics are to be listed on the calendar.
- 2.2.2** The training blocks on the school calendar must include:
- a. Date of instruction;
 - b. Day(s) of instruction (e.g., M, T, or W);
 - c. Number of hours of instruction;
 - d. Time (e.g. 6 p.m. to 10:00 p.m. or 1800 to 2200);
 - e. OPOTC topic number (e.g., Topic 3-1);
 - f. OPOTC topic title (e.g., Basic Security Duties);
 - g. For skills areas, indicate if training is to be held in classroom, gym, etc.;
 - h. The instructor's last name, first name, middle initial and OPOTC instructor certificate (e.g., Doe, John A., CBT 29999);
 - i. If the school utilizes more than one classroom, indicate the building name and classroom number.
- 2.2.3** The OPOTC requires a minimum number of training hours for specific topics. School Commanders are encouraged to exceed this minimum amount; however, any additional hours a School Commander adds are considered mandatory hours.
- 2.2.4** Training that is scheduled for more than five hours per training day must have at least a 30-minute break period. This break period must be evident on the school calendar, and be scheduled approximately in the middle of the training day. If training exceeds ten hours in a given day, an additional 30-minute break must be scheduled.
- 2.2.5** Classes from separate schools may not be joined together for the same training session. For example, if a school has both a daytime program and a concurrent nighttime program, they may not be joined together to share the same classroom and set of instructors. Should a day class and a night class have training at the same facility at the same time (e.g., on a Saturday), they must be scheduled to be in separate classrooms with their own instructor(s).
- 2.2.6** When preparing the school calendar, a minimum of six (6) certified instructors must be scheduled to teach. No school will be approved with less than six (6) OPOTC certified corrections instructors. School Commanders must verify instructor credentials, certified topics, and certification numbers.
- 2.2.7** No school will be approved that has fewer than five (5) students unless the School Commander certifies in writing to the Executive Director that there are fewer than five (5) people in the area who need the training. Students must work within/be assigned to a full-service correction facility.
- 2.2.8** No Corrections Basic Training School may last for more than twelve (12) weeks unless authorized by the Executive Director.

2.3 Skill Topic Ratios

- 2.3.1** The School Commander must ensure that the minimum instructor-to-student ratios are met for the practical portions of all skills area. There are no ratios for classroom training of a skills area. The minimum ratios are as follows:
- a. Unit 6, Subject Control, one (1) OPOTC certified subject control instructor for every ten (10) students during each practical session;
 - b. Unit 7, First Aid/CPR/AED instructor-to-student ratio and resuscitating mannequin-to-student ratio shall be as required or suggested by the American Red Cross, American Heart Association, or American Safety & Health Institute. If the ratio for that certifying agency depends on variables, the class must meet the strictest ratio and the Commander must plan for enough instructors to meet that ratio, unless the Commander provides written documentation from the certifying agency of the more flexible ratio, and documents how the class fits that more flexible ratio. For AHA, the ratio shall be 1 instructor for 6 students. If the instructor is experienced, the ratio shall be 1 instructor for 9 students.

Note: The School Commander must provide students with their certification from the American Heart Association, American Red Cross, or the American Safety and Health Institute for students who successfully passed the SPO for this unit.

2.4 Review by Certification Officer

- 2.4.1** After the Field Agent meets with the School Commander and approves the appropriate documents, the documents will be forwarded to the OPOTC Certification Officer, who also will review the application. If approved, the Certification Officer will issue a distinctive school number and appropriate curriculum code and send an “opening letter” to the School Commander. The opening letter will indicate that the school has been approved and may proceed according to the school calendar. The opening letter will include the class’ curriculum code, which will correspond with the appropriate version of the state certification examination. No school may begin classes unless and until an OPOTC school number has been issued. The OPOTC will not recognize any training class, or portion thereof, conducted prior to the issuance of the opening letter and school number.
- 2.4.2** If a School Commander does not receive written approval at least five (5) days prior to the first scheduled day of training, the School Commander should contact the assigned Field Agent to inquire as to the status of the application.
- 2.4.3** If the start date for the school changes for any reason, the assigned school number shall immediately become void and the School Commander must re-apply for a new school number at least 21 days prior to the new start date.

- 2.4.4** If the application is denied, the School Commander will be notified in writing of the denial and the reasons for it, along with suggested corrective measures to remedy the problem. No application will be approved unless and until any problems have been corrected to the satisfaction of the OPOTC Executive Director.
- 2.4.5** The School Commander shall notify the Field Agent and the Certification Officer in writing by fax, e-mail, or letter as soon as possible of a school cancellation.

