

OHIO



An Internationally Accredited
Law Enforcement Training Academy

OHIO PEACE OFFICER TRAINING ACADEMY

INFORMATION AND REGULATIONS

Welcome to the Ohio Peace Officer Training Academy (OPOTA). OPOTA's mission is to provide you with the highest quality professional training in an atmosphere appropriate for peace officers and other law enforcement professionals. We welcome comments and constructive criticism that will assist us in correcting any problems or in improving our services.

While training or staying at OPOTA, please conduct yourself professionally at all times. Your personal conduct is reflective of this academy, your fellow officers, and your agency. All staff, fellow students, visitors, and guest instructors should be treated in a respectful manner.

Also, please keep in mind that several courses may be in progress at any given time. Students are not to enter areas unrelated to their specific course. Great care should be taken around the firing ranges, driving track, and forensic areas. Entry to these areas, the computer lab, and most administrative areas is restricted to students enrolled in classes using the specific area.

Thank you for your participation in OPOTA training programs.



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Information and Regulations

1. Registration and identification; check-in and check-out

Upon arrival students are required to check in at the reception desk. Student access cards will be issued at that time. Access cards must be worn at all times while on the premises. Additionally, access cards must be presented in the cafeteria for all meals. Students who do not display their assigned access card will be required to purchase meals at advertised rates. Upon checking out of the academy, access cards must be turned in at the reception desk. Access cards are used not only to identify you while on campus, but also as an electronic key for our campus. If you are unable to return your issued access card, you will be charged a \$15.00 replacement fee.

2. Dormitory information

Students staying in dormitories will be issued one room key. Handgun lockers are available in all dorm rooms. Upon the completion of each class, students are required to return dormitory keys and assigned access cards. The following information regarding dorm rooms also applies:

A. Check-out time

Check-out time is 8:00 a.m. for all students. Please remove all belongings from your room and turn in your assigned keys at the front reception desk ***prior to 8:00 a.m. on the last day of class.***

B. Linens and housekeeping

Dorm room linens are replaced upon departure or at the end of each week. If Replacement of any item is needed at any time mid-week, students should notify a member of the housekeeping department or the front desk clerk.

NOTE: *Housekeeping staff are only available from 6:30 a.m. – 3:30 p.m.*

The housekeeping staff will empty trash cans and replenish soap and toilet paper as needed throughout the week.

C. Quiet hours

For the comfort of all student residents, the academy observes quiet hours from 10:00 p.m. – 6:45 a.m. During this time period, all noise should be kept to a minimum.

3. Parking

Overnight parking is located on north-side of the building in the westernmost three rows near the main student entrance only. Do not park in the two easternmost rows nearest to the employee/delivery entrance (dock area).

Commuters (*students not staying overnight in the dormitory*) **may park in the front lot**, but **DO NOT** park in the spaces reserved for visitors. If paved parking spaces are not available in the front lot, parking is available on the north-side of the building. Secure your vehicle at all times and do not leave valuables in plain view.

4. Ombudsman

OPOTA provides an ombudsman who is responsible for student welfare during all training conducted by this agency. An OPOTA training officer will serve as the ombudsman for the particular class or course that they are assigned. Training officers are available to assist any student who experiences problems during their training at OPOTA. Training officers will be available to explain OPOTA's position on student conduct and responsibilities. Conduct violations should be reported to the ombudsman. Training officers will ensure fair and equitable treatment for all students in their charge.

5. Smoking and tobacco products

This is a state facility and is designated a "smoke free" environment. All forms of smoking and the use of all tobacco products including "dip" and "chew" are prohibited. ***Smoking is permitted at the smoking shelter located in the back patio area.*** Please dispose of cigarettes, cigars, matches, etc., in the containers provided.

6. Deadly weapons and dangerous ordnances

No dangerous ordnances, explosives, flash bangs, etc. are to be brought inside any building on any campus without prior approval and direction of OPOTA staff. The carrying of weapons on any OPOTA property or remote training facility is limited to personnel defined as peace officers and law enforcement officers who are authorized to carry firearms (see Ohio Revised Code 109.71(A) and 2901.01(A)(11)). Designated Attorney General Office staff may be approved to carry weapons by order of the Executive Director. For non-Ohio guests and students, the equivalent federal statutes and state statutes from other US states will be recognized.

Unless a training officer prohibits the carrying of firearms, those meeting the criteria outlined above may carry their weapons within an OPOTA facility. When firearms are not worn, they must be stored in an OPOTA gun locker or properly secured in vehicles. Gun lockers are available in each dorm room for residential students and also in an equipment storage room located at the back of the gym. This storage is to be used for non-residents in need of gun storage. Students attending classes involving weapons will be advised when and where to secure their weapons. When weapon clearing is necessary, firearms can only be cleared at an approved clearing barrel. Loading and unloading should only be conducted at the direction of the course training officer.

