



MIKE DEWINE

★ OHIO ATTORNEY GENERAL ★

November 13, 2009

To: Peace Officer Basic Training Academy Commanders

Re: Academy Reporting Requirement

Please be advised that effective immediately, all Peace Officer Basic Training Academy (POBT) Commanders and Chief Executive Officers are required to report student and academy information, utilizing the formats contained within the enclosed CD, for all approved POBT schools that have or are scheduled to finish in calendar year 2010. These reports were created in Microsoft Excel, which will require you to install a full version of Excel (1997-2007) on your computer.

- The revised **SF155bas–Student Evaluation Record** captures specific information for each student, by school. This report should be compiled and maintained during the course of the school, to include the scheduled Peace Officer State Certification examination, and any retest. The Commander must submit a hardcopy of this form at closing and must also submit an electronic version by e-mail to OPOTA@ohioattorneygeneral.gov no later than two weeks following the completion of the scheduled certification examination or examination retest. Once all students have tested and/or retested, excluding military and medical extension students, the Commander must complete the electronic version by indicating the examination results for each student in the section labeled State Exam.
 - Military Extension or Medical Extension students will be reported at the time they return and complete all of their remaining requirements. The information for those individuals must be submitted at the time of their closing and submitted electronically no later than two weeks after their scheduled certification examination or examination retest.
- The **SF201bas–Academy Annual Report** captures accumulated data from the SF155bas on an annual basis, and must be acknowledged, signed, and submitted by the Chief Executive Officer. School Commanders should not complete this form unless they are the CEO of the agency or institution. This report is to be submitted by e-mail to OPOTA@ohioattorneygeneral.gov and a signed hardcopy mailed to OPOTA London, no later than January 31 of the following year.
 - This annual report is to include the accumulated data from all approved schools which have been completed in the reporting year. The completion date is to be considered the day of the scheduled certification exam. If, for example, a school



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started in late 2009, but was not completed until 2010, it would be included in the 2010 Academy Annual Report. If a school started in late 2010, but is not to be completed until 2011, it will be included in the 2011 Academy Annual Report.

- One annual report is to be submitted by each sponsoring institution, e.g. college, vocational learning center, private academy. For example, if ACME Community College had two commanders who conducted two POBT schools within calendar year 2010, ACME would report the accumulated data on one Academy Annual Report no later than January 31, 2011.

Failure to compile and submit the Student Evaluation Records and Academy Annual Reports may result in disapproval of future POBT schools. Should you need additional forms please feel free to download them via the Ohio Attorney General website at www.ohioattorneygeneral.gov/OPOTA. Should you need assistance with completing these reports please feel free to contact your OPOTC Field Agent or OPOTC Certification Officer Justin Cain at justin.cain@ohioattorneygeneral.gov or by phone at the OPOTA London Campus at 740-845-2700.