



## Peace Officer Basic Training Academy

Application Packet



Application Process  
Rules and Regulations

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Additional forms are available at [www.mtc.edu](http://www.mtc.edu) or [www.ohioattorneygeneral.gov](http://www.ohioattorneygeneral.gov).



## PEACE OFFICER BASIC TRAINING ACADEMY

Peace Officer Basic Training requirements are set by the Ohio Peace Officer Training Commission (OPOTC). There are two primary types of applicants entering the MTC POBT Academy:

1. **Commissioned Officer**—a student who has already taken an oath of office and is ready to become a fully sworn peace officer upon completion of the academy. When such a student passes the State Certification Exam (SCE) at the conclusion of the academy, they will receive an OPOTC Certificate.
2. **Open Enrollment Student**—a student who is not a commissioned officer and meets the requirements specified below. Open enrollment students have 12 months after passing the SCE to be appointed as a peace officer by a law enforcement agency; at that point they are a commissioned officer and will receive an OPOTC Certificate. If an open enrollment student receives a first appointment as a peace officer after 12 months, but before 24 months, from the date of their SCE, the student must complete the OPOTC 16-hour Peace Officer Basic Refresher training course before performing the functions of a peace officer.

### ADMISSION REQUIREMENTS:

Peace Officer Basic Training requirements are set by the Ohio Peace Officer Training Commission (OPOTC). The minimum state requirements are:

1. You must possess a high school diploma or GED.
2. You must not have committed any felony criminal offenses or any serious misdemeanor offenses.
  - a. All students must have their fingerprints submitted electronically through the use of the National WebCheck system. Once you have received the OPOTA Student Handbook (we send these out in May), you must locate a National WebCheck Law Enforcement site by calling your local Sheriff's Office. The agency may charge you a fee for this process. You are encouraged to call the agency ahead of time to verify hours of operation and ask about restrictions, limitations, and/or fees. Marion County residents may call 740-382-8244. Students must fill out **OPOTA form SF102unv** and return to the commander. This form is found in the OPOTA Student Handbook.
  - b. Records sealed or expunged per ORC 2953.32 will be opened and reviewed for purposes of employment as a peace officer and attendance in Basic Training.
  - c. Persons convicted of any crime of violence, domestic violence, any drug offense, or under a disability (ORC 2923.13) may not participate in firearms training, and therefore are not eligible to attend a Peace Officer Basic Training Academy.

3. You must pass a health screening and physical exam. You will receive the **Student Health Data** form in the OPOTA Student Handbook. This physical examination must be completed by a medical doctor (MD), an osteopathic physician (DO), a nurse practitioner (NP), or a physician's assistant (PA). Note: the Student Health Data Form cannot be completed by a chiropractic physician. If you do not have a family doctor, the local urgent care centers will complete the physical exam for a fee.
4. You must possess a valid Ohio driver's license. You must provide a photocopy of your driver's license and driving record as part of this application packet. You will also need to make sure that you maintain a valid driver's license at all times throughout the academy. For example, if your license expires on your next birthday, it is your responsibility to renew your license. You will not be allowed to participate in the academy without a valid driver's license.

**ADMISSION PROCEDURES:**

1. Schedule an appointment with an MTC admission counselor by contacting the Office of Admission (740.389.4636, x260). (You do not need to do this if you have already attended classes at MTC.)
2. Submit a **Marion Technical College Application for Admission** (*select Marion Law Enforcement Associate of Technical Studies (ATS)*) and pay the nonrefundable \$20 application fee.
3. If you are a new student, apply for financial aid (annually by July 1st) online at <https://studentaid.gov/h/apply-for-aid/fafsa> and email the financial aid office if you have any questions or concerns at [financial-aid@mtc.edu](mailto:financial-aid@mtc.edu). Once your application has been process, MTC will notify you of your eligibility and give you instructions for accepting your award online. If you are interested in scholarships, please apply (annually by May 1<sup>st</sup>) at <https://www.mtc.edu/scholarships>.
4. Applicants must place in college level Reading and Writing (ENG 1000 English Composition I). Students who do not meet the placement criteria with high school or college transfer coursework must complete placement testing in the Testing Center, located in Bryson Hall 199.
5. Complete the **Peace Officer Basic Training Academy Application** and submit it to Chelsea Glezen in MTC's Bryson Hall, Room 161F. Schedule an appointment with Commander Greg Perry through Chelsea Glezen at (740) 386 – 4132 or [glezenc@mtc.edu](mailto:glezenc@mtc.edu).
6. Schedule an appointment for the practice physical assessment. You are not expected to pass the practical physical fitness assessment. Rather, the practice assessment is intended to familiarize you with the physical conditioning requirements you will need to meet at the physical conditioning entrance test on July 5, 2023.
7. Meet with Commander Perry—bring your placement testing results (if applicable) and driver's license to the advising appointment. The Commander will contact you by phone to schedule the appointment.
8. Complete and submit the **Peace Officer Basic Training Academy Application Packet** to the Commander prior to your advising appointment with the commander.
9. Complete and submit the following Academy Enrollment Forms as follows:
  - Student Enrollment (SF 115) (complete at orientation on July 24, 2023)
  - Statement of Understanding (SF 101) (complete at orientation on July 24, 2023)
  - Request for National WebCheck® – Law Enforcement (SF 102) (complete prior to July 1, 2023)


