Basic Peace Officer Training Academy

Enrollment Packet

2024-2025

SOUTHERN STATE
COMMUNITY COLLEGE

Southern State Community College Basic Peace Officer Academy

Dear Prospective 2024-2025 Academy Student:

Thank you for expressing interest in the Basic Peace Officer Training Academy at Southern State Community College. This Academy will provide you with the training required to be a peace officer in the State of Ohio. Those who successfully complete the program will be eligible to sit for the Ohio Peace Officers Training Council (OPOTC) State Certification Examination (SCE).

Our program consists of 740 hours of training with classes held at the SSCC Central Campus located in Hillsboro, Ohio. Classes are held in the evening 6:00pm-10:00pm, Monday through Thursday, every Saturday from 8:00 am – 5:00 pm, and scheduled Sundays as required. The Academy will begin August 26, 2024 and will be completed by April 2025. The deadline for submitting applications is July 15th, 2024.

All the information regarding our Academy is located on our website link to the Peace Officer Training Academy, https://www.sscc.edu/peaceofficer/index.shtml .

As you will be required to supply some of your own equipment, it is vital to thoroughly read through the equipment list for the Academy. One of the requirements for Firearms Training is ammunition. Currently, there is a short supply of ammunition in the United States. Prices can spike as much as 40% over a short period of time. It is imperative that you attempt to obtain ammunition prior to the Academy starting as Firearms is usually scheduled early on starting in the third weekend of September through the last weekend of October.

Sincerely.

James D. Daniels

Academy Commander

Basic Peace Officer Training Academy

Interviews and Physical Conditioning Pre-Assessments for the August 2024 – April 2025 **Basic Peace Officer Training Academy** scheduled and announced dates and times as set by the Academy Commander and the Physical Conditioning Instructor.

Students should contact Academy Commander James D. Daniels at (614)371-8678 or email him at jdaniels3@sscc.edu to let him know you want to schedule a Physical Conditioning Pre-Assessment date. (If you must leave a message, be sure to leave your name and a contact phone number.) If you are unable to contact the Academy Commander for any reason, a secondary contact will be Criminal Justice Assistant Professor Robin Roche, rroche@sscc.edu. After making your interest known to be scheduled for a physical conditioning pre-assessment, you will be contacted to confirm your selected date and time.

Students will dress appropriately for physical conditioning pre-assessment at Washington CH High School. Along with paper and pen for note taking, **students are to bring the following completed original forms to the interview conducted at the Southern State Community College, Hillsboro Campus after the physical conditioning pre-assessment** he or she is attending at a date and time at the Academy Commander's convenience

Open enrollment:

Conduct Agreement
Student Enrollment/ Certification Record
Student Hand Book Acknowledgment Form
Request for National Webcheck (Completed at LE agency)* See note below
FERPA Consent to Release Student Information Form
Student Health Data Form
Authorization for Use or Disclosure of Drug Screen Information

Sworn Officer:
Conduct Agreement
Student Enrollment/ Certification Record
Student Handbook Acknowledgment Form
Request for National Webcheck (Completed at LE agency)* See note below
FERPA Consent to Release Student Information Form
Student Health Data Form
Authorization for Use or Disclosure of Drug Screen Information
Photocopy of original Administrative Form 400 (Peace Officer Commission and Oath of Office Form).

Additional forms will be required to be completed at the pre-assessment. Each student is required to have a physical examination by a medical professional (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.). The form must be signed by an approved medical professional and the completed original from (including medical professional signature and contact information) must be returned the first class of the academy.

Effective January 1, 2019 the Ohio Peace Officer Training Commission mandated that all students who enroll in a peace officer basic training academy pass a nine-panel drug screen. The concentrations that would be considered a positive test result are set by federal guidelines developed by the Substance Abuse and Mental Health Service Administration (SAMHSA). Currently these guidelines are set based on urine tests.
The drug screen should be administered by an agency licensed/certified by the Department of Health or SAMHSA, medical professional's office (medical doctor (MD), osteopath (DO), physician's assistant (PA) or certified nurse practitioner (CNP)), or hospital. The drug screen must occur within the 120-day period before the date that the academy starts and the results shall be provided to the academy commander no later than the first day of the academy. **If an applicant does not pass the drug screen, the applicant cannot attend the academy.** An applicant can take another drug screen within the testing window and attend the academy if the applicant passes the subsequent screen. If an applicant feels their results are due to a prescription drug they are taking or for any other reasons, they should contact the facility that conducted the test.

*Note: Law Enforcement agencies approved to conduct a digital fingerprint scan for Basic Peace Officer Academy Cadets are not permitted to charge the cadet the established fee for BCI and FBI webcheck. Agencies are only permitted to charge an administration fee for taking the fingerprints and submitting the webcheck request. Please contact your local Sheriff's Office for days and times.

The Request for National Webcheck and other forms listed above must be completed and submitted at the interview and pre-assessment the student attends.

Incomplete forms will not be processed. Students with incomplete forms and/or students who are unable to meet physical conditioning pre-assessment 15 percentile standards according to the student's gender and age will not be accepted into the August 26, 2024 – April 28, 2025 Basic Peace Officer Training Academy.

The pre-assessment chart below is the minimum requirements a cadet must perform at his or her pre-assessment to be accepted in the Basic Peace Officer Program at Southern State Community College. Students who do not meet the minimum pre-assessment requirements will not be permitted to attend the academy.

Age and Gender Minimum Scores **Pre-Assessment Chart**		
15th% **Sit-ups (1 min.)** **Push-ups (1 min.)** **1.5 Mile Run**	**Males (<29)** **32** **19** **14:34**	**Females (<29)** **23** **9** **17:49**
Sit-ups (1 min.) **Push-ups (1 min.)** **1.5 Mile Run**	**Males (30-39)** **28** **15** **15:13**	**Females (30-39)** **18** **7** **18:37**
Sit-ups (1 min.) **Push-ups (1 min.)** **1.5 Mile Run**	**Males (40-49)** **22** **10** **15:58**	**Females (40-49)** **13** **5** **19:32**
Sit-ups (1 min.) **Push-ups (1 min.)** **1.5 Mile Run**	**Males (50-59)** **17** **7** **17:38**	**Females (50-59)** **7** **4* (modified)** **21:31**
Sit-ups (1 min.) **Push-ups (1 min.)** **1.5 Mile Run**	**Males (60+)** **13** **5** **20:12**	**Females (60+)** **2** **1* (modified)** **23:32**

The final assessment chart below is the minimum requirements a cadet must perform at during the final assessment conduct during the last 40 hours of the academy in order to be eligible to sit for the Ohio Basic Peace Officer Exam.

Age and Gender Minimum Scores **Final Assessment Chart**		
50th% **Sit-ups (1 min.)** **Push-ups (1 min.)** **1.5 Mile Run**	**Males (≤29)** **40** **33** **11:58**	**Females (≤29)** **35** **18** **14:07**
Sit-ups (1 min.) **Push-ups (1 min.)** **1.5 Mile Run**	**Males (30-39)** **36** **27** **12:25**	**Females (30-39)** **27** **14** **14:34**
Sit-ups (1 min.) **Push-ups (1 min.)** **1.5 Mile Run**	**Males (40-49)** **31** **21** **13:11**	**Females (30-39)** **22** **11** **15:24**
Sit-ups (1 min.) **Push-ups (1 min.)** **1.5 Mile Run**	**Males (50-59)** **26** **15** **14:16**	**Females (50-59)** **17** **13* (modified)** **17:13**
Sit-ups (1 min.) **Push-ups (1 min.)** **1.5 Mile Run**	**Males (60+)** **20** **15** **15:56**	**Females (60+)** **8** **8* (modified)** **18:52**

*SF195bas 07/01/2019 requirements

GUIDELINES FOR BASIC PEACE OFFICER TRAINING COURSE

The following is to be read by each cadet and a signed acknowledgment returned to the commander at the time of the preliminary interview.

OHIO PEACE OFFICE TRAINING COMMISON ACADEMY REQUIREMENTS

Each cadet shall read and familiarize himself or herself with the requirements set forth by the Ohio Peace Officer Training Commission for admittance to the Ohio Peace Officer Training Program.

Each cadet shall read and familiarize himself or herself with the policies and expectations set forth by the Ohio Peace Officer Training Commission and the Greenfield Peace Officers' Academy conducted at Southern State Community College. Each cadet shall adhere to the policies and expectations conveyed in this guide, "OPOTC STUDENT ACKNOWLEDGEMENT FORM", Southern State Community College Catalog and or any other source of the documentation that may be or is provided to each Cadet during the Peace Officer Basic Training Academy. Failure to maintain, any infraction or violation of any policy or rule shall be grounds for disciplinary action including the dismissal from the academy class.

No person whose driver license is expired, invalid, under suspension, revocation, or has any restrictions placed upon said license by any administrative agency of the State of Ohio or by any court in the state of Ohio or any state shall attend any portion of the driving course.

