

**12-DAY AND 12-HOUR FACILITY JAILER BASIC TRAINING  
OPENING CHECKLIST/ENROLLMENT PACKET**

**12-DAY AND 12-HOUR FACILITY JAILER BASIC TRAINING  
CLOSING CHECKLIST**

School Name \_\_\_\_\_

School Name \_\_\_\_\_

School Commander \_\_\_\_\_ Proposed Dates \_\_\_\_\_

School Commander \_\_\_\_\_ School Number \_\_\_\_\_

**SF100UNV - APPLICATION FORM**  
 \_\_\_\_\_ RECEIVED 21 CALENDAR DAYS PRIOR TO  
 START DATE OF SCHOOL  
 \_\_\_\_\_ TYPED  
 \_\_\_\_\_ DOES NOT EXTEND MORE THAN 3 WEEKS  
 (UNLESS APPROVED BY THE EXECUTIVE  
 DIRECTOR)  
 \_\_\_\_\_ NUMBER OF TOTAL HOURS  
 \_\_\_\_\_ NUMBER OF NON-MANDATORY HOURS

**INSTRUCTOR INFORMATION**

\_\_\_\_\_ LIST ONLY INSTRUCTORS SCHEDULED  
 TO TEACH OPOTC-REQUIRED TOPICS  
 \_\_\_\_\_ INSTRUCTOR'S LAST NAME, FIRST NAME,  
 MIDDLE INITIAL  
 \_\_\_\_\_ INDICATE ONE UNARMED SELF-DEFENSE  
 (SUBJECT CONTROL) INSTRUCTOR FOR  
 EVERY 10 STUDENTS  
 \_\_\_\_\_ INSTRUCTOR'S OPOTC CERTIFICATION  
 NUMBER AND EXPIRATION DATE  
 \_\_\_\_\_ REMIND SCHOOL COMMANDER TO  
 VERIFY CURRENCY OF THE FIRST AID  
 AND CPR INSTRUCTORS WITH THE  
 NATIONALLY-RECOGNIZED PROGRAM

**SF105UNV - CALENDAR**  
 \_\_\_\_\_ TYPED  
 \_\_\_\_\_ SCHOOL NAME SUBMITTED AT THE TOP  
 OF THE PAGE  
 \_\_\_\_\_ DATE RECORDED FOR EACH SESSION  
 \_\_\_\_\_ DAY RECORDED  
 \_\_\_\_\_ NUMBER OF HOURS RECORDED  
 \_\_\_\_\_ TIME RECORDED (FROM/TO)  
 \_\_\_\_\_ TOPIC NUMBER RECORDED FOR EACH  
 TOPIC TITLE **EXAMPLE: 2-1**  
 \_\_\_\_\_ OPOTC TOPIC TITLE RECORDED  
**EXAMPLE: OVERVIEW OF CRIMINAL  
 JUSTICE SYSTEM**  
 \_\_\_\_\_ INSTRUCTOR'S LAST NAME, FIRST NAME,  
 AND OPOTC CERTIFICATE NUMBER  
 RECORDED  
 \_\_\_\_\_ 1/2 HOUR BREAK FOR EVERY TRAINING  
 SESSION THAT EXCEEDS 4 HOURS  
 \_\_\_\_\_ ONLY OPOTC SUBJECTS AND HOURS  
 MUST APPEAR ON THE CALENDAR  
 \_\_\_\_\_ DATE RECORDED (BOTTOM OF PAGE)  
 \_\_\_\_\_ ORIGINAL SIGNATURE OF SCHOOL  
 COMMANDER

**ENROLLMENT PACKET - SUBMITTED WITHIN THREE (3)  
 CALENDAR DAYS AFTER START DATE**

**SF110UNV - STUDENT ENROLLMENT LIST**  
 \_\_\_\_\_ NO LESS THAN 5 STUDENTS UNLESS  
 APPROVED BY EXECUTIVE DIRECTOR  
 \_\_\_\_\_ INDICATE ORIGINAL OR REVISED  
 \_\_\_\_\_ NAME OF CORRECTIONS OFFICER, SSN, DOB,  
 AND APPOINTING AGENCY  
 \_\_\_\_\_ SIGNED BY SCHOOL COMMANDER

