PEACE OFFICER BASIC TRAINING

PREPARING THE ENROLLMENT PACKET **ACADEMY NAME:** **ACADEMY #**

____ SF110unv – STUDENT ENROLLMENT LIST - TO BE SUBMITTED WITH ALL PAPERWORK
- ____ NO LESS THAN 10 STUDENTS UNLESS APPROVED BY THE EXECUTIVE DIRECTOR
- ____ STUDENTS LISTED ALPHABETICALLY BY FULL-TIME & PART-TIME STATUS
- ____ INDICATES REVISED & SIGNED BY SCHOOL COMMANDER

CATAGORIES OF STUDENTS AND PAPERWORK TO BE SUBMITTED:

1. APPOINTED OFFICERS:

____ SF115unv – STUDENT ENROLLMENT/CERTIFICATION FORM
____ SF400adm – NOTICE OF PEACE OFFICER APPOINTMENT
____ SF114bas - STUDENT HEALTH DATA FORM OR LETTER FROM CEO THAT PHYSICAL IS ON FILE
____ SF103bas - OPOTC STUDENT WAIVER OF LIABILITY & INDEMNITY AGREEMENT
____ SF113bas - OPOTC STUDENT ACKNOWLEDGEMENT FORM
____ SF101unv – STATEMENT OF UNDERSTANDING, NEGATIVE RESPONSES ADDRESSED WITH COMMANDER
____ SF102unv – REQUEST FOR NATIONAL WEBCHECK IF NOT SUBMITTED WITH ORIGINAL OPENING PAPERWORK

2. OPEN ENROLLMENT STUDENTS

____ SF115unv – STUDENT ENROLLMENT FORM
____ SF114bas - STUDENT HEALTH DATA FORM
____ SF103bas - OPOTC STUDENT WAIVER OF LIABILITY & INDEMNITY AGREEMENT
____ SF113bas - OPOTC STUDENT ACKNOWLEDGEMENT FORM
____ SF101unv – STATEMENT OF UNDERSTANDING, NEGATIVE RESPONSES ADDRESSED WITH COMMANDER
____ SF102unv – REQUEST FOR NATIONAL WEBCHECK IF NOT SUBMITTED WITH ORIGINAL OPENING PAPERWORK

3. TRAINING RECRUITS (IF RECRUIT IS EMPLOYED BY TRAINING AGENCY)

____ SF115unv – STUDENT ENROLLMENT FORM
____ SF118bas – TRAINING RECRUIT LETTER
____ SF114bas - STUDENT HEALTH DATA FORM OR LETTER FROM CEO THAT PHYSICAL IS ON FILE
____ SF103bas - OPOTC STUDENT WAIVER OF LIABILITY & INDEMNITY AGREEMENT
____ SF101unv - STATEMENT OF UNDERSTANDING, NEGATIVE RESPONSES ADDRESSED WITH COMMANDER
____ SF113bas - OPOTC STUDENT ACKNOWLEDGEMENT FORM
____ SF102unv – REQUEST FOR NATIONAL WEBCHECK IF NOT SUBMITTED WITH ORIGINAL OPENING

4. NON-FULLTIME STUDENTS (MUST BE SUBMITTED TO FIELD AGENT AT TIME OF REQUEST FOR ADMISSION TO ACADEMY)

A. PLUG-IN UPDATE/MANDATE STUDENTS (NO EXAM UPON COMPLETION)

____ SF115unv – STUDENT ENROLLMENT FORM
____ OPOTC LETTER OF DETERMINATION
____ LETTER OF EXPLANATION IF PRE-EMPTIVE
____ SF110unv – STUDENT ENROLLMENT LIST IF NOT SUBMITTED ON ORIGINAL

B. PLUG-IN REFRESHER STUDENTS (REFRESHER EXAM REQUIRED)

____ SF115unv – STUDENT ENROLLMENT FORM
____ OPOTC LETTER OF DETERMINATION
____ SF101bas - STATEMENT OF UNDERSTANDING, NEGATIVE RESPONSES ADDRESSED WITH COMMANDER

C. PRIOR EQUIVALENT STUDENTS (FULL EXAM REQUIRED)

____ SF115unv – STUDENT ENROLLMENT FORM
____ SF101unv - STATEMENT OF UNDERSTANDING, NEGATIVE RESPONSES ADDRESSED WITH COMMANDER
____ OPOTC LETTER OF DETERMINATION
____ SF114bas - STUDENT HEALTH DATA FORM OR LETTER FROM CEO THAT PHYSICAL IS ON FILE
____ SF103bas - OPOTC STUDENT WAIVER OF LIABILITY & INDEMNITY AGREEMENT
____ SF113bas - OPOTC STUDENT ACKNOWLEDGEMENT FORM

D. PROBATION OFFICER/ADULT PAROLE OFFICER/BAILIFF/COURT OFFICER PLUG-IN (FIREARMS ONLY, NO EXAM REQUIRED)

____ SF115unv - STUDENT ENROLLMENT FORM
____ SF101unv - STATEMENT OF UNDERSTANDING, NEGATIVE RESPONSES ADDRESSED WITH COMMANDER
____ SF119pof - AUTHORIZATION TO CARRY FIREARM (PROBATION OFFICER)
____ SF119apa - AUTHORIZATION TO CARRY FIREARM (PAROLE OFFICER)
____ SF117bbt - AUTHORIZATION FOR BASIC TRAINING (BAILIFF/COURT OFFICER)
____ SF110unv - REVISED STUDENT ENROLLMENT LIST IF NOT SUBMITTED ON ORIGINAL

Field Agent _____ **Date** _____