No person who has been convicted of any disqualifying offense shall attend any portion of any firearms course or firearms related topic or topics. (See appendix C for further information regarding disqualifying offenses.)

No person who is under 18 (eighteen) years of age may attend any portion of any firearms course.

Each cadet must successfully complete a physical conditioning pre-assessment before being accepted into the academy class.

Students are required to attend all hours of course. No student who misses any portion of the academy who does not make up the time will not be eligible to take the state certification examination. Any hour(s) added the State of Ohio and or any mandatory topics added by the State of Ohio during the academy will become mandatory also.

Students must maintain a handwritten notebook. Student Notebooks (OAC 109:2-3-08) will be evaluated in the following seven areas:

1. Sufficiency of course content,
2. Organization,
3. Appropriateness of the material,
4. Regularity of entries,
5. Neatness,
6. Accuracy,
7. Legibility.

Students must achieve a passing score of 70% on the state certification examination to be eligible for certification (OAC 109:2-3-9).

STUDENT CONDUCT

Student shall abide by all policies, rules and regulations set forth in the Southern State Community College Catalog.

Students shall abide by policies, rules and regulations set forth by the Ohio Peace Officer Training Commission.

Students shall abide by polices, rules and regulations listed below:

ATTENDANCE POLICY

Students are expected to attend all hours of the basic peace officer training course. Any make up hours have to be completed 7 (seven) days before the last day of the academy.

A student who has missed more than 16 (sixteen) will be removed from the class roster and dropped from the academy.

Tardiness will be considered missed time from the class. Any student who is late for class is required to make up the time with the instructor. A student who is 10 (ten) minutes or less for a class may make up the missed time at the end of the class day at the discretion of the instructor. A note must be made by the instructor on the daily attendance sheet that the tardy student made up the same number of minutes after class. If the instructor does not agree to make up the time or the student fails to make up the time on the same day the student missed 10 (ten) minutes or less, the student will have to make up a minimum of 30 (thirty minutes) with the same instructor on another day in accordance with make-up hours policy.

Any student who is 11 (Eleven) to 29 (twenty-nine) minutes tardy will be required to make up 30 (thirty minutes) with the same instructor on another day in accordance with make-up hours

policy. Any student who is 30 (thirty) minutes to 60 (sixty) minutes will be required to make up 1 (one) hour with the same instructor on another day in accordance with make-up hours policy.

Any student who misses any portion of a topic is required to makeup the hours with the original instructor. Any student who misses a complete topic is required to makeup the complete topic with an instructor certified by OPOTC on staff for the missed topic.

ATTENDANCE MAKE-UP PROCEDURES

Any student who is 14 (fourteen) minutes or less late for any session can make it up at the end of class. If a student is more than 15 minutes late, he/she will be required to complete the training with the instructor within 14 (fourteen) calendar days of the missed session.

The makeup of missed hours shall be documented by the completion and submission of an attendance sheet approved by OPOTC. The following information must be completed on the form:

Header of the form
Academy Number
Date of makeup
Topic Number and Topic Name made up
Starting and ending time of make-up Topic

Body of the form
The signature of the student making up the missed topic
The starting and ending times the student was present
The signature of the instructor conducting the make-up
The OPOTC number assigned to the instructor.
On the comment line of the form, a notation show be made that the sign-in sheet is a makeup class and date the student missed.

All make-ups will be conducted at an OPOTC approved site.

Any make-up hours must be approved by the commander 48 (forty-eight) hours prior to the scheduled make-up. All make-up hours must be in accordance with the *Ohio Peace Officer Training Commission Commander Manual for Basic Peace Officer Training Courses.*

The cost of the make-up must be agreed upon between the student and instructor. The student's college tuition will not be applied to these additional fees.

FIREARMS AND FIREARMS RELATED TRAINING

Firearms shall remain unloaded at all times on the firing range and in the classroom unless otherwise instructed by a firearms instructor.

Firearms shall not be carried into any part of the building except in the classroom while firearm or firearm related training is being conducted. During a firearm or firearm related training is be conducted, UNLOADED firearms shall be secured in the student's locker when the student leaves the classroom to visit other parts of the school.

Firearms instructors have full authority to remove or suspend any student during class or on the

range for any minor violation of safety. Any student removed or suspended from or during a class will not be able to return to class or the range until approved by the commander upon the recommendation of a least two firearm instructors who where present at the time of the alleged safety violation.

Firearms shall be secured in the student's vehicle out of sight and out of reach en-route to or from firearms or firearms related class or the range. Student shall not have his or her weapon on their person. It is preferred that the firearm be stored in the trunk of a vehicle in a secured gear bag. A Carried Concealed Weapon permit does not exempt any student from this rule.

If a student is stopped by a law enforcement officer, he or she shall advise the officer of the unloaded weapon, that he or she is going to or coming from the academy, and provide a student ID to the officer. If the incident occurs on the way to or during a class, the student shall inform the lead instructor of the class about the incident. If the incident occurs after class, the student shall notify the commander as soon as possible of the incident.

There is an additional $40 fee per student paid to the Greenfield Peace Officers' Association. This fee covers the cost for upkeep for the shooting range equipment and Standardized Field Sobriety Testing (SFST) supplies. Firearms related equipment and SFST supplies cannot paid for by Southern State Community College due to the 501(3)(c) IRS tax status. This fee must be paid prior to the end of the completion of the first week of the Academy.

CLASSROOM CONDUCT

Horseplay of any kind will not be tolerated at any time and all safety rules will be strictly enforced. Any instructor or safety officer has full authority to remove any student from class or an activity conducted outside of the classroom for horseplay, violation of a safety rule, or disruptive, improper, or unprofessional behavior. The student will not be able to return to class or the range until approved by the commander upon the recommendation of the lead instructor present or in charge at the time of the incident. Any discipline shall be assigned at the discretion of the Lead Instructor, which may be in the form of Physical Conditioning or Essay form. The Academy Commander may assign further discipline at his/her discretion.

Cell phones, personal lab top computers, or any other electronic communication devices shall not be used or within a student's immediate lounge area during classroom activities. Electronic communication devices should be stored in the student's assigned locker during class. A student may use his or her electronic communication device during break time or at the direction of the classroom instructor.

DRESS CODE

Each student attending the Basic Peace Officer Training will be dressed in the following manner:

1. Uniform designated by the academy commander shall be worn during all classroom settings. If employed by a law enforcement or security agency, a student may elect to wear the uniform of the day in accordance with the policies of his or her agency.
2. A student shall wear proper clothing for unarmed self-defense class.
3. A student shall dress appropriately during firearms while on the range.
4. A student shall wear proper clothing for physical conditioning class.
5. At no time shall a student wear any article of clothing that could be considered offensive to any segment of the population or considered to be in bad taste by a prudent person.

6. A student shall wear all required safety gear during any practical training exercise.
7. For all students, hair must not extend beyond the collar of the uniform of the day.
8. For male students, no facial hair will be allowed during the extent of the Academy.

CONDUCT OUTSIDE OF THE CLASSROOM

At no time shall a student participate in any form of conduct that is unlawful, unethical, or unprofessional.

Any student who is detained, seized, or arrested by a law enforcement agency shall notify the academy commander at the earliest possible time. Any student who receives a summons to appear in court for any violation of criminal, civil action, and / or traffic laws (federal, state, or local ordinances), with the exception of an infraction (Example: overtime parking violation) shall notify the academy commander at the earliest possible time.

Any student who is served with (or becomes aware of one being issued) any form of a protection order or any other court order (civil or criminal in nature) shall notify the academy commander at the earliest possible time.

Equipment List for OHIO Basic Peace Officer Training Course

Classroom
Students will be required to maintain a large notebook.

- 3-ring binders(s)
- Notebook paper and writing instrument (Successful students usually use over 750 sheets for their Student Performance Notebooks. This does not include note taking)
- 2 folders with side pockets

- Other Classroom supplies
- Earphones with a standard jack for a computer
- One or more memory sticks (sometime referred to as a thumb drive)

Firearms Training

The gear listed below is needed by the first session of firearms training and each session thereafter.

- Flashlight (Push button on/off switch, preferably rechargeable)
- Duty Belt (Pants belt with belt keepers)
- Handgun *
- Shotgun**
- Thumb break style holster ***(No Serpa holsters will be permitted. Tactical style holsters will be permitted at the approval of firearms instructor.)
- 3 magazines (Semi-auto) and 2 pouches for duty belt
- Eye protection
- Ear protection
- A minimum of 2,500 rounds of handgun ammo
- A minimum of 100 rounds of buckshot 12 ga: 25 rounds of 7 ½ or 8 bird shot
- A minimum of 50 rounds of 12 ga. 00 or 0000 buck shot**
- A minimum of 25 rounds of 12 ga. Slugs
- A minimum of 100 of .223 rounds
- Gear bag for firearms equipment
- (Note) Southern State Community College/Greenfield Peace Officer Academy has a limited number of ballistic vests. Students may be required to provide their own vests during training exercises.

