MIKE DEWINE
OHIO ATTORNEY GENERAL

SCHOOL COMMANDER MANUAL FOR PEACE OFFICER BASIC TRAINING

OHIO PEACE OFFICER TRAINING COMMISSION

OHIO
PEACE OFFICER TRAINING COMMISSION

[Type text]

Dear Commander,

On behalf of the Ohio Peace Officer Training Commission, I'm pleased to provide you with the Ohio Peace Officer Basic Training Commander's manual. This manual is designed to assist you with conducting OPOTC approved Peace Officer Basic Training Programs. You can find the current version of the manual and basic training school forms at our website, www.OhioAttorneyGeneral.gov/OPOTA.

Additionally, revised lesson plans will be released twice a year for schools beginning on or after January 1st and July 1st. The current Peace Officer Basic Training curriculum and lesson plans can be found on the Ohio Law Enforcement Gateway (OHLEG). You can reach OHLEG by visiting our website, www.OhioAttorneyGeneral.gov/OPOTA and selecting "OPOTC curriculum" under the Courses Section.

In order to provide you with up-to-date information, we are primarily providing these resources on our website. We will also continue to send you e-mails about training opportunities and other pertinent information that may affect the status of your School Commander and Instructor certificates. To that end, please ensure that we have your current contact information by filling out our online contact update form, located at www.OhioAttorneyGeneral.gov/OPOTAUpdate.

We welcome your comments on these efforts and thank you for your service.

Sincerely,

Robert Fiatal

Robert Fiatal
Executive Director

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DIRECTORY

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Professional Standards Division

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Certification Officers

Please contact Certification Officers for specific questions about the status of school openings and closings, and commander and instructor qualifications. You can use the chart below to determine the assigned Certification Officer.

County Number	County Name	POBT Refresher Updates		County Number	County Name	POBT Refresher Updates
1	Adams	Jill Gregory		45	Licking	Jill Gregory
2	Allen	Arienne Fauber		46	Logan	Arienne Fauber
3	Ashland	Arienne Fauber		47	Lorain	Arienne Fauber
4	Ashtabula	Arienne Fauber		48	Lucas	Arienne Fauber
5	Athens	Jill Gregory		49	Madison	Jill Gregory
6	Auglaize	Arienne Fauber		50	Mahoning	Arienne Fauber
7	Belmont	Jill Gregory		51	Marion	Arienne Fauber
8	Brown	Jill Gregory		52	Medina	Arienne Fauber
9	Butler	Jill Gregory		53	Meigs	Jill Gregory
10	Carroll	Arienne Fauber		54	Mercer	Arienne Fauber
11	Champaign	Arienne Fauber		55	Miami	Jill Gregory
12	Clark	Jill Gregory		56	Monroe	Jill Gregory
13	Clermont	Jill Gregory		57	Montgomery	Jill Gregory
14	Clinton	Jill Gregory		58	Morgan	Jill Gregory
15	Columbiana	Arienne Fauber		59	Morrow	Arienne Fauber
16	Coshocton	Arienne Fauber		60	Muskingum	Jill Gregory
17	Crawford	Arienne Fauber		61	Noble	Jill Gregory
18	Cuyahoga	Arienne Fauber		62	Ottawa	Arienne Fauber
19	Darke	Jill Gregory		63	Paulding	Arienne Fauber
20	Defiance	Arienne Fauber		64	Perry	Jill Gregory
21	Delaware	Arienne Fauber		65	Pickaway	Jill Gregory
22	Erie	Arienne Fauber		66	Pike	Jill Gregory
23	Fairfield	Jill Gregory		67	Portage	Arienne Fauber
24	Fayette	Jill Gregory		68	Preble	Jill Gregory
25	Franklin	Jill Gregory		69	Putnam	Arienne Fauber

26	Fulton	Arienne Fauber		70	Richland	Arienne Fauber
27	Gallia	Jill Gregory		71	Ross	Jill Gregory
28	Geauga	Arienne Fauber		72	Sandusky	Arienne Fauber
29	Greene	Jill Gregory		73	Scioto	Jill Gregory
30	Guernsey	Jill Gregory		74	Seneca	Arienne Fauber
31	Hamilton	Jill Gregory		75	Shelby	Arienne Fauber
32	Hancock	Arienne Fauber		76	Stark	Arienne Fauber
33	Hardin	Arienne Fauber		77	Summit	Arienne Fauber
34	Harrison	Arienne Fauber		78	Trumbull	Arienne Fauber
35	Henry	Arienne Fauber		79	Tuscarawas	Arienne Fauber
36	Highland	Jill Gregory		80	Union	Arienne Fauber
37	Hocking	Jill Gregory		81	Van Wert	Arienne Fauber
38	Holmes	Arienne Fauber		82	Vinton	Jill Gregory
39	Huron	Arienne Fauber		83	Warren	Jill Gregory
40	Jackson	Jill Gregory		84	Washington	Jill Gregory
41	Jefferson	Jill Gregory		85	Wayne	Arienne Fauber
42	Knox	Arienne Fauber		86	Williams	Arienne Fauber
43	Lake	Arienne Fauber		87	Wood	Arienne Fauber
44	Lawrence	Jill Gregory		88	Wyandot	Arienne Fauber

Field Agents

Please contact the Field Agent for on-going issues directly related to your particular school. You can use the regional map on the next page to determine the assigned Field Agent.

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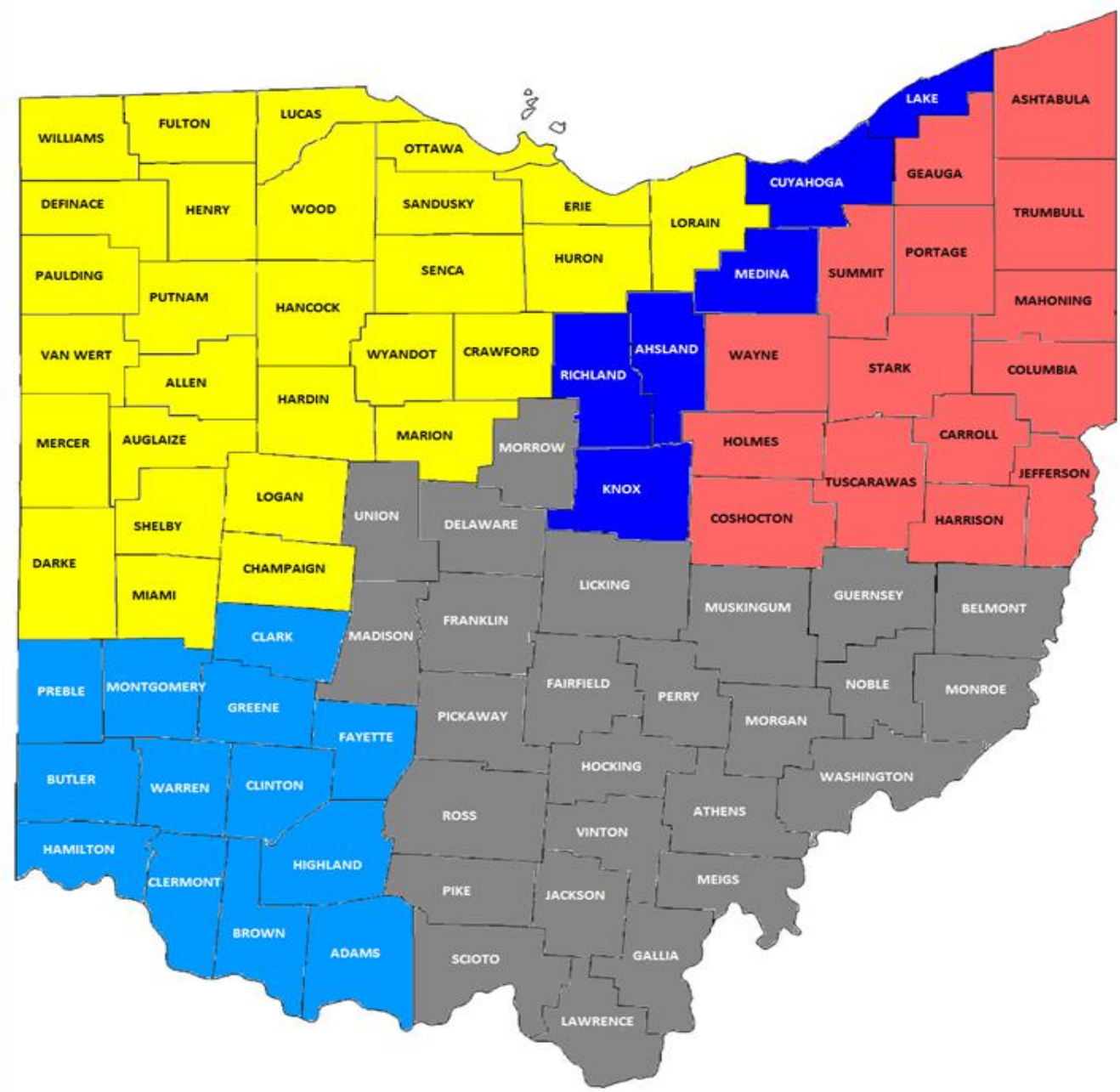
WILLIAMS
FULTON
LUCAS
OTTAWA
LAKE
ASHTABULA
CUYAHOGA
GEAUGA
DEFINACE
HENRY
WOOD
SANDUSKY
ERIE
LORAIN
TRUMBULL
PAULDING
PUTNAM
HANCOCK
SENCA
HURON
MEDINA
SUMMIT
PORTAGE
MAHONING
VAN WERT
ALLEN
WYANDOT
CRAWFORD
RICHLAND
AHSLAND
WAYNE
STARK
COLUMBIA
HARDIN
MERCER
AUGLAIZE
MARION
MORROW
HOLMES
CARROLL
JEFFERSON
KNOX
TUSCARAWAS
LOGAN
UNION
DELAWARE
COSHOCTON
HARRISON
SHELBY
DARKE
CHAMPAIGN
MIAMI
LICKING
MUSKINGUM
GUERNSEY
BELMONT
CLARK
MADISON
FRANKLIN
PREBLE
MONTGOMERY
GREENE
FAIRFIELD
PERRY
NOBLE
MONROE
PICKAWAY
MORGAN
FAYETTE
HOCKING
BUTLER
WARREN
CLINTON
WASHINGTON
ROSS
ATHENS
VINTON
HAMILTON
HIGHLAND
CLERMONT
MEIGS
PIKE
JACKSON
BROWN
ADAMS
SCIOTO
GALLIA
LAWRENCE

Word Processing Specialists

Please contact the Word Processing Specialists listed under the following subject areas about forms and certificates.

Peace Officer Basic & Refresher Training

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(Certificates, school enrollment information, criminal history, Open enrollment letters)

Brittany Thompson (740) 845-2754
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(Instructor certification)

Education and Policy Section

Mary Davis, Deputy Director (740) 845-2696
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Lori Wachtel, Testing Coordinator (740) 845-2690
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Introduction

An Overview of the Basic Training Process

This manual is designed to assist School Commanders in conducting OPOTC approved Peace Officer Basic Training programs. The format is intended to be an easy-to-follow, step-by-step outline of the process broken down into nine sections:

Section One:	**Application and Pre-Opening Organization**
Section Two:	**Opening Audit**
Section Three:	**Enrollment Packet**
Section Four:	**Training Requirements**
Section Five:	**On-going Procedures**
Section Six:	**Closing Audit**
Section Seven:	**Post State Certification Examination**
Section Eight:	**Post-Closing Procedures**
Section Nine:	**Stand-Alone Refresher and Update Trainings**

Included in each section are related requirements, procedures, policies and explanations for proper completion and sequence of the required OPOTC forms for Peace Officer Basic Training. All OPOTC forms can be found at our website, www.OhioAttorneyGeneral.gov, under Law Enforcement Training Forms.

School Commanders should immediately contact and consult with their respective Field Agent with questions. If the Field Agent is unavailable, please contact the assigned Certification Officer.

Glossary of Terms

Academy: The institution which is part of a state, county, municipal corporation, public school district, technical college, district or the Department of Natural Resources approved by the Executive Director to conduct Peace Officer Basic Training.

Application: School Commanders intending to conduct an OPOTC approved Peace Officer Basic Training program must first submit the SF100unv application to obtain approval of their proposed school.

Appointment: A duly authorized law enforcement agency or other branch of government may appoint and designate a person as a peace officer. ORC 109.71(A). In order for a student to obtain appointed status, an SF400adm form must be completed and notarized by the appointing agency and submitted to the Commission.

Attendance: The Peace Officer Basic Training program consists of a minimum number of hours of training, divided into mandatory and non-mandatory topics. No student may miss any portion of a mandatory topic. No student may miss more than five percent (5%) of the non-mandatory training hours.

Audit: OPOTC Field Agents and Certification Officers will conduct reviews of all records for any OPOTC approved training program. At a minimum, this will consist of an opening audit before OPOTC approval has been given for the course, an enrollment audit, and a final or closing audit. School Commanders are required to cooperate in the scheduling and completion of any audit requested by OPOTC staff.

Break In Service: A peace officer who previously has been awarded a certificate of basic training, any peace officer described in OAC 109:2-1-12(A)(2), or a state highway patrol trooper described in OAC 5503.01 who is appointed to a peace officer position falling under ORC 109.71(A) is considered to have a break in service if they have not been appointed as a peace officer for a period greater than one year but less than four years.

Curriculum: OPOTC official lesson plans containing Student Performance Objectives for all topics taught in a Peace Officer Basic Training Program. The updated curriculum is released January 1st and July 1st each year.

Curriculum Code: Specific number assigned to each school identifying OPOTC official curriculum in effect at the time the school was conducted. The curriculum code is required for state certification examination purposes.

Enrollment Packet Audit: A review of the Student Enrollment information by the OPOTC Field Agents. This information must be completed and made available to the Field Agent by the third day of class in which OPOTC topics are taught.

Final Audit: Sometimes referred to as a Closing Audit, this audit takes place after the completion of training, but prior to the OPOTC Peace Officer Certification Examination. The purpose of this audit is to determine whether the students have met all OPOTC training requirements and are eligible to take the state certification examination.

