

**Advisory Council on Law Enforcement Education and Training**  
**REGULAR MEETING**  
**K. O. Rayburn Training Center, 2401 Egypt Road, Ada, Oklahoma 74820**  
**July 12, 2012**  
**MINUTES**

**MEMBERS PRESENT:**

Chief Danny Ford, Chairman, Duncan P.D.  
Lt. Blake Green, Vice-Chair, Norman P.D.  
Chief Deputy Tim Albin, Tulsa County S.O.  
Agent Kendall Ballew, Dept. of Corrections  
Deputy Chief Brandon Berryhill, Broken Arrow P.D.  
Director Jeff Harp, Univ. Central Oklahoma  
Sheriff Scott Jay, Beckham County S.O.  
Special Agent Kurt Stoner, F.B.I.  
Lt. Brent Sugg, Oklahoma Highway Patrol  
Major Rob Turner, Tulsa P.D.  
Major Bill Weaver, Oklahoma City P.D.

**STAFF PRESENT:**

Steve Emmons, Executive Director  
Charles Gerhart, Assistant Director  
Chris Sutterfield, Chief of Operations  
James Wilson, General Counsel  
Laurie Schweinle, Recording Secretary

**MEMBERS ABSENT:**

Chief B.J. Dudley, Prague P.D.  
Chief Rex Eskridge, Muskogee P.D.  
Mr. Jerry Mayfield, Dept. of Corrections  
Captain Steve Pelto, Bryan County S.O.  
Chief Harvey Rutherford, Woodward P. D.  
Sheriff Bill Winchester, Garfield County S.O.

**GUESTS PRESENT:**

Agent Jason Tucker, OBNDD

**1. Call Meeting to Order**

Chairman Danny Ford called the meeting to order at 10:02 a.m. Roll was called, and 10 members were present representing a quorum.

**2. Approval of Minutes**

There was no discussion.

Action Taken: Undersheriff Tim Albin made a motion to approve the minutes of the April 5, 2012, Advisory Council meeting as written. The motion was seconded by Major Weaver. The motion carried unanimously, 10-0.

### **3. Advisory Council Composition**

Director Emmons informed Advisory Council members that Special Agent Kurt Stoner had been reappointed and that Sheriff Scott Jay was appointed to the Region 9 vacancy. Members welcomed Sheriff Jay.

### **4. Curriculum Review Board**

Undersheriff Albin said that he noticed the mental health curriculum is going to be updated. Director Emmons advised that a focus group had come together recently to work on those updates.

Action Taken: Undersheriff Tim Albin made a motion to accept the Curriculum Review Board Report. The motion was seconded by Major Weaver. The motion carried unanimously, 10-0.

### **5. Review Staff Recommendations for Mental Health Curriculum**

Assistant Director Gerhart advised members that the meeting was held and that the Curriculum Review Board would be presented with that information this afternoon.

### **6. Council Approved Specialized Instructor Certification and Training**

Director Emmons advised members that historically specialized instructor classes have been conducted at CLEET or an Academy City. Director Norman McNickle, Stillwater DPS, has inquired about whether it would be possible to allow other agencies to conduct these trainings. Director Emmons advised that CLEET Rules had been consulted and that the Council would be addressing this issue next week and would like the Advisory Council's opinion. Director Emmons then stated there were concerns about whether certain agencies and/or instructors would be qualified to conduct specialized instructor courses. He then said this could potentially require a rule change or that the rules may already allow for this, depending on interpretation.

Undersheriff Albin then inquired about the process for instructors that have attended non-CLEET instructor courses to obtain a waiver. Director Emmons replied the process had been to review their credentials but that there had not been consistency in how the final decision is made. Undersheriff Albin advised he feels the problem is keeping tight parameters when considering the waiver requests to ensure quality instructors.

A general discussion was then had as to who has historically taught the instructor courses and the level of skill expected from those instructors.

Major Weaver suggested including a master level instructor to help with quality control so that these types of classes could be held at more agencies. Lt. Green asked if there could just be a CLEET instructor on site to monitor the class, and Director Emmons replied that is being done now but the complaint is really about the number of classes offered. Director Emmons also advised that another part of the problem is being able to take CLEET instructors away from the Basic Academy. Undersheriff Albin asked if CLEET could train an instructor at another agency to essentially function

as an adjunct for CLEET but at that agency. Director Emmons replied that was the idea proposed. Undersheriff Albin and Major Turner said they felt as long as CLEET keeps control of who these adjuncts are and monitors them for quality control, then it would be acceptable to do this. Special Agent Stoner said it might also be a good idea to require specialized instructors to recertify on a regular basis. Lt. Green said that depending on the recertification requirements, that could also bring more adjuncts to CLEET. Agent Ballew advised that CLEET should still control the curriculum.

Director Emmons said that if this is to happen there would need to be strict guidelines and that CLEET instructors would still need to be involved. Undersheriff Albin said that Director Emmons should be the one to approve instructors and not the other adjuncts.

Major Turner advised that he felt the Advisory Council is open for more discussion on this topic but that a standard must be maintained if this is to happen.

Lt. Sugg asked if the Academy Cities could hold these courses. Director Emmons said that could also be an option. Major Weaver asked if CLEET could just try to put on more schools. Director Emmons replied that it would take not only funding but staff. He also advised that perhaps adjuncts could come to CLEET to instruct during the Academy so CLEET staff could travel to put on these schools. Undersheriff Albin suggested students pay to attend instructor schools. Deputy Chief Berryhill stated that he felt the problem was really more staffing than funding. Director Emmons agreed that it was. Deputy Chief Berryhill then suggested maybe CLEET and the other agency could swap instructors. Chris Sutterfield advised that may not work as many of the CLEET instructors teach in all skills blocks.