*
No Revolvers will be permitted. Semi-automatic must be double or double/single action with a 4in barrel or longer; **no** single action only will be permitted. Highpoint and other low quality firearms will not be approved for use on the range. All firearms will be inspected by an OPOTC certified firearms instructor on staff and must be approved by an OPOTC certified firearms instructor on staff before being used on the range.

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Shotgun must be a 12ga pump. No rifled barrels

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No Tactical style holsters will be permitted. Holsters must be approved by an OPOTC certified firearms instructor on staff before being used on the range.

Physical Conditioning

The gear listed below is needed by the first session of physical conditioning and each session thereafter:

- Running Shoes
- Proper exercise attire for indoor and outdoor activities
- Small exercise mat
- Weighted workout vest approved by the Physical Conditioning Instructor
- Push-up bars
- Workout bottle (for liquids, i.e., water, Gatorade, etc.)

Subject Control Techniques

The gear listed below is needed by the first session of Subject Control Techniques and will be needed for each of the sessions thereafter.

- Mouth guard
- Loose fitting clothing
- Pants shall have belt loops and allow a belt to be worn around the waist comfortably
- Gym shoes with good support
- Men: Athletic supporter and cup
- Women: Sports Bra (Type that can still be worn if shirt gets ripped.)
- Duty belt
- Holster and Firearm (no ammo)
- Handcuffs and keys (NIJ approved)
- Handcuff case.
- Leather or weight-lifting gloves
- Flashlight

OHIO BASIC PEACE OFFICER TRAINING APPLICATION
OPEN ENROLLMENT / COMMISSONED OFFICER

INSTRUCTIONS

The following forms must be completed and returned at the time of your orientation. **Incomplete and /or improperly completed forms will not be accepted resulting in a delay and or refusal of acceptance to the Ohio Basic Peace Officer Training course. All forms must be legible**. All forms shall be completed in print using blue or black ink. NOTE: PLACE YOUR LEGAL NAME ON ALL FORMS. DO NOT USE YOUR NICKNAME. Example if you go by "Bob" and your legal name is "Robert", put "Robert" on all forms.

1. After reading **GUIDELINES FOR BASIC PEACE OFFICER TRAINING COURSE** Complete the "Conduct Agreement" form"
    a. Print your full legal name on the first line.
    b. Read the form
    c. If you agree, Sign the lower portion of the form, insert the date signed, and Print your legal name.
    d. Print your shirt size (S, M, L, XL, XXL).
    e. Print your trouser size. (**Your real size, not your desired size).**

2. Read the requirements set forth by the Ohio Peace Officer Training Commission (OPOTC) for attending the Ohio Peace Officer Basic Training Course in the Student Handbook.

3. Please Note on page 4 under Missing Classes or Portions of Classes. The state of Ohio uses a time frame of 15 minutes or less as being tardy and a student being able to make the time up on that day with the same instructor at the instructor's discretion. The Basic Peace Officer Academy at Southern State Community College limits the time to 10 (ten) minutes. If a student is 11 (eleven) minutes late that student has to make up 30 minutes with the original instructor for topic missed on a separate day. Your tuition does not include instructor's fees for a missed class or missed portion of a class.

4. "OPOTC Statement of Understanding" Pages 6-11 of Peace Officer Basic Training Student Handbook
    a. Read all the statements on the form carefully. Starting with **Affirmations** on page 6 and ending on page 11 with statement number 7.
    b. Terms you may not be familiar with on the form:
        1. OPOTC: Ohio Peace Officer Training Commission, the governing body that oversees and mandates training and certification requirements for all peace officers in the State of Ohio. Commission members are appointed by the Ohio Attorney General Office.
        2. OPOTC SCE: Ohio Peace Officer Training Commission State Certification Examination. This is the written test given after the successful completion of a Basic Peace Officer Training Academy Course given by the Ohio Peace Officer Training Commission at the Ohio Peace Officer Training Academy. A minimum score of 70% is required to be certified by the State of Ohio to function as a Peace Officer.

OHIO BASIC PEACE OFFICER TRAINING APPLICATION
OPEN ENROLLMENT / COMMISSONED OFFICER
INSTRUCTIONS

5. STUDENT HANDBOOK ACKNOWLEDGMENT AND VERIFICATION
    a. Carefully read the statement at the top of the form.
    b. If you have a conflict with any of the statements on pages 6 to page 11 explain the conflict(s) in the space below ADDITIONAL INFLORMATION OR EXPLAINATION. If additional space is needed or documentation use a paper clip to attach additional paperwork.
    c. If you agree with the statements and have explained any possible conflicts with any of the statements complete the bottom of the form,
    d. Print your name legible, sign the form, and date it.
    e. You will need a witness to you signing the form.

6. Complete the "Student Enrollment/Certification Record" form SF115unv.
    a. Print all the information
    b. Complete all personal information at upper portion of the form
    c. Leave the block for Appointing /Employing Agency blank unless you hold a commission with a law enforcement agency.
        1. **If you hold a commission with a law enforcement agency complete this block.**
        2. **A photo copy of your completed original ADM 400 or SF 400 must be included in your opening paper work.**
    d. Complete Race and Education Level
    e. Do not complete the blocks labeled Student Status and OPOTC USE ONLY

7. "Request for National WEBCHECK" form SF102bas
    a. This form must be taken to a facility able to conduct a nation national WEBCHECK. Contact the Sheriff's office of the county you reside in for the office hours they conduct WEBCHECKs.
    b. Take the form with you to the Sheriff's Office and complete the section "TO BE COMPLETED BY THE STUDENT" in the presence of the WEBCHECK technician.
    c. The WEBCHECK is an electronic criminal history check by scanning your fingerprints and conducting an electronic search for arrest and or convictions in the State of Ohio and Federal databases.
    d. The WEBCHECK must be conducted no earlier than 90 days before the first day of the academy and no later than 28 days before the first day of the academy.
    e. The original form must be returned to the commander at the time of the interview and physical pre-assessment.
    f. The original form must be completed, including the name of the agency that conducted the WEBCHECK scan, the Signature of the student and the date the WEBCHECK was conducted.
    g. A copy of this form (SF102) may be made for record keeping purposes of the agency that conducts the WEBCHECK.
    h. NOTE: According to OPOTC guidelines, a law enforcement agency approved by the Attorney General who conducts WEBCHECK for students intending to attend an Ohio Basic Peace Officer Training course approved by OPOTC is not permitted to charge a FEE for a BCI or FBI check when that student is using the SF102 form. An agency may charge an administration free for processing the SF102 form. Processing fees are commonly less than $15.00. Do not leave the form at the agency. If the agency is wanting to charge a fee for BCI check

OHIO BASIC PEACE OFFICER TRAINING APPLICATION
OPEN ENROLLMENT / COMMISSONED OFFICER
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($35.00) and or a fee for the FBI check ($30.00) ask for a supervisor or walk away and go to a nearby Sheriff's Office.

8. Family Educational Rights and Privacy Act (FERPA) Form SF104unv
    a. Print your name on the line labeled "Name of Student requesting.." upper portion of form
    b. Read the form carefully. Print your name on student name line (lower portion of the form
    c. After carefully reading the form sign this line to acknowledge you have read and understand your rights afforded to you by FERPA and any waiver of those rights stated in this form.
    d. If you are already a student at SSCC please write your student ID on this line. If this is your first class at SSCC leave this blank and it will be filled in after you are registered for this course.
    e. Place the date you signed the form

9. Complete "OPOTC Student Health Data Form" SF114bas
    a. Print your legal name and age at the top of the form
    b. Place a check mark in front of your gender
    c. Place a check mark in front of "Yes" or "No" acknowledging if you have any physical or psychological limitations or injures that might restrict your full participation in the physical activities during the academy. If you mark "Yes" explain why.
    d. A medical professional (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), shall complete the lower portion of the form. (Note: A Chiropractor is <u>not</u> an acceptable physician according to OPOTC guidelines.)
10. Verify the medical professional's name and office address used on the form (This information may be printed or a label stamp may be used. This information must be on the form.)
11. Verify the medical professional's signature and date of examination is on the form.
12. Verify the medical professional's license number and issuing state is on the form.
13. The medical professional may make a copy of this form for his or her records, the form with original signatures must be returned to the commander.

14. Authorization for Use or Disclosure of Drug Screen Information SF147bas
    a. Print your legal name on the first line,
    b. Fill in your Date of Birth - Example 01/01/1996.
    c. Read the form carefully.
    d. If you agree, sign and date at the bottom of the form.
    e. Take this form with you when you have your physical by a medical professional. This form will show your medical professional the type of drug screen to be conducted.
    f. The medical professional may make a copy of this form for his or her records, the form with original signature must be returned to the commander.
    g. An unaltered copy of the results of the drug screen should be forwarded to the commander. The unaltered lab report can be emailed to jdaniels3@sscc.edu or mailed to James D. Daniels, 100 Hobart Dr. Hillsboro, OH 45133.