Instructors: An instructor is a person certified by OPOTC to teach OPOTC training topics. In Peace Officer Basic Training programs, instructors fall into two categories:

1. Unit Instructors, authorized by OAC 109:2-1-06 (A); and

2. Special Subject Instructors, authorized by OAC 109:2-1-06 (B).

Lesson Plan: Instructional materials provided in outline form by OPOTC to School Commanders and Instructors, which contain the Student Performance Objectives.

On-Site Inspection: The Field Agent assigned to a Peace Officer Basic Academy will inspect and approve all facilities for that school to include: classroom facilities, running track, firearms range, and driving facilities once every three years. The assigned Field Agent also will inspect and approve all changed facilities.

OAC: Ohio Administrative Code.

OHLEG: Ohio Law Enforcement Gateway. OHLEG is a secure, web-based platform that provides valuable tools and resources to law enforcement.

OPOTC: Ohio Peace Officer Training Commission.

ORC: Ohio Revised Code.

Open Enrollment: A person who is enrolled in an Ohio Peace Officer Basic Training program, is not employed by a law enforcement agency and has not received an appointment as a peace officer. OAC 109:2-1-02 (I).

Opening Audit: A review of the application and supporting documents by the Field Agent. This audit must be conducted at least 21 days prior to the first day that OPOTC topics are scheduled to be taught.

Peace Officer: A peace officer is defined in ORC 109.71 (A) and OAC 109:2-1-02 (E).

Prior Equivalent Training Credit: An appointed officer intending to enroll in Peace Officer Basic Training who has successfully completed prior training or education other than under the auspices of OPOTC may request credit for that portion of the basic training course that is equivalent to training previously completed. OAC 109:2-1-12 (B).

Refresher Training: Previously appointed peace officers or Ohio State Highway Patrol troopers who have a break in service greater than one year, but less than four years, will be required to complete a Commission approved refresher training course. Additionally, open enrollment students, who are appointed as peace officers in Ohio after one year but less than two years from the date of the state certification examination, will be required to complete a Commission approved refresher training course. OAC 109:2-1-07 (B)(2) and 109:2-1-12 (D)(2).

School: A Peace Officer Basic Training program for peace officers as certified by the Executive Director of the Commission.

School Number: One OPOTC approval is granted for a class of students, a school number will be assigned that is unique to that individual class. For example, BAS10-025, which includes the type of school (Peace Officer Basic Training), the school year (2010), and the number assigned to that particular class (the 25th Peace Officer Basic Training class of the year 2010).

Signature: Original or electronic signatures are acceptable for all Peace Officer Basic Training forms.

Skills Area: Certain psychomotor skills areas that each student must successfully complete and then pass a practical examination.

Student Performance Objective (SPO): Student Performance Objectives are concepts or particular items within the curriculum upon which the state certification examination is based.

Training Recruits: A training recruit is a full-time employee of a law enforcement agency whose primary duty is to attend and successfully complete Peace Officer Basic Training. Upon completion of their training, the agency appoints them as a peace officer. See OAC 109:2-1-02 (H).

Update/Mandate Training: If a previously appointed peace officer or Ohio State Highway Patrol officer has a break in service greater than one year, but less than 4 years, the officer shall be required to complete any training requirements the General Assembly may have mandated after that officer completed basic training. The OPOTC will issue an Update Training determination and notify the officer's appointing authority if any training updates are required. Alternatively, the officer may preemptively complete the Update Training. School Commanders may conduct Update Training as a stand-alone school, or place update students into a Peace Officer Basic Training class as a "plug in" student. This training also may be taken online through OHLEG.

Section 1

Application & Pre-Opening Organization

This section explains the requirements to be a School Commander or an Instructor and requirements of teaching facilities.

1.1 School Commanders

1.1.1 A person desiring to become a School Commander for any OPOTC approved training program must submit an application to the OPOTC for approval. The School Commander's application must be filed and approved by the OPOTC before any other action may be taken.

1.1.2 A person applying to become a School Commander must be associated with an existing or proposed school. A letter from the CEO of the school attesting to the institution's desire for the person to become a School Commander must accompany the application.

1.1.3 The minimum qualifications for a Peace Officer Basic Training School Commander are established by the Ohio Administrative Code:

a. High school graduate or possession of a General Education Development (GED) certificate;
b. Seven (7) years of experience as a full-time law enforcement officer, including two (2) years as a full-time law enforcement supervisor;
c. Completion of ninety (90) quarter hours or sixty (60) semester hours at an accredited college or university;
d. Three (3) professional references from current police administrators with the rank of lieutenant or above, and;
e. No convictions for a felony offense, a crime of moral turpitude, or any other peace officer disqualifying offense.

OAC 109:2-1-05 (A).

1.1.4 After the application is approved, the applicant must complete a School Commander Orientation conducted by an OPOTC Field Agent. Once completed, the orientation paperwork (including an on-site inspection, if needed) will be forwarded to the OPOTC for final approval and certification. This certification process must be completed before any other action may be taken.

1.1.5 All newly approved School Commanders must attend the next School Commander's Conference.

1.1.6 School Commanders cannot miss two (2) consecutive School Commander's Conferences.

1.1.7 Only OPOTC certified School Commanders may conduct OPOTC approved training programs.

1.1.8 School Commanders approved for a particular school may not permit any other person to function as the School Commander. If the School Commander of records will be absent for an extended period of time (e.g., vacation, illness, etc.), another OPOTC certified School Commander must be designated in writing. This written designation must be submitted to the Field Agent and forwarded to the Commission.

1.1.9 School Commanders may not enroll in any part of a Peace Officer Basic Training School for which they are the School Commander.

1.1.10 If a School Commander intends to conduct two different schools during the same timeframe (e.g., day school in one location and night school in a different location), he must obtain written approval from the Executive Director prior to conducting the schools.

1.2 Teaching Facilities

1.2.1 Only the following organizations may request approval for a Peace Officer Basic Training school; the state, counties, municipal corporations, public districts, technical college districts, and the Department of Natural Resources.

1.2.2 The Ohio Administrative Code requires that, at a minimum, all Peace Officer Basic Training Academies shall have the following facilities and equipment:

a. A classroom with adequate heating, lighting, ventilation and restroom facilities;
b. A chalkboard and chalk, or equivalent;
c. Tables and chairs suitable for writing or seats with an arm for writing;
d. Audio-visual equipment;
e. A lectern, stand, or table for the Instructor's use;
f. A gymnasium or large indoor area for teaching defensive tactics and other physical skills topics supplied with appropriate training safety equipment;
g. Access to an OPOTC approved firearms range;
h. Access to an OPOTC approved driving track;
i. Any other equipment, facilities, program, or software as required by the OPOTC Executive Director.

OAC 109:2-1-08

1.2.3 Facilities must have access to restrooms for men and women.

1.2.4 All classrooms must meet applicable building and fire codes.

1.2.5 The OPOTC Field Agent assigned to a training academy must conduct an on-site inspection and approve the teaching facilities at the following times:

a. When a new facility is proposed;
b. When a previously inspected training site is changed;
c. At any time upon request by OPOTC staff;
d. Every three (3) years.

1.3 Instructors

1.3.1 Only OPOTC certified instructors may teach OPOTC topics during OPOTC approved training programs. The School Commander is responsible for ensuring that each instructor is properly certified on the date and time scheduled to teach in a Peace Officer Basic Training program.

1.3.2 To become an OPOTC certified Peace Officer Basic Training unit instructor, a person must apply to the OPOTC for certification. Instructor applications must be signed by a current OPOTC certified Peace Officer Basic Training School Commander.

1.3.3 The minimum qualifications for a unit instructor in the Peace Officer Basic Training program are established by the Ohio Administrative Code and are as follows:

a. High school graduate or possession of a General Education Development (GED) certificate;
b. Five (5) years of experience as a full-time law enforcement officer;
c. Completion of an OPOTC approved instructor skills training program;
d. Completion of an OPOTC approved instructor-level training program, or other advanced training program for designated topics;
e. Recommendation of a current Peace Officer Basic Training School Commander.

OAC 109:2-1-06(A).

1.3.4 To become an OPOTC certified special subject instructor, a person must apply to the OPOTC for certification. Instructor applications must be signed by a current OPOTC certified Peace Officer Basic Training School Commander.

1.3.5 The minimum qualifications for a special subject instructor in the Peace Officer Basic Training school are established by OAC 109:2-1-06(B) and are as follows:

a. High school graduate or possession of a General Education Development (GED) certificate;
b. Possession of a license in a particular discipline such as medical doctors, attorneys, nurses, judges, teachers of special subjects related to training, etc., or recognition for competency in law enforcement related areas such as probation, corrections, health, fire, drug enforcement, traffic, or other special subject or skill areas in which the person has a minimum of five years of full-time experience and training time in the subject area to be taught, three years of which must be based on full time experience;
c. Recommendation from a current Peace Officer Basic Training School Commander;
d. Special subject instructors may not be approved for the driving or firearms training units and in no case may a special subject instructor be approved for more than five (5) topics in the basic school. In addition, applicants for special subject instructor must complete an OPOTC approved instructor skills training program or possess a

Bachelor's degree in Education. Exceptions include licensed attorneys in the State of Ohio, duly qualified First Aid/CPR/AED instructors and duly qualified Homeland Security Instructors.

1.3.6 An instructor's OPOTC certification must be current and shall not expire prior to the date on which the instructor is scheduled to teach during a school. Instructors who teach Unit 7, First Aid/CPR/AED must also be currently certified with the American Red Cross, American Heart Association, or American Safety & Health Institute and that certification must be current on the date on which the instructor is scheduled to teach during a school. Instructors may only teach topics and/or units for which they have been certified. If any OPOTC topics or units are taught by an expired or non-certified instructor, the class may not be allowed to take the state certification examination until those discrepancies have been corrected.

1.3.7 Ohio Administrative Code Section 109:2-1-04 (E)(2) requires that each Peace Officer Basic School utilize at least ten (10) OPOTC approved instructors. In addition, some topics require a minimum instructor-to-student ratio. The School Commander is responsible for ensuring that the minimum number of instructors is met when preparing the school calendar and when the topics are actually taught. School Commanders must verify instructor credentials, certified topics, and certification numbers.

1.3.8 School Commanders must maintain a copy of the current OPOTC instructor certificate for each instructor who teaches at their academy. In addition, for each OPOTC instructor approved for Unit 7, First Aid/CPR/AED, School Commanders must maintain a copy of the current instructor certification from the American Heart Association, American Red Cross, or American Safety & Health Institute. This file of certificates will serve as a guide for School Commanders during schedule preparation and for substitution purposes. The file of instructor certificates must be available for inspection at any time upon request by OPOTC staff.

1.3.9 The School Commander is responsible for ensuring that instructors use the most current version of lesson plans.

1.3.10 If a guest speaker is invited to teach certain topic areas, an OPOTC certified instructor, in the specific topic, must be present in the classroom at all times. All SPOs must be taught by the OPOTC certified instructors.

1.3.11 Instructors may not enroll as a student in any class in which they are a scheduled instructor.

1.3.12 For information regarding instructor certification renewal, please refer to OAC 109:2-1-06 (C).

1.4 Students

The School Commander must inform each prospective student of the following:

1.4.1 No person convicted of a felony offense may attend any portion of the Peace Officer Basic Training program. This includes felony convictions that have been sealed or expunged by court order.

1.4.2 As part of the enrollment process, a BCI and FBI criminal record check will be conducted on every prospective student. Records that have been expunged or sealed by court order will be opened and reviewed for purposes of attendance in Peace Officer Basic Training and for purposes of appointment as a peace officer.

1.4.3 If the criminal record check reveals a disqualifying arrest or conviction, the OPOTC will notify the student. The student must then submit a certified copy of the final journal entry showing the level of conviction and disposition of the case. If the record has been sealed or expunged, the court order sealing the record of conviction or arrest also will be required. The student must submit the certified copy of the journal entry to the OPOTC Executive Director, who then will consider the matter and issue a letter of determination of eligibility to the student and School Commander.

1.4.4 Prospective students subject to a state or federal weapons disability may not participate in any practical portion of the firearms training, or any classroom training that involves the handling of a firearm, unless and until relieved of the disability. A "yes" answer to any of questions 1 through 18 on the OPOTC Statement of Understanding, SF101unv, will act as a prohibition from the student participating in any practical portion of firearms training or any classroom training that involves the handling of a firearm unless and until the OPOTC Executive Director notifies both the student and the School Commander that the weapons disability issue has been favorably resolved. School Commanders and instructors are responsible for enforcing this rule.

1.4.5 School Commanders must take reasonable measures to ensure students possess a valid driver's license with operational privileges to participate in any practical portion of driving training. School Commanders and instructors are responsible for enforcing this rule. School Commanders also must maintain documents evidencing their efforts, which must be available for review by OPOTC staff upon request.

1.4.6 Prospective students must have attained their 18th birthday prior to the commencement of firearms training. Ohio Revised Code Section 2923.21 (A)(3) provides that persons 18 years of age or older but less than 21 years of age may be furnished a handgun for training purposes provided certain conditions are met. School Commanders and instructors are responsible for ensuring that both the student and the instructor(s) are at all times in full compliance with ORC 2923.21 (A)(3).

1.4.7 Students may not instruct in any part of the Peace Officer Basic Training School in which they are enrolled.

1.5 Credit for Prior Equivalent Training or Education

1.5.1 As provided in OAC 109:2-1-12 (B), students who have been appointed as peace officers and have completed a training program other than under the auspices of the OPOTC may, prior to enrollment in a Peace Officer Basic Training program, request credit for topics in which they may have received similar prior training. The student shall make such request by completing a SF410bas Request for Prior Equivalent Training Analysis form.

1.5.2 The OPOTC Certification Officer will review the request and supporting documentation to determine the topics and amount of hours of training for which credit may be given. The Certification Officer then will send the appointing agency a letter of determination indicating the topics and number of hours for which the student did not receive credit and which must be completed.

1.5.3 After receiving the letter of determination, the officer must present the letter to the School Commander and may enroll in a Peace Officer Basic Training program as a prior equivalent student. He will be required only to attend the topics and hours assigned by the OPOTC letter of determination and must complete all of the training with the same school. Like any other appointed student, prior equivalent students must enroll by the third day of class in which OPOTC topics are taught.

1.5.4 After satisfactorily completing the peace officer basic training hours assigned by the OPOTC, the student must successfully pass the full state certification examination. If the student fails on the first attempt, a second attempt will be scheduled. If the student fails on the second attempt, the student must then take both the entire basic training course and the state certification examination again. The School Commander will schedule the state certification examination and re-test, if required.