SECTION 3 - ENROLLMENT PACKET

The third phase of the training academy process consists of the Enrollment Packet.

3.1 Forms (type or print legibly in ink the required information.)

No later than the third day of OPOTC topics, the School Commander shall have prepared the enrollment forms.

3.1.1 Student Enrollment List (Form SF110unv) *Must be typed*

The School Commander must complete the scannable form by typing the required information and must include:

- a. An “X” in the box indicating that the form is “original”;
- b. The complete name of the school (no abbreviations, use same name for entire form);
- c. The proposed dates of the school;
- d. List of students in alphabetical order, by last name, first, and middle initial;
- e. SSN (Social Security Number)
- f. DOB (Date of Birth);
- g. The student’s status, if applicable (e.g., appointed and appointing agency);
- h. The School Commander’s signature. Original or electronic signatures are acceptable.

3.1.2 Student Enrollment Form/Certification Record (Form SF115unv)

The student must complete the following:

- a. Name – last name, first name;
- b. Social Security number;
- c. Home address;
- d. Date of birth;
- e. Place of birth;
- f. Home telephone number;
- g. Sex;
- h. E-mail;
- i. Driver’s license number, including issuing state and date of expiration, including mm/dd/yy;
- j. Race;
- k. Highest level of education completed;

The Commander must complete the following:

- a. Student’s status;
- b. Signature of School Commander;
- c. School name;
- d. School number;
- e. Date;

3.1.3 OPOTC Statement of Understanding, Form SF101unv

Note: If a student answers “YES” to any question 1 through 18, the Commander must attach a written explanation of the incident in order for the student to attend the school.

The student must complete the form by typing or printing the required information legibly in ink and must include:

- a. Student’s name (last name, first name);
- b. Social Security Number (e.g., 123-45-6789);
- c. Date of Birth (e.g., 01/01/1999);
- d. School name (no abbreviations, use the same name throughout the form);
- e. School number;
- f. Students must truthfully answer each of the questions;
- g. Student’s signature;
- h. The School Commander shall review the form with each student and explain that the student may be subject to criminal charges if the student knowingly provides false information.

Prior Equivalent Student(s) (shall sit for the entire Corrections Basic Training State Certification Examination upon completion of training)

- a. SF115unv – Student Enrollment Form;
- b. SF101unv – OPOTC Statement of Understanding;
- c. OPOTC Letter of Determination;
- d. Copy of the SF525cbt.

Student Paperwork – Organize student paperwork as a scannable collated packet for each student in the following order: SF115unv and SF101unv. Submit the packets in alphabetical order as reflected on the Student Enrollment List.

Full-time Student: a. SF115unv – Student Enrollment Form;
 b. SF101unv – OPOTC Statement of Understanding

Prior Equivalent Student: a. SF115unv – Student Enrollment Form;
 b. F101unv – OPOTC Statement of Understanding;
 c. OPOTC Letter of Determination;
 d. SF525cbt

3.1.4 Federal Educational Rights and Privacy Act (FERPA) Consent to Release Student Information, Form SF104unv

Students who are enrolled in a college, university, or career center academy must complete this form by typing or by printing legibly in black or blue ink.

Section 4 - Training Requirements

The Field Agent will arrange with the School Commander, a time to speak to the students and explain the OPOTC requirements necessary for eligibility to take the state certification examination. The School Commander is responsible for explaining any local school policies or requirements.

4.1 Eligibility for the State Certification Examination

4.1.1 Attendance

No student who misses any portion of a topic will be eligible to take the state certification examination.

4.1.2 Skills Areas

No student will be permitted to take the state certification examination unless and until they successfully complete the psychomotor skills assessments in the following units:

- a. Unit 6, Subject Control;
- b. Unit 7, First Aid/CPR/AED.

4.1.3 Student Notebooks

As required by OAC 109:2-9-09, all students shall keep a notebook which shall be submitted to the School Commander for inspection. No student shall be permitted to take the state certification examination unless that student has received a satisfactory evaluation of the student's notebook. Student notebooks shall be available for review by OPOTC staff upon request. The School Commander shall evaluate student notebooks in the following areas:

- a. Sufficiency of course content;
- b. Organization;
- c. Appropriateness of the material;
- d. Regularity of entries;
- e. Neatness;
- f. Accuracy;
- g. Legibility.

