

GUIDELINES FOR BASIC PEACE OFFICER INSTRUCTOR CERTIFICATION – OPOTC

This guide is intended to assist both ‘unit’ and ‘special subject’ instructor applicants. Use this guide when applying to be an instructor or requesting to amend your current instructor certification. Please read all instructions carefully before completing the instructor application or request for amendment form. Once you determine you meet the minimum qualifications, follow these guidelines to select specific topics to teach in the peace officer basic training program.

These guidelines were written for the applicant who meets minimum qualifications for peace officer basic training instructor, including, but not limited to, completion of an OPOTC approved instructor skills training course or one of the qualified exemptions. Some courses have additional requirements, and some courses are exempted from the minimum qualifications, but have special requirements unique to them. **Course specific instructor requirements, including any additional requirements and/or exempted/special requirements, are identified in the grid below.** Once you determine that you meet the minimum qualifications, access and complete the instructor form available through the link below. Supporting documentation must accompany completed applications.

Please note that these guidelines are based upon recommendations from our current job task analysis, subject matter experts, and OPOTA law enforcement training officers. In addition, these guidelines are approved by the Ohio Peace Officer Training Commission. This guide is not all inclusive and subject to change without notice. If you have any questions, please contact a peace officer basic training certification officer at 740-845-2700.

Topic No.	Topic Name	OPOTC Guidelines
1-1	Introduction to Basic Training	Approved OPOTC Peace Officer Basic Training Commander
1-2	Introduction to Policing	5 years full-time law enforcement experience
1-3	Fundamentals of the Criminal Justice System	5 years full-time law enforcement experience
1-4	Community Diversity & Procedural Justice*	Completion of an OPOTA Instructor Training Course , “Community Diversity & Procedural Justice Instructor” (Effective 07/01/2016) - OR - Completion of an Equivalent Third-Party Course . <i>(Submit an official course description and certificate for review.)</i> - OR - Completion of a Relevant College Course . <i>(Submit an academic transcript for review and official course description/curriculum.)</i>

Topic No.	Topic Name	OPOTC Guidelines		
1-5	Ethics & Professionalism**	Completion of an advanced training course in the subject matter. (Minimum of 8 hours) - OR - Completion of a college course related to the subject matter. <i>(Submit an academic transcript for review and official course description/curriculum.)</i> - OR - Completion of an equivalent third-party course (Minimum of 8 hours) such as: • Field Training Officer (FTO) Course • First-Line Supervisor Course		
1-6	Below 100*	OPOTC approved Below 100 instructor course		
1-7	Report Writing**	Advanced training course in subject matter, minimum 8 hours (e.g., OPOTA course “Modern Report Writing”) and 5 years full-time law enforcement experience		
LEGAL TOPICS		<u>Option One:</u> Special Instructor (Practicing Attorney)	<u>Option Two:</u> Special Instructor (Law Degree)	<u>Option Three:</u> BAS Instructor (Instructional Skills Required)
2-1	Legal Basics*	Licensed Ohio attorney with a current Attorney Registration Card	Graduated from an Accredited Law School and possesses a Juris Doctor Degree AND 5 years’ full-time law enforcement experience	OPOTA instructor training course, "Peace Officer Basic Training Legal Instructor" AND 5 years full-time law enforcement experience
2-2	Ohio Revised Code*			
2-3	Arrest, Search & Seizure*			
2-6	Civil Liability & Use of Force*			
2-7	Testifying in Court*			

Topic No.	Topic Name	OPOTC Guidelines
3-1	Interacting with the Media	5 years full-time law enforcement experience
3-3	Domestic Violence*	OPOTA instructor training course, "Domestic Violence Instructor"
3-4	Crisis Intervention (2013)**	Crisis Intervention Team (CIT) Training, minimum 32 hours. Training must be completed through a local Ohio CIT program, in coordination with ADAMH or behavioral health board, recognized by the Criminal Justice Coordinating Center of Excellence.
3-5	Child Abuse & Neglect*	OPOTA instructor training course, "Child Abuse & Neglect Instructor" - OR - Completion of an Equivalent Third-Party Course. <i>(Submit an official course description and certificate for review.)</i> - OR - Completion of a Relevant College Course. <i>(Submit an academic transcript for review and official course description/curriculum.)</i>
3-6	The Missing & Human Trafficking*	OPOTA instructor training course, "The Missing & Human Trafficking Instructor" - OR - Completion of an Equivalent Third-Party Course. <i>(Submit an official course description and certificate for review.)</i> - OR - Completion of a Relevant College Course. <i>(Submit an academic transcript for review and official course description/curriculum.)</i>
3-7	Juvenile Justice System	5 years full-time law enforcement experience
3-8	Responding to Victims' Needs & Rights**	Advanced training course in subject matter within 5 years, minimum 8 hours OR an OPOTA instructor training course, "Domestic Violence or Human Trafficking Instructor". NOTE: CPT courses and OPOTA Online courses are not approved equivalents
3-9	Basic Communication	5 years full-time law enforcement experience - OR - Satisfy Option: One or Two from Topic 3-10