- OPOTC Student Health Data Form (SF114)—Medical Examination (must be completed by an MD, a DO, a physician’s assistant, or a nurse practitioner). (Complete prior to July 1, 2023)
- OPOTC Student Waiver of Liability and Indemnity Agreement (SF103) (complete at orientation on July 24, 2023)
- OPOTC Student Acknowledgement Form (SF113) (complete at orientation on July 24, 2023)

The Academy Commander will review applications and interview all applicants prior to applicant approval for admission to the Academy. Candidates will be notified of admission into the academy by letter.

Academy graduates will take the State Certification Exam from OPOTA approximately two weeks after the last day of Academy classes and must pass the exam with a minimum score of 70 percent. **Only one retake of the test is permitted or training must be repeated.**

**PREFACE:**

Like all other academic programs at the Marion Technical College, our Peace Officer Basic Training Academy strives to attain and maintain the College’s Vision, Mission and Values:



<b>Vision:</b> (Why We Do What We Do):	A highly educated workforce elevates quality of life and contributes to a thriving community.
<b>Mission:</b> (What We Do):	Provide the region’s most accessible, supportive, and personal pathway to career success.
<b>Core Values:</b> (What We Value):	<p><b>Innovation</b>—Improve continuously through learning, teaching, technology, and training.</p> <p><b>Diversity</b>—Provide pathways to success for all in a wide range of fields.</p> <p><b>Integrity</b>—Earn trust by doing what we say we will do.</p> <p><b>Community</b>—Shape better places to learn, live, work, and grow.</p> <p><b>People</b>—Commit to the success of each person we teach, engage, and employ.</p>
<b>Value Proposition:</b> (Benefits):	MTC students achieve career success through flexible, affordable, and transferable real-world education.

The profession of Peace Officer places many demands upon its members. A Peace Officer must:

- be able to deal with every type of human reaction in every conceivable situation;
- develop physical and mental skills that will protect him or her as well as any member of the community needing that protection;
- develop skills and abilities such as driving, first aid, crisis intervention, de-escalation, investigation, interview & interrogation, surveillance, report writing, courtroom testimony, crime scene procedure, subject control, emergency management and many others;
- be able to communicate orally, nonverbally, and with the written word to such a degree that the strict requirements of the courtroom are met;

- maintain self-control, self-discipline, and the willingness to obey rules and regulations placed upon him or her; and be of good moral character.

**GOALS:**

1. To instill in our students the highest ethical and moral standards demanded by the profession.
2. To assist students in developing the necessary skills and knowledge of a professional peace officer.
3. To establish in each student a lifelong desire to gain more knowledge of his or her chosen profession.
4. To instill a way of life in each student that reflects traits of a professional, both on and off duty.
5. To provide an environment where each student gains a higher respect for him or herself, for property, for others, and for life itself.
6. To help students graduate from the MTC POBT Academy with a positive experience so they desire lifelong learning, including continued education at Marion Technical College.
7. To provide instructors and the public with a positive experience with our students and educational goals.
8. To provide students with a pathway to career success following Marion Technical College's Vision, Mission and Values, including our Core Values of Innovation, Diversity, Integrity, Community, and People.
9. To instill in students the importance of gaining and maintaining our community's trust as professional peace officers.