1.54 Open enrollment students are not eligible to receive a prior equivalent training analysis.

1.5.6 A student may not change his status as a prior equivalent student once he begins a Peace Officer Basic Training school.

Section 2

Opening Audit

The second phase of the Peace Officer Basic Training program process consists of an opening audit conducted by the OPOTC Field Agent assigned to the region where the training academy is located. An opening audit must be conducted at least 21 days prior to the first day OPOTC topics are taught.

Submission of the Application

At the opening audit, the School Commander will present to the Field Agent all the necessary paperwork, in the order listed below. During the opening audit, the Field Agent will review these forms to ensure compliance with OPOTC requirements.

2.1 School Application, Form SF100unv

2.1.1 This form must be computer-generated or typewritten and completed in its entirety. Incomplete applications will be returned to the School Commander for completion. Each School Application must contain the following:

a. Type of school (Peace Officer Basic Training);
b. Number of firing points on firearms range;
c. The name and contact information of the appropriate requesting official (ORC 109.3 (A)(1));
d. The school name (no abbreviations, use same name throughout the form);
e. The School Commander's name and basic training school commander certificate number (e.g., John A. Doe, BTC 0999);
f. The proposed dates of the school, total hours, and number of students;
g. The number of non-mandatory hours;
h. The days of the week and times classes are to be held;
i. The facility address;
j. The firearms range address;
k. Telephone numbers for the School Commander and the facility, including fax, pager and/or cellular phones;
l. E-mail address for the School Commander and academy;
m. The instructors who are scheduled to teach (NOTE: do not list instructors who are not scheduled to teach) listed alphabetically by last name, first name, middle initial, instructor certificate number, and certificate expiration date (e.g., Doe, John A., BAS 29999, 01/01/20);
n. For each instructor, place a check mark in the applicable box if they are scheduled to teach a skill area;
o. Firearms range safety officers, must appear with an "SO" in the firearms column.

p. For each instructor scheduled to teach Unit 7, First Aid/CPR/AED, School Commanders must submit current instructor certification from the American Heart Association, American Red Cross, or American Safety & Health Institute.

2.1.2 The School Commander must sign the application on the second page. Original or electronic signatures are acceptable.

2.2 School Calendar, Form SF105unv

2.2.1 The School Commander must complete the school calendar using the provided form, SF105unv. The calendar shall contain the topic headings as they appear on the Peace Officer Basic Training Curriculum. Only OPOTC topics are to be listed on the calendar.

2.2.2 The training blocks on the school calendar must include:

a. Date of instruction (e.g., 03/15/10);
b. Day of instruction (e.g., M, T, or W);
c. Number of hours of instruction (e.g., 4);
d. Time (e.g. 6 p.m. to 10:00 p.m. or 1800 to 2200);
e. OPOTC topic number (e.g., Topic 8-5);
f. OPOTC topic title (e.g., Stops & Approaches);
g. For skills areas, indicate if training is to be held in classroom, firearms range, gym, driving track, etc.;
h. The instructor's last name, first name, middle initial and OPOTC instructor certificate (e.g., Doe, John A., BAS 29999); do not use rank or title. Safety Officers are to be indicated by "SO" only (e.g., Doe, John A., SO);
i. If the school utilizes more than one classroom, indicate the building name and classroom number.

2.2.3 The OPOTC requires a minimum number of training hours for mandatory and non-mandatory topics. School Commanders are encouraged to exceed this minimum amount; however, any additional hours a School Commander adds to non-mandatory topics will be factored into the five percent (5%) non-attendance limit. In addition, any additional hours a School Commander adds to a mandatory topic are considered mandatory hours. School Commanders may make, at their discretion, any of the non-mandatory topics mandatory. They may not, however, make any of the mandatory topics non-mandatory.

2.2.4 Training that is scheduled for more than five (5) hours per training day must have at least a 30-minute break period. This break period must be evident on the school calendar and should be scheduled approximately in the middle of the training day. If training exceeds ten (10) hours in a given day, an additional 30-minute break period must be scheduled so that no one block of training time exceeds five (5) consecutive hours without a 30-minute break.

2.2.5 Classes from separate schools may not be joined together for the same training session. For example, if a school has both a daytime program and a concurrent nighttime program, they may not be joined together to share the same classroom and set of instructors. Should a day class and a night class have training at the same facility at the same time (e.g., on a Saturday), they must be scheduled to be in separate classrooms with their own instructor(s).

2.2.6 When scheduling firearms training (both classroom and range), School Commanders should allow sufficient time for criminal records checks to be completed prior to the onset of firearms training. Should a School Commander or student receive notification of a potential disqualifying criminal conviction or weapons disability, the School Commander may not permit the student to participate in any practical portion of firearms training or classroom training that involves the student handling a firearm unless and until the problem has been resolved and the OPOTC Executive Director has notified the student and School Commander that the student is cleared for firearms training.

Note: A student subject to state or federal weapons disability who participates in firearms training, may be in violation of state and federal law, punishable as a felony offense. A School Commander who knowingly allows a student with a weapons disability to participate in firearms training also may be criminally liable.

2.2.7 Unit 4, Firearms, must consist of a minimum of 30 hours of live-fire training on the firing range. The remainder of the OPOTC minimum 60 hours of firearms training may be conducted in the classroom. Training in classrooms set up at the firing range will be counted as classroom training.

2.2.8 Unit 12, Physical Conditioning, must be scheduled in blocks not to exceed two (2) hours on any given day. If more than two (2) hours is needed for the initial assessment, the School Commander must request approval from the Executive Director in writing, stating the basis for his request.

2.2.9 The initial assessment for Unit 12, Physical Conditioning, must be scheduled within the first eighty (80) hours of training. The final Physical Conditioning assessment and retest must be scheduled within the last eighty (80) hours of training. Students who do not pass the final assessment will be given the opportunity for one (1) retest. The Physical Conditioning initial assessment, final assessment, and retest will not count towards the Unit 12 thirty (30) hour minimum requirement. The thirty (30) hour minimum requirement must be met prior to the final assessment. The date and time of the final assessment and retest must be listed on the school calendar. Do not enter the number of hours for the initial assessment, final assessment, and retest.

On the attendance roster, list “P” for present, “A” for absent, “M” for medical extension, or “N” for not applicable for those not requiring a retest. Any Physical Conditioning Assessments extended for medical issues will be conducted at the OPOTA in London, Ohio.

Note: The final PT retest may not be the only class scheduled on the last day OPOTC topics are taught.

2.2.10 The two (2) live drinking sessions in Unit 10-8, Standardized Field Sobriety Testing (SFST) must be held on separate calendar days.

2.2.11 When preparing the school calendar, a minimum of ten (10) OPOTC certified instructors must be scheduled to teach. The School Commander shall consult with the instructors he/she intends to schedule to ensure their availability on proposed dates and to minimize the need for changes to the school calendar. At least ten instructors must be used in each school. No school will be approved with less than ten (10) OPOTC certified instructors in accordance with OAC 109:2-1-04 (E).

2.2.12 No Peace Officer Basic Training School may last more than one (1) year, unless the school is part of a college or university degree-granting program. If the school is part of a college or university degree-granting program, the school shall not last more than two (2) years without the prior written approval of the OPOTC Executive Director.

2.2.13 The School Commander must ensure that the minimum instructor-to-student ratios are met for the practical portions of all skills area. There are no ratios for classroom training of a skills area. The minimum ratios are as follows:

a. Unit 4 Firearms, one (1) OPOTC certified firearms instructor for every five (5) students at the firing line. Either a certified firearms instructor or Safety Officer must be present for all other students not on the firing line. Only an OPOTC certified Peace Officer Basic Training instructor or an OPOTC certified peace officer may be designated as a Firearms Range Safety Officer. No more than two (2) students per firing point may be present at the range during the practical live fire portion of the training. For example, a ten-point range may only have 20 students, (i.e. two relays of 10 students each). A class with 40 students would be split into two squads of 20 students, with each 20 student squad receiving a total of 60 hours of training. The instructor-student ratio does not apply to classroom training. However, a minimum of 30 hours of firearms training must be devoted to the firing range;
b. Unit 5, Driving, one (1) OPOTC certified driving instructor for every four (4) students during each practical session, with one (1) vehicle for every four (4) students, and no more than four (4) students in each vehicle;
c. Unit 6, Subject Control, one (1) OPOTC certified subject control instructor for every ten (10) students during each practical session;
d. Unit 7, First Aid/CPR/AED instructor-to-student ratio and resuscitating mannequin-to-student ration shall be as prescribed by the American Red Cross, American heart Association, or American Safety & Health Institute.
e. Topic 8-5, Stops & Approaches, one (1) OPOTC certified Stops & Approaches instructor for every ten (10) students during each practical session, with two (2) vehicles for every five (5) students, one (1) designated as a suspect vehicle and one (1) designated as a cruiser during, Unknown-Risk and Elevated-Risk vehicle stops and three (3) vehicles for every five (5) students, one (1) designated as a suspect vehicle and two (2) designated as cruisers, during High-Risk vehicle stops.
f. Topic 10-8, SFST, one (1) OPOTC certified SFST instructor for every ten (10) students during live drinking sessions, with at least one (1) drinker for every four (4) students, and at least one (1) safety escort for four (4) drinkers. Moreover, each SFST practical session must consist of a minimum of two (2) SFST instructors; at least one

to supervise the dosing of the drinkers and at least one to supervise the class. Students and scheduled SFST instructors may not act as drinkers or safety escorts. For purposes of this rule, “student” means a student in the class that is training (e.g., “day” students may participate as drinkers or safety escorts in the “night” class and vice versa).

2.3 Student Enrollment List, Form SF110unv

2.3.1 This form lists all students enrolled in the school as of the date of the opening audit. This form must contain the following information:

a. An "X" in the box indicating that the form is "original";
b. The complete name of the school (no abbreviations, use the same name throughout the form);
c. The proposed dates of the school;
d. Each student's name in alphabetical order (last name, first name, middle initial);
e. Each student's social security number and date of birth (e.g., 123-45-6789, 01/01/1999);
f. The student's status, if applicable (e.g., appointed and appointing agency, or if open enrollment, leave blank);
g. The School Commander's signature. Original or electronic signatures are acceptable.

2.3.2 The School Commander shall list non-full-time students separately from full-time students. The Peace Officer Basic Training School is limited to a minimum number of ten (10) students. No proposed Peace Officer Basic Training school will be approved for less than ten (10) students without the prior written approval of the OPOTC Executive Director in accordance with OAC 109:2-1-04 (E). It is the School Commander's responsibility to ensure that the minimum number of students have enrolled prior to scheduling the opening audit with the Field Agent.

2.3.3 If a school adds a non-full-time student after classes have started, the School Commander shall complete a new Student Enrollment List, SF110unv, which lists the new student as well as the rest of the class.

2.3.4 Student enrollment lists are not required as part of the opening audit for Peace Officer Refresher and Update courses.

2.3.5 Stand-alone Peace Officer Refresher and Stand-alone Update courses may be approved for less than ten students.

2.4 Fingerprinting Requirements

2.4.1 Each prospective student listed on the original student enrollment list must submit his/her fingerprints via the National Webcheck Law Enforcement system. This requirement applies to each student, regardless of his/her appointed or open enrollment status. Pursuant to ORC 2953.32 (D)(9), records of conviction that have been sealed pursuant to court order may be reopened and examined to determine eligibility to receive an OPOTC certificate. In accordance with ORC 109.77 (E)(3), no person convicted of a felony, whether sealed or unsealed, will be permitted to attend Peace Officer Basic Training.

2.4.2 The School Commander will provide the student with the OPOTC SF102unv Request for National Webcheck, with instructions to complete the form. The student must take the SF102unv to a National Webcheck site that has law enforcement access and have his/her fingerprints scanned. This must be completed within 90 days of the start date of the school. The student will return the form to the School Commander. The School Commander will submit the completed form for each student listed on the original student enrollment list.

2.4.3 National Webcheck and fingerprint based background investigations are not required for Refresher and Update Courses.

2.4.4 Prior Equivalent students are not required to provide National Webcheck and fingerprint based background investigations to the School Commander, since an SF109unv form has already been submitted to OPOTC at the time the request for prior equivalent training analysis was made.

2.5 Review by Certification Officer

2.5.1 After the Field Agent meets with the School Commander and approves the appropriate documents, the documents will be forwarded to the OPOTC Certification Officer, who also will review the application. If approved, the Certification Officer will issue a distinctive school number and appropriate curriculum code and send an "opening letter" to the School Commander. The opening letter will indicate that the school has been approved and may proceed according to the school calendar. The opening letter also will include the class' curriculum code, which will correspond with the appropriate version of the state certification examination. No school may begin classes unless and until an OPOTC school number has been issued. The OPOTC will not recognize any training class, or portion thereof, conducted prior to the issuance of the opening letter and school number.

2.5.2 If a School Commander does not receive written approval at least five (5) days prior to the first scheduled day of training, the School Commander should contact the assigned Field Agent to inquire as to the status of the application.

2.5.3 If the start date for the school changes for any reason, the assigned school number shall immediately become void and the School Commander must re-apply for a new school number at least 21 days prior to the new start date.

2.5.4 If the application is denied, the School Commander will be notified of the denial and the reasons for it, along with suggested corrective measures to remedy the problem. No application will be approved unless and until any problems have been corrected to the satisfaction of the OPOTC Executive Director.

SECTION 3

ENROLLMENT PACKET

3.1 Forms

No later than the third day of OPOTC topics, the School Commander shall have prepared the enrollment forms.