Topic No.	Topic Name	OPOTC Guidelines		
3-10	Interpersonal Communication**	<u>Option One:</u> Special Instructor (Graduate Degree)	<u>Option Two:</u> Special Instructor (Undergraduate Degree)	<u>Option Three:</u> BAS Instructor (Instructional Skills Required)
		Master's degree in communications - OR - Master's degree in a related field, with a concentration in communications.	Bachelor's degree - OR - FBINA graduate - AND - Completed a minimum of 32 hours of Crisis Intervention Team (CIT) Training - AND - 5 years full-time law enforcement experience	Completed a minimum of 32 hours of Crisis Intervention Team (CIT) Training -OR- ICAT Instructor Certificate -OR- Sit-D Training - AND - Completion of a college-level communications course (technical or advanced) - AND - 5 years full-time law enforcement experience
3-11	Mediation Communication**	Certificate in Alternative Dispute Resolution/Mediation -OR- a Juris Doctor (JD) - OR - Satisfy Option: One, Two, or Three from Topic 3-10		
3-12	Incident Debrief Training**	<u>Option One:</u> Special Instructor (Licensed/Certified Professional)	<u>Option Two:</u> BAS Instructor (Instructional Skills Required)	
		Licensed Clinical Psychologist, Certified Clinician, Certified/Licensed Counselor, or Licensed Therapist with trauma treatment, PTSD, or first responder wellness certifications.	Advanced training course in subject matter, minimum 8 hours <i>Example: FTO, First-Line Supervisor Training</i> - OR - 5 years of full-time law enforcement experience that includes at least 3 years of SWAT experience with an agency or multi-jurisdictional team; verification letter from agency CEO required.	
3-13	Crisis Mitigation / ICAT* (Effective Date: 01/01/2026)	Completion of the ICAT Train-the-Trainer Course <i>OR</i> PERF ICAT Instructor Course and 5 years' full-time law enforcement experience		

Topic No.	Topic Name	OPOTC Guidelines		
4-1	Firearms Revolver*	OPOTC approved Revolver Instructor course OR 2-week Firearms instructor course		
4-2	Firearms Shotgun*	OPOTC approved Shotgun Instructor course OR The Big Three OR 2-week Firearms instructor course		
4-3	Firearms Semi-Auto Pistol*	OPOTC approved Semi-Automatic Pistol Instructor course OR The Big Three OR 2-week Firearms instructor course		
5	Driving (2007)*	OPOTC approved Basic Academy Driving Instructor course (eff. 8/2007)		
6-1	Subject Control Techniques (2012)*	OPOTC approved Subject Control Instructor course (eff. 4/2012)		
6-2	Impact Weapon*	OPOTC Subject Control Instructor (2012) and OPOTA instructor training course, "Impact Weapons Instructor"		
7-2	Critical Injury First Aid*	Must meet one of the following requirements: 1. Certified Peace Officer and Self-Aid Buddy-Aid or Critical Injury First Aid Advanced training course and CIFA instructor course 2. Certified Tactical Medical Provider (e.g. EMT-T, Tactical Paramedic). The tactical provision of the certification must be completed through one of the nationally certifying organizations (e.g. NAEMT, EMT-Tactical, Warrior School) 3. Certified Peace officer or EMT-B and previous experience as a tactical medical provider (e.g. Military Medic, Combat Life saver, assigned to TEMS team) and CIFA Instructor course. Proof of experience as a tactical medical provider can be shown by providing documentation from team training records with a law enforcement agency.		
8-1	Patrol Aspects & Overview	5 years full-time law enforcement experience		
8-2	Companion Animal Encounters	5 years full-time law enforcement experience		
8-3	Active Shooter / Threat Response	<u>Instructor</u> Certification in Building Search -AND- Single Officer Response to Active Threat “SORAT” Training	OR	Advanced Training in Building Searches -AND- Single Officer Response to Active Threat “SORAT” <u>Instructor</u> Certification

