March 31, 2023

We are pleased you are interested in applying to the Basic Peace Officer Academy at Edison State Community College. Enclosed are academy application materials and instructions. All forms should be typed or legibly printed in black ink.

All academy students must purchase a National WebCheck-Law Enforcement criminal background check as part of the academy application. **The Piqua Police Department and Edison State will perform the National WebCheck free of charge. However, you must make an appointment in advance.** Information on other agencies, as well as the Piqua Police Department and Edison State, are listed in this packet. Before you go to any of these agencies, call and confirm the cost and the hours the agency will perform the service. Information on the individual county websites ARE NOT ALWAYS ACCURATE. **The completed WebCheck form, as well as the Student Enrollment/Certification Record Form, MUST be returned before your physical assessment date can be scheduled.**

All application documents must be returned by **June 5, 2023.**

Completed application forms may be returned to Veronica French; Room 337 or dropped off in Student Affairs; Room 160. There are also **TWO** convenient drop boxes at the Piqua Campus – one is located outside the Robinson Student Career Center – the other is located outside the North Hall entrance. We encourage you to use letter-size envelopes. **SEAL** the envelope and write Veronica French (name of recipient) on the front. When your application materials are received, you will be scheduled for your physical assessment on Tuesday, June 6, 2023, from 1:30PM – 3:30PM **or** Wednesday, June 7, 2023, from 10:00AM – 12:00PM. The Basic Peace Officer Academy Commander will speak to the group after the physical assessments are completed. Please plan accordingly, as this process may take a couple of hours.

Normal office hours are Monday through Thursday from 9:00am to 5:00pm and on Fridays from 9:00am to 4:00pm.

This Basic Peace Officer Academy will begin **July 10, 2023,** and end **December 16, 2023**. The academy will meet Monday through Friday 5:30pm to 10:30pm and on Saturdays 8:00am to 5:00pm.

All academy students will register for classes at Edison State Community College. If you have never attended any college, you should complete the enclosed Edison State admission application and schedule an appointment to take the placement test. If you have been a student at Edison State within the last 5 years, you will not need to complete the Edison State admission application. If you intend to apply for financial aid, complete the enclosed Edison State admission application as soon as possible and select Criminal Justice as the major.

Also enclosed is information pertaining to financial aid. If you have any questions concerning financial aid, please contact their office located in Student Services, Room 160 West Hall. The phone number is 937-778-8600.

We look forward to a successful Peace Officer Academy.

Sincerely,

Andrew A. Runyan, Ph.D.

Dean of Professional & Technical Programs

Enclosures

# Edison State Community College
# Basic Peace Officer Training Academy

The Basic Peace Officer Academy is a program authorized and supervised by the Ohio Peace Officer Training Commission. The academy will satisfy or exceed the training hours required by the Ohio Commission and will prepare students for all areas of the Peace Officer Certification Exam.

## Academy Schedule
Two academies are scheduled per year providing there is sufficient enrollment.
- One academy beginning in January
- One academy beginning in July

Each academy runs for approximately 23 weeks and includes more than 750 hours of instruction. Applications will open 2 months prior to the start of the academy. The night academy hours are 5:30 pm to 10:30 pm, Monday through Friday and 8:00 am to 5:00 pm on Saturdays.

## Eligibility
There are two ways to be accepted into the Basic Peace Officer Academy.
1.  **Open Enrollment Applicants**: persons wishing to enter the academy who do not hold a current oath or commission with an Ohio law enforcement agency. Each applicant must complete a multi-page application and short interview with a review committee to compete for a seat in the academy. This process must be completed four weeks before the academy begins.

    To qualify as an open enrollment candidate
    - You must be at least 21 years old no later than 6 months after the academy ends
    - You must have a valid Ohio driver's license
    - You cannot have <u>any</u> felony convictions
    - You cannot have <u>any</u> conviction from a domestic violence charge

2.  **Sworn Officers**: persons who hold a current oath or commission of office with any Ohio law enforcement agency. Sworn officers are automatically accepted into the academy and do not have to fill out the complete application or sit for the interview. If a sworn officer needs only part of the academy curriculum, the academy commander will work with the officer to schedule the appropriate attendance dates.

To begin the academy enrollment process contact Veronica French at 937-778-7865 or vfrench@edisonohio.edu.

At this time there are no official prerequisites for the Basic Peace Officer Academy. However, all successful applicants will be proficient in keyboarding and ready for college level English. If you need keyboarding skills take BUS 120S at Edison State Community College. If you have never successfully passed an English class in college, you should take the placement test given through admissions. Call Admissions, 937-778-8600 or visit Student Services, room 160 to schedule a two-hour admissions/placement appointment.

## Training Location
Training will be held at Edison State Community College, Piqua Campus. Other community locations may be used for the practical training blocks.

## Staff
Classroom instruction is provided by experienced, state-certified instructors. Our academy commander is Joe Mahan. The Dean of Professional and Technical Programs at Edison State Community College is Andy Runyan; located in room 337. For academy information and application materials, contact Veronica French at 937-778-7865 or vfrench@edisonohio.edu.