3.1.1 OPOTC Statement of Understanding, Form SF101unv

The student must complete the form by typing or printing the required information legibly in ink and must include:

a. Student's name (last name, first name, middle initial);
b. Social Security Number (e.g., 123-45-6789);
c. Date of Birth (e.g., 01/01/1999);
d. School name (no abbreviations, use the same name throughout the form);
e. School number;
f. Students must truthfully answer each of the questions:

    1. If the student answers "YES" to any question 1 through 18, the School Commander must verify with the student the accuracy of the response and explain the potential ramifications to the student. In addition, the student must submit a written statement fully explaining the circumstances for each "YES" answer to questions 1 through 18. A "YES" answer to any of questions 1 through 18 will prohibit the student from participating in the practical portion of firearms training or any classroom training that involves the student handling a firearm;

    2. If the student answers "NO" to question 19, the School Commander must confirm with the student whether the student has a valid driver's license. If the student does not have a valid driver's license by the time the practical portion of Unit 5, Driving, is scheduled, the student may not participate in the Unit 5 training, and therefore, will not be eligible to take the state certification examination.

g. Student's signature;
h. Acknowledgement by a Notary Public;
i. The School Commander shall review the form with each student and explain that the student may be subject to criminal charges if the student knowingly provides false information. The School Commander shall explain that each student will be subject to a complete FBI and BCI criminal background check.

3.1.2 Student Enrollment List, Form SF110unv

The School Commander must complete the form by typing the required information and must include:

a. School name (no abbreviations, use the same name throughout the form);
b. School number;
c. "Revised" SF110unv (The original SF110unv was the preliminary Student Enrollment List submitted at the opening audit.);
d. Proposed dates of the school;
e. List of students in alphabetical order, by last name, first name, and middle initial;
f. List all non-full-time students separately at the end by category and alphabetically;
g. If a student is appointed, list the appointing agency or department;
h. If a student is enrolled as open-enrollment, leave "Agency" column blank;
i. School Commander's signature and date. Original or electronic signatures are acceptable.

Any student who was listed on the preliminary SF110unv at the time of the opening audit and has since withdrawn from the school, must not appear on the revised SF110unv. If the School Commander has added any full-time or part-time students since the opening audit, the School Commander must complete a revised Student Enrollment form, SF110unv, which includes the new student(s).

3.1.3 Student Enrollment Form/Certification Record, Form SF115unv

The student must complete the form by typing or printing legibly in ink the required information, including:

a. Student's name (last name, first name, middle initial);
b. Social Security Number (e.g., 123-45-6789);
c. Home address;
d. Date of birth (e.g., 01/01/1999);
e. Place of birth:
f. Home telephone number;
g. Gender;
h. Driver's license number, including issuing state and date of expiration (e.g., mm/dd/yy);
i. If appointed, then appointing agency, agency's address and telephone number, date of appointment, and position or title (all of this information must agree with the SF400adm, Notice of Peace Officer Appointment);
j. Race;
k. Highest level of education completed;
l. Student's status (e.g., basic, refresher, update, etc.);
m. Signature of School Commander;

n. School name (no abbreviations, use the same name throughout the form);
o. School number;
p. Date.

3.1.4 Notice of Peace Officer Appointment, Form SF400adm

The student and appointing authority must complete the form by typing or printing legibly in ink the required information.

The School Commander must ensure that items 1-19 and the notary section are complete.

No appointment will be accepted that contains restrictions or limitations, or provides that the appointment is for a specific period of time (e.g., appointments for training purposes only, until last day of school, etc.) Students placed under such restrictions by their appointing authority must enroll as open enrollment students. Forms not properly completed will be returned for correction.

If the student receives an appointment during the school, he must inform the School Commander of his change in status.

3.1.5 Training Recruit Letter, Form SF118bas

The School Commander must complete the form by typing or printing legibly in ink the required information. As noted above, upon successful completion of basic training, the appointing authority of a training recruit must submit an SF400adm Notice of Peace Officer Appointment form before OPOTC will grant the training recruit a certificate of completion.

3.1.6 OPOTC Student Health Data Form, Form SF114bas

a. The student must complete the form by typing or printing legibly in ink the required information. If the student answers "YES" to any question, the student must provide an explanation for his answer in the space provided. Incomplete explanations will be returned for correction. The student and physician must sign and date the form.
b. OPOTC will only accept physical examinations conducted within six (6) months of the first day of OPOTC topics by a medical doctor (M.D.), osteopath (D.O.), or physician's assistant (P.A.), Certified Nurse Practitioner (CNP) licensed by the Ohio State Medical Board of Nursing. The physician must verify that the student is able to, without limitation, safely function in all phases of strenuous physical training and can safely participate in a physical fitness assessment consisting of sit-ups, push-ups, and timed 1.5 mile run.

3.1.7 OPOTC Student Waiver of Liability and Indemnity Agreement, Form SF103bas

The student must complete the required information on the form by typing or printing legibly in ink. The student must carefully review, sign, and date the form.

3.1.8 OPOTC Student Acknowledgement, Form SF113bas

The student must complete the required information on the form by typing or printing legibly in ink. The student must carefully review, sign, and date the form.

3.1.9 Request for National Webcheck, Form SF102unv

The student must complete the form by typing or printing legibly in ink, the required information including:

a. School name (no abbreviations, use the same name throughout the form);
b. School start date;
c. Student's name (last name, first name, middle initial);
d. Student's alias, if applicable;
e. Student's date of birth (e.g., 01/01/1999);
f. Student's Social Security number (e.g., 123-45-6789);
g. Student's driver's license number;
h. Driver's license issuing state;
i. Student's home address;
j. Name of fingerprinting agency;
k. Student's signature;
l. Date fingerprinted – the background check must have been conducted within 90 days of the start of the school.

3.2 Categories of Students and Paperwork to be Submitted

In preparing the Enrollment Packet, the School Commander shall submit for review, the paperwork in the order of the students' last names as they appear on the SF110unv. School Commanders shall submit one of the following packets for each student, with the forms arranged in the order listed.

3.2.1 Full-Time Basic Peace Officer Students

Appointed Officers:

a. SF115unv – Student Enrollment Form;
b. SF400adm – Notice of Peace Officer Appointment;
c. SF114bas – OPOTC Student Health Data Form, or a letter from the Chief Executive Officer or designated representative of the appointing agency verifying that a current physical examination is on file with the appointing agency;
d. SF103bas – OPOTC Student Waiver of Liability and Indemnity Agreement;
e. SF113bas – OPOTC Student Acknowledgement Form;
f. SF101unv – OPOTC Statement of Understanding;
g. SF102unv – Request for National Webcheck to be attached to SF110 (if not submitted at opening audit).

Open Enrollment Students:

a. SF115unv – Student Enrollment Form;
b. SF114bas – OPOTC Student Health Data Form;
c. SF103bas – OPOTC Student Waiver of Liability and Indemnity Agreement;
d. SF113bas – OPOTC Student Acknowledgement Form;
e. SF101unv – OPOTC Statement of Understanding;
f. SF102unv – Request for National Webcheck to be attached to SF110 (if not submitted at opening audit).

Training Recruits:

a. SF115unv – Student Enrollment Form;
b. SF118bas – Training Recruit Letter;
c. SF114bas – OPOTC Student Health Data Form, or a letter from the Chief Executive Officer or designated representative of the appointing agency verifying that a current physical examination is on file with the appointing agency;
d. SF103bas – OPOTC Student Waiver of Liability and Indemnity Agreement;
e. SF113bas – OPOTC Student Acknowledgement Form;
f. SF101unv – OPOTC Statement of Understanding;
g. SF102unv – Request for National Webcheck to be attached to SF110 (if not submitted at opening audit).

3.2.2. **Non-full-time Students** (To be submitted at time student requests admission to school)

Plug-in Update/Mandate Students (No state certification examination upon completion of training)

a. SF115unv – Student Enrollment Form;
b. OPOTC Letter of determination or "preemptive" letter from officer;
c. SF110unv – Revised Student Enrollment List (if student does not appear on original).

Prior Equivalent Students (State peace officer basic certification examination upon completion of training)

a. SF115unv – Student Enrollment Form;
b. SF101unv – OPOTC State of Understanding;
c. OPOTC Letter of Determination;
d. SF114bas – OPOTC Student Health Data Form, or a letter from the Chief Executive Officer or designated representative of the appointing agency verifying that a current physical examination is on file with the appointing agency (if required to take Unit 4, Firearms or Unit 6, Subject Control);
e. SF103bas – OPOTC Student Waiver of Liability and Indemnity Agreement (if required to take Unit 4, Firearms or Unit 6, Subject Control);
f. SF113bas – OPOTC Student Acknowledgement Form;
g. SF110unv – Revised Student Enrollment List (if student does not appear on original).

Probation Officer/APA Parole Officer/Bailiff Plug-in (firearms only) (no state certification examination)

a. SF115unv – Student Enrollment Form;
b. SF101unv – OPOTC Statement of Understanding;
c. SF103bas – OPOTC Student Waiver of Liability and Indemnity Agreement;
d. SF110pof – Authorization for Probation Officer to carry Firearm; SF119apa – Authorization for Parole Officer to carry Firearm; SF117bbt – Authorization for Bailiff/Court Officer Basic Training;
e. SF110unv – Revised Student Enrollment List (if student does not appear on original).

Section 4

Training Requirements

The Field Agent will arrange with the School Commander, a time to speak to the students and explain the OPOTC requirements necessary for eligibility to take the state certification examination. The School Commander is responsible for explaining any local school policies or requirements.

4.1 Eligibility for the State Certification Examination

4.1.1 Disqualifying Offenses

Students subject to a disqualifying offense, other conviction, or weapons disability that impedes the completion of training will not be permitted to take the state certification examination.

4.1.2 Attendance

a. No student who misses more than five percent (5%) of training hours in non-mandatory topics will be eligible to take the state certification examination;
b. No student who misses any portion of a mandatory topic will be eligible to take the state certification examination.

4.1.3 Skills Areas

No student will be permitted to take the state certification examination unless and until they successfully complete the psychomotor skills assessments in the following units:

a. Unit 4, Firearms;
b. Unit 5, Driving;
c. Unit 6, Subject Control;
d. Unit 7, First Aid/CPR/AED;
e. Topic 8-5 Stops & Approaches;
f. Topic 10-8 Standardized Field Sobriety Testing (SFST);
g. Unit 12, Physical Conditioning;
h. Topic 13-1 HazMat & WMD Awareness for the First Responder;
i. Topic 13-4 Incident Command System (ICS);
j. Topic 13-5 National Incident Management System (NIMS)

The specific requirements for the psychomotor skills assessments are covered in 4.2.

4.1.4 Student Notebooks

As required by OAC 109:2-1-10, all students shall keep a notebook which shall be submitted to the School Commander for inspection. No student shall be permitted to take the state certification examination unless that student has received a satisfactory evaluation of his/her student notebook. Student notebooks shall be available for review by OPOTC staff upon request. The School Commander shall evaluate student notebooks in the following areas:

a. Sufficiency of course content;
b. Organization;
c. Appropriateness of the material;
d. Regularity of entries;
e. Neatness;
f. Accuracy;
g. Legibility.

4.2 Psychomotor Skills Assessments

Each student shall be permitted one attempt at each SPO and one retest if the student fails the initial attempt. Students who fail the initial attempt must be afforded a reasonable amount of remedial training prior to the retest.

4.2.1 Unit 4, Firearms

a. The psychomotor skills assessment for the Firearms unit consists of a number of Student Performance Objectives (SPOs) that each student shall successfully achieve to be eligible for the state certification examination. The 60 hours of firearms training shall include a minimum of 30 hours live-fire training exercises on the range. In addition to passing the SPOs during the course of live-fire training, each student shall fire a minimum of 500 rounds of handgun ammunition, 50 rounds of pelleted shotgun ammunition, and 20 rounds of shotgun slugs. The 50 rounds of pelleted shotgun ammunition may include birdshot for training, but the actual SPOs shall be fired with buckshot or slugs, according to the SPO protocol;
b. The handgun SPOs consist of eight live-fire stages and three non-firing exercises. Student scores are recorded on the SF125unv, Handgun Proficiency Testing Record. Instructors may test each SPO individually or combine them as one comprehensive "qualification" course of fire that is completed on the same day of training. Qualification scores will be a cumulative score of 80% with the exception of "Hip Shooting" SPOs which requires 100%;
c. The shotgun SPOs consist of six live-fire stages and three non-firing exercises. Student scores are recorded on the SF126bas, Shotgun Proficiency Testing Record. SPOs may be tested individually or they may be combined into one comprehensive "qualification" course of fire on the same day of training. The qualification score required for shotgun is 100%.

4.2.2 Unit 5, Driving

The psychomotor skills assessment for the Driving unit consists of SPOs, which are recorded on the SF128bas, Driving Proficiency Testing Record. SPOs may be tested individually, or combined so that the student performs one SPO after the other as part of a comprehensive test.

4.2.3 Unit 6, Subject Control

The psychomotor skills assessment for Subject Control consists of SPOs which are recorded on the SF127bas, Subject Control Proficiency Testing Record. SPOs may be tested individually, or combined so that the student performs one SPO after the other as part of a comprehensive test.

4.2.4 Unit 7, First Aid/CPR/AED

The psychomotor skills assessment for First Aid/CPR/AED shall be as prescribed by the American Red Cross, American Heart Association, or American Safety & Health Institute. SPOs shall be recorded on the SF123bas, First Aid/CPR/AED Proficiency Testing Record.

4.2.5 Topic 8-5, Stops & Approaches

The psychomotor skills assessment for Stops & Approaches consists of SPOs, which are recorded on the SF131bas, Stops & Approaches Proficiency Testing Record. SPOs may be tested individually, or combined so that the student performs one SPO after the other as part of a comprehensive test.

4.2.6 Topic 10-8, Standardized Field Sobriety Testing (SFST)

The psychomotor skills assessment for Standardized Field Sobriety Testing consists of SPOs which are recorded on the SF132bas, Standardized Field Sobriety Test Proficiency Testing Record. SPOs may be tested individually, or combined so that the student performs one SPO after the other as part of a comprehensive test.