**ACADEMIC REQUIREMENTS:**

1. Students will be evaluated by tests, observation, and a final written certification exam by the Ohio Peace Officer Training Commission. Students must maintain at least a 70% on all written tests to graduate. This equates to at least a "C" grade in all courses. Students will be given one retest on Academy exams and, if a passing score is not attained, will not be able to sit for state exam.
2. A student not meeting proper attendance, proper attitude and behavior, successful completion of written tests and skill assessments will not be permitted to take the state certification exam, per the Ohio Peace Officer Training Commission requirements.
3. Students will compile neat and complete notebooks on all classes that reflect all subjects taught for future reference. Notebooks will be graded at the end of each semester and must be graded satisfactory. If a notebook is not satisfactory, the student will not be permitted to take the state certification exam per Ohio Peace Officer Training Commission requirements.
4. Each instructor evaluates each student. Students must receive a passing grade (70%) or satisfactory from each instructor.

**BASIC PEACE OFFICER'S RULES AND REGULATIONS:**

The rules and regulations are designed to prepare you for a career as a professional peace officer. Study the rules carefully and learn to abide by them. These rules are strictly enforced.

Obey orders cheerfully and willingly. Obedience to rules and orders is an essential part of your duty. Spot evaluations will be conducted on a continuous basis.

Obey orders promptly and completely. Remember that you will soon be a leader and will be giving orders. You must first learn to obey before you can expect to command. Discipline does not mean merely restriction and forced obedience to rules and regulations. It means self-control, teamwork, a cheerful attitude, and fairness toward your classmates, other peace officers, and the public. You are expected to put forth your best efforts in this Academy.

All criminal, civil, and traffic violations that occur during the Academy must be reported immediately to the Academy Commander. If the violation is a misdemeanor or greater, you may be dismissed from the Academy. Dismissal from the Academy or denial of admission will be in writing to the student and to the Ohio Peace Officer Training Academy (OPOTA) stating the reason. Students may appeal this decision to the Commander and through MTC's Student Grievances/Complaints policy #440. Further, if you have any official contact with a law enforcement officer, e.g. stopped for speeding and given a warning, you must immediately report it to the Commander.

MTC will employ a demerit system of discipline to enforce rules and regulations.

#### **ACADEMY RULES AND REGULATIONS:**

##### **I. Schedules**

- A. Daily and weekly class schedules are issued to each student, but the Academy Commander reserves the right to change the schedule as necessary.
  - 1. Each student is required to be on time to all classes, assemblies, drills, and other calls.
  - 2. Students will use their initiative to bring the necessary books, notebooks, and equipment to each class.

##### **II. Appearance**

- A. Each student's personal appearance will be clean and neat at all times. The student's uniform will be cleaned and pressed and all leather polished to a high luster. This uniform will be worn at all times during the Academy, unless excused by the Commander. Shirts must be worn tucked inside the pants. A belt must be worn on pants. The protective vest will be worn at all times the officer is on the firing line.
- B. Unless supplied by the student, duty gear will be provided by the Commander. Each student will fill out a form listing issued items, and will return the same items at the conclusion of the academy. Any lost or missing equipment will be replaced at the student's cost. Duty gear will be worn during all training hours unless excused by the Commander.
- C. No sandals or open-toed shoes will be allowed.
- C. **Hair Standards**

All hair styles shall be neatly groomed; the length, bulk, and appearance of the hair shall not be ragged or extreme in appearance. Hair styles must not preclude the normal wearing of any uniform headgear. If combed forward, hair shall not extend below the headband of properly worn headgear.

Hair coloring shall not be different from that occurring in nature. (E.g. no green, pink, or purple hair, etc.) All hair styles must be of a conservative nature and not detract from the officer's personal appearance as a professional.

Numerals, designs, or radical vertical or side blocking is not permitted.

**1. Males**

Males shall be clean-shaven. Hair shall be taper-cut so that it does not touch the collar at the rear of the neck, or does not touch the top of the ear. Sideburns shall not extend below the middle of the external ear opening.

Moderate "natural" haircuts are permitted if the hair does not extend more than two inches from the scalp.

**2. Females**

Female students shall adapt their hair style and length to the rigorous schedule of the training Academy so that the hair is neatly groomed at all times.

Females that have facial hair that appears unprofessional, or in need of grooming, will trim or remove the hair if necessary.