4.2 Skills

Each student shall be permitted one attempt at each SPO and one retest if the student fails the initial attempt. Students who fail the initial attempt must be afforded a reasonable amount of remedial training prior to the retest.

4.2.1 Unit 6, Subject Control

The psychomotor skills assessment for Subject Control consists of SPOs which are recorded on the SF127cbt, Subject Control Proficiency Testing Record. SPOs may be tested individually, or combined so that the student performs one SPO after the other as part of a comprehensive test.

4.2.2 Unit 7, First Aid/CPR/AED

The psychomotor skills assessment for First Aid/CPR/AED shall be as required or suggested by the American Red Cross, American Heart Association, or American Safety & Health Institute. SPOs shall be recorded on the SF123cbt First Aid/CPR/AED Proficiency Testing Record.

4.3 State Certification Examination Eligibility

4.3.1 Ohio Administrative Code 109:2-9-10 (B) states that no student shall participate in the state examination who has been evaluated as unsatisfactory for any topic included in the technical skills unit of instruction or in any other topic designated by the Executive Director.

4.3.2 Any student who has been evaluated as unsatisfactory in any of the above listed areas is ineligible to take the state certification examination with the rest of their class and shall be required to repeat Corrections Basic Training in its entirety.

4.4 State Certification Examination

4.4.1 The OPOTC will prepare and administer a final examination for each student successfully completing Corrections Basic Training.

4.4.2 Each student must achieve a passing score as determined by OPOTC to be eligible for certification of completion of Corrections Basic Training.

4.4.3 Students who fail the state certification examination will be permitted one (1) retest, to be scheduled by the OPOTC Testing Division.

4.4.4 If the student fails the retest or fails to attend the retest as scheduled, the student must repeat Corrections Basic Training in its entirety to be eligible to take the state certification examination again.

Section 5 - On-going Procedures

5.1 Notification of Changes to School calendar (Form SF185unv)

- 5.1.1** The School Commander shall notify the Field Agent at least 24 hours in advance of any of the following changes to the school calendar:
- a. Dates
 - b. Topics
 - c. Locations
 - d. Times
 - e. Cancellations
 - f. Instructor(s)
 - g. The School Commander should also revise the school calendar as changes occur.
- 5.1.2** Use the Notification of Change SF185unv to document all changes. Submit the SF185unv to the Field Agent containing the following information:
- a. School name and number (no abbreviations, use the same name throughout the form);
 - b. Indicate “A” (add), “D” (delete), or “C” (change) in Instructor Change column (if applicable);
 - c. The original date and time the topic as scheduled;
 - d. The proposed date and time the topic is to be scheduled;
 - e. The location of the class;
 - f. The correct OPOTC topic number and title;
 - g. The instructor’s name (last name, first name and middle initial), OPOTC certificate number and expiration date (e.g., Doe, John A., CBT29999, 01/01/2015);
 - h. The date the School Commander notified the Field Agent of the proposed change;
 - i. The School Commander’s signature. Original or electronic signatures are acceptable;
 - j. The reason the change is needed.
- 5.1.3** In instances of an instructor addition or substitution (change), the School Commander shall submit copies of applicable OPOTC certifications attached to SF185 to the Field Agent. In instances of an instructor addition or substitution (change) for a topic that requires certification by a non-OPOTC organization, such as First Aid/CPR/AED, the School Commander shall submit copies of the applicable certifying document from the credentialing agency, documentation of any updates that the credentialing organization may require, the OPOTC instructor certificate and attach these documents to the SF185 to the Field Agent.
- 5.1.4** For same day changes the School Commander shall contact the Field Agent by telephone or voice message indicating that a change in the school calendar must occur that day, and stating the reason for the change. The Commander will then send an SF185unv form.
- 5.1.5** Make-ups must be completed within 14 days of the date that the student returns to class,

unless excused by way of a medical extension or a military extension. If the make-ups do not occur within this time frame, the student cannot attend other academy courses until all make-ups have been completed.

5.1.6 The School Commander shall submit the SF185unv form in its entirety at the closing audit. In instances of an instructor addition or substitution (change) for Topic 7 First Aid/CPR/AED, the School Commander shall attach copies of the applicable certifying document from the American Red Cross, American Heart Association, or American Safety & Health Institute, documentation of any updates that the credentialing organization may require to the SF185unv submitted at the closing audit.

