

**CORRECTIONS FULL-SERVICE JAIL BASIC TRAINING
OPENING CHECKLIST/ENROLLMENT PACKET**

School Name _____
School Commander _____ Proposed Dates _____

SF100unv - APPLICATION FORM

____ RECEIVED 21 CALENDAR DAYS PRIOR TO START DATE OF SCHOOL
____ TYPED
____ DOES NOT EXTEND MORE THAN 12 WEEKS (UNLESS APPROVED BY THE EXECUTIVE DIRECTOR)
____ NUMBER OF TOTAL HOURS

INSTRUCTOR INFORMATION

____ LIST ONLY INSTRUCTORS SCHEDULED TO TEACH OPOTC REQUIRED TOPICS- MINIMUM OF SIX (6)
____ INSTRUCTOR'S LAST NAME, FIRST NAME, MIDDLE INITIAL
____ INDICATE ONE SUBJECT CONTROL INSTRUCTOR FOR EVERY 10 STUDENTS
____ INSTRUCTOR'S OPOTC CERTIFICATION NUMBER AND EXPIRATION DATE
____ SCHOOL COMMANDER TO VERIFY CURRENCY OF FIRST AID/CPR/AED
____ INSTRUCTOR(S) – SUBMIT COPY OF INSTRUCTOR CARD FROM NATIONAL PROGRAM

SF105unv - CALENDAR

____ TYPED
____ SCHOOL NAME SUBMITTED AT THE TOP OF THE PAGE
____ DATE RECORDED FOR EACH SESSION
____ DAY RECORDED
____ NUMBER OF HOURS RECORDED
____ TIME RECORDED (FROM/TO)
____ TOPIC NUMBER RECORDED FOR EACH TOPIC TITLE **EXAMPLE: 2-1**
____ OPOTC TOPIC TITLE RECORDED **EXAMPLE: OVERVIEW OF CRIMINAL JUSTICE SYSTEM**
____ INSTRUCTOR'S LAST NAME, FIRST NAME, & OPOTC CERT. NUMBER RECORDED
____ 1/2 HOUR BREAK FOR EVERY TRAINING SESSION THAT EXCEEDS 5 HOURS
____ ONLY OPOTC SUBJECTS & HOURS MUST APPEAR ON THE CALENDAR
____ DATE RECORDED (BOTTOM OF PAGE)
____ ORIGINAL SIGNATURE OF SCHOOL COMMANDER

ON-SITE INSPECTION

____ **CURRENT ON-SITE INSPECTION FORM ON FILE**

ENROLLMENT PACKET SUBMITTED WITHIN THREE (3) CALENDAR DAYS AFTER START DATE

SF110unv - STUDENT ENROLLMENT LIST

____ NO LESS THAN 5 STUDENTS UNLESS APPROVED BY EXECUTIVE DIRECTOR
____ INDICATE ORIGINAL OR REVISED
____ NAME OF CORRECTIONS OFFICER, SSN, DOB, & APPOINTING AGENCY
____ SIGNED BY SCHOOL COMMANDER

____ **SF115unv - STUDENT ENROLLMENT/CERTIFICATION FORM** FOR EACH STUDENT

____ **SF101unv - STATEMENT OF UNDERSTANDING** FOR EACH STUDENT

____ **SF104unv – FERPA CONSENT TO RELEASE STUDENT INFORMATION**, IF REQUIRED

____ FOR UPDATE STUDENTS AND STUDENTS GRANTED PRIOR TRAINING EQUIVALENCY CREDIT-SEE COMMANDER MANUAL FOR DETAILS

**CORRECTIONS FULL-SERVICE JAIL BASIC TRAINING
CLOSING CHECKLIST**

School Name _____
School Commander _____ School Number _____

SF120unv - ATTENDANCE ROSTER

____ ORIGINAL COPY
____ TYPED
____ SCHOOL NAME, NUMBER, & DATES RECORDED (TOP OF PAGE)
____ ATTENDANCE ROSTER FOR OPOTC-REQUIRED TOPICS ONLY
____ STUDENTS' NAMES LISTED ALPHABETICALLY (LAST NAME, FIRST, M.I.)
____ COMMANDER NOTES HRS. OF ACTUAL ATTENDANCE PER STUDENT PER DAY
____ ORIGINAL SIGNATURE OF CORRECTIONS TRAINING SCHOOL COMMANDER & DATE- BOTTOM OF PAGE
____ SCHOOL COMMANDER'S NAME TYPED (BOTTOM OF PAGE)
____ PRIOR EQUIVALENT AND UPDATE STUDENTS LISTED SEPARATELY

SF122unv - NOTIFICATION OF MAKE-UP HOURS (IF REQUIRED)

____ MAKE-UP ATTENDANCE ROSTER ATTACHED-SF120unv

SF160cbt - STUDENT EVALUATION RECORD

____ ORIGINAL COPY
____ TYPED
____ SCHOOL NAME & NUMBER RECORDED (TOP OF PAGE)
____ INDICATE AN "S" OR "U" FOR TECHNICAL SKILLS TOPICS
____ NOTEBOOK (S OR U)
____ PRIOR EQUIVALENT AND UPDATE STUDENTS LISTED SEPARATELY

SF105unv - REVISED TRAINING CALENDAR (IF REQUIRED)

____ TYPED
____ SIGNED BY SCHOOL COMMANDER
____ REVISED CALENDAR INDICATED
____ CHANGES IN TIME, DAY, INSTRUCTOR NOTED
____ RE-CHECK RATIOS OF INSTRUCTORS TO STUDENTS IN APPLICABLE SKILLS AREAS

SF185unv - NOTIFICATION OF CHANGES IN COURSE SCHEDULE (IF REQUIRED)

____ **SF123cbt – FIRST AID/CPR/AED PROFICIENCY TESTING RECORD REVIEWED**

____ **SF127cbt – SUBJECT CONTROL PROFICIENCY TESTING RECORD REVIEWED**

____ **SF137cbt – BODY SEARCHES PROFICIENCY TESTING RECORD REVIEWED**

____ **SF143cbt – TRANSPORTATION OF INMATES PROFICIENCY TESTING RECORD REVIEWED**

SF175unv - LETTER OF CERTIFICATION (CLOSING LETTER)

____ TYPED
____ ORIGINAL SIGNATURE OF SCHOOL COMMANDER

EX705 – EXAMINATION QUALIFICATION FORM

____ TYPED

EX710 – STUDENT ROSTER FOR EXAMINATION

____ TYPED