OHIO BASIC PEACE OFFICER TRAINING APPLICATION
OPEN ENROLLMENT / COMMISSONED OFFICER
INSTRUCTIONS

11. The following completed forms must be brought with you to your pre-entrance assessment:

a. Conduct Agreement
b. Handbook Acknowledgment and Verification
c. SF115 unv - Student Enrollment/ Certification Record
d. SF102 bas - Request for National Webcheck
e. SF 104 unv - FERPA Consent to Release Student Information
f. SF114 bas - Student Health Data Forms
g. SF 147bas – Authorization for Use or Disclosure of Drug Screen Information.

The Physical Assessment form is for your information. Each cadet will be required to perform at or above the 15 percentile level of fitness stated on the form according to his or her gender and age before being accepted into the basic training course. Physical Fitness testing will be conducted before the start of the academy on a date, at a time, and at a location approved by the academy commander. Each cadet must pass all three physical tests at one setting to be accepted.
During the course, each cadet will be required to perform at or above a pre-determined level of fitness at pre-termed times that will progress toward the required exit standard by the OPOTC.
The Physical Assessment form (exit requirements) is for your information.

SOUTHERN STATE COMMUNITY COLLEGE

CONSENT AGREEMENT

I,_____, have read the ***Ohio Peace Officer Basic Training***
Print Name

Requirements and Options for Attending, Guidelines for the Basic Peace Officer Training Course, and all related material. I agree to abide by the rules, regulations, policies, and procedures set forth by the Ohio Peace Officer Training Academy. The Ohio Peace Officer Training Commission, Southern State Community College, Southern State Community College/Greenfield Peace Officer Academy, and all other governing bodies affiliated with the Basic Peace Officer Training Academy. I understand and acknowledge that my failure or lack there of to abide by any rule, regulation, policy, and or procedure of the aforementioned bodies may be just cause for sanctions against me including dismissal from the Basic Peace Officer Training Academy and or being declared unfit for any testing conducted by the Ohio Peace Officer Training Commission.

_____ _____
Student Signature **Date**

_____
Student Name Printed

_____ _____
Commanders Signature **Date**

CADET UNIFORM MEASUREMENTS

Uniforms are provided for cadets by Southern State Community College/Greenfield Peace Officer Academy. Uniform measurements may be different between males and females. Therefore, please fill out the appropriate section.

CADETS NAME: _____
Please Print

CIRCLE ONE: **Male** **Female**

Continued on next page.

SOUTHERN STATE
COMMUNITY COLLEGE

MALE CADETS

Shirt Size: _____
Small, Medium, Large, Extra Large, 2x, 3x, 4x

Pants Size: Inseam: _____
Whole numbers only

Waist: _____
Even numbers only

FEMALE CADETS

Shirt Size: _____
Small, Medium, Large, Extra Large, 2x, 3x, 4x

Pants Size: Inseam: _____
Whole numbers only

Waist: _____
Even numbers only

Peace Officer Basic Training

Student Handbook

Ohio Peace Officer Training Commission

1650 State Route 56, SW • P.O. Box 309 • London, Ohio 43140
Phone: 800-346-7682

Effective 7/15/2021 (Rev. 9/21/2022)

Things to Know

The Ohio Peace Officer Training Commission

The Ohio Peace Officer Training Commission (OPOTC) consists of ten members appointed by the governor with the advice and consent of the Ohio Senate. Members serve three-year terms. The Commission issues recommendations to the Attorney General about matters pertaining to law enforcement training, approves OPOTC curriculum, certifies individuals for numerous Ohio law enforcement professions, and establishes annual continuing professional training (CPT) requirements for peace officers and troopers.

The day-to-day work of the OPOTC is done by the Executive Director and staff members. The staff members you may encounter include compliance officers and certification officers.

Compliance officers are the Commission's eyes and ears at each training academy. They communicate regularly with commanders and instructors to ensure that academies comply with the standards required by the Ohio Revised Code, the Ohio Administrative Code, and the OPOTC.

Certification officers verify that instructors and commanders have the prerequisites, training, and experience needed to instruct in or command an academy.

The Ohio Peace Officer Training Academy

The Ohio Peace Officer Training Academy (OPOTA) and the OPOTC are two different entities but are often confused. The Commission established the Academy which includes two campuses in London and one in Richfield. The Academy provides advanced training courses to those who are already certified officers. They offer operator-level and instructor-level courses. OPOTA generally does not teach or develop basic training.

Your Academy

Your academy is administered by your commander. You can think of a commander as similar to a principal of a school. The commander chooses instructors, schedules course topics and locations, and ensures that the instructors have the tools needed to teach their topics. Commanders and instructors must all be approved and certified by the OPOTC.

Academy Requirements

The minimum hours required by the Commission must be taught by your academy, but additional required hours can be added by your academy.

To enter your academy, you must successfully complete a drug screen, pass a criminal background check, and meet certain minimum standards based on a physical fitness assessment that includes sit-ups, pushups, and a 1.5-mile run.

To be eligible for OPOTC certification as a peace officer, you will need to successfully complete certain skill-based student performance objectives (SPO's), meet higher physical fitness assessment standards, and pass the state certification exam (SCE) showing knowledge of cognitive-based SPO's.

Missing Class Topics or Portions of Class Topics

There may come a time when you miss a class topic or a portion of a topic. As all hours are mandatory, sign-in and sign-out sheets are very important, and the times must be documented to the minute. If you are tardy to class, the time must be made up. If that time missed is 15 minutes or less, that specific time can be made up at the end of the class day with the original instructor, if that instructor is available and willing to do so.

If you are more than 15 minutes late, you will have to make up class time at a later time, in 30-minute increments. As your academy has hired instructors to teach during the core hours of the course, it is not unusual for an academy to bill you for the additional instructor time required to conduct a make-up session.

There may be times when, due to illness, injury, or personal conflicts, one or more days of class will be missed. Due to the way the curriculum is developed and the order in which it's presented, those topic hours missed must be made up within 14 days of the date you return to class. If they are not, then starting on that 15th day, you are not permitted to attend any other academy topics until the missed topics are completed.

If you are going to be absent for an extended amount of time, you must contact the commander for information about obtaining an extension. Extensions are available for military and medical purposes. All extension make-ups and assessments must occur within one year of the date the academy began.

Appointed Students and Open Enrollment Students

Some students are appointed by a peace officer agency prior to completing their academy and becoming certified. These students possess peace officer powers, in their jurisdictions, as soon as they pass the SCE and are issued an Ohio peace officer training certificate.

Other students complete their academy successfully but have not yet received their first peace officer appointment. These students are known as "open enrollment students." They do not initially receive an Ohio peace officer training certificate. Instead, they receive a letter of completion. Once they are appointed by a peace officer agency, they are issued a training certificate (subject to any additional required training that has been mandated in the interim) and they then possess peace officer powers in their jurisdiction. Simplified, peace officer certification requires both completion of training and an agency appointment.

If an open enrollment student obtains an appointment after one year of successfully passing the SCE, the student must take a refresher course and pass a refresher exam before gaining

certification. If an open enrollment student does not get an appointment within two years of successfully passing the SCE, the student must repeat peace officer basic training.

If during the academy your appointment status should change from open enrollment to appointed, or from appointed to open enrollment, you must notify the commander immediately.

Things to Do

Required Forms

The following forms are attached and must be completed and returned to your commander immediately. Any delay in completing and returning these forms may result in a denial of your request to attend the academy.

- Student Handbook Acknowledgement and Verification
- SF115unv – Student Enrollment/Certification Record
- SF102bas – Request for National WebCheck
- SF104unv – FERPA Consent to Release Student Information
- SF114bas – Student Health Data

Affirmations

Below are a number of questions and acknowledgments that you must review and answer. If there is any statement you are not able to answer affirmatively, please explain in detail on the Student Acknowledgment and Verification form at the end of this handbook. If you are in doubt as to any of these matters or have questions on how to answer, please consult with your commander.

A. Statement of understanding.

I have never pleaded to or been convicted of a criminal offense or been adjudicated for a juvenile offense in any jurisdiction. (When reviewing this acknowledgment,please acknowledge all matters, even those that have been sealed or expunged).

If you have pleaded, and so are not able to answer affirmatively, then on the last page of this handbook list the court that was involved, and the underlying crime to which you plead, were convicted, or were adjudicated delinquent.

Also, if the crime involved has, as an element of that crime, the use or attempted use of physical force, or the threatened use of a deadly weapon, also list whether the victim was a stranger, present or former spouse, household member, child, other family member, or if other, please describe.

1. I am not a fugitive from justice, and I do not have criminal charges pending against me in any jurisdiction.

2. I am not drug dependent, in danger of drug dependence, or a chronic alcoholic.

3. I have never been adjudicated by any court for mental incompetence, been adjudicated by a court as a mental defective, been committed by a court to a mental institution, been found by a court to be a mentally ill person subject to hospitalization by court order, or been an involuntary mental patient other than one who was only a patient for observation.

4. I am not an alien who is illegally or unlawfully in the United States.

5. I have never been discharged from the Armed Forces under dishonorable conditions.

6. I have never renounced my United States citizenship.

7. I am not under a court order that restrains me from harassing, stalking, or threatening an intimate partner or the child of such partner, or engaging in other conduct that would place an intimate partner in reasonable fear of bodily injury to the partner or child.

