



DAVE YOST

OHIO ATTORNEY GENERAL

Commander Manual for Court Officer Basic Training

Ohio Peace Officer Training Commission





DAVE YOST
OHIO ATTORNEY GENERAL



Ohio Peace Officer Training Commission
Office 800-346-7682

Dear Commander,

On behalf of the Ohio Peace Officer Training Commission (OPOTC), I am pleased to provide you with the *Commander Manual for Court Officer Basic Training*. This manual is published to assist you with conducting OPOTC-approved Peace Officer Basic Training programs. Please note that it may be periodically updated, with the most current version available to you on our website: <https://www.ohioattorneygeneral.gov/Law-Enforcement/Ohio-Peace-Officer-Training-Academy/OPOTC-Resources> under the respective curriculum code.

In our efforts to support you and the success of your academy, we have also made all necessary school forms available to you via the above-listed web link. Additionally, the full curriculum, including supplementary materials for instructors, can be accessed via the Ohio Law Enforcement Gateway (OHLEG) website: www.OHLEG.org.

One last matter of note: When needed, we will send out information relating to pending curriculum updates, training opportunities, and other matters of interest to commanders, instructors, and academies.

We welcome your comments on these efforts and thank you for your service to the public safety community of Ohio.

Sincerely,

A handwritten signature in black ink that reads "Dwight A. Holcomb".

Dwight A. Holcomb, CPP
Executive Director

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Table of Contents

Contact Information

Introductions

Court Officer Training FAQs

Section 1: Pre-Opening Organization

1.1.	Commanders	8
1.2	Teaching Facilities	9
1.3	Instructors	9
1.4	Students.....	10
1.5	Credit for Prior Equivalent Training or Education	11

Section 2: Opening Audit

2.1	School Application, Form SF100unv	12
2.2	School Calendar, Form SF105unv	13
2.3	Review by Certification Specialist.....	14

Section 3: Enrollment Packet

3.1	Forms	15
-----	-------------	----

Section 4: Training Requirements

4.1	Skills Areas	17
4.2	Firearms Psychomotor Skills Assessment	17
4.3	Certification Eligibility	17

Section 5: Ongoing Procedures

5.1	Notification of Changes in School Schedule, Form SF185unv	18
5.2	Monitoring Classes	19
5.3	Student Sign-in Sheets, Form SF121unv	19
5.4	Student Attendance Roster, Form SF120unv.....	20
5.5	Notification of Make-up Hours, Form SF122unv.....	20
5.6	Extensions	22
5.7	Class Time	24
5.8	Collect Handgun Proficiency Testing Record, Form SF125cob.....	24
5.9	Records Management.....	24