**D. Jewelry, Cosmetics, and Other**

1. Earrings are not to be worn by males or females while on duty in the uniform-of-the-day or while on duty in civilian attire.
2. Necklaces may be worn while on duty and in the uniform only if they are completely concealed by the uniform-of-the-day.
3. Bracelets may be worn while on duty only if they are a medical alert type, and such bracelet shall be snug fitting so not to interfere with the performance of normal duties. One wristwatch may be worn on either wrist.
4. A maximum of two conservative rings may be worn while on duty. A wedding ring and engagement ring worn on the same finger will be considered as one ring. The ring shall not extend beyond the first finger joint. Rings will not be worn on the trigger finger of either hand.
5. Fingernails shall be neatly trimmed and shall not extend beyond the quick of the nail. Fingernail polish, if worn, shall be clear. Polish will not be chipped or cracked.
6. Females will wear hair (if long) in a ponytail or up during physical training hours. These include firearms, subject control, physical conditioning, building searches, and stops and approaches.
7. Cosmetics, if worn, shall be kept to natural, subdued skin tones and must be blended to match natural skin color. False eyelashes are prohibited.

**III. Absences**

The Ohio Peace Officers Training Commission requires perfect attendance at all Academy classes. Any missed hours will be made up at the expense and time of the student. The only excused absences are doctor's notes, funeral, or court appearance. An absence form must be filled out and turned in to the Commander. Any missed class hours must be made up within 14 days of the missed class. It is the student's responsibility to contact the same instructor that taught the missed class to arrange for a makeup class. The student will then notify the Commander of the date and time of the proposed makeup class, prior to the makeup. The cost of a makeup class will be \$35.00 per hour, paid in advance to the appropriate instructor. Any missed classes not made up within 14 days can be grounds for dismissal from the Academy.

Attendance of the entire class session is required. Students will not be tardy, take extended breaks, or leave early for any scheduled class, unless excused by the Commander.



**IV. Driving**

Students will obey all traffic laws at all times while students of our Academy. Any traffic stops, tickets, or other criminal violations will be immediately reported to the Academy Commander. Students stopped for any violation will fill out a form which will be turned in to the Commander. Students will display student parking passes and park in the student lot. Students will not park in handicapped, faculty or visitor parking areas.

Students will abide by all campus parking regulations not specified in this manual.

Students must possess a valid driver's license to participate in academy training. This will be checked during the application process, and will be verified before the driving class. However, it is the student's responsibility to renew if the license expires during the academy. There is no makeup of the driving hours; students not eligible to take driving when it is offered will fail the academy.

**V. Military Courtesy and Demeanor**

- A. All students are to display a respectful demeanor characterized by terms of military address and gesture.
- B. Students will address instructors and guests by sir/ma'am, by their rank or Mr./Mrs./Ms., and last name. A student will never address an instructor by his or her first name or only by last name.
- C. In the classroom—when it is entered by an instructor, the first student seeing him or her will call attention. All students will remain at attention until given, "At ease," or "Carry on," by the instructor.
- D. During the course of your classes, if you have a pertinent question to ask, raise your hand, wait for acknowledgement, and then state your question.
- E. Students will display a respectful and courteous attitude toward all persons, either on or off the Academy premises.
- F. No hats will be worn inside a building/classroom. Hats will not be permitted outside the classroom without approval of the Commander. Only official uniform hats are permitted to be worn during the Academy.
- G. Student Chain of Command – the class will elect a class president and respective squad leaders. All students will follow commands or instructions given by class leaders.
- H. No food or drinks will be allowed in the classrooms, except during authorized breaks.

**VI. Firearm Qualification**

Commissioned students will qualify with the firearms authorized by their department. Open enrollment students may purchase a weapon that is carried by a department they wish to join or can use the Academy's Glock 9mm handguns and Remington 870 shotguns. All ammunition will be purchased by the Academy so that students will never have live ammo except on the firing range. Your acceptance letter is proof that you are enrolled in the MTC POBT Academy. There are some dealers in the area that offer a law enforcement discount, and will accept your acceptance letter should you desire to buy your own firearms, duty gear, etc. More information about this will be provided at orientation. Note: it is a good idea to hold off on any gear purchases until after orientation, as you will then have a better idea of what you will need should you choose to buy your own gear.