5.2 Monitor Classes

5.2.1 The School Commander shall be available to answer student questions and provide guidance where appropriate.

5.2.2 The School Commander and Instructors are responsible for maintaining discipline during all training activities.

5.2.3 The School Commander and Instructors shall ensure that required instructor-to-student ratios are met during skills area training, if applicable. Classroom portions of skill area topics do not require instructor-to-student ratios.

5.2.4 The School Commander and instructors shall ensure that the latest versions of OPOTC lesson plans are used in class. New lesson plans are released twice a year, July 1st and January 1st. Lesson plans will be posted on www.ohleg.org.

5.2.5 The School Commander and instructors shall give due regard to safety considerations during all training activities (e.g., dangerous weather conditions).

5.3 Sign-in Sheets (Form SF121unv)

5.3.1 The School Commander shall maintain an accurate SF121unv Sign-in Sheet for each day topics are scheduled and make them available for inspection by Commission staff.

5.3.2 The scannable SF121unv shall contain the following:

- a. School name and number (no abbreviations, use same name throughout the form);
- b. Date of class;
- c. All topic titles, topic numbers, and hours of each topic as scheduled;
- d. The total number of hours of the training day (OPOTC topics only);
- e. The typewritten name of each student, in alphabetical order (last name, first name, middle initial), with non-full-time students listed separately;
- f. The signature of each student next to the student's name;

- g. The exact time each student arrives at class for the day (e.g., 7:52 a.m. or 0752);
- h. The exact time each student leaves class for a 30-minute break or for an extended amount of time (e.g., court appearances, illness, etc.);
- i. The exact time each student re-enters class after a 30-minute break or other extended absences;
- j. The exact time each student leaves class at the end of the training day;
- k. The signature of each instructor teaching topics listed on the sign-in sheet by alphabetic designator;
- l. Indicate instructor by circling letter in the boxes next to the topic and title;
- m. Use additional pages of the sign-in form if more space is required for multiple sign-in and sign-out times;
- n. Hours “present” or “absent” for each student.

5.3.3 All instructors who teach shall sign the sign-in sheets at the conclusion of each class.

5.3.4 The School Commander shall verify the accuracy of each sign-in sheet, then sign and maintain the sheet.

5.4 Attendance Roster (Form SF120unv)

5.4.1 The School Commander shall maintain the SF120unv on a weekly basis and keep track of the number of hours and topics that each student must make-up.

5.4.2 The scannable SF120unv shall be completed as follows:

- a. School name and number (no abbreviations, use same name throughout the form);
- b. School dates;
- c. Students listed in alphabetical order (last name, first name, middle initial);
- d. Prior Equivalent and Update Students shall be listed on a separate SF120unv with only the dates of attendance listed;
- e. Dates of classes shall be listed on the top line of the form (with month/date/year entered in each space);
- f. List the number of hours in attendance for each student on each day;
- g. Topic numbers shall be listed for all topics on the last line of the form. If multiple pages are required due to the number of students, the topic numbers for all topics shall be listed on all pages;
- h. The topic numbers shall be listed for all dates attended by Prior Equivalent students;
- i. School Commander’s signature and date. Original or electronic signatures are acceptable;
- j. Typed name of School Commander;

5.5 Notification of Make-up Hours (Form SF122unv)

5.5.1 Whenever it becomes necessary for a student to make-up training that they have missed, the School Commander shall notify the Field Agent at least 24 hours in advance of the

make-up session. This notification will be made by using form SF122unv. This form must contain:

- a. Student's name (last name, first name, middle initial);
- b. Date original class missed;
- c. Proposed date of make-up class;
- d. Number of hours to be made up;
- e. Time of make-up session;
- f. OPOTC topic number and title;
- g. Instructor name and certificate number (In instances of an instructor change, submit copies of applicable OPOTC instructor's certificate. Instructor name and certificate number. In instances of an instructor change, submit copies of applicable OPOTC instructor's certificate. In instances of an instructor change a topic that requires certification by a non-OPOTC organization, such as First Aid/CPR/AED, submit copies of the OPOTC instructor's certificate and applicable certifying document from the credentialing organization, together with documentation of the completion of any updates that the credentialing organization may require.
- h. Location of make-up session;
- i. Date Field Agent was notified;
- j. Commander's initials on the form once make-up has been completed.

5.5.2 The SF122unv is a continuing form. When the next student requires make-up hours, the School Commander will follow the same process and complete the next line on the form.

5.5.3 School Commanders shall maintain the SF122unv, Notification of Make-up Hours Form and present it to the Field Agent at the closing audit, along with a separate form SF120unv, Student Attendance Roster and a separate SF121unv, Sign-in sheet for those students required to make-up hours.

