

**BAILIFF/COURT OFFICER 160-HOUR BASIC TRAINING  
OPENING CHECKLIST**

**BAILIFF/COURT OFFICER 160-HOUR BASIC TRAINING  
CLOSING CHECKLIST**

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

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

**APPLICATION, CALENDAR, ENROLLMENT LIST, AUTHORIZATION FOR TRAINING & PRIOR TRAINING CREDIT DETERMINATION FORMS RECEIVED 21 DAYS PRIOR TO THE START OF THE SCHOOL**

**SF100unv - APPLICATION FORM**

- \_\_\_\_\_ TYPED
- \_\_\_\_\_ FILLED OUT COMPLETELY
- \_\_\_\_\_ DOES NOT EXTEND MORE THAN 16 WEEKS UNLESS APPROVED BY EXECUTIVE DIRECTOR
- \_\_\_\_\_ NUMBER OF TOTAL HOURS
- \_\_\_\_\_ **NUMBER OF NON-MANDATORY HOURS**

**INSTRUCTOR INFORMATION**

- \_\_\_\_\_ LIST ONLY INSTRUCTORS SCHEDULED TO TEACH
- \_\_\_\_\_ INSTRUCTOR'S LAST NAME, FIRST NAME, MIDDLE INITIAL
- \_\_\_\_\_ INSTRUCTOR'S OPOTC CERTIFICATION NO.
- \_\_\_\_\_ NO LESS THAN 6 INSTRUCTORS
- \_\_\_\_\_ CHECK RATIOS OF INSTRUCTORS TO STUDENTS IN APPLICABLE SKILLS AREAS NO MORE THAN 2 STUDENTS PER FIRING POINT

**SF105unv - CALENDAR**

- \_\_\_\_\_ TYPED
- \_\_\_\_\_ SCHOOL NAME SUBMITTED AT THE TOP OF THE PAGE
- \_\_\_\_\_ DATE RECORDED FOR EACH SESSION
- \_\_\_\_\_ DAY RECORDED
- \_\_\_\_\_ # OF HOURS RECORDED
- \_\_\_\_\_ TIME RECORDED (FROM/TO)
- \_\_\_\_\_ TOPIC # RECORDED FOR EACH TOPIC
- \_\_\_\_\_ TITLE **EXAMPLE: II-1**
- \_\_\_\_\_ OPOTC TOPIC TITLE RECORDED
- \_\_\_\_\_ **EXAMPLE: TESTIFYING IN COURT**
- \_\_\_\_\_ INSTRUCTOR'S LAST NAME, FIRST NAME, MIDDLE INITIAL, AND OPOTC CERT. #
- \_\_\_\_\_ RECORDED
- \_\_\_\_\_ 1/2 HOUR BREAK FOR ANY TRAINING SESSION THAT EXCEEDS 4 HOURS
- \_\_\_\_\_ ONLY OPOTC SUBJECTS MUST APPEAR ON THE CALENDAR
- \_\_\_\_\_ DATE RECORDED (BOTTOM OF PAGE)
- \_\_\_\_\_ ORIGINAL SIGNATURE OF SCHOOL COMMANDER

**SF110unv - STUDENT ENROLLMENT LIST**

- \_\_\_\_\_ SUBMITTED WITH SCHOOL APPLICATION
- \_\_\_\_\_ NO LESS THAN 10 STUDENTS UNLESS WAIVED
- \_\_\_\_\_ NAME OF BAILIFF/COURT OFFICER OR DEPUTY BAILIFF, SSN, DOB, AND EMPLOYING COURT
- \_\_\_\_\_ SIGNED BY SCHOOL COMMANDER
- \_\_\_\_\_ SF117bbt - AUTHORIZATION FOR BAILIFF/COURT OFFICER BASIC TRAINING FORMS SIGNED BY THE APPOINTING AUTHORITY ATTACHED FOR EACH STUDENT
- \_\_\_\_\_ PRIOR TRAINING DETERMINATION LETTERS ATTACHED, IF APPLICABLE