**VII. Physical Fitness**

For any student claiming injury during physical training hours, if the injury causes them to miss 8 hours (4 weeks) physical conditioning the student will be dismissed from the Academy. Any student not taking or passing the final physical assessment because of a medical excuse must petition, in writing, the executive director of the Ohio Peace Officer Training Academy and request an extension.

All absences must be documented with a doctor's excuse and all hours will be made up to the satisfaction of the instructor.

**STATEMENT OF UNDERSTANDING RULES, REGULATIONS, AND DISCIPLINE**

All students entering the MTC POBT Academy will be referred to as a **cadet** until graduation.

As a cadet, I am familiar with and have received a copy of the Academy’s Rules and Regulations. I know that to become a professional in this field, I must abide by all rules of basic training. I understand that if I fail to abide by the rules and regulations, certain disciplinary actions will be imposed.

All discipline will be administered by the Commander/Class Commander using the following as a guide:

	<u><b>Infraction Points</b></u>
- Missing a portion of class	2 points
- Missing an entire class (unless excused)	5 points
-Failing to makeup missed class within 14 days	10 points
- Failing to wear complete uniform	2 points
- Minor violation of rules and regulations	1-5 points
- Profanity, off-color or sexual comments or jokes, disrespect for instructors or students, or other unprofessional conduct, depending on review	5-10 points
- Minor misdemeanor traffic violations	5 points
- Any serious breach of conduct, improper handling of firearms, sexual harassment, disrespectful treatment of others, or any criminal charges whether misdemeanor or felony will result in expulsion.	

A total of 10 points will be cause for dismissal from the Academy.

(An excused absence will be at the discretion of the Commander to waive the loss of points.)

My signature confirms my understanding of the Rules and Regulations and Discipline of the Marion Technical College Peace Officer Basic Training Academy.

**Cadet Signature** \_\_\_\_\_ **Date**\_\_\_\_\_

**Print Full Name** \_\_\_\_\_

**MTC POBT ACADEMY APPLICANT  
CHECK LIST AND QUESTIONS TO BE ANSWERED**

**Applicant answers are evaluated as part of the admission process. Admission will be based in part on completing the following:**

1. Your Marion Technical College Peace Officer Basic Training Academy application is completely filled out. Make sure you have attached a copy of your driver's license.
2. Attach a copy of your Driving Record from the State of Ohio Bureau of Motor Vehicles. Here is how to access it:

Directions to Access BMV Operators License Check

1. Go to <https://services.dps.ohio.gov/BMVOnlineServices/DL/Abstract>
  2. Select the option "Unofficial 2-Year Driving Record."
  3. Complete the information and hit "Continue."
  4. Print the screen and give this to the Commander.
3. **Criminal Records: List all offenses, whether juvenile, traffic, or criminal, of which you have been arrested, charged or convicted, even if they have been sealed:**
- 
4. Answer the following questions:
    - A. Have you ever attended another peace officer basic training program, either at MTC or another academy? If so, when and where? Explain.
    - B. Do you know anyone who is a peace officer, whether friends or relatives? If so, who?
    - C. Are you a veteran of the armed services? If so, when did you serve, what branch, and what was your military occupational specialty (MOS) code? (Please list code and brief description if applicable.)

5. Answer the following questions in at least a paragraph form. You will be evaluated on your writing style, use of proper grammar and spelling.
  - A. Tell me a little about yourself. Imagine we just met and you have five minutes to talk about yourself. What would you want me to know about you and your desire to join the Academy?

B. What is your educational background? Where did you go to high school? Did you participate in any athletic programs or other extracurricular activities? What are your hobbies?

C. Why do you want to be a peace officer?

D. What agency would you like to eventually join and why does this agency interest you?

E. What, if anything, have you done in the past five years to prepare yourself for a law enforcement career?

F. After you become an officer, you are on patrol with your partner. Your partner falls asleep and you are asked by your supervisor the next day if your partner ever slept on duty. What would you say and why?

G. You are on patrol by yourself and stop your favorite uncle for driving under the influence of alcohol. What would you do?

H. Is there anything I haven't asked you about that you think I should know as I consider your acceptance into the MTC Peace Officer Basic Training Program?

When completed, you may keep Pages 1 through 9, and return Pages 10 through 15 to either Angela Atha, MTC Main Campus, 1467 Mt. Vernon Avenue, Bryson Hall Room 161E, or Commander Perry, MTC Downtown, 107 North Main Street, Marion, Suite 210A.