5.5.4 If a student arrives late to class and is 15 minutes or less late, the instructor has the discretion 1) to count the absence as one-half (1/2) hour, or 2) to make up the time and missed material at the end of the class day with that original instructor. The make-ups cannot be done on class breaks.

If the instructor opts to make up the time and missed material at the end of the class day, the make-up must be noted at the bottom of the Student Sign-In Sheet, SF121unv, and signed by the instructor. No entry is required on the Notification of Make-up Hours, SF122unv.

For example, if the class time is from 1800-2200 hours and a student arrives late and signs in at 1812 hours, at the instructor's discretion, the student may stay over with that instructor and sign out 12 minutes after class dismissal.

5.5.5 If the student is more than 15 minutes late, then the time must be made up in a minimum of one-half hour increments at a later time by the original instructor. It can also be made up by another instructor, provided that first the Commander must contact OPOTC staff

and receive confirmation that the other instructor is OPOTC-certified in that topic. Any make up, whether by the original instructor or another certified instructor, must be documented on the Notification of Make-up, SF122unv and accompanying Student Attendance Roster, SF120unv.

- 5.5.6** If hours are to be made-up on the same day they were missed, the School Commander shall notify the Field Agent by telephone or voice message in advance and then fax the SF122unv to the Field Agent as soon as possible.
- 5.5.7** Students who must complete make-ups may not be combined with other students who missed different content in the same topic.
- 5.5.8** If the Student is unable to make up the topics in the original school, all requests to make up hours by attending a different school must be approved by the Executive Director. All make-up sessions must be conducted at a Commission approved site. In these instances, the student must attend the entire block of instruction in the second school regardless of how many hours of instruction were missed in the original school. The original School Commander shall notify the Field Agent in advance and shall complete the Notification of Make-up, SF122unv and Make-up Student Attendance Roster, SF120unv. The second School Commander will ensure that a Sign-In Sheet, SF121unv is completed and returned to the original School Commander where it will be maintained and made available for inspection by OPOTC staff upon request.
- 5.5.9** All make-up hours must be completed by the last day OPOTC topics are taught in a school.
- 5.5.10** If at the time of the closing audit, the School Commander is willing to accommodate a student who has missed any portion of a mandatory topic, the School Commander must:
- a. Submit a request to the Executive Director to allow a Student to make up hours. That request shall include the student's statement setting forth the reasons for the absences and request to complete the training that was missed. Reasons for absence which the executive director may consider include but are not limited to illness of the student or the student's immediate family, emergency employment situations or other valid reasons. No make-up hours may be completed without at least the verbal approval of the Executive Director or designee. The student will not be permitted to take the state certification examination until the make-up hours are completed and the student has fully complied with the OPOTC attendance policy.
 - b. The written request should specify the proposed date of the make-up session, the topic and hours to be taught, and the names of the instructor(s) and student(s) who will complete the make-up session;
 - c. The SF122unv must be submitted to the Field Agent before the make-up session.
 - d. Upon completion of the make-up session, the School Commander shall present the SF122unv, Notice of Make-up and SF120unv, Student Attendance Roster, and the SF121unv, Sign-in Sheet, to the Field Agent.

5.6 Extensions

5.6.1 Medical Extensions

- a. Students who are injured or develop a medical condition during the course of the school and are unable to obtain a medical release in order to complete a topic prior to the last day of OPOTC topics, may request a medical extension for the purpose of completing CBT course requirements.

NOTE: Any non-participation of these topics will be deemed as an absence;

- b. The procedure for requesting such a medical extension is as follows:
 1. School Commander submits documentation to the Executive Director.
 2. OPOTC Executive Director will review the paperwork and render a decision about the medical extension. The School Commander and student will be notified of the Executive Director's decision.
- c. Students who receive a medical extension complete their required training by the extension expiration date. Students who do not complete this training by the expiration date shall be deemed to have failed the school;
- d. Prior to the extension expiration date and in time for the required hours to be scheduled by the School Commander and taught, the student shall submit a Medical Release approved by their medical professional. The medical professional can be a medical doctor (MD), osteopath (DO), physician's assistant (PA), or certified nurse practitioner (CNP), licensed by the Ohio State Medical Board or the Ohio State Board of Nursing, or a neighboring state's equivalent, or a medical professional with the US Department of Veterans' Affairs. If the medical professional refuses to clear the student, the student shall be deemed to have failed the school;
- e. If approved by the medical professional, the student must arrange to make up the required topics through the School Commander. The School Commander will notify the Field Agent of these scheduled make-ups no less than 24 hours prior to the scheduled topic(s);
- f. Upon completion of the required hours, the School Commander shall contact the Field Agent to schedule a closing audit of the student.