3/28/2023

## College Credit and Tuition

The cost of the Basic Peace Officer Academy will be $5,812.12. All curriculum, study materials, ammunition and vehicles needed for the training are included in the basic cost. Students are also provided with two uniform shirts, a workout shirt, and a carry bag.

Edison will award 26 semester credit hours for the completion of the Basic Peace Officer Academy. Those hours apply toward a two-year associate degree and can transfer to other institutions. Students will register for two classes of 13 credit hours each. Grades based on performance in the program will be awarded at the end of each class.

An optional payment plan is available which allows you to spread your payment into five payments. The plan has a $25 enrollment fee.

## Financial Aid

Financial Aid is available for the Basic Peace Officer Academy. To apply for financial aid or for questions regarding financial aid, call 937-778-8600 or visit them in Student Services, room 160. Applying early for financial aid will ensure the funds are available when class begins.

## Class Size

Academy classes will be between 15 and 25 students in order to maintain safety and provide a quality training environment.

## Additional Equipment

All academy students must provide notepaper, pens, pencils, large 3-ring binder, flashlight and a copy of the Ohio Revised Code Handbook (available through Edison Bookstore). **All academy paperwork and notebook work must be submitted typewritten**. Students may use the computers and printers in the Learning Lab, located in the Library, for this purpose.

The academy will provide a firearm, ammunition, and appropriate duty gear for the student's use during training. **Students who wish to purchase their own firearm are cautioned to wait until after the familiarization lecture provided early in the academy before making these purchase decisions.**

## Important Phone Numbers

| | |
|---|---|
| Dean, Andy Runyan | 937-778-7842 |
| Financial Aid Office | 937-778-8600 |
| Admissions/Placement Testing | 937-778-8600 |
| Veteran's Benefits, Joe Ratermann | 937-778-7827 |


**Note: The field of law enforcement is a highly responsible, demanding field. Ability to take personal responsibility and ability to follow directions are critical to success in the field. Your ability to take personal responsibility and follow directions will be evaluated during your application process and throughout your academy training. If you have any questions, please call us.**

# Application for Admission

*Responding to items with an asterisk (*) is voluntary.*

**Edison State** COMMUNITY COLLEGE

Prefix _____ Last Name _____ Legal First Name _____

Middle Name _____ Suffix _____ Previous Names _____

Address _____ City _____

State _____ Zip _____ County _____

Home Phone ( _____ ) _____ Cell Phone ( _____ ) _____

Social Security Number _____ - _____ - _____ Birth gender: ☐ Female ☐ Male

Date of Birth _____ | _____ | _____ *I identify as: ☐ Female ☐ Male ☐ _____
   Month      Day       Year

## *Ethnicity

*Are you of Hispanic Origin?      *I identify as:
☐ Yes ☐ No

☐ Black or African American
☐ American Indian or Alaska Native
☐ Native Hawaiian or Other Pacific Islander
☐ Asian
☐ White
☐ Unknown

E-Mail Address: _____

*Once enrolled, your @edisonohio.edu address will be used for all college email communications.*

I intend to begin taking classes in: ☐ August ☐ October ☐ January ☐ March ☐ June    Year: _____

I would like to major in:  *(Some programs require background checks prior to clinical or other completion requirements.)*
☐ Arts, Humanities, and Communication ☐ Business ☐ Engineering and Manufacturing
☐ Health Sciences ☐ Information Technology ☐ Science and Mathematics
☐ Social and Public Service ☐ Non Degree, Transient Student

If you intend to graduate from Edison, please tell us with what credential:
☐ Certificate ☐ Associate's degree for transfer to another college: _____ ☐ Associate's degree for the job market

If you don't intend to graduate from Edison, please tell us why you are choosing to enroll in classes now:
☐ for personal interest ☐ to transfer credits to another college before graduating from Edison
☐ to upgrade current job skills ☐ to train for a new career

Are you a U.S. citizen? ☐ Yes ☐ No: country of citizenship _____

Is English your primary language? ☐ Yes ☐ No: My preferred language is: _____

*I am: ☐ Single ☐ Married ☐ Divorced/Separated

Have you lived in Ohio for the past 12 consecutive months? ☐ Yes ☐ No

## Your Education

☐ I have not graduated from high school and I do not have a GED   ☐ I have earned a GED.   Date GED earned: _____ MM/YY

☐ I attend high school and will graduate: _____ MM/YY   ☐ I graduated from high school in: _____ MM/YY

| High School | City/State | Zip |
|---|---|---|
| | | |

Is this the first time you have attended college? ☐ Yes ☐ No   If no, please list all colleges attended:
(Including courses taken as a High School Student)

| College | Location | Dates Attended |
|---|---|---|
| | | |

| College | Location | Dates Attended |
|---|---|---|
| | | |

## Selective Service Acknowledgement

☐ I certify that I am registered with the Selective Service. My Selective Service Number is: _____
   Unsure what your Selective Service number is or haven't registered yet? Visit the www.sss.gov website.)