8. I currently possess a valid driver's license and have driving privileges in the State of Ohio.

9. I have been awarded and possess a high school diploma or a certificate of high school equivalency.

   If you possess a certificate of high school equivalency, please provide a detailed explanation on the last page of this handbook.

10. I understand that if I provide false information on this form I may be discharged from this academy and may be charged with a crime.

11. I understand that if a criminal or delinquency charge is filed against me while I am a student of this academy, I must report it to the commander immediately, and I may be suspended from this school until the case is complete. Depending on the resolution at that time, I may be ineligible to attend the academy.

12. I grant the OPOTC consent to disclose to the commander any information regarding any and all of my criminal or delinquency history information that might impact my ability to participate as a student in an OPOTC-approved academy. Likewise, I grant the commander consent to disclose the same information to the OPOTC.

13. The OPOTC is committed to maintaining an academic environment in which all individuals are treated with respect and dignity, free from any type of discrimination or harassment, and will not tolerate discrimination or harassment in an OPOTC program, whether committed by a student, an instructor, a commander, or another associated with the program. I understand that I must report incidences of discrimination or harassment to my commander and/or an OPOTC compliance officer, whether that behavior involves a student, an instructor, or another associated with the program. If the behavior involves a commander, I must report incidences of suspected discrimination or harassment to the academy organization's senior management and the OPOTC compliance officer. If a student has engaged in discrimination or harassment, the student may be suspended or expelled from the OPOTC program.

14. I understand that to be eligible to take the OPOTC SCE, I must have 100% attendance in every hour of every topic. If I have an excused absence for any topic hours, it is my obligation to make arrangements with the commander to make up the missed topic hours within 14 days of the date I return to class, unless excused by way of a medical or military extension. If the make-ups do not occur within this time frame, I cannot attend other academy topics until all make-ups have been completed. If I complete make-up hours in another academy, I must attend the entire block of instruction for that topic. I understand that the commander may set stricter requirements than the OPOTC minimum standards.

15. To be eligible to take the OPOTC SCE, I must maintain a notebook during the OPOTC course and that notebook must be deemed satisfactory by the commander. The notebook shall contain appropriate entries of pertinent material covered during the classroom sessions of the course. I must submit this notebook to the commander for inspection at the conclusion of the program or other times the commander sees fit. It will be evaluated by the commander on, at a minimum, its sufficiency of course content, organization, and appropriateness of material, regularity of entries, neatness, accuracy, and legibility.

16. To be eligible to take the OPOTC SCE, I must first demonstrate to the satisfaction of my instructors and commander the requisite proficiencies in each skill-based SPO and final physical fitness assessment. I then must pass the written OPOTC SCE with a score of at least 70%. I understand I will have two attempts to pass each skill-based SPO, physical fitness assessment, and state certification exam.

17. I will not disclose any information concerning specific questions on the OPOTC state certification examination.

18. If I request any special accommodations (such as those relating to learning/reading disabilities, dyslexia, etc.) for the SCE, then at least 45 days before the last day of OPOTC topics, my commander must submit written documentation supporting my request to the OPOTC. I understand that if this request and documentation is not submitted by that time, I may be prevented from receiving an accommodation.

B. Medical issues, physical assessments, and waiver of liability & indemnity agreement.

1. I understand that some risks, hazards, or dangers are inherent in the nature of the training and cannot be eliminated or reduced, including those that can cause physical or emotional injury, disability, or death. I understand and agree that I am participating in this training course at my own risk.

   I understand that the training involves a degree of physical exercise and physical contact, which involves a risk of injury to me.

   I understand that I will have to endure some degree of discomfort or pain during the application, instruction, or demonstration of certain techniques and/or certain training sessions.

2. I have received a medical examination and medical approval signed by a medical doctor (MD), osteopath (DO), physician's assistant (PA), or certified nurse practitioner (CNP) licensed by the Ohio State Medical Board, the Ohio State Board of Nursing, a neighboring state's equivalent, or a medical professional with the US Department of Veterans' Affairs.

3. If I have a medical or other condition and have been medically cleared to participate in the training, I understand that participation may exacerbate the condition.

4. If I develop or am diagnosed with any such illness, injury, condition, disability, or condition during the course of the training program, I shall promptly notify my commander, instructors, and school personnel and resubmit to a medical examination and obtain approval from a medical provider acceptable to OPOTC in order to continue to participate in training.

5. I am in good physical and mental health, I agree to abide by the course safety rules and instructions given by the instructors, and I agree that to receive a letter of completion or a peace officer training certificate for this training I must pass all applicable tests and test components, including but not limited to sit-ups, push-ups, and a 1.5-mile run.

6. I have been informed by the commander of the physical fitness requirements for my age and sex, and I understand that I must meet these requirements in each component of a physical assessment, which will be held within the last 80 hours of scheduled OPOTC topics. I further understand that I will be given two opportunities to meet those requirements. I understand that if I fail any requirement during my first attempt, I must meet the requirements for all three events during the second attempt. I understand that an unexcused absence from an assessment constitutes a failure of the OPOTC physical fitness assessment. It is my obligation to notify my commander before a scheduled assessment, if I suffer any illness, injury, or condition, which might preclude my participation in the assessment. I understand that if I suffer illness or injury during an attempt, the attempt will be counted as a failure.

If I wish to request an extension of time for an assessment for medical reasons, I understand that I must give the commander a written excuse, signed by a medical doctor (MD), osteopath (DO), physician's assistant (PA), certified nurse practitioner (CNP) licensed in Ohio, on a form prescribed by the OPOTC. If I am granted an extension of time to complete the assessment I will receive a letter from the OPOTC Executive Director notifying me of the extension, and a deadline date for when I must complete the physical assessment, I must complete the make-up assessment and re-test (if necessary) before my extension expires, and it must be completed at the enrolled academy training facility.

C. I understand that OPOTC provides class curriculum and assumes no responsibility other than the opportunity to learn under supervision, and as such I waive any and all claims that I may have against OPOTC, the Attorney General's Office, the State of Ohio, and its employees and agents, including but not limited to any and all liability claims or demands for personal injury, sickness, or death, as well as property damages and expenses, of any nature whatsoever which may be incurred while participating in the above referenced program or in any medical procedure arising out of or related to my participation in such program, including but not limited to any training conducted at the OPOTC approved school and at any and all state training locations from any cause whatsoever, including any claims or demands based upon negligence. I release OPOTC, the Attorney General's Office, the State of Ohio, and its employees and agents, from any and all liability, and I further agree to indemnify the OPOTC, the Attorney General's Office, the State of Ohio, and its employees and agents, from any loss, liability, damage, or cost, including reasonable attorney's fees, that may occur due to my participation in the above referenced program or in any medical procedure arising out of or related to my participation in such program, whether or not such loss, liability, damage, or cost results from the negligence or other action, except intentional acts. I understand and intend that this release of liability shall be effective and binding upon my heirs, next of kin executors, administrators and assigns in the event of my death. Authorization for use or disclosure of drug screen information.

1. I consent to submit to a drug screen and to furnish a sample of my urine for analysis to a testing facility designated by the commander in order to be eligible to attend peace officer basic training.

2. I authorize and give full permission to have the laboratory or other testing facility to release any and all documentation relating to such screen to the above listed commander or designee. I further agree to and hereby authorize the release of the results of said tests to the commander, their designee, or the OPOTC.

3. I understand that my sample will be screened for the following substances and concentrations:

Initial test analyte	Initial test cutoff concentration	Confirmatory test analyte	Confirmatory test cutoff concentration
Marijuana metabolites	50 ng/mL	THCA	15 ng/mL
Cocaine metabolites	150 ng/mL	Benzoylecgonine	100 ng/mL
Codeine/Morphine	2,000 ng/mL	Codeine Morphine	2,000 ng/mL 2,000 ng/mL
Hydrocodone/Hydromorphone	300 ng/ml	Hydrocodone Hydromorphone	100 ng/ml 100 ng/ml
Oxycodone/Oxymorphone	100 ng/ml	Oxycodone Oxymorphone	100 ng/ml 100 ng/ml
6-Acetylmorphine	10 ng/mL	6-Acetylmorphine	10 ng/mL
Phencyclidine	25 ng/mL	Phencyclidine	25 ng/mL
Amphetamine/Methamphetamine	500 ng/mL	Amphetamine Methamphetamine	250 ng/mL 250 ng/mL
MDMA/MDA	500 ng/ml	MDMA MDA	250 ng/ml 250 ng/ml

4. I understand that a positive result, refusal to authorize the screens by signing this form, failure to take the specified screens, or failure to produce a specimen may preclude me from attending this academy.

5. I understand that I must provide proof within 72 hours of a positive test that I am taking a controlled substance as directed pursuant to a lawful prescription issued in my name if that substance causes a positive result.