Topic No.	Topic Name	OPOTC Guidelines
8-4	Building Searches**	Completion of an advanced training course in the subject matter (minimum of 8 hours) within the past 5 years and a minimum of 5 years of full-time law enforcement experience -OR- 5 years of full-time law enforcement experience; One year of full-time experience (within the past 5 years) serving on an agency or multi-jurisdictional SWAT team or as a federal task force officer may substitute <u>for the advanced training course requirement.</u>
8-5	Stops & Approaches (2015)*	OPOTC approved Vehicle Stops Instructor course (eff. 1/1/2015)
8-6	Vehicle Theft & Identification	5 years full-time law enforcement experience
8-7	Gang Awareness**	Advanced training course in subject matter within 5 years, minimum 8 hours or 3 years full-time law enforcement experience and 3 year experience with agency or multi-jurisdictional gang task force, letter of verification from agency CEO required
8-8	LEADS**	Current certification in LEADS OR RCIC (proof of certification required)
8-9	Booking & Handling	5 years full-time law enforcement experience
8-10	Ohio Law Enforcement Gateway (OHLEG)	5 years full-time law enforcement experience
9-1	Civil Disorders**	Advanced training course in subject matter within 5 years, minimum 8 hours
10-1	Introduction to Traffic**	OPOTC Courses: Traffic Crash Level 1 – Collision Investigation (40 hours) AND Traffic Crash Level 2 – Advanced Collision Investigation (40 hours) OR OPOTC approved Traffic Collision Investigation course, minimum 80 hours
10-2	Motor Vehicle Offenses**	5 years full-time law enforcement experience or hold a J.D. degree
10-4	Traffic Crash Investigation**	OPOTC Courses: Traffic Crash Level 1 – Collision Investigation (40 hours) AND Traffic Crash Level 2 – Advanced Collision Investigation (40 hours) OR OPOTC approved Traffic Collision Investigation course, minimum 80 hours
10-5	Uniform Traffic Ticket	5 years full-time law enforcement experience
10-7	Traffic Direction & Control**	5 years full-time law enforcement experience
10-8	Standardized Field Sobriety Testing (2014)*	OPOTC approved SFST (Standardized Field Sobriety Testing) Instructor course (eff. 7/1/2014)
11-1	Crime Scene**	Evidence Technician (eff. 6/2013) minimum 80-hours, OR Miami Valley Regional Crime Lab. training course "Evidence Technician," minimum 80 hours; OR "OPOTA CSI Academy (eff. 1/2020)", which includes the 80-hour Evidence Technician course, Crime Scene Photography I, and Crime Scene Photography II
11-2	Digital Evidence**	OPOTA training course "Computer Crime First Responder" or "Cyber Crime First Responder"

Topic No.	Topic Name	OPOTC Guidelines
11-4	Police Photography**	Police Basic photography course, minimum 40 hours; OR OPOTA training course “Evidence Technician” (eff. 6/2013) OR Miami Valley Regional Crime Laboratory training course “Evidence Technician,” minimum 80 hours OR “OPOTA CSI Academy (eff. 1/2020)”, which includes the 80-hour Evidence Technician course, Crime Scene Photography I, and Crime Scene Photography II
11-5	Tracing Stolen Property	5 years full-time law enforcement experience
11-7	Drug Awareness (2012)**	Advanced training course in subject matter, minimum of 32 hours or “Drug Recognition Expert” with 5 years full-time law enforcement experience and 3 years drug investigation experience, letter of verification from agency CEO required, and OPOTA 2019 Drug Awareness Webinar Update
11-11	Lineups	5 years full-time law enforcement experience or hold a J.D. degree
11-12	Gambling	5 years full-time law enforcement experience
11-14	Surveillance	5 years full-time law enforcement experience
11-15	Interview & Interrogation**	Advanced training course in subject matter within 5 years, minimum 24 hours with 3 years full-time detective experience
12-1	Physical Conditioning**	OPOTC approved Physical Fitness Instructor course or individuals with bachelor’s degrees in Exercise Science, Kinesiology, or related physical fitness fields.
12-2	Critical Incident Stress Awareness**	OPOTC approved advanced training course in subject matter, minimum 8 hours
13-1	HAZMAT & WMD Awareness for the First Responder**	OPOTC approved HAZMAT & WMD Awareness course and HAZMAT & WMD Train-the-Trainer course OR FEMA’s <i>Hazardous Materials Technician</i> course (PER-272 Course - FEMA.)
13-2	Bombs & Explosives**	Advanced training course in subject matter, minimum 16 hours or 3 years full-time law enforcement experience and 3 years’ experience with agency or multi-jurisdictional SWAT team, letter of verification from agency CEO required
13-3	Terrorism Awareness**	Advanced training course in subject matter within 5 years, minimum 8 hours

**Denotes Instructor Course is Required for Certification*

***Denotes Advanced Training Course in Subject Matter is Required for Certification*