☐ I am not registered with the Selective Service and qualify for exemption for one of the following reasons:
- I am female.
- I am under the age of 18.
- I am over the age of 25.
- I am currently on active duty in the US Armed Forces excluding training in a reserve or National Guard unit.
- I am a nonimmigrant alien lawfully in the United States in accordance with Section 101(a) of the Immigration & Nationality Act U.S.C. 1101, as amended.

☐ I am not registered with the Selective Service and do not qualify for any of the above exemptions. I understand this may result in out-of-state tuition charges.

*Are you a Veteran? ☐ Yes ☐ No    *Are you the child or spouse of a Veteran? ☐ No ☐ Child ☐ Spouse

*Are you a single parent? ☐ Yes ☐ No    *Has either of your parents attended college? ☐ Yes ☐ No ☐ Unsure

*Are you a displaced worker? ☐ Yes ☐ No

*I certify that the information on this application is correct. I agree that false information or omission of data may result in denial of admission and/or awarding of financial aid, and may lead to suspension or dismissal from the College if discovered after acceptance. I further agree that all transcripts and other documents submitted in support of my application become the property of the College. I consent to being enrolled in the Edison Alert system, using the contact information including email address and phone number(s) I have provided.*

_____ Signature of Applicant    Date _____

☐NAE ☐DADD ☐BIO ☐MINF ☐SHAP ☐PERC ☐STMC ☐CRI ☐VETS ☐SPRO OFFICE INITIALS _____ DATE_____   Revised 12/13/18

## ARTS, HUMANITIES, AND COMMUNICATION

| | | |
|---|---|---|
| | Associate of Arts Degree | AA.2000 |
| | Communication AA Degree | Comp.AA.2006 |
| | Education Associate of Arts | EDU.AA.2006 |
| | English AA | ENG.AA.2012 |
| | Fine Arts AA | ART.AA.2012 |
| | History AA | HST.AA.2012 |
| | Philosophy AA | PHI.AA.2012 |
| | Psychology AA | PSY.AA.2012 |

## BUSINESS

| | | |
|---|---|---|
| | Accounting AAB | ACC.AAB.2000 |
| | Accounting AS Degree | ACC.AS.2012 |
| | Accounting Certificate | ACC.CERT.2000 |
| | Accounting Clerk Short Term Cert. | ACC.FAST.2000 |
| | Administrative Assistant Certificate | OSA.AA.CERT.2012 |
| | Agribusiness Certificate | |
| | Agriculture AAS | AGR.AAS.2017 |
| | Banking Degree | |
| | Banking Leadership Certificate | |
| | Basic Human Relations Skills Short Term Cert. | HUMREL.FAST.2000 |
| | Business AAB Marketing Option | BUS.MKT.AAB.2013 |
| | Business AS Degree | BUS.AS.2012 |
| | Business Mgmt. AAB | BUS.BUS.AAB.2000 |
| | Business Mgmt. Certificate | BUS.CERT.2000 |
| | Business Mgmt. Short Term Cert. | MANAGE.FAST.2000 |
| | Economics AS Degree | ECO.AS.2012 |
| | Entrepreneurship | BUS.ENT.AAB.2014 |
| | Entrepreneurship Certificate | BUS.ENT.CERT.2014 |
| | Farm Management Certificate | |
| | General Business | BUS.GEN.AAB.2013 |
| | General Business Cert. | BUS.GEN.CERT.2013 |
| | Human Resource Mgmt. | BUS.HRM.AAB.2000 |
| | Human Resource Mgmt. Certificate | HRM.CERT.2000 |
| | Human Resource Mgmt. Short Term Cert. | HRM.FAST.2000 |
| | Marketing Certificate | BUS.MKT.CERT.2013 |
| | Med.Office Support Certificate | OSA.MOS.CERT.2007 |
| | Medical Coder Certificate | OSA.MCODE.CERT.2011 |
| | Medical Office Support AAB | OSA.MOS.AAB.2006 |
| | Occ.Health Admin. Administrative Asst AAB | OSA.ADMAST.AAB.2000 |
| | Office Automation Short Term Cert. | OFFICEAUTO.FAST.2000 |
| | Paralegal Post Baccalaureate Certificate | LEG.CERT.2000 |
| | Paralegal Studies AAB | LEG.AAB.2000 |
| | Real Estate Certificate | RLE.CERT.2000 |
| | Real Estate Short Term Cert. | RLE.FAST.2000 |
| | Tax Consultant Short Term Cert. | TAXCON.FAST.2000 |