6. I understand that the OPOTC approved school is not a covered entity and is not subject to the privacy requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). I understand that there is a potential that information disclosed to the OPOTC approved school may be subjected to redisclosure by the OPOTC approved school, and not protected from such redisclosure by federal law or federal rule.

7. I understand that I may revoke this authorization in writing submitted at any time to the OPOTC approved school except to the extent that action has been taken in reliance on this authorization. If this authorization has not been revoked, it will terminate two years from the date of my signature.

DAVE YOST
OHIO ATTORNEY GENERAL

Ohio Peace Officer Training Commission
Office 800-346-7682

STUDENT HANDBOOK ACKNOWLEDGMENT AND VERIFICATION

My signature below indicates that I have received, read and agree to abide by the Ohio Revised Code, the Ohio Administrative Code, the Peace Officer Basic Training Student Handbook, and the above-listed forms, and that if any of the information contained in the Handbook needs additional information or explanation, that information or explanation is detailed below.

ADDITIONAL INFORMATION OR EXPLANATION:

(Attach additional documentation if needed)

Student's Name (please print)	Student's Signature	Date
Witness Name (please print)	Witness Signature	Date

SSCC/GPOA
School Name

School Number

Effective 01/01/2021

DAVE YOST
OHIO ATTORNEY GENERAL

Ohio Peace Officer Training Commission
800-346-7682

P.O. Box 309
London, Ohio 43140
www.OhioAttorneyGeneral.gov

Student Enrollment/Certification Record

Information on this form MUST be typed; handwritten copies will not be accepted. Please double check for accuracy.

Student Information:

Name:_____ Alias:_____
Last First Middle

Home Address: _____
No./Street and/or P.O. Box City County State Zip Code

Phone Number_____-_____-_____Male_____Female_____DOB:_____SSN (Last 5): _____

*Email Address:_____ ***Important Note:** *This email address will be used as the primary source of communication between you and OPOTC from the start of the academy through completion of the State Certification Exam (SCE). Please be sure to enter an email address that can be checked regularly for OPOTC correspondence.*

Operator's License Number:_____State:_____Expiration Date: _____

Complete if applicable & attach SF400 Notice of Appointment:

Appointing/Employing Agency_____Agency County _____

Agency Email_____

Date of Appointment/Employment_____Position/Title _____

Race:_____American Indian/Alaska Native _____ Asian _____ Black/African American _____ Hispanic/Latino

_____ Native Hawaiian/Pacific Islander _____ White _____ Other

Education:_____High School Diploma _____ GED

Student Status:

Peace Officer	✔ Basic Training _____ Refresher _____ Prior-Equivalent
Private Security	_____ Academic _____Revolver _____Shotgun _____Semi-Auto Pistol _____REQ
Corrections	_____ Basic Training _____ Prior Equivalent
Court Officer	_____ Basic Training

_____ _____ SSCC/GPOA _____ _____
Commander's Signature *Date* *School Name* *School Number*

OPOTC Use Only

_____Approved _____Open Enrollment _ Withdrawn _____Failed _____Dismissed

Private Security Requal Due Date:_____Date Approved: _____

Last Date of Class:_____Exam Date:_____Certification Specialist Initials: _____

Certificate Number:_____Date Certificate Issued:_____

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London, OH 43140
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REQUEST FOR NATIONAL WEBCHECK®

All information must be typed or printed.

This completed form is to be returned to the commander by the student.

INSTRUCTIONS TO NATIONAL WEBCHECK® FACILITY

- Transaction Type is both BCI and FBI.
- Reason Fingerprinted is "Law Enforcement Employment" or "Law Enforcement/Criminal Justice" for BCI and "Law" for FBI.
- This is a **Direct Copy** transaction to the Ohio Peace Officer Training Academy (OPOTA). No address needs entered.

TO BE COMPLETED BY STUDENT

I am scheduled to attend an Ohio Peace Officer Training Commission-approved Program to be held at:

_____ beginning on_____.
(Academy Name) (Date)

As part of the enrollment process, the OPOTC requires that I have a criminal record background check conducted within 150 days of the above date by the Ohio Bureau of Criminal Investigation (BCI) and the Federal Bureau of Investigation (FBI). Therefore, I am requesting a National WebCheck®, 10-digit, for law enforcement purposes.

Name: _____ _____ _____
(Last) (First) (Middle Name)

Previous Name(s) or Alias: _____

Date of Birth:_____ Social Security Number: _____

Address (including P.O. Box, if applicable): _____

City:_____ State:_____ Zip Code: _____

Name of Fingerprinting Agency: _____

Signature of Person Being Fingerprinted:_____ Date Fingerprinted:_____

DAVE YOST
OHIO ATTORNEY GENERAL

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Family Educational Rights and Privacy Act (FERPA)
20 U.S.C. § 1232g; 34 CFR Part 99)

CONSENT TO RELEASE STUDENT INFORMATION

TO ADMINISTRATOR(S) AND/OR STAFF OF:

_____
(College, University, or Career Center that will release the educational records)

Please provide information from the educational records of:

_____
(Name of Student requesting the release of educational records)

to the Ohio Peace Officer Training Commission (OPOTC).

The information to be released under this consent includes any requested records, other than medical records held solely by Student Health Services or the Counseling Center. The information is to be released for the purpose of Ohio Peace Officer Training Commission oversight of, and communication regarding training programs related to Ohio Administrative Code Chapters 109:2-1 through 109:2-18.

I understand the information may be released orally or in the form of copies of written records, photographs, videos, electronic documents, or otherwise, as preferred by the requester. I have a right to inspect any written records released pursuant to this Consent. I understand I may revoke this Consent upon providing written notice to the Commander of the OPOTC-approved school with which I am or was associated and/or enrolled. I further understand that until this revocation is made, this consent shall remain in effect and my educational records will continue to be provided to the Ohio Peace Officer Training Commission for the purposes described above.

Student Name (print) _____
(Name of parent/legal guardian, if student is a minor)

Signature _____
(Signature of parent/legal guardian, if student is a minor)

Student ID Number _____

Date _____

DAVE YOST
OHIO ATTORNEY GENERAL

Ohio Peace Officer Training Commission
Office 800-346-7682

Student Health Data

Name: _____ Age:_____Sex: Male _ Female_ _
Last First Middle

School Name: SSCC/GPOA School Number: _____

Commander Name: James D. Daniels Commander Email: jdaniels3@sscc.edu

Do you have any physical or psychological limitations/injuries that might in any way restrict your full participation in physical activities during training?

_ _ Yes _ _ No If yes, please describe: _____

_____

_____ _____
Student's Signature Date

This section to be completed by medical professional (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.): This physical examination should ascertain any conditions which may preclude the student's ability to participate in, or which may be aggravated by, strenuous physical exercise. As a part of peace officer basic training, the student will engage in calisthenics, running, jumping, wrestling, unarmed self-defense, firearms, driving and other physically demanding exercises.
Height:_____feet_____inches Weight:_____pounds Resting Pulse Rate:_____beats per minute Blood Pressure:_____/_____

Does the patient have a medical history of, or presently demonstrate symptoms of, any of the following?

Yes	No		Yes	No	
____	____	1. Uncorrected visual deficiency	____	____	9. Dizziness/Fainting
____	____	2. Major impairment of the senses	____	____	10. Back/Neck injury or recurrent pain
____	____	3. Asthma or Breathing difficulties	____	____	11. Pregnancy
____	____	4. Heart attack; Angina Pectoris	____	____	12. Communicable diseases
____	____	5. Stroke	____	____	13. Amputation/Prosthetic devices
____	____	6. Hemorrhage	____	____	14. Bone/joint injury or recurrent pain
____	____	7. Hypertension	____	____	15. Taking medication
____	____	8. Allergies _____	____	____	16. Under physician's continuing care

Please note any other condition(s) not listed above which may affect the student's participation. Also please explain each "Yes" response above, indicating the item number:

_____

_____

As a result of my physical examination, I have determined that the student can, without limitation, safely function in all phases of strenuous physical training including, but not limited to, calisthenics, running, jumping, wrestling, unarmed self-defense, firearms, driving and a physical fitness assessment consisting of sit-ups, push-ups, and a timed 1.5 mile run.

_____ _____
Signature of Medical Professional Printed/Typed Name with Title (MD, DO, PA or CNP)

_____ _____ _____
License Number Issuing State Phone Number

_____ _____
Address Date of Examination

_____
City, State, Zip

***Please give completed form back to the student to return to the commander or send to the above noted commander's email address.**
****Student is responsible for cost of the exam and the test.**

DAVE YOST
OHIO ATTORNEY GENERAL

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Authorization for Use or Disclosure of Drug Screen Information

Applicant's Name: _____

Applicant's Date of Birth: _____

Commander: James D. Daniels

Commander's Address: Southern State Community College 100 Hobart Dr. Hillsboro, OH 45133

I hereby consent to submit to a drug screen and to furnish a sample of my urine for analysis to a testing facility designated by the commander in order to be eligible to attend peace officer basic training.

