

INSTRUCTIONS FOR COMPLETING ENROLLMENT PACKET

These are the instructions for completing the Enrollment Packet for the Court Officers Basic Training Course. Most of the forms may be filled out via computer, although you may have to print some of the forms and sign with pen.

Student Enrollment/Certification Record (SF115unv)

This form must be completed either by being typed or via computer. Complete the entire **Student Information, Race, & Education Sections**. Once those three sections have been completed, stop there, do not fill out anything further. Make sure you save it as a file on your computer. When I receive this form I, as the Commander, will complete it.

Authorization to Carry (SF119cob)

There are three sections to this form, Sections I, II, & III.

Section I: Bailiffs, Parol Officers, Probation, Probation Officers, DYS Employees, and BCI Crime Scene Technicians. If you are one of these officers, you or the appointing authority fill this section out via computer, after completing the section, print out the form, and have the appointing authority sign it.

Section II: Tactical Medical Professionals (TEMS). If you are one of these officers, you or the appointing authority fill this section out via computer, after completing the section, print out the form, and have the appointing authority sign it.

Section III: County Correctional Officers. If you are one of these officers, you or the appointing authority fill this section out via computer, after completing the section, print out the form, and have the person in charge of the jail facility sign it.

Student Disclosures and Statement of Understanding (SF101unv)

This form must be completed either by being typed or via computer. Complete the entire **Student Disclosures and Statement of Understanding Sections**. Leave the School Number with COB which has already been partly completed alone, the Commander will complete that box when the COB Academy is assigned a school number from OPOTA. Also, the School Name has also been completed by the Commander, so leave it alone. Once those three sections have been completed, stop there, and do



not fill the form out any further. Make sure you save it as a file on your computer. Once you have saved the form in a computer file, then print it out, you and a witness will have to sign the form.

OPOTC Student Waiver of Liability & Indemnity Agreement (SF103cob)

Read over the form, enter your name & date and your witnesses name and date on the form, save the form on your computer, print it out, and you and your witness sign it.

Family Education Rights and Privacy Act (FERPA) Consent to Release Student Information (SF104unv)

Please complete the required sections of the form. If you have a Student ID Number from the college where you have attended, please enter that number, save the form in a computer file, print it out, and sign the form.

If you have any questions or need assistance in completing the forms, you can contact Commander Daniels at his email address: jdaniels3@sscc.edu.