## INFORMATION TECHNOLOGY

| | | |
|---|---|---|
| | Basic Comp. Skills Short Term Cert. | BCOMP.FAST.2000 |
| | Bus. Systems Certificate | CIT.BUSSYS.CERT.2000 |
| | Comp. Languages Certificate | CIT.LANG.CERT.2000 |
| | Computer Bus. Systems AAB | CIT.BUSSY.AAB.2000 |
| | Computer Tech. Certificate | CIT.CERT.2012 |
| | Database Specialist Short Term Cert. | DATABASE.FAST.2012 |
| | Help Desk Short Term Cert. | HELPDESK.FAST.2000 |
| | Interactive Tech Programming & Design | CIT.INTER.AAB.2016 |
| | Network & Comp. Security AAB | CIT.NCS.AAB.2006 |
| | Network Comp Mgmt. AAB | CIT.NWK.AAB.2006 |
| | Network Comp. Mgmt. Certificate | CIT.NWK.CERT.2006 |
| | Networking Short Term Cert. | NETWORK.FAST.2000 |
| | Programming AAB | CIT.PROG.AAB.2002 |
| | Programming Short Term Cert. | PROG.FAST.2000 |
| | Systems Administrator AAB | CIT.SYSAD.AAB.2004 |
| | Systems Administrator Certificate | CIT.SYSAD.CERT.2004 |

## ENGINEERING AND MANUFACTURING

| | | |
|---|---|---|
| | Advanced Mfg. Short Term Cert. | AMFG.FAST.2012 |
| | Advanced Mfg. Certificate | |
| | Advanced Mfg. Systems Certificate | MET.AMFG.CERT.2011 |
| | Automation and Robotics AAS | ELT.RBT.AAS.2007 |
| | Automation and Robotics Certificate | ELT.RBT.CERT.2007 |
| | Basic Electricity Short Term Cert. | ELT.FAST.2000 |
| | Basic Human Relations | |
| | CAD/CAE Certificate | MET.CADCAE.CERT.2003 |
| | CNC Programming Short Term Cert. | CNC.FAST.2013 |
| | Computer Aided Design | CAD.FAST.2011 |
| | Computer Aided Design Short Term Cert. | AUTOCAD.FAST.2003 |
| | Electrical Networking Short Term Cert. | ELT.ELTNET.FAST.2013 |
| | Electro Mech. Certificate | ELTMECH.CERT.2014 |
| | Electro-Mech. Option AAS | ELT.ELMEC.AAS.2014 |
| | Electronics Transfer AAS | ELT.AAS.2006 |
| | Electronics Networking Certificate | ELT.ENET.CERT.2013 |
| | Equip.Maint. Tech. Ind. Equip. Supervision | EMT.IES.AAS.2014 |
| | Factory Automation Certificate | EMT.FACT.CERT.2017 |
| | Factory Automation Short Term Cert. | ELT.AUTO.FAST.2004 |
| | HVAC & Refrigeration Cert | EMT.HVA.CERT.2013 |
| | Industrial Electrical Controls Short Term Cert. | ELT.CONT.FAST.2004 |
| | Industrial Operations AAS | IMT.INDOP.AAS.2005 |
| | Lean Mfg. Short Term Cert. | LEAN.FAST.2005 |
| | Mech. Engineering Transfer AAS | MET.AAS.2006 |
| | Mech. Engineering Advanced Mfg. AAS | MET.AMFG.AAS.2011 |
| | Mech. Engineering Tech Mech. Design AAS | MET.MECH.AAS.2000 |
| | MFG. Mgmt. Short Term Cert. | Mfg.MAN.FAST.2012 |
| | Operations Technology AAS | IMT.OPER.AAS.2014 |
| | Operations Technology Certificate | IMT.OPTEC.CERT.2014 |
| | Print Reading and Controls Short Term Cert. | ELT.PNTCRL.FAST.2013 |
| | Quality Mgmt. Short Term Cert. | QUAL.FAST.2000 |
| | Renewable Energy Technology Certificate | ELT.RNW.CERT.2010 |
| | Six Sigma Short Term Cert. | SIXSIGMA.FAST.2005 |
| | Supply Chain Mgmt. Certificate | IMT.SCM.CERT.2011 |
| | Supply Chain Mgmt. Short Term Cert. | SCM.FAST.2006 |

## HEALTH SCIENCES

| | | |
|---|---|---|
| | Clinical Lab Certificate | |
| | Medical Assisting Certificate | |
| | Medical Lab Tech | MLT.PRE.AS.2006 |
| | Nursing - RN | NUR.PRE.AS.2000 |
| | Nursing LPN-ADN Transition | NURLPN.PRE.2003 |
| | Phlebotomy Certificate | PLB.CERT.2005 |
| | Physical Therapist Assistant | PTA.PRE.AS.2008 |

## SCIENCE AND MATHEMATICS

| | | |
|---|---|---|
| | Agriculture AAS | AGR.AAS.2017 |
| | Associate of Science Degree | AS.2000 |
| | Biology AS Degree | BIO.AS.2012 |
| | Economics AS Degree | ECO.AS.2012 |
| | Education AS Degree | EDU.AS.2006 |
| | Geology/Earth Science AS Degree | GLG.AS.2012 |
| | Mathematics AS Degree | MTH.AS.2012 |
| | Psychology AS Degree | PSY.AS.2016 |