Section 6: Closing Audit

6.1	Closing Paperwork.....	25
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Section 7: Post-Closing Procedures

7.1	Certification of Students	27
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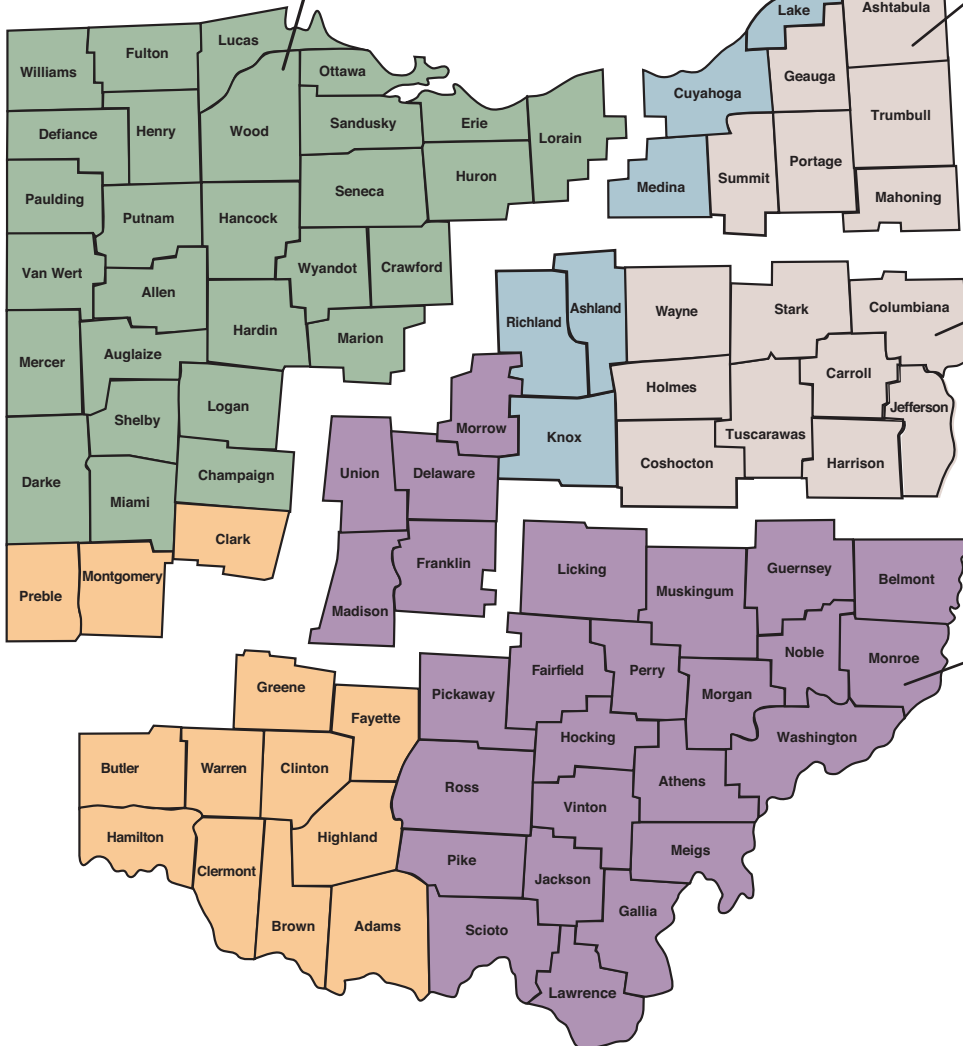
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Court Officer Basic Training FAQ

Who can run a court officer basic training academy?

An institution which is part of a state, county, municipal corporation, public school district, or technical college district that is approved by the Executive Director can conduct Court Officer Basic Training.

Who may attend a court officer basic training academy?

A bailiff, deputy bailiff, probation or parole officer, tactical medical professional and multi-county/multi-jurisdictional jail corrections officer that carries a firearm in the course of their official duties, or an employee of the Department of Youth Services who is authorized to carry a firearm while on duty may attend Court Officer Basic Training. Each will be issued an Ohio court officer basic training certificate upon completion of the course.

Who may conduct a court officer basic training academy?

In addition to an OPOTC-certified court officer basic commander, an OPOTC-certified peace officer basic training commander may also conduct a court officer basic training academy. Likewise, an OPOTC-certified peace officer basic training firearms instructor may teach in a court officer basic training academy.

What audits and oversight can I expect during an academy?

Compliance Specialists will conduct an opening audit to review the application and supporting documentation needed to run an academy at least 21 days prior to the start of it. A closing audit will be at the end of the academy. The closing audit ensures all students have met Commission requirements and are eligible for certification.

Compliance Specialists will also make regular visits to the academy to observe instruction and review paperwork.

What are SPOs?

Student performance objectives (SPOs) are concepts and physical skills within the curriculum upon which students are tested, during the academy.

Section 1

Pre-Opening Organization

This section explains the requirements for Commanders, Teaching Facilities, Instructors, and Students.

1.1 Commanders

- 1.1.1 A person desiring to become a Commander for any OPOTC-approved court officer basic training program must submit an application to the OPOTC for approval. The 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 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 Commander must accompany the application.
- 1.1.3 The minimum qualifications for a Court Officer Basic Training Commander are established by the [OAC 109:2-5-05\(A\)](#)
- 1.1.4 After the application is provisionally approved, the applicant must register for the OPOTC Commander Course. Within 30 days of successful completion of the OPOTC Commander Course, the applicant must meet with their Compliance Specialist and, if needed, complete an on-site inspection. Once completed, their Commander certificate will be issued. This certification process must be completed before any other action may be taken.
- 1.1.5 Only OPOTC-certified Commanders may conduct OPOTC approved training programs. A Commanders' OPOTC certificate must be current and must not expire prior to or during the dates a Court Officer Basic Training School is scheduled. For information regarding commander certification renewal, please refer to [OAC 109:2-5-05\(C\)](#)
- 1.1.6 Commanders approved for a particular school may not permit any other person to function as the Commander. If the Commander of record will be absent for an extended period of time (e.g., vacation, illness, etc.), during the school, an OPOTC-certified Court Officer Basic Training Commander must be designated in writing and such notice must be submitted to the Compliance Specialist and Certification Specialist prior to the occurrence.
- 1.1.7 Commanders may not enroll in any part of a Court Officer Basic Training School for which they are the Commander.
- 1.1.8 If a Commander intends to conduct two different schools during the same timeframe at different locations, the Commander must obtain written approval from the Executive Director prior to conducting the schools.