4.2.7 Unit 12, Physical Conditioning

a. The psychomotor skills assessment for Unit 12 consists of two assessments: one initial and one final. The initial assessment shall be scheduled within the first 80 hours and is designed to give the students and the instructor(s) a benchmark for each student from which progress can be measured;
b. The physical conditioning final assessment and retest will be attended by the Field Agent assigned to the school or another OPOTC staff member;
c. The School Commander must attend the final physical assessment and retest. The School Commander shall be primarily responsible for maintaining order and coordinating any needed medical attention;
d. In addition to the School Commander, at least one OPOTC certified physical conditioning instructor must be present at any final physical assessment or retest. The School Commander may perform as a physical conditioning instructor if certified to do so, but in those instances a second physical conditioning instructor must also be present in case of medical emergencies or other exigent circumstances requiring the attention of the School Commander;
e. In cases where the School Commander cannot attend a final physical assessment or retest, the School Commander may designate an alternate to attend in his/her place and shall ensure the designee can perform the same role as stated in 4.2.5 (c);
f. The final physical conditioning assessment and retest must be scheduled in the last 80 hours of training and noted on the school calendar SF105unv. In addition, the hours

of final physical assessment (and the retest) do not count toward the minimum required hours of physical conditioning;

g. The date and time of the final assessment and retest must be listed on the student attendance roster SF120; however, the number of hours are not to be entered. List "P" for present, "A" for absent, "M" for medical extension, or "N" for not applicable for those not requiring a retest;
h. In performing the final physical conditioning assessment, the student must complete the timed sit ups, timed push-ups, and timed 1.5 mile run in that order. To pass the assessment, the student must receive a passing score in all three events as established by the student's age and gender. A student's age is determined at the time the student attempts the assessment. Students must perform each event as required by the protocol for that event in the lesson plan. Only OPOTC certified physical conditioning instructors may count repetitions. Failure to receive a passing score on any one event is deemed an overall failure;
i. School Commanders shall allow students sufficient recovery time (at least 48 hours) between the final physical assessment and retest;
j. Any student participating in a retest will be required to complete and pass all three events, even if the student received a passing score on one of the events at the final assessment;
k. Any student who fails to attend a final physical assessment or retest shall be deemed to have failed that particular final physical assessment or retest;
l. In cases of extremely adverse weather conditions, the Field Agent or School Commander will have the authority to reschedule a final physical assessment or retest.

4.2.8 Topic 13-1, HazMat & WMD Awareness for the First Responder

The psychomotor skills assessment for Topic 13-1, HazMat & WMD Awareness for the First Responder, consists of SPOs which are recorded on the SF133bas, HazMat & WMD Awareness Proficiency Testing Record. SPOs may be tested individually, or combined so that the student performs one SPO after the other as part of a comprehensive test.

4.2.9 Topic 13-4, Incident Command System (ICS)

The psychomotor skills assessment for Topic 13-4, Incident Command System (ICS), consists of SPOs which are recorded on the SF134bas, Incident Command System (ICS) Proficiency Testing Record. SPOs may be tested individually, or combined so that the student performs one SPO after the other as part of a comprehensive test.

4.2.10 Topic 13-5, National Incident Management System (NIMS)

The psychomotor skills assessment for Topic 13-5, National Incident Management System (NIMS), consists of SPOs which are recorded on the SF136bas, National Incident Management System (NIMS) Proficiency Testing Record. SPOs may be tested

individually, or combined so that the student performs one SPO after the other as part of a comprehensive test.

4.3 State Certification Examination Eligibility

4.3.1 Ohio Administrative Code 109:2-1-10 (B) states that no student shall participate in the final written examination who has been evaluated as unsatisfactory for units of instruction in Driving, First Aid/CPR/AEP, Firearms, Subject Control Techniques, Physical Training, the student notebook, or any other area designated by the Ohio General Assembly or the Commission.

4.3.2 Any student who has been evaluated as unsatisfactory in any of the above listed areas is ineligible to take the state certification examination with the rest of their class and shall be required to repeat Peace Officer Basic Training in its entirety.

4.3.3 Any student who received a letter requesting a final judgment entry for a criminal record and who has not forwarded the judgment entry will not be eligible to take the state certification examination until that entry has been reviewed by the Executive Director and a letter of determination has been issued to the School Commander and student.

4.4 State Certification Examination (OAC 109:2-1-11)

4.4.1 The OPOTC will prepare and administer a final examination for each student successfully completing Peace Officer Basic Training.

4.4.2 Plug-in Refresher and Prior Equivalent students may be eligible for early final audits upon completion of their required topics and may take the appropriate certification examination prior to the conclusion of their school.

4.4.3 Each student must achieve a passing score as determined by OPOTC to be eligible for certification of completion of Peace Officer Basic Training.

4.4.4 Students who fail the state certification examination will be permitted one (1) retest, to be scheduled by the OPOTC Testing Division.

4.4.5 If the student fails the retest or fails to attend the retest as scheduled, he/she must repeat Peace Officer Basic Training in its entirety to be eligible to take the state certification examination again.

Section 5

On-going Procedures

5.1 Notification of Changes to School Calendar, Form SF185unv

5.1.1 The School Commander shall notify the Field Agent at least 24 hours in advance of any of the following changes to the school calendar:

a. Dates;
b. Topics;
c. Locations;
d. Times;
e. Cancellations;
f. Instructor(s);

Note: The School Commander will revise the school calendar as these changes occur.

5.1.2 The form for notifying the Field Agent is SF185unv, Notification of Changes in Course Schedule. This form shall contain the following information:

a. School name and number (no abbreviations, use the same name throughout the form);
b. Indicate "A" (add), "D" (delete), or "C" (change) in Instructor Change column (if applicable);
c. The original date and time the topic as scheduled;
d. The proposed date and time the topic is to be scheduled;
e. The location of the class;
f. The correct OPOTC topic number and title;
g. The instructor's name (last name, first name and middle initial), OPOTC certificate number and expiration date (e.g., Doe, John A., BAS29999, 01/01/2015);
h. The date the School Commander notified the Field Agent of the proposed change;
i. The School Commander notified the Field Agent of the proposed change;
j. The School Commander's signature. Original or electronic signatures are acceptable.

5.1.3 In instances of an instructor addition or substitution (change), the School Commander shall submit copies of applicable OPOTC certifications attached to SF185 to the Field Agent. In instances of an instructor addition or substitution (change) for Topic 7 First Aid/CPR/AED, the School Commander shall submit copies of the applicable certifying document from the American Red Cross, American Heart Association, or American Safety & Health Institute as well as the OPOTC certification and attach both documents to the SF185 to the Field Agent.

5.1.4 For same day changes, the School Commander shall contact the Field Agent by telephone or by leaving a voice message indicating that a change in the school calendar must occur that day and stating the reason for the change. The School Commander then will prepare and fax the SF185unv form to the Field Agent.

5.1.5 The School Commander shall submit the SF185unv form in its entirety at the closing audit.

5.2 Monitor Classes

5.2.1 The School Commander shall be reasonably available to answer student questions and provide guidance where indicated.

5.2.2 The School Commander and instructors are responsible for maintaining discipline during all training activities.

5.2.3 The School Commander and instructors shall ensure that required instructor/student ratios are met during the practical portion of skills area training. Classroom portions of skill area topics do not require instructor/student ratios.

5.2.4 The School Commander and instructors shall ensure that the latest versions of OPOTC lesson plans are being utilized in class. New lesson plans are released twice a year for schools beginning on or after January 1st and July 1st. Current OPOTC lesson plans are available at our website, www.OhioAttorneyGeneral.gov/OPOTA and selecting "OPOTC Curriculum" under the Courses section.

5.2.5 The School Commander and instructors shall give due regard to safety considerations during all training activities (e.g., dangerous weather conditions).

5.3 Sign-in Sheets, Form SF121unv

5.3.1 The School Commander shall maintain an accurate Student Sign-in Sheet (SF121unv) for each day OPOTC topics are scheduled and make them available for inspection at any time by OPOTC staff.

Note: For Stand-alone Update/Mandate or Refresher, the School Commander shall submit the Student Sign-in Sheet with the closing paperwork submitted to OPOTC.

5.3.2 The sign-in sheets shall contain the following information (see appendix for example of completed form):

a. School name and number (no abbreviations, use same name throughout the form);
b. Date of class;
c. All topic titles, topic numbers, and hours of each topic as scheduled;
d. The total number of hours of the training day (OPOTC topics only);
e. The typewritten name of each student, in alphabetical order (last name, first name, middle initial), with non-full-time students listed separately;
f. The signature of each student next to his/her name;
g. The exact time each student arrives at class for the day (e.g., 7:52 a.m. or 0752);
h. The exact time each student leaves class for a 30-minute break or for an extended amount of time (e.g., court appearances, illness, etc.);
i. The exact time each student re-enters class after a 30-minute break or other extended absences;
j. The exact time each student leaves class at the end of the training day;
k. The signature of each instructor teaching topics listed on the sign-in sheet by alphabetic designator;
l. Indicate instructor by circling letter in the boxes next to the topic and title;
m. If there is not adequate space on the sign-in sheet for multiple sign-in and sign-out times, the student should use the back of the SF121unv to record the additional times;
n. Hours “present” or “absent” for each student.

5.3.3 All scheduled instructors and safety officers shall sign the sign-in sheets at the conclusion of each class.

5.3.4 The School Commander shall verify the accuracy of each sign-in sheet, then sign and maintain it as indicated above.

5.4 Attendance Roster, Form SF120unv

5.4.1 The School Commander shall prepare the attendance roster using the SF120unv, Attendance Roster. The School Commander shall update this form on a weekly basis and keep track of the number of hours and topics that each student must make-up.

5.4.2 The SF120unv shall be completed as follows:

a. School name and number (no abbreviations, use same name throughout the form);
b. School dates;
c. Students listed in alphabetical order (last name, first name, middle initial);
d. Prior Equivalent and Plug-in Students shall be listed on a separate SF120unv with only the dates of attendance listed;
e. Dates of classes shall be listed on the top line of the form (with month/date/year entered in each space);
f. Topic numbers shall be listed for all mandatory topics on the last line of the form. If multiple pages are required due to the number of students, the topic numbers for all mandatory topics shall be listed on all pages;
g. The topic numbers shall be listed for all dates attended by Prior Equivalent and Plug-in students;
h. School Commander's signature and date. Original or electronic signatures are acceptable;
i. Typed name of School Commander;

5.5 Notification of Make-up Hours, Form SF122unv

5.5.1 Whenever it becomes necessary for a student to make-up training that they have missed, the School Commander shall notify the Field Agent at least 24 hours in advance of the make-up session. This notification will be made by using form SF122unv. This form must contain:

a. Student's name (last name, first name, middle initial);
b. Date original class missed;
c. Proposed date of make-up class;
d. Number of hours to be made up;
e. Time of make-up session;
f. OPOTC topic number and title;
g. Instructor name and certificate number (In instances of an instructor change, submit copies of applicable OPOTC instructor's certificate. In instances of an instructor change for Topic 7, First Aid/CPR/AED, submit copies of the OPOTC instructor's certificate and applicable certifying document from the American Red Cross, American Heart Association, or American Safety & Health Institute);
h. Location of make-up session;
i. Date Field Agent was notified;
j. Commander's initials on the form once make-up has been completed.

5.5.2 The SF122unv is a continuing form. When the next student requires make-up hours, the School Commander will follow the same process and complete the next line on the form.

5.5.3 School Commanders shall maintain the SF122unv, Notification of Make-up Hours Form and present it to the Field Agent at the closing audit, along with a separate form SF120unv, Student Attendance Roster and a separate SF121unv, Sign-in sheet for those students required to make-up hours.

5.5.4 If a student arrives late to class and is 15 minutes or less late, the time and missed material may be made up at the end of the class day with the original instructor, if the instructor is willing to do so. If not, the absence will be counted as a half hour.

In this case, the make-up may be noted at the bottom of the Student Sign-In Sheet, SF121unv, and signed by the instructor. No entry is required on the Notification of Make-up Hours, SF122unv. These make-ups may not be done on class breaks.

Example, class time is 1800-2200 hours. Student Jones arrives late and signs in at 1812 hours. The student may stay over with the instructor and sign out 12 minutes after class dismissal.

5.5.5 If the student is more than 15 minutes late, then the time must be made up in a minimum of one-half hour increments at a later time by the original instructor and documented on

the Notification of Make-up, SF122unv and accompanying Student Attendance Roster, SF120unv.

5.5.6 If hours are to be made-up on the same day they were missed, the School Commander shall notify the Field Agent by telephone or voice message in advance and then fax the SF122unv to the Field Agent as soon as possible.

5.5.7 If the hours to be made up are taught by a different instructor, that instructor must teach the entire topic.

5.5.8 Students who must complete skills area make-ups may be combined with other students who missed different hours in the same topic, if the instructor is the same. A memo-to-file signed by the instructor verifying that the students received instruction covering their respective missed material shall be included with the school file and provided for inspection at the closing audit.

5.5.9 If the Student is unable to make up the topics in the original school, all requests to make up hours by attending a different school must be approved by the Executive Director. All make-up sessions must be conducted at a Commission approved site. In these instances, the student must attend the entire block of instruction in the second school regardless of how many hours of instruction were missed in the original school. The original School Commander shall notify the Field Agent in advance and shall complete the Notification of Make-up, SF122unv and Make-up Student Attendance Roster, SF120unv. The second School Commander will ensure that a Sign-In Sheet, SF121unv is completed and returned to the original School Commander where it will be maintained and made available for inspection by OPOTC staff upon request.

5.5.10 All make-up hours must be completed by the last day OPOTC topics are taught in a school.

5.5.11 If, at the time of the closing audit, the School Commander is willing to accommodate a student who has exceeded the five percent (5%) absence limit for non-mandatory OPOTC topics, or if the student has missed any portion of a mandatory topic, the School Commander must:

a. The School Commander must submit a request to the Executive Director to allow a student to make up hours. No make-up hours may be completed without at least the verbal approval of the Executive Director or his designee, followed by a written request. As provided in OAC 109:2-1-09 (B)(1), the student will not be permitted to take the state certification examination until the make-up hours are completed and the student has fully complied with the OPOTC attendance policy;
b. The written request should specify the proposed date of the make-up session, the topic and hours to be taught, and the names of the instructor(s) and student(s) who will complete the make-up session;

c. The SF122unv must be completed and submitted to the Field Agent prior to the approved make-up session; and

d. Upon completion of the make-up session, the School Commander shall present the SF122unv, Notification of Make-up, the SF120unv, Student Attendance Roster, and the SF121unv, Sign-in Sheet, to the Field Agent.