5.6.2 Closing Paperwork for Medical Extension Students

- a. If the student passes, please submit the following paperwork:
 1. Notification of Make-up Hours (SF122unv);
 2. Student Attendance Roster (SF120unv) with only the date(s) and hours for the makeup(s) on it;

3. Student Evaluation Record (SF160cbt);
 4. Copies of all applicable SPO score sheets available for review;
 5. Copy of student's Medical Release;
 6. Qualification Form (EX705);
 7. Academy Roster (EX710) listing student(s) who will be taking the state certification examination;
 8. Closing letter (SF175unv).
- b. If the student fails, submit the following paperwork:
1. A written communication on academy letterhead stating the student failed to complete the assessment/SPOs successfully and thus failed the school; and
 2. Student Evaluation Record (SF160cbt).

5.6.3 Military Extensions

If a student is mobilized to active military duty while attending the basic school, the School Commander may request an extension for completion of basic training. The following documentation must be submitted to the Executive Director prior to the activation:

- a. A letter from the School Commander requesting the extension to include the date of activation, school name, and school number within ten days of the date of the order;
- b. A copy of the military orders; and
- c. An audit, conducted with the Field Agent, of the topics and hours completed by the student in the school.

The Executive Director will review the paperwork and render a decision about the military extension request;

If an extension is granted, upon completion of duty, the student will notify the School Commander of the student's return within 60 days of the completion of the active duty period.

All make-ups must be completed in an OPOTC approved school. A copy of the student's DD214 or Release from Active Duty will be submitted;

A review of the current and original schools' curricula will be conducted in order to determine the hours and topics required for completion by the returning student, in order to be eligible to complete basic training and take the state certification examination; and

In some cases, at the discretion of the Executive Director, it may be in the student's best interest to retake the entire basic training course.

5.7 Class Time

- 5.7.1** The School Commander shall ensure that instructors teach class for the entire time scheduled for each topic.
- 5.7.2** Clock hour requirement is based on a 50-minute hour allowing for a 10-minute break per hour. Breaks may not be combined (e.g., in order to shorten the class day, extend lunches, delay starting time, etc.)
- 5.7.3** Class time may not be used for instructor preparation (e.g., making copies, setting up audio visual equipment, etc.).
- 5.7.4** Time spent on tutoring for students who need remedial instruction and time spent for student/class evaluations cannot be counted as OPOTC clock hours.

5.8 Scheduling the State Certification Examination

- 5.8.1** The School Commander must first schedule the closing audit with the Field Agent, before contacting the Testing Coordinator. The examination may not take place sooner than 14 days after the final audit. The Commander must by mail, fax, email, or personal deliver 1) the final audit documentation to the Certification Officer and 2) the EX705 and EX710 to the Testing Coordinator, on the day of the closing audit.
- 5.8.2** The Testing Coordinator will confirm the examination date by sending Form EX720 to the School Commander.
- 5.8.3** The school commander or designee **must** accompany the student(s) to the State Certification Exam (SCE). In addition to seeing cadets through this final phase of their training, the commander's presence will assist the Commission testing staff to ensure the students are present, professional, quiet, and respectful to venue staff and guests, and to remind students of items that are prohibited from the testing area.

Prohibited items include:

- Food and drinks
- Cell phones
- Watches of any type
- Jackets, coats, and hats (to include head covers of any type)
- Purses, briefcases, backpacks, satchels, etc.

- Notebooks, study guides, paper, or other materials of any kind

5.8.4 Any student who needs special accommodations in taking the state certification examination must have the School Commander submit a completed OPOTC State Certification Examination Special Accommodation Request and Checklist, EX735, to the OPOTC Testing Coordinator. Requests for special accommodations must be made by the School Commander and should be submitted as soon as possible, but no later than 45 days prior to the last day in which OPOTC topics are taught. Along with the completed EX735, the School Commander shall submit the following documentation:

- a. A description of the student's specific disability and the special accommodations requested. Such accommodation can include a request for an extended time limit, an oral examination, or both, as well as a detailed explanation of why these accommodations are needed;
- b. A current, within three years, written diagnosis from a licensed physician, psychologist or other qualified professional stating the student's specific disability and the detailed nature of the disability or:
 1. An Individual Education Plan (IEP); or
 2. A Multi-Functional Evaluation (MFE).
- c. If the request has been approved, the Testing Coordinator will schedule a test date with the School Commander;
- d. Special needs examinations will be conducted at the OPOTA campus in London, Ohio, on an individual basis.