7. General conduct

Professional behavior is required and expected at all times. Disruptive, harassing, abusive, or potentially hazardous conduct is prohibited and may result in dismissal from the academy. No person shall misuse, deface, remove, destroy, or otherwise damage any property or equipment owned by or under the control of the State of Ohio, or any of the state's representatives. Such behavior may result in an obligation to indemnify the state for damage incurred as well as dismissal from the academy.

Any other conduct, either on or off academy grounds, that brings or has the potential of bringing discredit, disgrace, or embarrassment to this academy, to the law enforcement profession, or to any specific agency or individual is likewise prohibited. Such action may result in dismissal from the academy and further appropriate action.

8. Mobile devices

It is the goal of OPOTA that all students achieve the highest level of training in both the classroom and through practical exercises. Therefore, the use of non-class related mobile devices (e.g., cell phones, smart phones, tablets) during class is prohibited. Additionally, the use of non-classroom related reading material is also prohibited. Students are encouraged to provide their agency and family with OPOTA facility phone numbers for emergency contacts, immediately below.

9. Telephone service

The telephone numbers assigned to the London area campuses are: (740) 845-2700(London area), and (800) 346-7682. The Richfield Campus telephone numbers are (888) 346-7282 and (330) 659-2311. Use of the 800-telephone number for incoming calls is restricted to emergencies or to official (agency) business and should not be used for personal business.

10. Personal attire

Both classroom and practical application courses are conducted at OPOTA. During traditional classroom courses with no tactical or physical applications, students, when not in uniform, are expected to wear appropriate business casual clothing such as slacks, sport shirts or blouses, sweaters, and similar attire with appropriate footwear.

Other variations of clothing are acceptable during the physical portion of practical application courses; however, when leaving the practical exercise area, students should appropriately clean their shoes and clothing of any debris, dirt, or mud that may have accumulated as a result of the training exercises. Students in physical fitness courses should attempt to dry off and cover up when in common areas of the building. All students are expected to sufficiently clean themselves before entering food service areas. Athletic clothing, while appropriate for recreational or gymnasium activities, is not acceptable for the classrooms or cafeteria area.

11. Consumption of food and drink items

Food and beverages are to be consumed in the cafeteria or on the cafeteria patio only. Beverages are permitted in classrooms only when spill-proof containers are used. Food is not permitted in the classrooms.

12. Class attendance and breaks

Unless excused, students are expected to be at their assigned training area on time, and to attend all class sessions until dismissed for breaks or conclusion of a training period. Except in the case of an emergency, permission must be obtained from the OPOTA training officer assigned to the class, prior to any absence from the training sessions.

Excused absences (e.g., emergency, illness, mandatory court appearance) cannot exceed 10% of the total course hours. A student who is absent for any reason in excess of the 10% limit will be required to make-up the missed portion of the course before being awarded a certificate. Unexcused absences by a student will be reported to the student's department.

Breaks in instructional periods will generally occur for 10 minutes each hour.

13. Examination and assessments

Certain training courses and programs include written proficiency tests, skill assessments, or other assignments which assist in verifying student performance. Instructors will provide specific information, including scoring and passing level, at the time the class convenes. Students who do not achieve an acceptable score or level of performance will not receive a certificate of completion until all course requirements are met.

Students are expected to perform their own coursework and to conduct themselves honestly and ethically.

In the unlikely event of any internal or criminal investigation, students are required to fully cooperate.

14. Course evaluations

Prior to the issuance of course certificates, each student will receive a course evaluation form. Completion of the evaluation allows the opportunity to provide an anonymous assessment of the course, instructor(s), and facilities. The results of these assessments provide pertinent information regarding the quality of training and insight into strengths and weaknesses of the program; therefore, all students are encouraged to complete the forms.

15. Medications, alcohol and controlled substances

Alcoholic beverages and controlled substances are not permitted in this academy except for approved training or demonstration purposes. Prohibited substances do not include lawfully prescribed medications possessed and used by individual students. Appropriate disposal containers, including sharps containers, are available at the reception desk for persons using injectable medication.

16. Facility security

OPOTA is a secure facility. During the duration of your stay, all students are expected to assist in maintaining academy security through ensuring that no unidentified or unknown persons enter the facility when using your assigned access card. If someone does enter, report the incident to OPOTA staff. Never prop or leave open any exterior door or other secure doors and report any suspicious or criminal activity to OPOTA staff.

17. Visitors

Visitors are required to log in at the reception desk upon arrival at any of the campuses of the academy. Visitors arriving for purely social purposes will be required to remain at a reception area until the completion of the training day.