Director Emmons assured members he would keep them updated as this discussion progresses.

## **7. Safe Room/Bond Refinancing Update**

Assistant Director Gerhart updated members that the Department of Corrections (DOC) and the City of Ada were now working together to potentially bring DOC to Ada even though it was decided they could not move their training facility to the CLEET campus.

He then advised members that the most important issue being dealt with right now is the construction of a tornado shelter. He said the shelter will need to hold about 200 people. Some options for this would be to reinforce an open area of the CLEET facility, build the third leg of the barracks building that was in the original plan for CLEET, or for the Oklahoma Office of State Finance to designate CLEET as their off site server storage as they have funding to do this and that room would also have to be reinforced and could double as a shelter.

Assistant Director Gerhart then advised members that improvements to the firing range and multi-purpose room were being considered. He said that CLEET is also still attempting to move forward with the bond refinancing and have been in contact with ODFA about this.

Assistant Director Gerhart told members that improvements to the barracks are also being considered in order to make the time adjuncts spend here more comfortable and that could help get more adjuncts

to CLEET as well.

Director Harp asked if a safe room at the firing range had been considered. Director Emmons replied that there is a solid concrete storage room at the range that has traditionally been used as the shelter.

## **8. Legislative Update**

Director Emmons advised members that CLEET rule changes would go into effect July 13, 2012. He then mentioned the possibility of a rule change that would require those with a BID to maintain their certification and use their instructor training. Many instructors attend instructor school but never use their training. Director Emmons said he would like to find a way to involve these instructors in training and is open to discussion on this topic. He further explained that their BID will never leave their record.

Undersheriff Albin suggested that perhaps agencies are sending their officers to this class to help with their communication and public speaking skills. He then said that if this was the case then maybe a separate class should be put on for this purpose. Chris Sutterfield advised that he had never heard a student express they were attending the class for communication improvement but that he does know some agencies offer incentive pay if they attend BID.

Lt. Green suggested all instructors, basic and specialized, be required to come back to CLEET every few years to "recertify." Undersheriff Albin expressed that he felt any certification should have a recertification requirement. Major Weaver expressed concern at having to send instructors back to CLEET when he already has trouble finding enough to help.

Director Emmons then advised he would like to see a change in the online classes offered on the CLEET website as there are many people taking all of them every year. He said this may require a rule change that would require that an officer could not take the same specific class each year. Deputy Chief Berryhill suggested just rotating through a bank of online classes each year so the same classes are not offered and then offered CLEET the entire bank of Broken Arrow PD classes. Chris Sutterfield reported that FLETC had just provided CLEET with 200 online courses the day before.

Director Emmons then reported on the open carry legislation. He advised that OMAG and the Metro Chiefs are putting together a committee to review the law and to prepare and provide some training regarding this issue.

Undersheriff Albin asked if any more discussion had been had on the possibility of allowing officers to carry over continuing education hours. Director Emmons said that it would be brought to the Council at the next meeting on July 18, 2012. Undersheriff Albin expressed his opinion that they should only be allowed to carry over for one (1) year. Chris Sutterfield advised that Texas has a two (2) year licensing period which requires them to get forty (40) hours in two (2) years. He also advised that Nebraska allows for officers to pull hours from the previous year but only if more hours are needed to complete requirements for the current year. Undersheriff Albin said that he thought it might also cut down on the workload of CLEET employees. Director Emmons advised he thought it might be difficult at this time with the current tracking system CLEET uses.

## **9. Divisional Reports**

There was no discussion.

## **10. Director's Report**

Director Emmons advised that he had attended the training summit in Edmond on July 11, 2012. He felt it was a successful meeting about what training is available and needed. He also reported that additional funding had been received for the ALERRT program, which is going very well. The additional funds are to include campus officers and also hold another train the trainer. Director Emmons reported that the response to this program is always positive and well received. He also advised that CLEET would like to hire a part time employee to handle the administrative portion of ALERRT.

Director Emmons then updated members on the status of the credentialing grant. He advised that it had been moved to Emergency Management to administer but that CLEET would be allowed to keep the bandwidth.

Director Emmons advised members of the upcoming LEPTI Conference being held at Tulsa Tech in Broken Arrow the week of September 10-14. He reported there would be CLEET, NCBRT, and MIPT classes available for attendees. He explained that this conference is in support of the LETCP in Oklahoma.

Director Emmons then advised members that they may be receiving emails from his office requesting help. These emails are to advise departments that CLEET is having training and need help. He said it is not mandatory but that CLEET is trying to get the word out about these opportunities.

Director Emmons reported that the budget this year remained static and that CLEET received exactly what they received the year before. He advised that general revenue for CLEET dropped from \$433,000 last year to \$65,000 this year. He said the one department this could really impact is Private Security and that CLEET would be requesting more funds from the legislature.

Director Emmons then advised members that the tobacco ban began at CLEET on July 11, 2012.

## **11. New Business**

There was no discussion.

## **12. Adjournment**

Action Taken: Undersheriff Tim Albin made a motion to adjourn. The motion was seconded by Major Weaver. The motion carried unanimously, 10-0. Chairman Danny Ford adjourned the meeting at 11:17 a.m.