- 1.1.9** If at any time the Commander learns of criminal charges, disciplinary actions, or official complaints regarding any Instructor, Commander, or Student whether made in reference to their position as an Instructor, Commander or Student or otherwise, the Commander must inform the Compliance Specialist.

1.2 Teaching Facilities

- 1.2.1** The Ohio Administrative Code requires that, at a minimum, all Court 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. Access to an OPOTC-approved firearms range;
- g. Any other equipment or facilities as required by the OPOTC Executive Director.
[OAC 109:2-5-03](#)

- 1.2.2** All facilities utilized by Court Officer Basic Training Academies must have access to restrooms.

- 1.2.3** All classrooms must meet applicable building and fire codes.

- 1.2.4** If an on-site inspection is needed, the Commander shall arrange for such inspections on or before the opening audit. The OPOTC Compliance Specialist 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 Commander is responsible for ensuring that each Instructor is properly certified on the date and time scheduled to teach in a Court Officer Basic Training program.

- 1.3.2** To become an OPOTC-certified Court Officer Basic Training Unit Instructor, a person must apply to the OPOTC for certification. Instructor applications must be signed by a current OPOTC-certified Court Officer Basic Training Commander. A current OPOTC-certified Peace Officer Basic Training Commander may also sign the application.

- 1.3.3** The minimum qualifications for approval as a Court Officer Basic Training Unit Instructor and renewal requirements to maintain certification are established by the [OAC 109:2-5-06\(A\)](#)
- 1.3.4** An Instructor's OPOTC certificate must be current and shall not expire prior to the date on which the Instructor is scheduled to teach during a training academy.
- 1.3.5** If any OPOTC topics are taught by an expired or non-certified instructor, the class may not receive certification until these discrepancies have been corrected.
- 1.3.6** Each Court Officer Basic Training School must utilize the correct number of OPOTC-approved instructors to meet minimum instructor-to-student ratio requirements. The Commander is responsible for ensuring that the minimum number of Instructors is met when preparing the school calendar. The Commander and Instructor(s) are responsible for ensuring that the minimum number of instructors is met when the topics are actually taught. Commanders must verify instructor credentials, certified topics, certification numbers, and expiration dates.
- 1.3.7** Prior to the opening audit, the Commander must communicate with each instructor scheduled to verify their availability for the scheduled topics, dates, and times.
- 1.3.8** Commanders must maintain a copy of the current OPOTC instructor certificate for each instructor who teaches at their academy. The file must be available for inspection at any time upon request by OPOTC staff.
- 1.3.9** The Commander and Instructor are responsible for ensuring that the most current version of the firearms lesson plan is used.
- 1.3.10** If a guest speaker is invited to teach, an OPOTC-certified Instructor, in the specific topic, must be present in the classroom at all times. All SPOs must be taught by 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 109:2-5-06\(B\)](#)

1.4 Students

The Commander must inform every perspective student of the following:

- 1.4.1** All inquiries from a student shall be directed to the Commander. If the Commander cannot resolve the matter, the Commander will contact OPOTC staff.

- 1.4.2** Prospective students subject to a state or federal weapons disability, or who are unsure if they are subject to such a disability, **may not participate in any portion of the optional firearms training, or any classroom training that involves the handling of a firearm**, unless and until relieved of the disability and unless and until the OPOTC Executive Director notifies both the student and the Commander that the potential weapons disability issue has been favorably resolved. (See ORC 2923.13, Appendix A, and USC Title 18 USC 921). This matter shall be strictly interpreted, and, as a violation could lead to criminal or civil liability for the prospective student, the instructor, and/or the commander, such a violation shall be considered a serious commander certification violation.
- 1.4.3** Pursuant to ORC 2923.21, no person under the age of eighteen may participate in any portion of the firearms training.
- 1.4.4** Students may not instruct in any part of the Court Officer Basic Training program which they are enrolled.
- 1.5 Credit for Prior Equivalent Training or Education**
- 1.5.1** As provided in [OAC 109:2-5-10](#), [OAC 109:2-2-02](#) and [ORC 307.93](#), individuals who have successfully completed an OPOTC-approved firearms training program must, prior to enrollment in a Court Officer Basic Training program, request credit for prior firearms training.
- 1.5.2** On a form supplied by the OPOTC, a copy of the OPOTC-approved firearms training program that was completed prior to the student's employment as a court officer, and a copy of a current requalification scoresheet with their duty weapon shall be forwarded to the OPOTC.
- 1.5.3** If approved, a court officer basic training prior equivalent certificate will be sent to the individual.