## SOCIAL AND PUBLIC SERVICES

| | | |
|---|---|---|
| | Child Development Associate Credential (cda) | CDA.FAST.2000 |
| ✗ | Criminal Justice AAS Degree | CRJ.AAS.2008 |
| | CRJ Computer Forensics AAS | CRJ.CFOR.AAS.2007 |
| | Early Childhood Education AAS | ECE.AAS.2007 |
| | Education Associate of Science | EDU.AS.2006 |
| | Social Services AAS | SSV.AAS.2009 |

# EdisonState COMMUNITY COLLEGE

NORTH
SOUTH

## West Hall
Second Floor, Rooms 200–241

201 209 211 221 223 233 235 241
200 204 206 208 210 212 214 216 218 220 222 228 232
202 226
203 205 207 213 215 217 219 225 227 229
230

## West Hall
First Floor, Rooms 100–182

Robinson Student Career Center
Main Entrance

Robinson Student Career Center
101 103
105-A 105-B 105-C 105-D 105-E 105-F
107 109 111 113 115 120 117
100 102 104 106 108 110 112 114 116 118 121

EdisonState Works
122
130 136 146
156 155 154
160 Cashier
160 Student Services
161 165
168 Bookstore
174 180 116
173 175 171 169 300

Information Desk

## North Hall
Rooms 010–070

Atrium

070 Cafeteria
060 057 059
040 Lecture Hall Theater
020
010A 010B 010C Convocation Center Gymnasium
010D 015A 015B
013 014

## Emerson Center
Rooms 500–599

502 503 504 505
500
Atrium
510 511
531 Internet Cafe
551 552 553 554
563
540 Library
560 Learning Center
570 560
574 575 582
561 562 563
580 581
572 573

## South Hall
Rooms 301–350

345 350 302 304
346 343 312
344 314 342 348
339 334 341 340 338 336
337
335 333 331 329
301 306 305 307
308 315
310 313 321 323
304 316 318 320 322 324 326

Deans Office 337

Academy Room 426

## East Hall
Rooms 401–458

449 453 455 457 401 403 405
447 445 443B 454 456 458 406 407 409 413
443A 444 442 426 418 411 416 414
441 440 438 436 434 432 430 428
435 437 429 427 415
433 157 421 417
421-A 419
423 423-A

National WebCheck® Agencies with Law Enforcement Access

Below are a few approved agencies that perform WebCheck®

## YOU MUST CALL THE AGENCY TO INQUIRE THE HOURS, COST, AND NECESSARY DOCUMENTATION YOU NEED TO TAKE WITH YOU.

### Auglaize County
Auglaize County Sheriff's Office
1051 Dearbaugh Avenue
P.O. Box 26
Wapakoneta, OH 45895
419-739-6565
Cost: FBI - $35; BCI - $27

### Montgomery County
Dayton Police Department
335 West Third St.
Dayton, OH 45402
937-333-1067
Cost: Total Cost for FBI & BCI - $70

### Darke County
Darke County Sheriff's Office
5185 County Home Road
Greenville, OH 45331
937-548-3399
Cost: Total Cost for FBI & BCI - $55

### Shelby County
Shelby County Sheriff's Office
555 Gearhart Road
Sidney, OH 45365
937-498-1111
W & TH 12:30pm – 3:30pm
Cost: FBI - $30; BCI - $30

### Miami County
Piqua Police Department
100 N. Wayne St.
Piqua, OH 45356
937-778-2027
Contact: Ms. Robin Dankworth
**Cost: No Fee**

### Champaign County
Champaign County Sheriff's Office
214 N. Main St.
Urbana, OH 43078
937-652-1311
Cost: FBI - $35; BCI - $35
Cash Only/Correct Change

### Miami County Sheriff's Office
201 West Main St.
Troy, OH 45373
937-440-6095
Call for Cost

### Edison State Community College
1973 Edison Drive
Piqua, OH 45356
937-778-7820 or
email: campussafetyandsecurity@edisonohio.edu
Call for appointment
**Cost: No Fee**

# DAVE YOST
## OHIO ATTORNEY GENERAL

Ohio Peace Officer Training Commission
Office 800-346-7682

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

# 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:

Edison State Criminal Justice Academy _____ beginning on July 10, 2023 _____.
(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:_____

**SF102bas**
**Effective 07/15/2021**

Ohio Peace Officer Training Commission
Office 800-346-7682
Fax 740-845-2675

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

# DAVE YOST
## OHIO ATTORNEY GENERAL

## Ohio Peace Officer Training Commission
### Peace Officer Basic Training Audit Sheet
Curriculum Code: BAS-041a
**All Topics & Hours are Mandatory**

1. **Administration**

   1. Introduction to Basic Training **(1/1/16)**
   2. Introduction to Policing **(7/1/14)**
   3. Fundamentals of the Criminal Justice System **(7/1/14)**
   4. Community Diversity & Procedural Justice **(7/1/16)**
   5. Ethics & Professionalism **(3/15/21)**
   6. Below 100 **(1/1/18)**
   7. Report Writing **(7/1/19)**

