

**PROBATION OFFICER STAND-ALONE BASIC HANDGUN TRAINING  
OPENING CHECKLIST**

**PROBATION OFFICER STAND-ALONE BASIC HANDGUN TRAINING  
CLOSING CHECKLIST**

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

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

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

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

**SF100UNV - APPLICATION FORM - RECEIVED 21 CALENDAR DAYS PRIOR TO THE START OF TRAINING**

- \_\_\_ TYPED
- \_\_\_ MINIMUM OF 10 STUDENTS UNLESS APPROVED BY THE EXECUTIVE DIRECTOR

**INSTRUCTOR INFORMATION**

- \_\_\_ LIST ONLY INSTRUCTORS SCHEDULED TO TEACH OPOTC TOPICS
- \_\_\_ INSTRUCTOR'S LAST NAME, FIRST NAME, MIDDLE INITIAL
- \_\_\_ INSTRUCTOR'S OPOTC CERTIFICATION NO. - MUST BE BASIC PEACE OFFICER INSTRUCTORS
- \_\_\_ CHECK RATIO OF 1 TO 5 INSTRUCTORS TO STUDENTS
- \_\_\_ INDICATE SAFETY OFFICER IF UTILIZED

**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 TRAINING SESSION
- \_\_\_ EACH TRAINING SESSION INDICATED AS RANGE OR CLASSROOM
- \_\_\_ INSTRUCTOR'S LAST NAME, FIRST NAME & 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

**STUDENT ENROLLMENT PACKET – SUBMITTED AFTER SCHOOL NUMBER ASSIGNED & BEFORE FIRST DAY OF CLASS**

**SF110UNV - STUDENT ENROLLMENT LIST**

- \_\_\_ NO LESS THAN 5 STUDENTS UNLESS AUTHORIZED BY THE EXECUTIVE DIRECTOR
- \_\_\_ NAME OF PROBATION OFFICER, SSN, DOB, & EMPLOYING AGENCY
- \_\_\_ SIGNED BY SCHOOL COMMANDER

\_\_\_ **SF119POF** - AUTHORIZATION FOR PROBATION OFFICER TO CARRY A FIREARM FORM ATTACHED FOR EACH STUDENT

\_\_\_ **SF101UNV** - NOTARIZED STATEMENT OF UNDERSTANDING FORM FOR EACH STUDENT—MUST BE RECEIVED PRIOR TO FIREARMS TRAINING

\_\_\_ **SF115UNV** - ENROLLMENT/CERTIFICATION FORMS

**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, ATTENDANCE REQUIRED FOR ALL SESSIONS**
- \_\_\_ STUDENTS' NAMES LISTED ALPHABETICALLY (LAST NAME, FIRST, M.I.)
- \_\_\_ HOURS RECORDED PER DAY
- \_\_\_ ORIGINAL SIGNATURE OF SCHOOL COMMANDER & DATE-BOTTOM OF PAGE
- \_\_\_ SCHOOL COMMANDER'S NAME TYPED (BOTTOM OF PAGE)

**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 FOR FIREARMS

\_\_\_ **SF185UNV - NOTIFICATION OF CHANGES IN COURSE CALENDAR**

\_\_\_ **SF122UNV - NOTIFICATION OF MAKE-UP HOURS**

- \_\_\_ SF120UNV WITH MAKE-UP HOURS REFLECTED

**SF125UNV-FIREARMS SPO SHEETS**

- \_\_\_ TYPED OR NEATLY PRINTED
- \_\_\_ ORIGINALS
- \_\_\_ IF A **FAILURE**, ALSO SUBMIT SPO SHEET
- \_\_\_ SIGNATURE OF CERTIFIED INSTRUCTOR(S) & OPOTC NO.
- \_\_\_ SIGNATURE OF COMMANDER

**SF175POF - LETTER OF CERTIFICATION (CLOSING LETTER)**

- \_\_\_ TYPED
- \_\_\_ ORIGINAL SIGNATURE OF SCHOOL COMMANDER