5.9 Collect and Grade Student Notebooks

5.9.1 The School Commander shall evaluate the students' notebooks as either satisfactory or unsatisfactory. If unsatisfactory, enter "U" in Notebook column on the SF160cbt, Student Evaluation Form.

5.9.2 Return notebooks to students after evaluating them.

5.10 Collect All SPO Score Sheets

5.10.1 The School Commander shall ensure that all skill area SPO score sheets have been properly completed by the student and instructor. The School Commander shall ensure that the SPO score sheets for each student correspond to the Curriculum Code assigned to the school the student attended.

5.10.2 The School Commander shall verify that the instructor signs each SPO score sheet. Original signatures are required; no stamped signatures will be accepted.

5.10.3 SPO score sheets shall be categorized by skills area, scannable, and arranged alphabetically to correspond with the SF120unv Student Attendance Roster (regardless of whether they passed or failed).

5.11 Records Management

School Commanders are strongly encouraged to consult with legal counsel regarding their responsibility to maintain sign-in sheets, SPO score sheets, and other school records for each student who attends Corrections Officer Basic Training.

Section 6 -Closing Audit

Prior to the last day of class in which OPOTC topics are taught, the School Commander shall contact the Field Agent to schedule a closing audit. The closing audit must be conducted after the last day of class in which OPOTC topics are taught and no later than 14 days prior to the scheduled state certification examination.

Once the audit is complete the Commander shall submit to the Certification Officer the closing paperwork. Any errors, omissions or discrepancies in the closing paperwork shall be corrected before the closing documents are submitted to the OPOTC Certification Officer for final review and approval.

6.1 Full Time Students

- 6.1.1** The following paperwork for corrections officer students who have taken the entire program must be submitted to the Field Agent at the closing audit: SF105, SF185, SF120, SF121, SF122, SF160, SPO sheets, EX705 and EX710. All documents submitted must be original, computerized and/or typed.
- 6.1.2** SF105unv – Revised School Calendar. This form shall include all dates, times, topics and instructors as it was actually conducted.
- 6.1.3** SF185unv – Notification of Change in Schedule
- 6.1.4** SF120unv – Student Attendance Roster
- 6.1.5** SF121unv – Student Sign-in Sheets. The School Commander shall keep the sign-in sheets on file and make them available for review by the Field Agent at the closing audit.
- 6.1.6** SF122unv – Notification of Make-up Hours. This form shall include a separate SF121 Student Sign-in Sheet and SF120unv, Student Attendance Roster, listing only the make-up hours for each student who was required to make up any portion of a training session.
- 6.1.7** SF160cbt – Student Evaluation Record. List student names in alphabetical order by last name, first name, middle initial. Complete all blanks for applicable skill areas with an “S” for satisfactory, a “U” for unsatisfactory, or “N/A” for not applicable. List percentage of non-mandatory Commission-required hours each student missed. Do not complete exam score. Commission personnel will complete this column.

Medical and military extension students shall be recorded as such on the hardcopy of the SF160cbt at closing. If these students later become eligible for the state certification examination, the School Commander will submit a supplemental completed electronic version of the form to OPOTA@OhioAttorneyGeneral.gov within two weeks of their initial exam or retest.

The scannable SF160cbt form shall be completed as follows:

- a. School name (no abbreviations);
- b. School number;
- c. Dates of school;
- d. Student names including all students enrolled by the third day of OPOTC topics (listed in alphabetical order by last name, first name, middle initial);
- e. If the student failed any of the skills areas, mark with an “U”; otherwise, leave blank;
- f. If the student dropped out, withdrew, was excused or granted an extension, note next to their name;
- g. When the student completes training following an extension or fails to complete training following an extension (e.g., does not contact the School Commander upon return to complete training) note on the form and complete the remaining blocks;

6.1.8 SF127cbt – SPO Score Sheet for Subject Control

6.1.9 SF175unv – Closing Letter

6.1.10 EX705 – Qualification Form. This form shall be completed as follows:

- a. Complete the entire form.
- b. Include only one school name and number for each EX705.
- c. All corrections officer schools must be audited by the Field Agent prior to testing. The Field Agent must sign and date the completed EX705 form in order for the school to be eligible to test.
- d. Fax signed EX705 to Commission testing staff no less than two (2) business days prior to the state certification examination.
- e. Include a copy of the EX705 with the closing paperwork.