Section 2

Opening Audit

This section will explain the second phase of the Court Officer Basic Training program process consisting of an opening audit conducted by the Compliance Specialist at least 21 days prior to the first day OPOTC topics are taught. Included in each section are related requirements, procedures, policies and explanations for proper completion and sequence of the required OPOTC forms for Court Officer Basic training. All OPOTC forms are available on the Ohio Attorney General website www.ohioattorneygeneral.gov under OPOTC Resources.

Note: No school shall be approved at the opening audit with less than five (5) full-time students, unless approved by the executive director.

Submission of the Application

At the opening audit, the Commander will present to the Compliance Specialist all the necessary paperwork, in the order listed below. During the opening audit, the Compliance Specialist 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 typed and completed in its entirety. Incomplete applications will be returned to the Commander for completion. Each School Application must contain the following:

- a. Type of school (Court Officer Basic Training);
- b. Number of firing points on firearms range;
- c. The name of the requesting organization (ORC 109.73 (A)(1));
- d. The school name (no abbreviations, use same name throughout the form);
- e. The Commander's name and 4-digit basic training Commander certificate number and expiration date (e.g., John A. Doe, COC 0999, 01/11/2023);
- f. The proposed dates of the school, total hours, and number of students;
- g. The days of the week and times classes are to be held;
- h. The facility address;
- i. The firearms range address;
- j. Mailing address;
- k. Telephone numbers for the Commander and the facility, including fax, and/or cell phones;
- l. Email address for the Commander and academy;

2.2 School Calendar (Form SF105unv)

2.2.1 The Commander must complete the school calendar in its entirety. The calendar shall contain the topic headings as they appear on the Court Officer Basic Training Curriculum. Only OPOTC topics are to be listed on the calendar.

- a. For all firearms training, indicate if training is to be held in the classroom or at the firearms range;
- b. If the school utilizes more than one classroom or range, indicate the location.

2.2.2 The OPOTC requires a minimum number of mandatory training hours. Commanders are encouraged to exceed this minimum amount. Any additional hours a Commander adds to a topic will also be considered OPOTC mandatory hours as well.

2.2.3 Training that is scheduled for more than five 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 hours in a given day, an additional 30-minute break period must be scheduled so that no one block of training time exceeds five consecutive hours without a 30-minute break.

2.2.4 Classes from separate schools may not be joined together for the same training session.

2.2.5 Firearms training must consist of a minimum of 32 hours live-fire training which may include demonstration, drill, and practice. This must be conducted at the firing range with a ratio of one instructor per five students present on the firing line.

The remainder of the OPOTC minimum 40 hours of firearms training may be conducted in the classroom. Lecture instruction in classrooms set up at the firing range will be counted as classroom training. However, any time practical (e.g., hands-on, inert, simulation, laser, FATS) training is taking place, even if such activities are held in the classroom or in other non-range areas, the “1 to 5” ratio will be required to ensure consistent instruction and safety.

2.2.6 The Commander and Instructor(s) must ensure that the minimum instructor-to- student ratios are met as follows:

- a. One OPOTC-certified Court Officer Basic Training or Peace Officer Basic Training Firearms Instructor must be present for every five students present on the firing line.
- b. There may be no more than two (2) students present at the range per firing point utilized. 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 40 hours of training.
- c. An OPOTC-certified Court Officer Basic Training or Peace Officer Basic Training Firearms Instructor must be present for all other students not on the firing line to maintain order and safety. An OPOTC-certified In-Service Firearms Qualification Instructor can be utilized for this safety purpose only.