2. **Legal**

   1. Legal Basics **(7/1/19)**
   2. Ohio Revised Code
      - A. Crimes Against Persons **(3/15/21)**
      - E. Crimes Against Property **(3/15/21)**
      - K. Crimes Against the Admin. of Safety & Justice **(3/15/21)**
      - O. Other Offenses **(3/15/21)**
   3. Arrest, Search, & Seizure **(1/1/21)**
   6. Civil Liability & Use of Force **(1/1/18)**
   7. Testifying in Court **(7/1/19)**

3. **Human Relations**

   1. Interacting with the Media **(1/1/21)**
   2. Blue Courage: The Heart and Mind of the Guardian **(7/1/18)**
   3. Domestic Violence **(7/1/18)**
   4. Crisis Intervention **(7/1/19)**
   5. Child Abuse & Neglect **(7/1/16)**
   6. The Missing & Human Trafficking **(3/15/21)**
   7. Juvenile Justice System **(1/1/21)**
   8. Responding to Victims' Needs & Rights **(3/15/21)**

4. **Firearms**

   1. Handgun **(1/1/16)** *
   2. Shotgun **(1/1/16)** *

5. **Driving**

   1. Driving **(1/1/15)** *

6. **Subject Control Techniques**

   1. Subject Control Techniques **(7/1/15)** *
   2. Impact Weapons **(7/1/19)** *

7. **First Aid/CPR/AED**

   1. First Aid/CPR/AED **(7/1/18)** *
   2. Critical Injury First Aid **(7/1/18)** *

8. **Patrol**

   1. Patrol Aspects & Overview **(7/1/16)** *
   2. Companion Animal Encounters **(3/15/21)**
   4. Building Searches **(7/1/16)** *
   5. Stops & Approaches **(7/1/19)** *
   6. Vehicle Theft & Identification **(7/1/18)**
   7. Gang Awareness **(7/1/19)**
   8. LEADS **(1/1/18)**
   9. Booking & Handling **(7/1/16)**
   10. Ohio Law Enforcement Gateway (OHLEG) **(1/1/18)**

9. **Civil Disorders**

   1. Civil Disorders **(7/1/19)**

10. **Traffic**

    1. Introduction to Traffic **(3/15/21)**
    2. Motor Vehicle Offenses **(3/15/21)**
    4. Traffic Crash Investigation **(1/1/21)**
    5. Uniform Traffic Ticket **(1/1/21)**
    6. NHTSA Speed Measuring Device **(1/1/21)** *
    7. Traffic Direction & Control **(7/1/19)**
    8. NHTSA SFST **(7/1/19)** *

11. **Investigation**

    1. Crime Scene **(7/1/18)**
    2. Digital Evidence **(7/1/19)**
    4. Police Photography **(7/1/18)**
    5. Tracing Stolen Property **(7/1/18)**
    7. Drug Awareness **(7/1/19)**
    11. Lineups **(1/1/18)**
    12. Gambling **(1/1/18)**
    14. Surveillance **(7/1/18)**
    15. Interview & Interrogation **(1/1/18)**

12. **Physical Conditioning**

    1. Physical Fitness & Conditioning **(1/1/18)** *
    2. Critical Incident Stress Awareness **(7/1/18)**

13. **Homeland Security**

    1. HazMat & WMD Awareness for the First Responder **(7/1/19)** *
    2. Bombs & Explosives **(7/1/14)**
    3. Terrorism Awareness **(7/1/15)**
    4. Incident Command System (ICS) **(1/1/21)** *
    5. National Incident Management System (NIMS) **(1/1/21)** *

**TOTAL HOURS** ☐

SF515bas

Effective: 01/01/2021 **(Rev. 03/15/2021)**

**\* Mandatory Skill**
NOTICE: Topic numbers within some Units have been deleted and are currently not being used

# 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 |

_____     _____     Edison State     _____     BAS23-_____
*Commander's Signature*              *Date*          *School Name*                          *School Number*

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**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:_____

SF115unv                                                                    Effective 09/21/2022

# BASIC TRAINING PHYSICAL FITNESS ASSESSMENT FORM

School Name: _____ School #: _____

Student's Name: _____ _____ _____
                               (Last)                        (First)        (Middle)

Previous Name(s) or Alias: _____

Sex: _____ M _____ F     DOB: _____     Age: _____

Pre-entrance Assessment Date: _____ Final Assessment Date: _____ Retest Date: _____