18. After-hours operations/leaving the academy

The Tactical Training Center and Richfield campus buildings are secured and alarmed after classes end for the day. OPOTA staff will ensure the building is empty before locking and setting the alarm. All exterior doors at the main facility building are alarmed. ***Do not prop open doors at any time.*** Students attending evening classes will be advised of how to enter by the training officer. At the end of each week, the same procedure is followed for the London campus.

19. Fire/smoke emergencies (or drill)

Make yourself aware of the exits and stairwells nearest your dorm room. If it is safe to do so, notify the receptionist or another OPOTA staff member of any observed fire and proceed to exit the building as quickly as possible. The designated assembly areas for fire emergencies, at the London campus, are the front/east parking lot and the side/north parking lot. The designated assembly area for fire emergencies at the London TTC campus is the southernmost end of the front parking lot. The designated assembly area for fire emergencies at the Richfield campus is in the front (south) parking lot.

20. Tornado/severe weather advisory (or drill)

In the event of a tornado warning, sighting, or other severe weather advisory that indicates a need for safe quarters, at the London main campus, proceed immediately to the basement hallway. At the TTC campus, proceed immediately to the men's and women's restrooms located at the west end of the facility. At the Richfield campus, proceed immediately to the building's center hallway (in front of rooms 118 & 120). **Do not exit** the building until the threat of danger has passed.

21. Medical emergencies, illness, or injury

Dial 9-1-1 on internal academy phones. If possible, notify an OPOTA staff member or the reception desk clerk immediately so that appropriate assistance can be summoned. The Madison County Hospital emergency room is located on State Route 56 approximately one mile south of the Main Campus (towards downtown London). The Sagamore Hills Medical Center – for Richfield, is located at, 863 W. Aurora Rd, Northfield, Ohio.

22. General use of facility

Specialized areas such as the gymnasium, computer classroom, and fitness center are principally intended for use by students. Restrictions may occasionally occur, particularly if the area is being used to conduct a training course. Please abide by these regulations and abide with all posted instructions or notices regarding the use of these facilities and equipment. Additionally, while physical exercise is encouraged, use caution when engaging in activities that are not job or training related which could lead to injury or loss of training time.

23. OPOTA gym and fitness center rules and information

The OPOTA fitness center and gymnasium are available for personal exercise during the following times except in cases where classes or other events are scheduled:

Sunday: 4:00 p.m. - 10:00 p.m.

Monday – Thursday: 6:00 a.m. - 10:00 p.m.

Friday: 6:00 a.m. - 4:00 p.m.

The gym and fitness center are subject to close at any time. Classes, special events, and OPOTA operations always take precedence. Facility users are not to interrupt, nor interfere with classes or ongoing operations. The following rules also always apply:

- A. Fitness Center users are required to park in unmarked parking spaces. “Visitor” spaces are for official business only.
- B. First time users must register at the OPOTA front desk. All facility users must sign in and out at the front desk and show valid picture identification at each visit. At the time of departure, all visitors must sign out and immediately proceed to leave the facility through the main entrance/exit.
- C. Appropriate athletic attire and clean, rubber-soled athletic shoes are required at all times. Work clothes, jeans, street shoes, boots, or other footwear are prohibited.
- D. Personal guests, swearing, and **all types of tobacco use** are prohibited in the fitness center and all OPOTA facilities.
- E. No food or beverages other than water or sports replenishment drinks contained in covered plastic bottles are permitted.
- F. Radios, CD players and other devices are not permitted except for personal, hand-held devices with headphones.
- G. Do **not** drop weights, bang dumbbells together, stand or step on weight benches, or use any equipment in a manner other than intended by the manufacturer.
- H. Return **all** weights and dumbbells to the proper positions on the racks provided. Never leave weights lying on the floor or on unattended weight bars.
- I. Always clean individual machines and equipment using the disinfectant and towels provided.
- J. Turn off all electrically powered equipment after each use including treadmills, fans, televisions and stereo.
- K. Lockers are for day use only. All unapproved locks will be cut off and items left overnight will be discarded. Failure to abide by these rules, abuse of the facilities or equipment, unsafe acts, horseplay, or any other inappropriate conduct may result in the suspension or forfeiture of all future privileges.

24. OPOTA locations

The OPOTA facilities are located at three campuses:

The **Main Campus** is located at 1650 S. R. 56 SW, London, Ohio (just north of London). This campus also houses the OPOTA Scenario House.

The **Tactical Training Center (TTC)** is located at 1960 U.S. 42 SW, London, Ohio (just south of London). The indoor/outdoor firing range, outdoor firing ranges, and high-speed driving track are all housed at the TTC.

The **Richfield Campus** is located at 4055 Highlander Parkway Suite B, Richfield, Ohio (near I-271 and I-77).