- d. Any time practical (e.g., hands-on, inert, simulation, laser, FATS) training is taking place, even if such activities are held in the classroom or in other non-range areas, the “1 to 5” ratio will be required to ensure consistent instruction and safety.
- e. Lecture instruction in classrooms or set up in classrooms at the firing range will be counted as classroom training. The “1 to 5” ratio will not be required to lecture only instruction.

2.2.7 No Court Officer Basic Training School may last more than 30 days without the prior written approval of the OPOTC Executive Director.

2.3 Review by Certification Specialist

2.3.1 After the Compliance Specialist meets with the Commander and approves the documents, the documents will be forwarded to the Certification Specialist, who also will review the application. If approved, the Certification Specialist will send an opening letter listing the school number and curriculum code. No school may begin classes 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.

2.3.2 If a Commander does not receive written approval at least five days prior to the first scheduled day of training, the Commander should contact the assigned Certification Specialist to inquire as to the status of the application.

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

Section 3

Enrollment Packet

3.1 Forms

The Commander shall prepare the original enrollment list prior to the first day of OPOTC topics. The Commander and Student shall complete the enrollment forms prior to the first day of OPOTC topics. The enrollment forms shall be reviewed by the Compliance Specialist during the closing audit and submitted to OPOTC with the closing paperwork.

3.1.1 Student Enrollment List (Form SF110unv)

- a. The Commander shall prepare the “original” student enrollment list and submit it electronically to the Compliance Specialist prior to the first day of OPOTC topics.
- b. List student names alphabetically.
- c. This form must be typed or computer generated and completed in its entirety.
- d. The Commander shall prepare a “Revised” student enrollment list and submit it for review by the Compliance Specialist at closing audit.

3.1.2 The Commander and the Student must complete the required forms prior to the start of class. Class time cannot be used to complete these forms. Each form must be completed in its entirety.

In preparing the Enrollment Packet, the Commander shall submit for review, the paperwork in the order of the students’ last names as they appear on the Student Enrollment List, SF110unv. Commanders shall submit one collated packet for each student, with the forms arranged in the order listed.

a. Form SF115unv – Student Enrollment/Certification Record

Information on the SF115unv form must be typed; handwritten copies will not be accepted.

b. Form SF101unv – Student Disclosures and Statement of Understanding.

- If the student answers “YES” to any question 1 through 18, the Commander must verify with the student the accuracy of the response and explain the potential ramifications to the student.
- 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;
- The Student shall not participate in any portion of firearms training unless and until the OPOTC Executive Director has notified the student and Commander that the student is cleared for training.

- c. **Form SF103cob – Student Waiver of Liability and Indemnity Agreement**
- d. **Form SF104unv – Federal Educational Rights and Privacy Act (FERPA)
Consent to Release Student Information**
 - Complete this form if enrolled in a college, university, or career center.
- e. **Form SF119cob – Court Officer Authorization to Carry a Firearm**

Section 4

Training Requirement

The Commander is responsible for explaining OPOTC requirements and any local school policies or requirements.

4.1 Skills Area

Students who do not successfully complete the firearms psychomotor skills assessment will be ineligible for certification.

4.2 Firearms Psychomotor Skills Assessment

Each student shall be permitted one attempt at each Student Performance Objective (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. Any student who fails both attempts shall be dismissed from the academy.

4.2.1 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 certification. The 40 hours of firearms training shall include a minimum of 32 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 750 rounds of handgun ammunition;
- b. The handgun SPOs consist of six live-fire stages and two non-firing exercises. Student scores are recorded on the SF125cob, Handgun Proficiency Testing Record. The qualification scores will be a cumulative score of 80%;
- c. The student must complete all stages of the Course of Fire. If a stage is not attempted, then the OPOTC-approved Course of Fire is not completed and the student's results cannot be tabulated;
- d. Notwithstanding the provisions of ORC 1533.83(B), all firearms ranges used for OPOTC schools, including those owned or operated by a municipal corporation, county, township police district, or joint police district, must meet the substantive requirements for shooting ranges set forth in [OAC 1501:31-29-03](#).
- e. All ranges used for OPOTC purposes must have a working AED (Automated External Defibrillator) and a trauma kit including bandages, CPR mask, emergency tourniquets, quick clot, and other material suitable to provide emergency treatment for gunshot wounds, on site.

4.3 Certification Eligibility

- 4.3.1 Any student who has been evaluated as unsatisfactory in any of the firearms student performance objectives is ineligible for certification.