Status at Final Assessment: _____ Appointed     _____ Open Enrollment

| Age and Sex Minimum Scores | | | | | Pre-entrance Assessment 15th percentile | Final Assessment (Score/P-F) 50th percentile | Retest (Score/P-F) 50th percentile |
|---|---|---|---|---|---|---|---|
| | **Males (≤29)** | | **Females (≤29)** | | | | |
| | 15th% | 50th% | 15th% | 50th% | | | |
| Sit-ups (1 min.) | 32 | 40 | 23 | 35 | | | |
| Push-ups (1 min.) | 19 | 33 | 9 | 18 | | | |
| 1.5 Mile Run | 14:34 | 11:58 | 17:49 | 14:07 | | | |
| | **Males (30-39)** | | **Females (30-39)** | | | | |
| | 15th% | 50th% | 15th% | 50th% | # Sit-ups Completed | # Sit-ups Completed | # Sit-ups Completed |
| Sit-ups (1 min.) | 28 | 36 | 18 | 27 | | | |
| Push-ups (1 min.) | 15 | 27 | 7 | 14 | | | |
| 1.5 Mile Run | 15:13 | 12:25 | 18:37 | 14:34 | | | |
| | **Males (40-49)** | | **Females (40-49)** | | | | |
| | 15th% | 50th% | 15th% | 50th% | # Push-ups Completed | # Push-ups Completed | # Push-ups Completed |
| Sit-ups (1 min.) | 22 | 31 | 13 | 22 | | | |
| Push-ups (1 min.) | 10 | 21 | 5 | 11 | | | |
| 1.5 Mile Run | 15:58 | 13:11 | 19:32 | 15:24 | | | |
| | **Males (50-59)** | | **Females (50-59)** | | | | |
| | 15th% | 50th% | 15th% | 50th% | 1.5 Mile Time | 1.5 Mile Time | 1.5 Mile Time |
| Sit-ups (1 min.) | 17 | 26 | 7 | 17 | | | |
| Push-ups (1 min.) | 7 | 15 | 4 (modified) | 13 (modified) | | | |
| 1.5 Mile Run | 17:38 | 14:16 | 21:31 | 17:13 | | | |
| | **Males (60+)** | | **Females (60+)** | | | | |
| | 15th% | 50th% | 15th% | 50th% | OVERALL (P/F) | OVERALL (P/F) | OVERALL (P/F) |
| Sit-ups (1 min.) | 13 | 20 | 2 | 8 | | | |
| Push-ups (1 min.) | 5 | 15 | 1 (modified) | 8 (modified) | | | |
| 1.5 Mile Run | 20:12 | 15:56 | 23:32 | 18:52 | | | |

**Students must pass each event, at the minimum 50th percentile of the above standards, in order to be eligible for the state certification exam.**

_____  _____     _____  _____
**Fitness Specialist Signature**  **Date**     **Commander Signature**  **Date**

_____  _____     _____  _____
**Fitness Specialist Signature**  **Date**     **Commander Signature**  **Date**

_____  _____     _____  _____
**Fitness Specialist Signature**  **Date**     **Commander Signature**  **Date**

1. All financial aid recipients are responsible for reading the Financial Aid Policy & Procedures Handbook posted on Edison State's Financial Aid website. Financial aid recipients are also responsible for checking the "Addendums/What's New" link on Edison State's Financial Aid website for any updates to the Financial Aid Handbook.

   **IMPORTANT – Pay particular attention to and understand the following items in the Financial Aid Handbook:**

   a. The Bookstore Charging Policy (How to get your books before your aid is disbursed.)
   b. Drop/Withdrawal Policy (How will dropping and/or withdrawing impact your aid.)
   c. Pell Life-Time Eligibility Limitation (When you will exhaust your Pell eligibility.)
   d. The Satisfactory Academic Progress Policy (How to keep in good academic standing for aid eligibility.)
   e. The Federal Title IV Return of Funds Policy (What will happen if you cease to attend your classes.)

2. **Edison State's main mode of communication is the Edison State e-mail account.** Student postal addresses will be used for students who do not have an Edison State e-mail address on file. There may be communication sent to the postal address even if the student has an Edison State email account. It is the student's responsibility to check both his/her Edison State e-mail account and postal mail frequently.

3. Students must pursue and officially declare a two-year degree or a one-year certificate with Student Services to be considered for federal financial aid. Not all one-year certificate programs have been approved as qualifying for federal financial aid. Programs that are not federal aid eligible are identified in the course catalog.

4. Students may only draw financial aid from <u>one</u> institution of higher education for a specific term or semester.

5. **Priority Deadline:** If a student fails to submit documents by the Financial Aid priority deadline, he or she may need to use personal funds to meet the registration payment-due date. The priority deadlines are as follows:

|  | **Summer 2023** | **Fall 2023** | **Spring 2024** |
|---|---|---|---|
| **FAFSA Submission** | April 3, 2023 | April 3, 2023 | September 4, 2023 |
| **Verification and Loan Document Submission** | April 17, 2023 | April 17, 2023 | September 18, 2023 |

6. Pell Lock occurs on a particular date. Generally, whatever a student's enrollment is on that date will be used in the recalculation of their Pell Grant award. Be sure to read the Pell Lock Policy for a clear understanding, especially if you drop a late start class after Pell has disbursed.

| **Summer 2023 Lock** | **Fall 2023 Lock** | | **Spring 2024 Lock** | |
|---|---|---|---|---|
| 6/21/2023 | 9/12/2023 | 11/7/2023 | 1/30/2024 | 4/2/2024 |

7. Students must complete a Loan Request form or a Student Worker Renewal Request form each financial aid year and all other requirements before eligibility can be determined for the respective programs.

8. Students must inform the Office of Financial Aid of any financial aid received, such as alternative education loans, scholarships, WIA benefits, employer reimbursements, etc.