6.1.11 EX710 – Academy Roster.

- a. Complete the entire form, listing student names alphabetically by last name, first name, and middle initial;
- b. List all students alphabetically include Prior Equivalent students;
- c. The form shall be typed or computer-generated;
- d. List only those students who are eligible to test and who will be attending on that particular test date;
- e. Send signed EX710 to the Testing Coordinator at least 48 business hours prior to the scheduled date;
- f. A copy of the EX710 shall be sent with the closing paperwork to the OPOTC Certification Officer through the Field Agent.

6.2 Non-Fulltime Students

6.2.1 Prior Equivalent Students

- a. SF525cbt – OPOTC Prior Equivalency Training Determination form.
- b. SF120unv – Student Attendance Roster. Complete with only prior equivalent students and dates indicating assigned topics were taught. List topic numbers for all topics on last line of SF120unv.
- c. SF122unv – Notification of Make-up Hours. This form shall include a separate SF121unv, Student Sign-in Sheet and SF120unv, Student Attendance Roster, list only the make-up hours for each student who was required to make up any portion of a training session.
- d. SF160cbt – Student Evaluation Record. List school name, school number, and students in alphabetical order. Complete all applicable areas for skills area with “S” or “U”, mark N/A for skills not assigned.
- e. Do not complete the examination score, OPOTC will complete this column.
- f. SPO sheets are to be available for review by the Field Agent and kept on file by the Commander.

Section 7 - State Certification Examination

7.1 State Certification Examination

- 7.1.1** The Commission Testing Coordinator will contact the School Commander with the test results. The examination results will be released to the School Commander or a designated contact person.
- 7.1.2** The Testing Coordinator will score the examination and notify the School Commander of the scores within five (5) business days following the examination. Please wait for the call from the Testing Coordinator regarding testing results. The School Commander or designated contact person will be notified as soon as test results are available.
- 7.1.3** Requests pertaining to testing arrangements or examination results shall be made by the School Commander or designated person. Students shall be instructed to contact the Commanders directly for testing arrangements and examination results.
- 7.1.4** Students who fail the examination will be permitted one retest. The retest will be scheduled by the Testing Coordinator. This also applies to no-shows with one retest remaining. The School Commander will be notified of the retest date at the same time the School Commander receives the test results.
- 7.1.5** If a student fails to attend the scheduled state certification exam, the Testing Coordinator will send an EX730, OPOTC State Certification Absence Form, to the Commander. Within two (2) business days of receiving that form, the Commander must complete and return it to the Testing Coordinator.
- a. If the Commander indicates that the student did not have a legitimate reason to miss the exam, the absence will count as a failure.
 - b. If the Commander indicates that the student did have a legitimate reason to miss the exam, the absence will not be counted as a failure.
 - c. In either case, the Commander must state the reason for the absence.
 - d. In either case, no more than two (2) EX730's can be requested and/or approved.
- 7.1.6** Students who fail the retest must repeat the entire Corrections Officer Basic Training course in order to re-take the examination again.

Section 8 - Post-Closing Procedures

School Commanders must inform all students of the guidelines for receiving certificates of completion for the Corrections Basic Training Academy.

8.1 Certification of Students

8.1.1 The Corrections Certification Officer will review all documents in the closing package.

8.1.2 Corrections Officer certificates are only issued to persons appointed to a full service corrections facility.

8.1.2 Certificates will be returned to the School Commander for the Commander's signature.

8.1.4 The School Commander is responsible for distributing certificates to the students.

8.1.5 Prior Equivalent certificates and update letters will be sent to the Appointing Authority.

8.1.6 School Commanders must inform all prior equivalent students of the following:

- a. Upon satisfactorily completing the corrections basic training hours assigned by OPOTC, the student must successfully pass the full state certification examination.
- b. Prior equivalent students who fail the examination will be permitted one retest.
- c. Prior equivalent students who fail the retest must then take the entire corrections basic training course in order to take the state certification examination again.



Ohio Attorney General's Office
Ohio Peace Officer Training Commission

01/01/2017

How to contact us

Ohio Peace Officer Training Commission
PO Box 309
London, OH 43140

Office: 800-346-7682
Fax: 740-845-2675



MIKE DEWINE
OHIO ATTORNEY GENERAL

www.OhioAttorneyGeneral.gov