Section 5

On-Going Procedures

5.1 Notification of Changes in School Schedule, Form SF185unv

5.1.1 The Commander shall notify the Compliance Specialist 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 Commander will revise the school calendar as these changes occur.

5.1.2 The form for notifying the Compliance Specialist is the SF185unv, Notification of Changes in School Schedule. This form shall contain the following information:

- a. School name and number (no abbreviations, use the same name throughout the form);
- b. The original date and time the topic was scheduled;
- c. The proposed date and time the topic is to be scheduled;
- d. The location of the class;
- e. Proposed time of reschedule;
- f. The correct OPOTC topic number and title;
- g. The reason the change is needed;
- h. The Instructor's name (last name, first name and middle initial), OPOTC certificate number and expiration date (e.g., Doe, John A., BAS29999, 01/01/2022);
- i. The date and method the Commander notified the Compliance Specialist of the proposed change.

5.1.3 In case of an Instructor addition or substitution (change), the Commander will send copies of applicable OPOTC certifications attached to SF185 to the Compliance Specialist.

5.1.4 For same day changes, the Commander shall contact the Compliance Specialist by telephone, voice mail or text indicating that a change in the school calendar must occur that day and stating the reason for the change. The Commander then will prepare and email the SF185unv form to the Compliance Specialist.

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

5.2 Monitoring Classes

- 5.2.1** The Commander shall be readily available to answer student questions and provide guidance where indicated.
- 5.2.2** The Commander and Instructors are responsible for maintaining compliance and safety considerations during all training activities.
- 5.2.3** The Commander and Instructors shall ensure that required instructor to student ratios are met.
- 5.2.4** The Commander and Instructors will ensure that the latest versions of OPOTC lesson plans are being used in class. New lesson plans are released once a year. The current Court Officer Basic Training curriculum is available on the Ohio Law Enforcement Gateway (OHLEG) website, www.OHLEG.org. The units, topics, hours, and lesson plans must be taught in their entirety.
- 5.2.5** The Commander and Instructors shall give due regard to safety considerations during all training activities (e.g., dangerous weather conditions).

5.3 Student Sign-in Sheets (Form SF121unv)

- 5.3.1** The 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.
- 5.3.2** The sign-in sheets shall contain the following information:
 - 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 typed name of each student, in alphabetical order (last name, first name, middle initial);
 - f. The signature of each student next to the typed 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. Hours “present” or “absent” for each student.

- l. The signature and Instructor certificate number of each Instructor teaching topics listed on the sign-in sheet by alphabetic designator;
- m. Indicate Instructor by circling letter in the boxes next to the topic and title;
- n. 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.

5.3.3 All scheduled Instructors shall sign the sign-in sheets at the conclusion of each class.

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

5.4 Student Attendance Roster (Form SF120unv)

5.4.1 The Commander shall prepare and maintain an accurate Student Attendance Roster (SF120unv). The 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 Students shall be listed on a separate SF120unv;
- e. Dates of classes shall be listed on the top line of the form (with month/date/year entered in each space);
- f. List the number of hours in attendance for each student on each day;
- g. The topic numbers shall be listed for all dates attended by Prior Equivalent and Plug-In students.

5.5 Notification of Make-Up Hours (Form SF122unv)

5.5.1 Whenever it becomes necessary for a student to make-up training, the Commander shall notify the Compliance Specialist at least 24 hours in advance of the make-up session. This notification will be made by using form Notification of Make-Up Hours (SF122unv). This form must contain:

- a. School name and number;
- b. Student's name (last name, first name, middle initial);
- c. Date original class missed;
- d. Proposed date of make-up class;
- e. Number of hours to be made up;
- f. Time of make-up session;

- g. OPOTC topic number and title;
- h. Mark “X” if original Instructor;
- i. In instances of an Instructor change, list Instructor name, certificate number and expiration date. Also submit copies of applicable OPOTC Instructor’s certificate.
- j. Location of make-up session;
- k. Date Compliance Specialist was notified and method.

5.5.2 Make-ups must be completed within three (3) days of the date that the student returns to class unless excused by way of a medical extension or a military extension.

5.5.3 The SF122unv is a continuing form. If another student needs to make-up hours, the Commander will follow the same process and complete the next line on the form.

5.5.4 Commanders shall maintain the SF122unv and present it to the Compliance Specialist at the closing audit, along with a separate form SF120unv, Student Attendance Roster (list topic numbers on last line) and a separate SF121unv, Student Sign-in Sheet for those students required to make-up hours.