5.6 Extensions

5.6.1 Medical Extensions – Physical Fitness Training and Assessment

a. Students who are injured or develop a medical condition which prohibits them from participating in physical fitness training or the final physical assessment, may not participate in either unless and until the School Commander has received an OPOTC Physical Fitness Assessment Medical Release Form from the student's attending physician indicating the student has been medically cleared to participate in the training or assessment;
b. Students who are unable to obtain a medical release to participate in the final physical fitness assessment prior to the time that it is scheduled, may apply for an extension. The Executive Director will review the paperwork and render a decision about the medical extension request;
c. All physical fitness final assessment extensions must be submitted by the School Commander to the Executive Director through a complete OPOTC Physical Assessment Medical Request form, accompanied by an OPOTC Physical Assessment Medical Examination Form completed by the student's attending physician. For purposes of this rule, attending physician means a medical doctor (M.D.) or osteopath (D.O.) licensed to practice medicine and surgery by the Ohio State Medical Board;
d. No such extensions shall extend beyond one year from the first day of the school;
e. All students receiving a medical extension shall complete their final assessment and/or retest at the OPOTA, in London;
f. To schedule a medical extension assessment at London, the student shall submit a completed OPOTC Medical Release Form to the School Commander. The School Commander will forward this form, a copy of the letter from the executive director or from the executive director's designee granting the request for medical extension, and the OPOTC Physical Fitness Assessment Medical Extension Request form to the Medical Extension Physical Fitness Assessment Coordinator at OPOTC in London;
g. Students must be registered for the Medical Extension Physical Fitness Assessment at least two weeks in advance of the test date;
h. Medical Extension Physical Fitness Assessments, the retest, and any make-ups must be completed prior to the medical extension expiration date;
i. If the student has not successfully completed the final physical fitness assessment by the expiration date of the extension, they will be deemed to have failed the assessment and will not be eligible to take the state certification examination;
j. Students returning from a medical extension who pass the final assessment must complete the state certification examination within 45 days of passing the assessment.

5.6.2 Medical Extensions – Other than Physical Training and Assessment

a. Students who are injured or develop a medical condition during the course of the school and are unable to obtain a medical release in order to complete a topic other than physical fitness or assessment prior to the last day of OPOTC topics, may

request a medical extension for the purpose of completing POBT course requirements.

NOTE: Any non-participation of these topics will be deemed as an absence;

b. The procedure for requesting such a medical extension is as follows:

   1. School Commander provides the student with OPOTC Physical Fitness Assessment Examination Form and an OPOTC Physical Fitness Assessment Medical Release Form;

   2. Student makes appointment with his/her physician (M.D. or D.O.) for an examination. The attending physician completes the OPOTC Physical Fitness Assessment Medical Examination Form;

   3. School Commander completes the OPOTC Physical Fitness Assessment Medical Extension Request Form and submits to OPOTC Executive Director along with the completed OPOTC Physical Fitness Assessment Medical Examination Form;

   4. OPOTC Executive Director will review the paperwork and render a decision about the medical extension. The School Commander and student will be notified of the Executive Director's decision.

c. Students who receive a medical extension for topics other than physical fitness assessment must complete their required training by the extension expiration date. Students who do not complete this training by the expiration date shall be deemed to have failed the school;
d. Prior to the extension expiration date and in time for the required hours to be scheduled by the School Commander and taught, the student shall submit an OPOTC Medical Release Form approved by their attending physician. If the attending physician refuses to clear the student, the student shall be deemed to have failed the school;
e. If approved by the attending physician, the student must arrange to make up the required topics through the School Commander. The School Commander will notify the Field Agent of these scheduled make-ups no less than 24 hours prior to the scheduled topic(s);
f. Upon completion of the required hours, the School Commander shall contact the Field Agent to schedule a closing audit of the student.

5.6.3 Closing Paperwork for Medical Extension Students

a. If the student passes, please submit the following paperwork:

   1. Notification of Make-up Hours (SF122unv);

2. Student Attendance Roster (SF120unv) with only the date(s) and hours for the makeup(s) on it;

3. Student Evaluation Record (SF155bas);

4. PT Assessment Form (SF195bas), if applicable;

5. Copies of all applicable SPO score sheets available for review;

6. Copy of student's OPOTC Medical Release Form;

7. Qualification Form (EX705);

8. Academy Roster (EX710) listing student(s) who will be taking the state certification examination;

9. Closing letter (SF175unv).

b. If the student fails, submit the following paperwork:

1. A written communication on academy letterhead stating the student failed to complete the assessment/SPOs successfully and thus failed the school; and

2. Student Evaluation Record (SF155bas).

5.6.4 Military Extensions

If a member of the National Guard or military reservist is mobilized to active duty in the uniformed services while attending the basic school, the School Commander may request an extension for completion of basic training. The following documentation must be submitted to the Executive Director prior to the activation:

a. A letter from the School Commander requesting the extension to include the date of activation, school name, and school number within ten days of the date of the order;
b. A copy of the military orders; and
c. An audit, conducted with the Field Agent, of the topics and hours completed by the student in the school.

The Executive Director will review the paperwork and render a decision about the military extension request;

If an extension is granted, upon completion of duty, the student will notify the School Commander of his/her return within 60 days of his/her completion date. Prior to permitting the student to return to training, the School Commander will submit a written request to the Executive Director requesting permission to plug the student into a school.

All make-ups must be completed in an OPOTC approved school. A copy of the student's DD214 or Release from Active Duty will be submitted;

A review of the current and original schools' curricula will be conducted in order to determine the hours and topics required for completion by the returning student, in order to be eligible to complete basic training and take the state certification examination; and

In some cases, at the discretion of the Executive Director, it may be in the student's best interest to retake the entire basic training course.

5.7 Class Time

5.7.1 The School Commander shall ensure that instructors teach class for the entire time scheduled for each topic.

5.7.2 Clock hour requirement is based on a 50-minute hour allowing for a 10-minute break per hour. Breaks may not be combined (e.g., in order to shorten the class day, extend lunches, delay starting time, etc.)

5.7.3 Class time may not be used for instructor preparation (e.g., making copies, setting up audio visual equipment, preparing driving course, traveling to and from firearms range, etc.).

5.8 Vehicle Requirements

5.8.1 The School Commander shall ensure that the following requirements are met for all vehicles used during the driving practical:

a. A sedan-type vehicle with a wheel base of a minimum of 107 inches; and
b. A marked vehicle currently owned and operated for patrol by the department of which the appointed student is employed. Only the student employed by the department supplying the vehicle may use the vehicle for the practical exercises, if it does not comply with Section “a”.

5.9 Scheduling the State Certification Examination

5.9.1 After scheduling the closing audit with the Field Agent and not sooner than 45 days prior to the last day of class in which OPOTC topics are taught, the School Commander shall contact the OPOTC Testing Coordinator to schedule an examination date. The examination may not be scheduled sooner than 14 days after the last day of class in which OPOTC topics are taught and no sooner than 10 days after the final audit, except for residential schools. For residential schools, the examination date must be scheduled with the mutual agreement of the School Commander, Field Agent, and Testing Coordinator.

5.9.2 The Testing Coordinator will confirm the examination date by sending Form EX720 to the School Commander.

5.9.3 Any student who needs special accommodations to take the state certification examination must have his/her School Commander submit a completed Special Testing Accommodation Request/Checklist, EX735, to the OPOTC Executive Director. Requests for special needs examination must be made by the School Commander and should be submitted as soon as possible, but not later than 45 days prior to the last day in which OPOTC topics are taught. Along with the completed EX735, the School Commander shall submit the following documentation:

a. A description of the student's specific disability and the special accommodations requested. Such accommodation can include a request for an extended time limit, an oral examination, or both and detailed explanation of why these accommodations are needed;
b. A current (within three years) written diagnosis from a licensed physician, psychologist, or other qualified professional stating the student's specific disability and the specific nature of the disability or:

    1. An Individual Education Plan (IEP) or;

    2. A Multi-Functional Evaluation (MFE).

c. The Executive Director will review the request and inform the testing staff of his/her decision;
d. The OPOTC Testing Coordinator will then notify the School Commander of the Executive Director's decision;
e. If the request has been approved, the Testing Coordinator will schedule a test date with the School Commander;
f. Special needs examinations will be conducted at the OPOTA campus in London, Ohio, on an individual basis.

5.10 Collect and Grade Student Notebooks

5.10.1 The School Commander shall evaluate the students' notebooks as either satisfactory or unsatisfactory. If unsatisfactory, enter "X" in the applicable column (NB for Notebook) on the SF155bas, Student Evaluation Form.

5.10.2 Return notebooks to students after evaluating them.

5.11 Collect All SPO Score Sheets

5.11.1 The School Commander shall ensure that all skill area SPO score sheets have been properly completed by the student and instructor.

5.11.2 The School Commander shall ensure that the SPO scores sheets for each student corresponds to the Curriculum Code for the school the student attended.

5.11.3 The School Commander shall verify that the instructor signs each SPO score sheet. Original signatures are required; no stamped signatures will be accepted.

5.11.4 SPO score sheets shall be categorized by skills area and arranged alphabetically to correspond with the Student Attendance Roster, SF120unv.

5.11.5 The School Commander shall keep on file the original SPO score sheets for Driving, Firearms, First Aid/CPR/AED, HazMat & WMD Awareness for the First Responder, Incident Command System (ICS), National Incident Management System (NIMS), Subject Control, Standardized Field Sobriety Testing (SFST), and Stops & Approaches. These shall be made available for review by the Field Agent at the closing audit or at any time upon request.

5.11.6 The original copy of the Physical Conditioning score sheets (SF195) shall be submitted with the closing packet. The School Commander should keep copies of these forms for his/her school file.

5.12 Records Management

School Commanders are strongly encouraged to consult with legal counsel regarding their responsibility to maintain sign-in sheets, SPO score sheets, and other school records for each student who attends Peace Officer Basic Training. For example, you may be requested for copies of sign-in sheets or SPO score sheets for eighteen months. See OAC 109:2-3-10 (A)(1).

Section 6

Closing Audit

Prior to the last day of class in which OPOTC topics are taught, the School Commander shall contact the Field Agent to schedule a final or closing audit. The closing audit must be conducted after the last day of class in which OPOTC topics are taught and no later than 10 days prior to the scheduled state certification examination. School Commanders of residential schools may deviate from this time requirement with the mutual agreement of the Field Agent and the Testing Coordinator. Any errors, omissions, or discrepancies in the closing paperwork shall be corrected before the closing documents are submitted to the OPOTC Certification Officer for final review and approval.

6.1 Full-Time Students

6.1.1 The appropriate paperwork for full-time Peace Officer Basic Training Students shall be submitted to the Field Agent at the closing audit. All closing documents submitted shall be original and either computer-generated or typed. All computer-generated forms shall follow the OPOTC format and contain the same information. The forms to be submitted are as follows:

6.1.2 SF105unv – Revised School Calendar. This form shall include all dates, times, topics and instructors as it was actually conducted.

6.1.3 SF185unv – Notification of Change in Schedule

6.1.4 SF120unv – Student Attendance Roster

6.1.5 SF121unv – Student Sign-in Sheets. The School Commander shall keep the sign-in sheets on file and make them available for review by the Field Agent at the closing audit.

6.1.6 SF122unv – Notification of Make-up Hours. This form shall include a separate SF120unv, Student Attendance Roster, listing only the make-up hours for each student who was required to make up any portion of a training session.

6.1.7 SF155bas – Student Evaluation Record

This report must be compiled and maintained during the course of the school.

The School Commander shall submit a hard copy of the form at closing.

The School Commander shall submit a completed electronic version thereafter, to include state certification scores for all students, by e-mail to OPOTA@OhioAttorneyGeneral.gov with the annual report no later than January 31st the following year.

Medical and military extension students shall be recorded as such on the hardcopy of the SF155 at closing. If these students later become eligible for the state certification examination, the School Commander will submit a supplemental completed electronic version of the form to OPOTA@OhioAttorneyGeneral.gov within two weeks of their initial exam or retest.

SF155bas form shall be completed as follows:

a. School name (no abbreviations);
b. School number;
c. Dates of school;
d. Student names including all students enrolled by the third day of OPOTC topics (listed in alphabetical order by last name, first name, middle initial);
e. Last 4 digits of the student's social security number;
f. Mark student's sex (gender) with an "X";
g. Mark student's ethnicity with an "X";
h. Mark student's age group with an "X";
i. Mark student's status at closing with an "X" (OE open enrollment or SO sworn officer);
j. If the student failed any of the skills areas, mark with an "X"; otherwise, leave blank;
k. If the student dropped out, withdrew, was excused, etc. mark with an "X"; otherwise leave blank;
l. If the student is granted a medical extension, mark with an "X"; otherwise, leave blank;
m. When the student completes training following a medical extension or fails to complete training following a medical extension (e.g., the student chooses not to participate), mark with an "X" under medical extension completed. Be sure to complete the remaining blocks;
n. If the student is granted a military extension, mark with an "X"; otherwise, leave blank;
o. When the student completes training following a military extension or fails to complete training following a military extension (e.g., does not contact the School Commander upon return to complete training) mark with an "X" under military extension completed. Be sure to complete the remaining blocks;
p. Enter the total percentage of non-mandatory OPOTC topics the student missed. This is calculated by dividing the number of non-mandatory hours missed by the total number of non-mandatory hours. Students who miss more than five percent (5%) of OPOTC non-mandatory topics are not eligible to take the state certification examination;
q. If the student is eligible to take the state certification examination, mark "Y". If the student is not eligible to take the state certification examination, mark "N".

6.1.8 SPO Score sheets for Driving, Firearms, First Aid/CPR/AED, HazMat & WMD Awareness for the First Responder, Incident Command System (ICS), National Incident

Management System (NIMS), Physical Conditioning, Subject Control, Standardized Field Sobriety Testing (SFST), and Stops & Approaches. The original Physical Conditioning SPO score sheets shall be submitted to OPOTC along with the closing paperwork.

6.1.9 SF175unv – Closing Letter

6.1.10 EX705 – Qualification Form. This form shall be completed as follows:

a. Complete entire form;
b. All Peace Officer Basic Training and Plug-in Refresher schools must be audited by an OPOTC Field Agent prior to the state certification examination. Stand-alone Refresher schools must be reviewed by an OPOTC Certification Officer prior to the state certification examination. The OPOTC representative shall sign and date the EX705 form in order for the school to be eligible to test;
c. Send the signed EX705 to the Testing Coordinator at least 48 business hours prior to the scheduled test date;
d. A copy of the EX705 must be sent with the closing paperwork to the OPOTC Certification Officer through the Field Agent.