9. **FINAL DEADLINES:** 2023-2024 Financial aid documents must be submitted 60 days before the end of Edison State's 2023-2024 award year or 60 days before the end of the last 2023-2024 semester attended, whichever comes first. Failure to submit financial aid documents by the deadline may prevent awarding of aid. If you are unable to submit verification documents within the required deadline, please see a financial aid counselor for guidance.

**Q. How many credit hours must I take in order to borrow a Federal Direct Student Loan?**
A.  You must enroll in and attend six credit hours or more.

**Q. Can I take out one loan for the entire length of my enrollment at ESCC?**
A.  No.  Student loans are annual loans based on an academic year.  The academic year begins with summer.  You may borrow for summer/fall/spring or summer/fall or fall/spring or any one semester as long as you enroll in and attend at least six credit hours in each of those semesters.

**Q. How much should I borrow?**
A.  We encourage students to only borrow what is necessary.  **You must repay these funds.**  After the loan is processed, you may request our office to cancel a portion or the entire loan, if you decide that you do not need it.

To estimate your tuition, multiply the number of anticipated credit hours by the current per credit hour charge (http://www.edisonohio.edu/How-Much-Does-It-Cost/); see the online catalog for additional course fees and visit the bookstore to estimate the cost of your books and supplies.

**Q. What is the maximum that I may borrow in one Financial Aid year?**

A.  The current annual loan limits are as follows:

**Grade Level 1 - Independent Student**
$3,500 Subsidized Direct Loan
$6,000 Unsubsidized Direct Loan

**Grade Level 2 - Independent Student**
$4,500 Subsidized Direct Loan
$6,000 Unsubsidized Direct Loan

**Grade Level 1 - Dependent Student**
$3,500 Subsidized Direct Loan
$2,000 Unsubsidized Direct Loan
Parent Loan (PLUS)

**Grade Level 2- Dependent Student**
$4,500 Subsidized Direct Loan
$2,000 Unsubsidized Direct Loan
Parent Loan (PLUS)

**Q. Is it guaranteed that I will always receive the loan amount I request as long as it is within the annual loan limit?**
A.  No.  There are many variables in determining eligible loan amounts (i.e. cost of attendance, EFC, other aid received, etc.)  The Office of Financial Aid will determine the actual amount of your loan based on your eligibility.

**Q. What is the Base Direct Loan?**
A.  A Direct Loan can be comprised of both Subsidized and Unsubsidized loans.  The student's Subsidized loan eligibility may not exceed the loan limit for your grade level.  If your Subsidized Loan amount is less than the loan limit, any remaining requested amount may be certified as an Unsubsidized Loan (if you requested Unsubsidized Loans).

**Q. What is the difference between a Subsidized and Unsubsidized loan?**
A.  Subsidized Loan: The government pays the interest while the borrower is in school attending six or more credit hours and during any periods of deferment.
Unsubsidized Loan: The borrower is responsible for all interest.  The interest payments may be deferred while the borrower is in school attending six or more credit hours, during their grace period, and during any periods of deferment.

**Q. When will I receive my refund?**
A. Loan refunds are mailed by the Business Office within 14 calendar days after your loan is disbursed to your student account.

**Q. How many credits must I accumulate to be at grade level 2?**

A. 30 credit hours.

**Q. If I accumulate 30 credit hours after my loan is guaranteed, may I apply for an increase due to progression in grade level?**
A. Yes.  Once grades are determined (to insure 30 credit hours have been earned) you may reapply for your remaining eligible amount by submitting a new Loan Request Form.

**Q. How many credits must I accumulate to be at grade level 3?**
A. You may not be considered above grade level 2 as ESCC is a 2-year college.

**Q. If I request an in-school deferment (postponement of repayment), will I remain in deferment regardless of the number of credit hours for which I am enrolled?**
A. No.  You must maintain six credit hours or more to remain in deferment.  (Enrollment status reports are made periodically throughout the year.)  If you drop below six credit hours, your grace period (the six-month period prior to repayment) will begin the day you drop below six credit hours. Please note that students only receive one (180 day) grace period in their educational career.
Example:  You attended Fall Semester at six credit hours.  You enroll Spring Semester at five credit hours.  The date you will be considered at less than six credit hours will be the day following the last day of the Fall Semester.

**Q. Can I maintain my six credit hour enrollment status if I enroll but do not attend classes?**
A. No.  If you fail to attend at six credit hours or more you will be reported to the Department of Education and will be put into immediate repayment.

**Q. When I transfer to another college, what do I need to do to keep my loan in deferment?**

A. You must notify your servicer of the change in schools. Your servicer will provide you with further guidance.

**Q. When I prepare to leave Edison State (or continue at less than six-credit-hour enrollment), what do I need to do regarding my loans?**
A. You must participate in Exit Loan Counseling.  You may do so online by visiting www.studentaid.gov.

**Q. How do I view the status of my loan?**
A. You may view your Edison State financial aid awards on MyESCC.  To access your MyESCC account, visit www.edisonohio.edu.  Your federal loan history may also be viewed on the National Student Loan Data System website at www.studentaid.gov.