



Ohio Peace Officer Training Academy  
London, Ohio 43140  
Office 740-845-2700

TO: Executive Director, Ohio Peace Officer Training Commission

RE: School Number: \_\_\_\_\_

Dear Executive Director:

This letter is to inform you that \_\_\_\_\_ has intent to  
*(Enter Name of Agency Here)*  
appoint Cadet \_\_\_\_\_ as a peace officer pursuant to the Ohio  
*(Enter Name of Cadet Here)*  
Revised Code, contingent upon successful completion of Peace Officer Basic Training.

I understand that an SF400 – Notice of Peace Officer Appointment is to be submitted, via the OPOTA portal within 10 days of the officer's appointment after state exam results have been confirmed.

Failure to submit this document will result in the officer not being listed on the agency roster until it is received and approved by a Certification Specialist. Prompt submission is crucial for maintaining accurate work history records and for CPT reporting.

\_\_\_\_\_  
Agency Administrator Name and Rank

\_\_\_\_\_  
Agency Administrator's Signature