**SF115UNV - STUDENT ENROLLMENT/CERTIFICATION  
 FORM**  
 \_\_\_\_\_ ONE PER STUDENT FILLED OUT COMPLETELY

**SF101UNV - STATEMENT OF UNDERSTANDING**  
 \_\_\_\_\_ ONE PER STUDENT FILLED OUT COMPLETELY  
 AND NOTARIZED

**ON-SITE INSPECTION**  
 \_\_\_\_\_ **CURRENT ON-SITE INSPECTION FORM ON FILE**

**SF120UNV - ATTENDANCE ROSTER**  
 \_\_\_\_\_ ORIGINAL COPY  
 \_\_\_\_\_ TYPED  
 \_\_\_\_\_ SCHOOL NAME, NUMBER, AND DATES RECORDED (TOP OF PAGE)  
 \_\_\_\_\_ ATTENDANCE ROSTER FOR OPOTC-REQUIRED TOPICS ONLY  
**MANDATORY TOPICS CLEARLY INDICATED - INDICATE  
 MANDATORY TOPIC NUMBER UNDER DAY TAUGHT**  
 \_\_\_\_\_ STUDENTS' NAMES LISTED ALPHABETICALLY (LAST NAME, FIRST,  
 M.I.)  
 \_\_\_\_\_ HOURS OF ACTUAL ATTENDANCE RECORDED PER DAY  
 \_\_\_\_\_ ORIGINAL SIGNATURE OF SCHOOL COMMANDER AND DATE -  
 BOTTOM OF PAGE  
 \_\_\_\_\_ SCHOOL COMMANDER'S NAME TYPED (BOTTOM OF PAGE)  
 \_\_\_\_\_ PRIOR EQUIVALENT AND UPDATE STUDENTS LISTED SEPARATELY

**SF122UNV - NOTIFICATION OF MAKE-UP HOURS ATTACHED**  
 \_\_\_\_\_ MAKE-UP ATTENDANCE ROSTER ATTACHED - SF120UNV

**SF160JBT - STUDENT EVALUATION RECORD**  
 \_\_\_\_\_ ORIGINAL COPY  
 \_\_\_\_\_ TYPED  
 \_\_\_\_\_ SCHOOL NAME AND NUMBER RECORDED (TOP OF PAGE)  
 \_\_\_\_\_ INDICATE AN "S" OR "U" FOR TECHNICAL SKILLS TOPICS  
 \_\_\_\_\_ NOTEBOOK (S OR U)  
 \_\_\_\_\_ % OF OPOTC HOURS MISSED - MAXIMUM OF 10% ALLOWED OF  
 OPOTC NON-MANDATORY HOURS  
 \_\_\_\_\_ PRIOR EQUIVALENT AND UPDATE STUDENTS LISTED SEPARATELY

**SF105UNV - REVISED TRAINING CALENDAR (IF APPLICABLE)**  
 \_\_\_\_\_ TYPED  
 \_\_\_\_\_ SIGNED BY SCHOOL COMMANDER  
 \_\_\_\_\_ REVISED CALENDAR INDICATED  
 \_\_\_\_\_ CHANGES IN TIME, DATE, INSTRUCTOR NOTED  
 \_\_\_\_\_ RE-CHECK RATIOS OF INSTRUCTORS-TO-STUDENTS IN UNARMED  
 SELF-DEFENSE (SUBJECT CONTROL)

**SF185UNV - NOTIFICATION OF CHANGES IN COURSE SCHEDULE**

**SF175JBT - LETTER OF CERTIFICATION (CLOSING LETTER)**  
 \_\_\_\_\_ TYPED  
 \_\_\_\_\_ ORIGINAL SIGNATURE OF SCHOOL COMMANDER

**EX705 - EXAMINATION QUALIFICATION FORM**  
 \_\_\_\_\_ TYPED

**EX710 - STUDENT ROSTER FOR EXAMINATION**  
 \_\_\_\_\_ TYPED