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

5.5.6 If the student is more than 15 minutes late, then the time must be made up in a minimum of one-half hour increments by the original Instructor. It can also be made up by another Instructor, provided the Commander contacts the Compliance Specialist and sends copies of applicable certificates. Any make-up, whether by the original Instructor or another certified Instructor, must be documented on the Notification of Make-up, SF122unv and accompanying Student Attendance Roster, SF120unv.

5.5.7 If make-up hours result in training that is scheduled for more than five (5) hours per training day, there must be a break of at least a 30-minute period. Similar to regular training that exceeds five hours per training day, the break period must be documented and should be scheduled approximately in the middle of the training day. If make-up hours result in training exceeding 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.

- 5.5.8** If hours are to be made-up on the same day they were missed, the Commander shall notify the Compliance Specialist in advance and then submit the SF122unv to the Compliance Specialist as soon as possible.
- 5.5.9** Students who must complete make-ups may not be combined with other students who missed different content in the same topic.
- 5.5.10** If the student is unable to make-up the topics in the original school, they can make-up hours by attending a different OPOTC-approved school. 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 Commander shall notify the Compliance Specialist in advance and shall complete the Notification of Makeup, SF122unv and Make-up Student Attendance Roster, SF120unv. The second Commander will ensure that a Student Sign-In Sheet, SF121unv is completed and returned to the original Commander where it will be maintained and made available for inspection by OPOTC staff upon request.
- 5.5.11** If, at the time of the last day of an OPOTC topic, the student has missed any portion of a topic and failed to make it up, the 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 the Executive Director's designee, followed by a written request;
 - 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;
 - The SF122unv must be completed and submitted to the Compliance Specialist prior to the approved make-up session; and
 - Upon completion of the make-up session, the Commander shall present the SF122unv, Notification of Make-up, the SF120unv, Student Attendance Roster, and the SF121unv, Student Sign-in Sheet, to the Compliance Specialist.

5.6 Extensions

5.6. Medical Extensions

- Students who are injured or develop a medical condition during the course of the school and are unable to obtain a medical release prior to the last day of OPOTC topics, may request a medical extension for the purpose of completing course requirements.

NOTE: Any non-participation of training will be deemed as an absence.

- The procedure for requesting such a medical extension is as follows:
 - Commander provides the student with the Medical Extension Request, SF193unv;

2. Student makes appointment with a medical professional (a medical doctor (MD), osteopath (DO), physician's assistant (PA), or certified nurse practitioner (CNP), licensed by the Ohio State Medical Board or the Ohio State Board of Nursing, or a neighboring state's equivalent, or a medical professional with the US Department of Veterans' Affairs) for an examination. The medical professional completes and signs the Medical Extension Request, SF193unv. The Student returns the completed form to the Commander;
 3. Commander completes the Medical Extension Request, SF193unv and submits to OPOTC Executive Director;
 4. OPOTC Executive Director will review the paperwork and render a decision about the medical extension. The Commander and student will be notified of the Executive Director's decision.
- c. Students who receive a medical extension 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 Commander and taught, the student shall submit a medical release approved by their medical professional. If the medical professional refuses to clear the student, the student shall be deemed to have failed the school;
 - e. If approved by the medical professional the student must arrange to make up the required topics through the Commander. The Commander will notify the Compliance Specialist of these scheduled make-ups no less than 24 hours prior to the scheduled topic(s);
 - f. Upon completion of the required hours, the Commander shall contact the Compliance Specialist to schedule a closing audit.

5.6.2 Military Extensions

If a member of the National Guard or military reservist is mobilized to active duty in the uniformed services while attending the course of the school, the Commander may request an extension for the purpose of completing course requirements. The following documentation must be submitted to the Executive Director within ten days of the date of the order, prior to the activation:

- a. A letter from the Commander requesting the extension to include the date of activation, school name, and school number;
- b. A copy of the military orders;
- c. An audit will be conducted by the Compliance Specialist of the topics and hours completed by the student in the school and will be placed in the School file for the Executive Director's review.