I further authorize and give full permission to have the laboratory or other testing facility release any and all documentation relating to such screen to the above listed commander or designee. I further agree to and hereby authorize the release of the results of said tests to the commander, their designee, or the Ohio Peace Officer Training Commission (OPOTC).

I understand that my sample will be screened for the following substances and concentrations:

Initial test analyte	Initial test cutoff concentration	Confirmatory test analyte	Confirmatory test cutoff concentration
Marijuana metabolites	50 ng/mL	THCA	15 ng/mL
Cocaine metabolites	150 ng/mL	Benzoylecgonine	100 ng/mL
Codeine/Morphine	2,000 ng/mL	Codeine Morphine	2,000 ng/mL 2,000ng/mL
Hydrocodone/Hydromorphone	300 ng/ml	Hydrocodone Hydromorphone	100 ng/ml 100 ng/ml
Oxycodone/Oxymorphone	100 ng/ml	Oxycodone Oxymorphone	100 ng/ml 100 ng/ml
6-Acetylmorphine	10 ng/mL	6-Acetylmorphine	10 ng/mL
Phencyclidine	25 ng/mL	Phencyclidine	25 ng/mL
Amphetamine/Methamphetamine	500 ng/mL	Amphetamine Methamphetamine	250 ng/mL 250 ng/mL
MDMA/MDA	500 ng/ml	MDMA MDA	250 ng/ml 250 ng/ml

I understand that a positive test result, refusal to authorize the tests by signing this form, refusing to take the specified test(s), or failure to produce a specimen, may preclude me from attending this academy.

I understand that I must provide proof within 72 hours that I am taking a controlled substance as directed pursuant to a lawful prescription issued in my name if that substance causes a positive result.

I understand that the OPOTC certified school is not a covered entity and is not subject to the privacy requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). I understand that there is a potential that information disclosed to the OPOTC certified school may be subjected to redisclosure by the OPOTC certified school, and not protected from such redisclosure by federal law or federal rule.

I understand that I may revoke this authorization in writing submitted at any time to the OPOTC certified school except to the extent that action has been taken in reliance on this authorization. If this authorization has not been revoked, it will terminate two years from the date of my signature.

I have carefully read the foregoing and fully understand its contents. I acknowledge that my signing of this consent and release form is a voluntary act and that I have not been coerced into signing this document.

Signature:_____ Date: _____

*Student is responsible for the cost of the exam and the test.

MIKE DEWINE
OHIO ATTORNEY GENERAL

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OHIO PEACE OFFICER TRAINING COMMISSION

Guidance for Commanders

Weapons Disabilities and Disqualifying Offenses

12/21/2017

Introduction

The Ohio Peace Officer Training Commission ("OPOTC" or the "Commission") is responsible for basic training firearms programs (e.g., peace officer basic training). Applicants with a weapons disability are prohibited from attending firearms training, and the Commission will not issue certificates of completion for firearms training to students with weapons disabilities. The Commission also recently added a number of offenses that would disqualify an applicant from attending peace officer basic training. This guide will explain state and federal weapons disability laws along with the new peace officer basic training disqualifying offenses. It will also provide guidance on what an applicant should do if he/she is subject to a weapons disability or has a disqualifying offense on record.

State Weapons Disabilities

Ohio Revised Code ("R.C.") Section 2923.13 creates a state weapons disability for anyone who:

(1) is a fugitive from justice;
(2) is under indictment for or has been convicted of any felony offense of violence;[1]
(3) has been adjudicated a delinquent child for the commission of an offense that, if committed by an adult, would have been a felony offense of violence;
(4) is under indictment for or has been convicted of any felony offense involving the illegal possession, use, sale, administration, distribution, or trafficking in any drug of abuse;
(5) has been adjudicated a delinquent child for the commission of an offense that, if committed by an adult, would have been a felony offense involving the illegal possession, use, sale, administration, distribution, or trafficking in any drug of abuse;
(6) is drug dependent, in danger of drug dependence, or a chronic alcoholic; or
(7) is under adjudication of mental incompetence, has been adjudicated as a mental defective, has been committed to a mental institution, has been found by a court to be a mentally ill person subject to hospitalization by court order,[2] or is an involuntary patient other than one who is a patient only for purposes of observation.[3]

State weapons disabilities can only be relieved by court order or by an unconditional pardon from the Governor. The procedures and effect are quite different, and are summarized as follows:

Court Order:

Depending on the type of state weapons disability, an applicant has different options for relief. If an applicant has a conviction or adjudication that can be sealed[4] pursuant to R.C. 2953.32 or 2151.356, he/she may apply to the sentencing court to have the record sealed. The court may hold a hearing to determine if the record should be sealed.

In cases where a state weapons disability stems from an offense that cannot be sealed or is not sealed by a court, as well as disabilities not caused by an indictment, conviction, or adjudication of a felony offense of violence or felony drug offense under R.C. 2923.13(A)(2) or (3), relief from the disability may be sought pursuant to R.C. 2923.14. To seek relief of a disability pursuant to R.C. 2923.14, a person must apply to the court of common pleas in the county in which he/she resides at the time of application. This is true even if the weapons disability resulted from adjudication as a delinquent child in juvenile court.[5] The court will then conduct a hearing to determine whether the disability shall be lifted.

As an example, suppose a student's criminal background check reveals a prior conviction for felony drug possession under R.C. 2925.11 in the Franklin County Common Pleas Court, but the student now

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[1] R.C. 2901.01(A)(9)
[2] R.C. 5122.01(B)
[3] R.C. 2923.13(A)(5)
[4] See R.C. 2953.36 for lists of offenses that cannot be sealed.
[5] R.C. 2923.13(A)(2) and (3) (imposing the weapons disability specifically on juveniles adjudicated as delinquent children on violent felony or felony drug charges) and R.C. 2923.14(A) (providing that "any person" subject to a weapons disability may petition the common pleas court in that person's county of residence).

resides in Hamilton County. The student is prohibited from acquiring, having, carrying, or using a firearm as provided in R.C. 2923.13(A)(3). The OPOTC would notify the student and the commander that an apparent weapons disability exists, which the student must resolve prior to participating in any portion of firearms training. The student would either apply to the Franklin County Common Pleas Court to seal the conviction pursuant to R.C. 2953.32 or to the common pleas court in his or her county of residence, in this case Hamilton County, and request a court order to remove the disability pursuant to R.C. 2923.14. After the hearing, if the court grants the student's request, the student would forward a copy of the court's journal entry to the OPOTC. The Commission would then issue a letter to the student and commander indicating that the apparent weapons disability had been resolved, permitting the student to participate in firearms training.

The removal of a weapons disability pursuant to R.C. 2923.14 will have no effect on the underlying conviction or adjudication. A student may, at his or her option, seek to have the record of conviction sealed pursuant to R.C. 2953.32 (or R.C. 2151.356, if it was a juvenile court adjudication). The sealing of the record does not remove the student's conviction or adjudication; it merely prohibits the general public from being able to view it. Accordingly, law enforcement agencies acting as prospective employees and the OPOTC will still have access to the record of conviction.[6] Be aware that if a student desires to enroll in peace officer basic training and has a felony conviction, R.C. 109.77(E)(3) prohibits the student from being awarded a peace officer basic training certificate. This is true even if the record of conviction has been sealed.[7] In such case, the student's only recourse is to seek an unconditional pardon from the Governor.

Governor's Pardon:

Section 11, Article III of the Ohio Constitution gives the Governor of Ohio the authority to grant pardons. "An unconditional pardon relieves the person to whom it is granted of all disabilities arising out of the conviction or convictions from which it is granted."[8] Thus, an unconditional pardon will not only relieve a state weapons disability, it removes all consequences of the underlying conviction. As previously indicated, R.C. 109.77(E)(3) disqualifies a student who has a felony conviction from becoming a peace officer; an unconditional pardon is necessary to remove this disqualification.

If a criminal background check of a student intending to enroll in peace officer basic training reveals a prior conviction for Felonious Assault under R.C. 2903.11, which is a felony offense of violence as defined in R.C. 2901.01(A)(9), that student would have both a state and federal weapons disability (see Federal Weapons Disabilities). Pursuant to R.C. 2953.36(A)(3), the student would not be able to get the offense sealed, but could apply to the common pleas court in his or her county of residence to remove the state weapons disability pursuant to R.C. 2923.14. However, R.C. 109.77(E)(3) would still disqualify the student, as a convicted felon, from obtaining a peace officer basic training certificate. Thus, to be eligible for training, the student would have to obtain an unconditional pardon from the Governor, which would also resolve the state weapons disability. Upon receiving a copy of the Governor's warrant, the Commission would notify the student and commander that the state weapons disability and/or disqualifying felony conviction had been resolved, permitting the student to enroll in basic training.