**ENROLLMENT PACKET**

- \_\_\_\_\_ SF110unv - ENROLLMENT LIST, INDICATE "REVISED"
- \_\_\_\_\_ SF101unv - STATEMENT OF UNDERSTANDING FORM FOR EACH STUDENT-NOTARIZED-MUST BE RECEIVED PRIOR TO FIREARMS TRAINING
- \_\_\_\_\_ SF115unv - ENROLLMENT/CERTIFICATION FORM FOR EACH STUDENT ATTACHED
- \_\_\_\_\_ SF117bbt - AUTHORIZATION FOR BAILIFF/COURT OFFICER BASIC TRAINING FORM SIGNED BY THE APPOINTING AUTHORITY FOR EACH STUDENT NOT ON ORIGINAL ENROLLMENT LIST

**ON-SITE INSPECTION**

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

**SF120unv - ATTENDANCE ROSTER**

- \_\_\_\_\_ ORIGINAL COPY
- \_\_\_\_\_ TYPED
- \_\_\_\_\_ SCHOOL NAME, CLASS NO., & DATES RECORDED (TOP OF PAGE)
- \_\_\_\_\_ **MANDATORY FIREARMS, INCLUDING WEAPONS HANDLING, CLEARLY INDICATED**
- \_\_\_\_\_ STUDENTS' NAMES LISTED ALPHABETICALLY (LAST NAME, FIRST, M.I.)
- \_\_\_\_\_ HOURS OF ATTENDANCE RECORDED PER DAY
- \_\_\_\_\_ ORIGINAL SIGNATURE OF SCHOOL COMMANDER & DATE-BOTTOM
- \_\_\_\_\_ **PRIOR EQUIVALENT STUDENTS LISTED SEPARATELY**
- \_\_\_\_\_ SCHOOL COMMANDER'S NAME TYPED (BOTTOM OF PAGE)

**SF122unv - NOTIFICATION OF MAKE-UP HOURS ATTACHED**

- \_\_\_\_\_ SF120unv WITH MAKE-UP HOURS REFLECTED

**SF155bbt - STUDENT EVALUATION REPORT**

- \_\_\_\_\_ ORIGINAL COPY
- \_\_\_\_\_ TYPED
- \_\_\_\_\_ SCHOOL NAME & CLASS NO. RECORDED (TOP OF PAGE)
- \_\_\_\_\_ ALL TECHNICAL SKILLS AREAS MARKED SATISFACTORY, UNSATISFACTORY, OR WAIVED
- \_\_\_\_\_ NOTEBOOK (S OR U)
- \_\_\_\_\_ EXAM % RECORDED
- \_\_\_\_\_ % OF TIME MISSED RECORDED-MAXIMUM OF 10% ALLOWED OF **NON-MANDATORY** OPOTC-REQUIRED TOPICS

**SF105unv - REVISED TRAINING CALENDAR (IF APPLICABLE)**

- \_\_\_\_\_ TYPED
- \_\_\_\_\_ SIGNED BY SCHOOL COMMANNER
- \_\_\_\_\_ REVISED CALENDAR INDICATED
- \_\_\_\_\_ CHANGES IN TIME, DAY, INSTRUCTOR NOTED
- \_\_\_\_\_ RE-CHECK RATIOS OF INSTRUCTORS TO STUDENTS IN DEFENSIVE TACTICS, EXPANDABLE BATON, DYNAMIC SIMULATION & FIREARMS

**SF185unv - NOTIFICATION OF CHANGES IN COURSE SCHEDULE**

**FINAL EXAMINATION**

- \_\_\_\_\_ **EX705 - QUALIFICATION FORM - TYPED**
- \_\_\_\_\_ EX710 - ACADEMY ROSTER - TYPED

**SF175bbt - LETTER OF CERTIFICATION (CLOSING LETTER)**

- \_\_\_\_\_ TYPED
- \_\_\_\_\_ ORIGINAL SIGNATURE OF SCHOOL COMMANDER
- \_\_\_\_\_ MUST BE NOTARIZED