If an extension is granted, upon completion of duty, the student will notify the Commander of the student's return within 60 days of the completion date. All make-ups must be completed in an OPOTC-approved school. A copy of the student's DD214 or Release from Active Duty must be submitted to the Compliance Specialist;

A review of the current and original schools' curricula will be conducted by the Compliance Specialist, in order to determine the training required for completion by the returning student to be eligible for certification; and

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

5.7 Class Time

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

5.7.2 An hour of class time includes 50 minutes of instruction and a 10-minute break. Breaks may not be combined (e.g., in order to shorten the class day, extend lunches, delay starting time)

5.7.3 Class time may not be used for Instructor preparation (e.g., making copies, setting up audio/visual equipment, traveling to and from a range).

5.8 Collect Handgun Proficiency Testing Record (Form SF125cob)

5.8.1 The Commander shall ensure that all handgun proficiency testing records have been properly completed by the student and instructor(s).

5.8.2 The Commander shall verify that the instructor(s) who scored the student's handgun proficiency testing record signs the SF125cob.

5.8.3 The Commander shall keep on file the original handgun proficiency testing record for each student. These shall be made available for review by the Compliance Specialist at the closing audit or at any time upon request.

5.9 Records Management

Commanders are strongly encouraged to consult with legal counsel regarding their responsibility to maintain sign-in sheets, Proficiency Testing Records, and other school records for each student who attends Court Officer Basic Training. For example, you may be requested for copies of sign-in sheets or Proficiency Testing Records for 18 months for each student who attends Court Officer Basic Training

Section 6

Closing Audit

Prior to the last day of class in which OPOTC topics are taught, the Commander shall contact the Compliance Specialist to schedule a closing audit. The closing audit must be conducted after the last day of class in which OPOTC topics are taught. Any errors, omissions, or discrepancies in the closing paperwork shall be corrected before the closing documents are submitted to the OPOTC Certification Specialist for final review and approval.

6.1 Closing Paperwork

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

6.1.2 Form SF110unv - Student Enrollment List

- a. Submit an "Original" Student Enrollment List if no changes occurred.
- b. Submit a "Revised" Student Enrollment List if changes to the original list occurred.

6.1.3 Enrollment Packet (See Section 3)

6.1.4 Form SF105unv - Revised School Calendar.

This form shall include all dates, times, topics and Instructors as it was actually conducted.

6.1.5 Form SF185unv - Notification of Changes in School Schedule

6.1.6 Form SF120unv - Student Attendance Roster

6.1.7 Form SF121unv - Student Sign-in Sheet

The Commander shall keep the sign-in sheets on file and make them available for review by the Compliance Specialist at the closing audit.

6.1.8 Form 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.

6.1.9 Form SF125cob - Handgun Proficiency Testing Record

The Commander shall keep all the Handgun Proficiency Testing Records on file and make them available for review by the Compliance Specialist at the closing audit.

6.1.10 Form SF155cob - Student Evaluation Record

This report must be compiled and maintained during the course of the school. The Commander shall submit a hard copy of the form at the closing audit.

Medical and military extension students shall be recorded as such on the hardcopy of the SF155 at the closing audit.

SF155bas forms shall be completed as follows:

- a. School name and number (no abbreviations, use same name throughout the form);
- b. Dates of school;
- c. Student names (listed in alphabetical order by last name, first name, middle initial);
- d. Date of birth;
- e. If the student failed any of the skills areas, mark with an “X”; otherwise, leave blank;
- f. If the student dropped out, withdrew, was excused, etc. mark with an “X”; otherwise leave blank;
- g. If the student is granted a medical or military extension, mark with “Med” or “Mil”; otherwise, leave blank. If the student completes the training following the extension or fails to complete the training following a medical extension (e.g., the student chooses not to participate), mark with a “Y” or “N” under medical extension completed. Be sure to complete the remaining blocks;
- h. If the student met the requirement of mandatory attendance, mark with a “Y” or “N” under Mandatory Attendance Completed;
- i. If the student is eligible for a certificate, mark with a “Y” or “N” under Certificate Eligible;
- j. The Commander shall place an original signature and the date on the form.

6.1.11 Form SF175unv - Closing Letter

Section 7
Post-Closing Procedures

7.1 Certification of Students

- 7.1.1** The OPOTC Certification Specialist will review all documents submitted during the closing audit.
- 7.1.2** Only students who successfully complete the Court Officer Basic Training course will be issued a certificate of completion by the executive director.
- 7.1.3** Certificates will be returned to the Commander for the Commander's signature.
- 7.1.4** The Commander is responsible for distributing certificates to the students.