Federal Weapons Disabilities

Section 922(g), Title 18, of the United States Code ("U.S.C.") creates a federal weapons disability for anyone who:

(1) is under indictment for, or has been convicted in any court of, a crime punishable by imprisonment for a term exceeding one year;
(2) is a fugitive from justice;
(3) is an unlawful user of or addicted to any controlled substance;

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[6] R.C. 2953.32(D)
[7] *In re Forster*, 161 Ohio App.3d 627, 2005-Ohio-3094 (holding that where an agency is specifically authorized by R.C. 2953.32(D) to inspect a sealed conviction, the agency may consider the conviction in performing its lawful functions).
[8] R.C. 2967.04(B)

(4) has been adjudicated as a mental defective or has been committed to any mental institution;
(5) being an alien, is illegally or unlawfully in the United States;
(6) has been discharged from the Armed Forces under dishonorable conditions;
(7) having been a citizen of the United States, has renounced his citizenship;
(8) is subject to a court order restraining such person from harassing, stalking, or threatening an intimate partner of such person or child of such intimate partner or person, or engaging in other conduct that would place an intimate partner in reasonable fear of bodily injury to the partner or child; or
(9) has been convicted in any court of a misdemeanor crime of domestic violence.

In many respects, federal weapons disabilities are very similar to Ohio's. Perhaps the most significant difference is that federal law imposes a weapons disability for misdemeanor domestic violence convictions, which are defined in 18 U.S.C. 921(a)(33). This section defines a misdemeanor domestic violence conviction as a conviction for an offense that is (1) "a misdemeanor under federal or state law" and (2) "has, as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim." As a general rule, relief from federal weapons disabilities can be sought from the United States Attorney General pursuant to 18 U.S.C. 925(c). However, in cases of a state misdemeanor domestic violence conviction, the federal statutory definition of "misdemeanor crime of domestic violence" excludes any conviction that "has been expunged or set aside, or is an offense for which the person has been pardoned or has had civil rights restored."[9] In other words, an order from an Ohio court sealing the record of conviction pursuant to R.C. 2953.32, while it does not technically "relieve" the federal disability [which only the United States Attorney General can do pursuant to 18 U.S.C. 925(c)], does exclude the domestic violence conviction from being considered as a "conviction" that would trigger a federal weapons disability. Similarly, conviction of a "crime punishable by imprisonment for a term exceeding one year" (i.e. a felony conviction in Ohio) does not count as a "conviction" if it has been "expunged, or set aside or [if the] person has been pardoned or has had civil rights restored."[10] Thus, in effect, a sealing or expungement from an Ohio state court does remove the federal domestic violence and felony conviction weapons disabilities. Alternatively, an unconditional pardon yields the same result.

A student's prior conviction for misdemeanor Domestic Violence under R.C. 2919.25 would be an example of a federal weapons disability. Such a conviction does not create a state weapons disability under R.C. 2923.13. However, a federal weapons disability is imposed by 18 U.S.C. 922(g)(9). The student would need to petition the court in which he or she was convicted of the domestic violence offense for an order sealing the record of conviction pursuant to R.C. 2953.32. Such an order would exclude the conviction from the federal statutory definition of a misdemeanor crime of domestic violence, and the federal weapons disability would no longer apply. The student would need to forward a copy of the court's order sealing the record of conviction to the OPOTC. The Commission would then notify the student and commander that the disability had been resolved. As an alternative to the sealing under R.C. 2953.32, the student could petition the Governor for an unconditional pardon.

Juvenile Adjudications

Under Ohio law, an adjudication of delinquency by a juvenile court is not considered to be a "conviction" of a criminal offense.[11] In cases where juvenile adjudications are to be treated the same as criminal convictions, the General Assembly has specified that the particular statute applies to both persons who have been convicted of a particular criminal offense, and to persons who have been adjudicated as a delinquent child for the commission of acts that would constitute that particular offense. For example, the "felony offense of violence" state weapons disability imposed by R.C. 2923.13(A)(2) is specifically made applicable to persons who have been adjudicated a delinquent child for the commission of an offense that, if committed by an adult, would have been

[9] 18 U.S.C. 921(a)(33)(B)(ii)

[10] 18 U.S.C. 921(a)(20)
[11] R.C. 2151.357(H)

a felony offense of violence.

As an example of how juvenile adjudications can sometimes apply, suppose a student intending to enroll in peace officer basic training had previously been adjudicated delinquent by a juvenile court for having committed an act that would constitute Felonious Assault under R.C. 2903.13. R.C. 2923.13(A)(2) imposes a state weapons disability since that subsection specifically applies to juvenile adjudications, and Felonious Assault is a felony offense of violence under R.C. 2901.01(A)(9). However, in this case, there is no federal weapons disability imposed by virtue of a conviction of a "crime punishable by imprisonment for a term exceeding one year." Rather, 18 U.S.C. 921(a)(20) states that "[w]hat constitutes a conviction of such a crime shall be determined in accordance with the law of the jurisdiction in which the proceedings were held." In other words, since, under Ohio law, a juvenile adjudication is not considered a criminal conviction, the federal weapons disability does not apply. Similarly, R.C. 109.77(E)(3) does not disqualify the student for having a felony adjudication, since that statute is not expressly made applicable to juvenile court adjudications. Thus, the OPOTC would notify the student and commander of the apparent state weapons disability. The student would need to petition the common pleas court in his or her county of residence pursuant to R.C. 2923.14 to remove the weapons disability or get the offense sealed in juvenile court. Once obtained, a copy of the court's journal entry would need to be forwarded to the OPOTC, and the Commission would, in turn, notify the student and school commander that the disability had been resolved.

As another example, a student's juvenile adjudication was for a misdemeanor domestic violence violation. In this case, there would be no state weapons disability, since Ohio law does not impose a disability for a domestic violence conviction, even if committed by an adult. Moreover, there would be no federal weapons disability, since under Ohio law, the juvenile adjudication is not a criminal conviction. Thus, the student would be permitted to participate in firearms training.

Peace Officer Basic Training Disqualifying Offenses

Pursuant to Ohio Administrative Code section 109:2-1-03(C), an applicant cannot attend peace officer basic training if any of the following apply:

(1) the person is subject to a weapons disability;
(2) the person is under indictment, has pleaded guilty to, or been convicted of a felony;
(3) the person is currently registering as a sex offender, child-victim offender, or arson offender;
(4) the person is under indictment or otherwise charged with an offense that involves the illegal possession, use, sale, administration, or distribution of or trafficking in a drug of abuse;
(5) the person is under indictment or otherwise charged with a misdemeanor offense of violence;
(6) the person is under indictment or otherwise charged with a violation of section 2903.14 of the Revised Code;
(7) within three years of applying to attend training, the person has been convicted of or pleaded guilty to an offense that involves the illegal possession, use, sale, administration, or distribution of or trafficking in a drug of abuse; or has been convicted of or pleaded guilty to a misdemeanor offense of violence;
(8) within three years of applying to attend training, the person has been convicted of or pleaded guilty to an offense under Chapter 2913. of the Revised Code or a municipal ordinance that is substantially similar to an offense under Chapter 2913. of the Revised Code.

Other than numbers (1) and (3) above, none of these disqualifiers would apply to applicants who committed offenses as juveniles and were adjudicated delinquent for those offenses. Juvenile adjudications, as well as weapons disabilities and obtaining relief from one, are covered in more detail previously in this document. For felony convictions or guilty pleas, an applicant would need a Governor's pardon to attend peace officer basic training. For numbers (4) – (6), once the charges are resolved, the disqualifications would not apply to an applicant. As for the offenses in (7) and (8), if an applicant does not wish to wait three years, they may apply to their sentencing court to have their record sealed. If successful, and if the applicant has no other disqualifiers, then the applicant could attend basic training.

Alternative Sentencing

Jurisdictions throughout the state can use certain programs as alternatives to incarceration that may or may not result in a criminal conviction or guilty plea. The two methods covered in the Ohio Revised Code are intervention in lieu of conviction (R.C. 2951.041) and pre-trial diversion (R.C. 2935.36), but local jurisdictions may have less formalized programs similar to these. Diversion programs created pursuant to R.C. 2935.36 do not require an applicant to plead guilty to their offense prior to going through diversion, so individuals in those programs (and individuals that successfully complete them) may attend peace officer basic training.

Applicants that are granted intervention in lieu of conviction pursuant to R.C. 2951.041 are required to plead guilty to the offense they are charged with prior to being accepted into the program. That guilty plea will impact an applicant's ability to attend peace officer basic training during the time period set out in their intervention plan. If an applicant successfully completes their intervention plan and their charges are dismissed, then they may attend peace officer basic training.[12] Applicants that enter into programs established under local rules or ordinances will need to consult with legal counsel to determine their eligibility.

Disclaimer

This document is not intended to cover every conceivable circumstance that students and/or commanders may face, nor is it intended to provide specific legal advice for students who are subject to weapons disabilities and/or disqualifying offenses. Rather, the examples given are intended to illustrate typical scenarios the Commission frequently encounters, and to clarify the types of proof required of a prospective student with criminal background issues who is seeking Commission approval to participate in training. As always, the Commission urges students and commanders to seek the advice of legal counsel to determine what steps are appropriate to the specific situation.

[12] R.C. 2951.041(E)