Ohio Peace Officer Training Commission

2011 Roster Directions

Annual Agency Roster Directions

The annual agency roster needs to be completed and submitted to the Ohio Peace Officer Training Commission (OPOTC), no later than January 31, 2012. Please send your response to OPOTA@OhioAttorneyGeneral.gov or fax it to (866) 329-3657.

Any changes made to the roster that have not been reported on an SF400 or SF401 form will not be updated in our database. The changes you submit will be reflected on next year's roster.

1. Review the Roster to make sure everything is correct.

2. Start Date column: Please enter the officer's start date of the status that we have listed in the Current Status column.

- New appointments: If an officer is currently appointed by your agency but is not listed on your roster, please record his/her name, last four digits of the social security number, start date, and employment status on the roster. If you haven't already done so, please complete and submit an SF400 form to reflect this officer is newly appointed with your agency.
- Status change: If an officer has changed status (e.g. from full-time to auxiliary), please record the appropriate end date for the old status, and make a second entry on the roster to reflect the new status. In addition, please submit the first page of the SF400 form to reflect this officer's change in status with your agency.

3. End Date column: If an officer is listed on the roster, but is no longer appointed by or employed with your agency, please enter the appropriate end date. You must also complete and submit the SF401 form. If the officer is still with your agency, leave the cell blank.