

The agenda for this meeting was posted in accordance with Title 25 Section 311.A.9, at the main entrance of the K.O. Rayburn Training Center, 2401 Egypt Road, Ada, OK 74820.

**COUNCIL ON LAW ENFORCEMENT EDUCATION AND TRAINING  
CURRICULUM REVIEW BOARD REGULAR MEETING**

K.O. Rayburn Training Center, 2401 Egypt Road, Ada, OK 74820

July 14, 2015

**Members Present:**

Mr. Craig Maile, OK Dept. of Career Technology  
Captain Marshall McDonald, Oklahoma County SO  
Chief Don Sweger, Guthrie PD  
Dr. Michael Wilds, Northeastern State University  
Sheriff Shannon Smith, Seminole County SO

**Staff Present:**

Steve Emmons, Executive Director  
Charles Gerhart, Asst. Director  
Shannon Butler, Training Manager  
Keith Miller, Academy Coordinator  
Tami Burnett, Curriculum Specialist/Field Rep

**1. Call Meeting to Order**

Chairman Craig Maile, Oklahoma Department of Career Technology, called the meeting to order at 10:00 a.m. All members were present.

**2. Approval of Minutes**

Meeting minutes for the March 27, 2015 were reviewed and discussed.

**Action Taken:**

Captain Marshall McDonald, Oklahoma County Sheriff's Office, made a motion to approve the minutes from the March meeting, and Chief Don Sweger, Guthrie Police Department, seconded the motion. The motion was passed.

Craig Maile	Yes	Dr. Mike Wilds	Abstain
Capt. Marshall McDonald	Yes	Sheriff Shannon Smith	Abstain
Chief Don Sweger	Yes		

**3. Reserve Academy Proposed Master Schedule and Curriculum Changes**

Charles Gerhart, Assistant Director at CLEET, presented proposed changes in the Reserve Academy curriculum to bring it more in line with the Basic Academy. He explained the reason(s) for the changes that will be presented to the Council at their next regularly scheduled meeting.

**Summary:**

- Move "Learning in the Classroom" to pre-academy
- Reduce handgun and shotgun nomenclature and maintenance instruction from 1.5 hours each to 0.5 hours each
- Reduce "Implied Consent Law" training from 3.0 hours to 1.0 hour
- Reduce "Searching & Transporting Prisoners" from 4.0 hours to 2.0 hours
- Reduce "Traffic Stop Practicum" from 2.5 hours to 2.0 hours
- Reduce "Fingerprints" from 4.0 hours to 2.0 hours
- Add "Evidence Based Sexual Assault" (6.0 hours)
- Move "Mental Illness" (4.0 hours) to the Patrol block
- Add "Dementia/Alzheimer's Disease" (2.0 hours)

- Remove “Radio Communications” (0.5 hours) and replace with “Human Relations” (2.5 hours)
- Remove “Telecommunications” (0.5 hours) and replace with “Community Relations” (2.0 hours)
- Increase “Crime Prevention/Community Oriented Policing” from 1.0 hour to 2.0 hours
- Increase “Cultural Awareness” from 1.5 hours to 2.5 hours

**Action Taken:**

None.

**4. Director’s Report**

Steve Emmons, Executive Director, informed the Board of the LEDT track issues which are rapidly increasing because of the enormous amount of rainfall in the recent past. FEMA has been contacted to see if CLEET would be eligible to receive assistance to repair the track.

The Muskogee satellite academy will be starting July 22, 2015. Tami Burnett, CLEET Curriculum Specialist, will be the Academy Coordinator. She has run two reserve academies, and both have gone well. The Muskogee academy is expected to run smoothly as well.

The Nicoma Park academy went fine. The main issue was more disciplinary concerns.

There are not any current plans to hold more satellite basic academies. A few Council members have indicated a desire to do so, but nothing has been discussed or planned.

There has been discussion about officers who hold CLEET instructor certificates being required to teach CLEET classes every year in order to keep their instructor certificate valid and current. This would help with obtaining adjuncts for the Basic Academy as well as continuing education classes. This will be placed on the agenda for the Council’s review/approval.

When the Bridge program began, there was one separate Bridge Basic Academy. That caused issues scheduling regular cadets a Basic Academy in a timely manner and caused a backlog on cadets. In 2015, the Bridge cadets and regular cadets were combined in each Basic Academy. There are issues with having the two groups combined, so a change will be made. A Bridge Basic Academy will run parallel to a regular Basic Academy on the odd numbered academies of 2016 (A1601, A1603, and A1605).

CLEET’s budget for next year was cut \$237,000, plus \$100,000 was taken from the revolving fund. This resulted in cutbacks for the Basic Academy. After discussion by the Council, the evening meal will no longer be provided, and agencies will have to provide ammunition for their officers attending the Basic Academy.

A small refrigerator has been placed in each dorm room, allowing cadets to keep food and drink items for their evening meals. Ten barbeque grills have been purchased for cadet use, as well as a microwave.

After the final carry over projections on November 01, 2015, if there is any carry over, that money will be applied back to ammunition being supplied for cadets.

**Action Taken:**

None.

## **6. New Business**

Several ideas were presented/discussed regarding training, including: possibly check into having pre-requisite courses/blocks of instruction for admittance into the Basic Academy, i.e., ethics, report writing, human relations. This would reduce time spent at the Basic Academy at CLEET, thus alleviating some of the monetary issues with the recent budget cut.

Also discussed was the possibility of having different levels of certification (basic, intermediate, and advanced) for reserve officers. Courses could be taken online or other places where the officer could receive more detailed/in depth training than they received in the reserve academy. Having the different levels of certification, as do full-time peace officers, would ensure reserve officers received training outside of the reserve academy.

### **Action Taken:**

None.

## **7. Adjournment**

Dr. Wilds, Northeastern State University, made a motion to adjourn. Chief Sweger seconded the motion. The meeting was adjourned.