6.1.11 EX710 Academy Roster. This form should be completed as follows:

a. Complete the entire form, listing student names alphabetically by last name, first name, and middle initial;
b. List Prior Equivalent students alphabetically with full-time students, if not closed out earlier;
c. The form shall be typed or computer-generated;
d. List only those students who are eligible to test and who will be attending on that particular test date;
e. List Plug-in Refresher students under the “Student Taking Plug-in Course/Exam” section on the back of the form;
f. Send signed EX710 to the Testing Coordinator at least 48 business hours prior to the scheduled date;
g. A copy of the EX710 shall be sent with the closing paperwork to the OPOTC Certification Officer through the Field Agent.

6.2 Plug-in Refresher Students (Stand-alone Academies refer to Section 9)

6.2.1 The appropriate paperwork for Plug-in Refresher students shall be submitted to the Field Agent at the closing audit, if not submitted earlier. All closing documents submitted shall be original and either computer-generated or typed. All computer-generated forms shall follow the OPOTC format and contain the same information. The forms to be submitted are as follows:

6.2.2 SF105unv – revised School Calendar. This form shall include all dates, times, topics, and instructors as it was actually conducted;

6.2.3 SF185unv – Notification of Change in Schedule (if applicable);

6.2.4 SF120unv – Student Attendance Roster. List only the dates that refresher topics were taught. List topic numbers on the last line of the SF120unv;

6.2.5 SF121unv – Student Sign-in Sheets. The School Commander shall keep the sign-in sheets on file and make them available for review by the Field Agent at the closing audit;

6.2.6 SF122unv – Notification of Make-up Hours. This form shall include a separate SF120unv, Student Attendance Roster, listing only the make-up hours for each student who was required to make up any portion of a training session (if applicable).

6.2.7 SF155bas – Student Evaluation Record. This report should be compiled and maintained during the course of the school. The School Commander shall submit a hardcopy of this form at closing. This form shall be completed as follows:

a. School name (no abbreviations, use the same name throughout the form);
b. School number;
c. Dates of school;
d. Student names including all students enrolled by the third day of OPOTC topics (listed in alphabetical order by last name, first name, middle initial);
e. Last 4 digits of the student's social security number;
f. Mark student's sex (gender) with an "X";
g. Mark student's ethnicity with an "X";
h. Mark student's age group with an "X";
i. Mark student's status at closing with "X" (OE open enrollment or SO sworn officer);
j. If the student failed the notebook portion of the skills areas, mark with an "X"; otherwise, leave blank;
k. If the student dropped out, withdrew, was excused, etc., mark with an "X"; otherwise, leave blank;
l. If the student is granted a medical extension, mark with an "X"; otherwise, leave blank;

m. When the student completes training following a medical extension, or fails to complete training following a medical extension (e.g., the student chooses not to participate), mark with an "X" under medical extension completed. Be sure to complete the remaining blocks;
n. If the student is granted a military extension, mark with an "X"; otherwise, leave blank;
o. When the student completes training following a military extension or fails to complete training following a military extension (e.g., does not contact the School Commander upon return to complete training), mark with an "X" under military extension completed. Be sure to complete the remaining blocks;
p. As all Refresher hours are mandatory, enter "0";
q. If the student is eligible to take the state certification examination, mark "Y". If the student is not eligible to take the state certification examination, mark "N";

6.2.8 SF175unv - Closing Letter

6.2.9 EX705 – Qualification form. This form should be completed as follows:

a. Complete entire form;
b. All Peace Officer Basic Training and Plug-in Refresher schools shall be audited by an OPOTC Field Agent prior to the state certification examination. Stand-alone refresher schools must be reviewed by an OPOTC Certification Officer prior to the state certification examination. The OPOTC representative shall sign and date the EX705 in order for the school to be eligible to test;
c. Send the signed EX705 to the Testing Coordinator at least 48 business hours prior to the scheduled test date;
d. A copy of the EX705 shall be sent with the closing paperwork to the OPOTC Certification Officer through the Field Agent.

6.2.10 EX710 – Academy Roster. The form should be completed as follows:

a. Complete the entire form, listing student names alphabetically by last name, first name, and middle initial;
b. The form shall be typed or computer-generated;
c. List only those students who are eligible to test and who will be attending on that particular test date;
d. List Plug-in Refresher students alphabetically under the "Student Taking Plug-In Course/Exam" section on the back of the form;
e. Send the signed EX710 to OPOTC Testing Coordinator at least 48 hours prior to the scheduled test date;
f. A copy of the EX710 shall be sent with the closing paperwork to the OPOTC Certification Officer through the Field Agent.

6.3 Prior Equivalent Students

6.3.1 The appropriate paperwork for prior equivalent students shall be submitted to the Field Agent at the closing audit, if not submitted earlier. All closing documents submitted shall be original and be computer-generated or typed. All computer-generated forms shall follow the OPOTC format and contain the same information. The forms to be submitted are as follows:

6.3.2 SF105unv – Revised School Calendar. This form shall include all dates, time, topics, and instructors as it was actually conducted.

6.3.3 SF185unv – Notification of Change in Schedule.

6.3.4 SF120unv – Student Attendance Roster. List only the dates that topics applicable to the prior equivalent student(s) were taught. List topic numbers on the last line of the SF120unv. Since prior equivalent students essentially have their own curriculum, each prior equivalent student shall have a separate Student Attendance Roster, SF120unv.

6.3.5 SF121unv – Student Sign-In sheets. The School Commander shall keep the sign-in sheets on file and make them available for review by the Field Agent at the closing audit.

6.3.6 SF122unv – Notification of Make-up Hours. This form shall include a separate SF120unv, Student Attendance Roster, list only the make-up hours for each student who was required to make up any portion of a training session.

6.3.7 SF155bas – Student Evaluation Record. This report should be compiled and maintained during the course of the school and include the scheduled state certification examination and retest. The School Commander shall submit a hardcopy of this form at closing. This form shall be completed as follows:

a. School name (no abbreviations, use the same name throughout the form);
b. School number;
c. Dates of School;
d. Student Names including all students enrolled by the third day of OPOTC topics (listed in alphabetical order by last name, first name, middle initial);
e. Last 4 digits of the student's social security number;
f. Mark student's sex (gender) with an "X";
g. Mark student's ethnicity with an "X";
h. Mark student's age group with an "X"
i. Mark student's status at closing with an "X" (SO for sworn officer);
j. If the student failed any of the skills areas, mark with an "X"; otherwise, leave blank;
k. If the student dropped out, withdrew, was excused, etc., mark with an "X"; otherwise, leave blank;

l. If the student is granted a medical extension, mark with an "X"; otherwise, leave blank;
m. When the student completes training following a medical extension or fails to complete training following a medical extension (e.g., the student chooses not to participate), mark with an "X" under medical extension completed. Be sure to complete the remaining blocks;
n. If the student is granted a military extension, mark with an "X"; otherwise, leave blank;
o. When the student completes training following a military extension or fails to complete training following a military extension (e.g., does not contact the School Commander upon return to complete training), mark with an "X" under military extension completed. Be sure to complete the remaining blocks;
p. Enter the total percentage of non-mandatory OPOTC topics the student missed. This is calculated by dividing the number of non-mandatory hours missed by the total number of non-mandatory hours. Students who miss more than five percent (5%) of OPOTC non-mandatory topics are not eligible to take the state certification examination;
q. If the student is eligible to take the state certification examination, mark "Y". If the student is not eligible to take the state certification examination, mark "N".

6.3.8 SPO score sheets for Driving, Firearms, First Aid/CPR/AED, HazMat & WMD Awareness for the First Responder, Incident Command System (ICS), National Incident Management System (NIMS), Subject Control, Standardized Field Sobriety Testing (SFST), and Stops & Approaches, if applicable.

6.3.9 SF175unv – Closing Letter

6.3.10 EX705 – Qualification Form. This form should be completed as follows:

a. Complete the entire form;
b. All Peace Officer Basic Training schools must be audited by a Field Agent prior to the state certification examination. The OPOTC representative shall sign and date Form EX705 in order for the school to be eligible to test;
c. Send the signed EX705 to the Testing Coordinator at least 48 business hours prior to the scheduled test date;
d. A copy of the EX705 shall be sent with the closing paperwork to the Certification Officer through the Field Agent.

6.3.11 EX710 – Academy Roster. This form should be completed as follows:

a. Complete the entire form, listing student names alphabetically by last name, first name, and middle initial;
b. List Prior Equivalent Students alphabetically with full-time students, when testing with entire class;
c. The form must be typed or computer-generated;
d. List only those students who are eligible to test and who will be attending on that particular test date;

e. Send signed EX710 to OPOTC Testing Coordinator at least 48 business hours prior to the scheduled test date; and
f. A copy of the EX705 shall be sent with the closing paperwork to the Certification Officer through the Field Agent.

6.4 Plug-In Update/Mandate Students

6.4.1 The appropriate paperwork for Plug-In Update/Mandate students shall be submitted to the Field Agent at the closing audit, if not submitted earlier. All closing documents submitted shall be original and either computer-generated or typed. All computer-generated forms shall follow the OPOTC format and contain the same information. The forms to be submitted are as follows:

6.4.2 SF105unv – revised School Calendar. This form must include all applicable dates, times, topics, and instructors as it was actually conducted.

6.4.3 SF185unv – Notification of Change in Schedule, if applicable.

6.4.4 SF120unv – Student Attendance Roster. List only the dates that topics applicable to the Plug-in Update/Mandate student(s) were taught. List topic numbers on the last line of the SF120unv.

6.4.5 SF121unv – Student Sign- Sheets. The School Commander shall keep the sign-in sheets on file and make them available for review by the Field Agent at the closing audit.

6.4.6 SF122unv – Notification of Make-up Hours, if applicable. This form shall include a separate SF120unv, Student Attendance Roster, listing only the make-up hours for each student who was required to make up any portion of a training session, if applicable.

6.4.7 SF175unv – Closing Letter

6.5 Probation/Parole Officers/Bailiff

6.5.1 The appropriate paperwork for probation or parole officers and bailiffs shall be submitted to the Field Agent at the closing audit. All closing documents submitted shall be original and either computer-generated or typed. All computer-generated forms shall follow the OPOTC format and contain the same information. The forms to be submitted are as follows:

6.5.2 SF105unv – revised School Calendar. This form must include all applicable dates, times, topics, and instructors as it was actually conducted.

6.5.3 SF185unv – Notification of Change in Schedule, if applicable.

6.5.4 SF120unv – Student Attendance Roster. List only the dates that handgun-related training was conducted. List topic numbers on the last line of SF120unv.

6.5.5 SF121unv – Student Sign-in Sheets. The School Commander shall keep the sign-in sheets on file and make them available for review by the Field Agent at the closing audit.

6.5.6 SF122unv – Notification of Make-up Hours, if applicable. This form shall include a separate SF120unv, Student Attendance Roster, listing only the make-up hours for each student who was required to make up any portion of a training session, if applicable.

6.5.7 SPO Score Sheets for handgun.

6.5.8 SF175unv – Closing Letter

Section 7

Post State Certification Examination

7.1 Post State Certification Examination

7.1.1 The Testing Coordinator will contact the School Commander with the test results. The examination results will be released only to the School Commander or a designated contact person.

7.1.2 The Testing Coordinator will score the examination and notify the School Commander of the scores within five (5) business days following the examination. Neither the School Commander nor the students shall call the Testing Coordinator to inquire about test results. The School Commander or designated contact person will be notified as soon as test results are available.

7.1.3 All requests, including those pertaining to testing arrangements or examination results, must be made by the School Commander or designated person only. Under no circumstances shall a School Commander instruct a student to contact the Testing Coordinator or the OPOTC London office.

7.1.4 Students who fail the examination will be permitted one retest. The retest will be scheduled by the Testing Coordinator to take place within two weeks of the original test date. This also applies to no-shows with one retest remaining. The School Commander will be notified of the retest date at the same time the School Commander receives the test results.

7.1.5 Students who fail the retest must repeat the entire Peace Officer Basic Training course in order to take the examination again.

Section 8

Post-Closing Procedures

8.1 Certification of Students

8.1.1 The OPOTC Certification Officer will review all documents submitted in the closing audit.

8.1.2 Peace Officer certificates will be issued only to students who have received Ohio Peace Officer appointments.

8.1.3 Certificates will be returned to the School Commander for his/her signature.

8.1.4 The School Commander is responsible for distributing certificates to the students.

8.1.5 Letters of completion will be issued for open enrollment students and will be mailed directly to the student. Open enrollment students who received out-of-state appointments will not receive an OPOTC Peace Officer certificate.

8.1.6 Each student who attended training as a training recruit but has not submitted an appointment form will not receive a certificate of completion.

8.1.7 Update letters and prior equivalent certificates of completion will be sent to the appointing authority.

8.1.8 Certificates issued to Refresher students who were open enrollment students appointed after more than one year but less than two years will be forwarded to the original School Commander for his/her signature.

8.2 Certification Criteria

8.2.1 Ohio Administrative Code Section 109:2-1-07 establishes the criteria for the Executive Director to issue a certificate of completion. School Commanders must inform all open enrollment students of the following provisions:

a. If an open enrollment student is appointed as a Peace Officer in Ohio less than one year after the date he/she passed the state certification examination, the student must complete any additional training requirements mandated since completion of his/her basic training. This must occur before a certificate of completion will be awarded. The student may not perform the functions of a Peace Officer until the certificate is awarded;
b. If an open enrollment student is appointed as a Peace Officer in Ohio after one year but less than two years from the date of the state certification examination, he/she will be required to complete the OPOTC Basic Refresher training course and any additional training requirement mandated before the student may perform the functions of a Peace Officer. Upon successful completion of the Refresher training, a Peace Officer Certificate of Completion will be awarded. If the student does not complete Refresher training in one year of the appointment date, the student shall not be eligible to receive a Peace Officer Certificate of Completion and will be required to repeat the entire Peace Officer Basic Training course and pass the state certification examination to become eligible for a certificate of completion;
c. If an open enrollment student is appointed as a Peace Officer in Ohio more than two years after the date of the state certification examination, he/she will be required to complete the entire Peace Officer Basic Training course and pass the state certification examination before he/she may perform the functions of a Peace Officer.

8.2.2 School Commanders must inform all prior equivalent students of the following:

a. Upon satisfactorily completing the peace officer basic training hours assigned by OPOTC, the student must successfully pass the full state certification examination.
b. Prior equivalent students who fail the examination will be permitted one retest.
c. Prior equivalent students who fail the retest must then take the entire peace officer basic training course in order to take the state certification examination again.

8.3 Annual Report (SF210bas)

8.3.1 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. This report is to be submitted by e-mail to OPOTA@OhioAttorneyGeneral.gov and a signed hard copy mailed to OPOTA in London, no later than January 31st of the following year.

a. This annual report shall include the accumulated date from all approved schools which have been completed in the reporting year. The completion date shall be considered the day of the scheduled initial certification exam. If, for example, a school started in late 2009, but did not test until 2010, it would be included in the 2010 Academy Annual Report. If a school started in late 2010, but does not test until 2011, it shall be included in the 2011 Academy Annual report;
b. One annual report shall be submitted by each sponsoring institution, (e.g., college, vocational learning center). For example, if ACME Community College had two School 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.

8.3.2 The SF200bas – Academy CEO Report identifies the Chief Executive Officer of the Agency or institution and affiliated School Commander(s). This report shall be submitted with the SF201bas – Academy Annual Report by e-mail to OPOTA@OhioAttorneyGeneral.gov and a signed hardcopy mailed to OPOTA in London, no later than January 31st of the following year. Any change in the Chief Executive Officer, affiliated School Commander(s), phone numbers, addresses, etc., shall be reported to the Executive Director immediately.

8.3.3 The SF155bas – Student Evaluation Record. This report should be compiled and maintained during the course of the school and include the scheduled state certification examination and retest. The School Commander shall submit the electronic version of this form for all approved schools which have been completed in the reporting year with the annual report no later than January 31st of the following year.

Section 9

Stand-Alone Refresher & Update Training

School Commanders may conduct the Refresher course as a stand-alone school or add "plug-in" students to a Peace Officer Basic Training class. However, students so placed must attend all of the class hours of each Refresher topic as that topic is scheduled in the Peace Officer Basic Training Program. In addition, if a School Commander chooses to add hours to a Refresher topic, the student must attend all of the hours of the Refresher topic. At the conclusion of the required Refresher topics, the student must complete the state Refresher Certification Examination. Officers required to complete Refresher School may not enroll in a Refresher School until their appointing authority has received the OPOTC Refresher Training determination letter. In addition, officers must complete all refresher topics within the same school. All topics and hours are mandatory.

9.1 Opening Audit/Submission of the Application

The application for either a stand-alone Refresher or Stand-Alone Update Training school must be sent directly to the Certification Officer in London and postmarked at least 21 days prior to the first day of training. The Certification Officer will review this form to ensure compliance with OPOTC requirements.

9.1.1 School Application, Form SF100unv

This form shall be computer-generated or typewritten and completed in its entirety. Incomplete applications will be returned to the School Commander for completion. The application must contain the following information:

a. Type of school (Peace Officer Basic Training);
b. The name and contact information of the appropriate requesting official (ORC 109.73 (A)(1));
c. The school name (no abbreviations, use same name throughout the form);
d. The School Commander's name and basic training School Commander certificate number (e.g., John A. Doe, BTC 0999);
e. The proposed dates of the school, total hours, and number of students;
f. The days of the week and times classes are to be held;
g. The facility address;
h. Telephone numbers for the School Commander and the facility, including fax, pager and/or cellular phones;
i. E-mail address for the School Commander and academy;
j. The instructors who are scheduled to teach (Note: do not list instructors who are not scheduled to teach) listed alphabetically by last name, first name, middle initial, instructor certificate number, and certificate expiration date (e.g., Doe, John A., BAS 29999, 01/01/20);

k. For each instructor scheduled to teach Topic 8-5, Stops & Approaches, place a check mark in the applicable box.
l. The School Commander must sign the application on the second page. Original or electronic signatures are acceptable.

9.1.2 School Calendar, Form SF105unv

The School Commander must complete the School Calendar using the provided form, SF105unv. The calendar shall contain the topic headings as they appear on the Peace Officer Basic Training Curriculum. Only OPOTC topics are to be listed on the calendar.

The training blocks on the school calendar must include:

a. Date of instruction (e.g., 03/15/10);
b. Day of instruction (e.g., M, T, or W);
c. Number of hours of instruction;
d. Time (e.g., 6 p.m. to 10:00 p.m. or 1800 to 2200);
e. OPOTC topic number (e.g.; Topic 8-5);
f. OPOTC topic title (e.g., Stops & Approaches);
g. The instructor's last name, first name, middle initial, and OPOTC instructor certificate number (e.g., Doe, John A., BAS29999); do not us rank or title; and
h. If the school utilizes more than one classroom, indicate the building name and classroom number.

9.1.3 The School Commander shall consult with the instructors he/she intends to schedule to ensure their availability on proposed dates and to minimize the need for changes to the school calendar.

9.1.4 No Basic Refresher and Update Training Schools may last more than two weeks, unless prior approval has been granted by the Executive Director.

9.1.5 All hours in Peace Officer Basic Refresher and Update Training Schools are mandatory. School Commanders are encouraged to exceed this minimum amount; however, any additional hours a School Commander adds shall be considered mandatory hours.

9.1.6 Training that is scheduled for more than five (5) hours per training day, must have at least a 30-minute break period. This break period must be evident on the school calendar and should be scheduled approximately in the middle of the training day. If training exceeds ten (10) hours in a given day, an additional 30-minute break period must be scheduled so that no one block of training time exceeds five (5) consecutive hours without a 30-minute break.

9.1.7 Classes from separate schools may not be joined together for the same training session. For example, if a school has both a daytime program and a concurrent nighttime program, they may not be joined together to share the same classroom and set of instructors.

Should a day class and a night class have training at the same facility at the same time (e.g., on a Saturday), they must be scheduled to be in separate classrooms with their own instructor(s).

9.1.8 Topic 8-5, Stops & Approaches in refresher training is intended as a review for refresher students. The student will demonstrate basic principles for conducting vehicle stops in situations of varying risk, however, it is not necessary for the student to successfully pass the practical exercises to sit for the refresher certification examination. The practical exercises may be tested individually, or combined so that the student performs one practical exercise after the other as part of a comprehensive review. During each practical exercise the instructor-to-student ratio is one (1) OPOTC certified Stops & Approaches instructor for every ten (10) students, with two (2) vehicles for every five (5) students, one (1) designated as a suspect vehicle and one (1) designated as a cruiser, during Unknown-Risk and Elevated-Risk vehicle stops and three (3) vehicles for every five (5) students, one (1) designated as a suspect vehicle and two (2) designated as cruisers, during High-Risk vehicle stops.

9.1.9 Review by Certification Officer

If approved, the Certification Officer will issue a distinctive school number and appropriate curriculum code to the school and will send an opening letter to the School Commander. The opening letter will indicate that the school has been approved and may proceed according to the school calendar. Upon receipt of the opening letter, the School Commander shall contact the Testing Coordinator to schedule the state certification examination. No school may begin classes unless and until an OPOTC school number has been issued. The OPOTC will not recognize any training class, or portion thereof, conducted prior to the issuance of the opening letter and school number.

9.1.10 If a School Commander does not receive written approval at least five (5) days prior to the first scheduled day of training, the School Commander should contact the Certification Officer to inquire as to the status of the application.

9.1.11 If the start date for the school changes for any reason, the assigned school number shall immediately become void, and the School Commander must re-apply for a new school number and the application must be postmarked at least 21 days prior to the new start date.

9.1.12 If the application is denied, the School Commander will be notified of the denial and the reason(s) for it, along with suggested corrective measures to remedy the problem. No application will be approved until all problems have been corrected.

9.2. On-going Procedures

9.2.1 Notification of Changes to School Calendar

The School Commander shall notify the Field Agent, by way of the SF185, at least 24 hours in advance of any changes to the school calendar.

For same day changes, the School Commander shall contact the Field Agent by telephone or by leaving a voice message indicating that a change in the school calendar must occur that day and stating the reason for the change. The School Commander then will prepare and send the SF185unv form to the Field Agent.

9.2.2. The School Commander shall maintain an accurate sign-in sheet (SF121unv) for each day OPOTC topics are scheduled. Sign-in sheets shall be submitted to the Certification Officer at the time of the closing audit.

9.2.3 The School Commander shall contact the OPOTC Testing Coordinator to schedule an examination date. The examination may not be scheduled sooner than 14 days after the last day of class.

9.2.4 Notification of Make-up Hours

Whenever it becomes necessary for a student to make-up training that they have missed, the School Commander shall notify the Field Agent at least 24 hours in advance of the make-up session. This notification will be made by using form SF122unv. This form must contain:

a. Student's name (last name, first name, middle initial);
b. Date original class missed;
c. Proposed date of make-up class;
d. Number of hours to be made up;
e. Time of make-up session;
f. OPOTC topic number and title;
g. Instructor name and certificate number (in instances of an instructor change, submit copies of applicable instructors' certificate);
h. Location of make-up session;
i. Date Field Agent was notified;
j. Commander's initials on the form once make-up has been completed.

9.2.5 The SF122unv is a continuing form. When the next student requires make-up hours, the School Commander will follow the same process and complete the next line on the form.

9.2.6 School Commanders shall maintain the Form SF122unv, Notification of Make-up Hours, and submit it at the closing audit, along with a separate Form SF120unv, Student

Attendance Roster, and a separate Form SF121unv, Student Sign-in Sheet, for those students required to make-up hours.

9.2.7 If a student arrives late to class and is 15 minutes or less late, the time and missed material may be made up at the end of the class day with the original instructor, if the instructor is willing to do so. If not, the absence will be counted as a half hour.

In this case, the make-up may be noted at the bottom of the Student Sign-In Sheet, SF121unv, and signed by the instructor. No entry is required on the Notification of Make-up Hours, SF122unv. These make-ups may not be done on class breaks.

Example, class time is 1800 – 2200 hours. Student Jones arrives late and signs in at 1812 hours. The student may stay over with the instructor and sign out 12 minutes after class dismissal.

9.2.8 If the student is more than 15 minutes late, then the time must be made up in a minimum of one-half hour increments at a later time by the original instructor and documented on the Notification of Make-up, SF122unv and accompanying Student Attendance Roster, SF120unv.

9.2.9 If hours are to be made-up on the same day they were missed, the School Commander shall notify the Field Agent by telephone or voice message in advance and then fax the SF122unv to the Field Agent as soon as possible.

9.2.10 If the hours to be made up are taught by a different instructor, that instructor must teach the entire topic.

9.2.11 All make-up hours must be completed by the last day OPOTC topics are taught in a school.

9.2.12 If, at the time of the closing audit, the School Commander is willing to accommodate a student who has missed any portion of training, the School Commander must:

a. Submit a request to the Executive Director to allow a student to make up hours. No make-up hours may be completed without at least the verbal approval of the Executive Director or his designee, followed by a written request. The student will not be permitted to take the state certification examination until the make-up hours are completed and the student has fully complied with the OPOTC attendance policy;
b. The written request should specify the proposed date of the make-up session, the topic and hours to be taught, and the names of the instructor(s) and student(s) who will complete the make-up session;
c. The SF122unv must be completed and submitted to the Field Agent prior to the approved make-up session;

d. Upon completion of the make-up session, the School Commander shall present the Form SF122unv, Notification of Make-up, Form SF120unv, Student Attendance Roster, and Form SF121unv, Sign-in Sheet, to the Certification Officer.

9.3 Closing Audit Procedures

9.3.1 The following paperwork shall be submitted to the Certification Officer no later than 5 days after the last day of OPOTC topics. All closing documents submitted shall be original and either computer-generated or typed.

9.3.2 **Update/Mandate Students** (No state certification examination upon completion of training)

a. SF105unv – Revised School Calendar. This form shall include all dates, times, topics, and instructors as it was actually conducted, if applicable;
b. SF115unv – Student Enrollment Form;
c. OPOTC Letter of determination or "preemptive" letter from officer;
d. SF110unv – Student Enrollment List;
e. SF185unv – Notification of Change in Schedule, if applicable;
f. SF120unv – Student Attendance Roster. List topic numbers on the last line of SF120unv;
g. SF121unv – Student Sign-in Sheets;
h. SF122unv – Notification of Make-up Hours. This form shall include a separate SF120unv, Student Attendance Roster, listing only the make-up hours for each student who was required to make up any portion of a training session, if applicable;
i. SF175unv – Closing Letter.

9.3.3 **Refresher Students** (State refresher certification examination upon completion of training)

a. SF105unv – Revised School Calendar. This form shall include all dates, times, topics, and instructors as it was actually conducted, if applicable;
b. SF115unv – Student Enrollment Form;
c. OPOTC Letter of Determination;
d. SF110unv – Student Enrollment List;
e. SF185unv – Notification of Change in Schedule;
f. SF120unv – Student Attendance Roster. List topic numbers on the last line of SF120unv;
g. SF121unv – Student Sign-in Sheets;
h. SF122unv – Notification of Make-up Hours. This form shall include a separate SF120unv, Student Attendance Roster, listing only the make-up hours for each student who was required to make up any portion of a training session, if applicable;
i. SF155 Student Evaluation;
j. SF175unv – Closing Letter;
k. EX705 – Qualification Form;
l. EX710 – Academy Roster.

9.4 Post State Certification Examination (Refresher Training School)

9.4.1 The Testing Coordinator will score the examination and notify the School Commander or designated contact person of the scores within five (5) business days following the examination. Neither the School Commander nor the students shall call the Testing Coordinator to inquire about test results.

9.4.2 All requests, including those pertaining to testing arrangements or examination results, must be made by the School Commander or designated person only. Under no circumstances shall a School Commander instruct a student to contact the Testing Coordinator or the OPOTC London office.

9.4.3 Students who fail the examination will be permitted one retest. The retest will be scheduled by the testing staff to take place within two weeks of the original test date. This also applies to no-shows with one retest remaining. The School Commander will be notified of the retest date at the same time the School Commander receives the test results.

9.4.4 Students who fail the retest must repeat the entire Refresher course in order to take the examination again.

9.5 Post-Closing Procedures

9.5.1 Certification of Students

The OPOTC Certification Officer will review all documents submitted in the closing packet. Certificates issued to Refresher students who were open enrollment students appointed after more than one year but less than two years will be forwarded to the original School Commander for his/her signature. Update/Mandate letters of completion will be sent to the appointing authority.