

**COUNCIL MEETING**  
**Council on Law Enforcement Education and Training**  
**2401 Egypt Road**  
**Ada, Oklahoma 74820**  
**July 19, 2023**  
**10:00 a.m.**  
**MINUTES**

**MEMBERS PRESENT:**

Chief Brandon Berryhill, Chairman, Broken Arrow PD  
Sheriff Chris West, Vice-Chairman Canadian County SO  
Director Donnie Anderson, O.B.N.D.D  
Chief Don Cluck, Tuttle PD  
Dr. Katherine Lang, ECU  
Sheriff Shannon Smith, Seminole County SO  
Director Aungela Spurlock, OSBI  
Chief Don Sweger, Guthrie PD  
Commissioner Randy Wesley, Chickasaw Nation  
Deputy Sheriff Todd Young, Pontotoc County SO

**STAFF PRESENT:**

Darry Stacy, Executive Director  
Marcus Williams, Assistant Director  
Jason Potter, Operations Manager  
Preston Draper, General Counsel  
Shelly Lowrance, Recording Secretary  
Kevin McCullough, Lead Field Rep  
Jeanelle Hebert, Coordinator/Information  
Janey Rowden, Record/PS Manager  
Matt Haines, PS Field Rep  
Joe Seabourn, FA Instructor  
Vonnie Houser, Academy Coordinator  
Tiffany Traylor, Business Manager  
Janesa West, Private Security Clerk

**MEMBERS ABSENT:**

Lt. Elijah Hass, McAlester PD  
Mr. Russ Higbie  
Commissioner Tim Tipton, DPS

**GUESTS:**

1. Chairman, Chief Berryhill called the meeting to order at 10:00 a.m.

2. **Roll Call**

Roll was taken and nine members were present representing a quorum.

3. **Open Meeting Act Compliance**

This meeting is being held in compliance with the Oklahoma Open Meeting Act. Notice was given to the Secretary of State on December 1, 2022, and the agenda posted July 17, 2023.

4. **Pledge of Allegiance was led by Chief Sweger.**

5. **Introduction of Guest**

Discussion: CLEET personnel were the only people present other than Council members. See above for list.

## 6. Approval of Minutes

There was no discussion.

**Action taken:** Director Anderson made a motion to approve the minutes from April 19, 2023, as written. Chief Sweger seconded the motion. Chief Berryhill voted yes. Director Anderson voted yes. Chief Cluck voted yes. Dr. Lang voted yes. Sheriff Smith abstention. Director Spurlock voted yes. Chief Sweger voted yes. Commissioner Wesley voted yes. Deputy Sheriff Young voted yes. Motion carried 8-0 and 1 abstention.

There was no discussion.

**Action taken:** Director Anderson made a motion to approve the minutes from June 7, 2023, as written. Dr. Lang seconded the motion. Chief Berryhill voted yes. Director Anderson voted yes. Chief Cluck voted yes. Dr. Lang voted yes. Sheriff Smith abstention. Director Spurlock voted yes. Commissioner Wesley voted yes. Deputy Sheriff Young voted yes. Motion carried 7-0 and 1 abstention.

Chief Sweger's name was inadvertently skipped during the roll call vote and so no vote for him is recorded.

## 7. Advisory Council Composition

There was no discussion.

**Action taken:** Director Anderson made a motion to appoint Chief Billy Hooper, Poteau Police Department, as a SE Quadrant representative for the Advisory Council. Dr. Lang seconded the motion. Chief Berryhill voted yes. Director Anderson voted yes. Chief Cluck voted yes. Dr. Lang voted yes. Sheriff Smith voted yes. Director Spurlock voted yes. Chief Sweger voted yes. Commissioner Wesley voted yes. Deputy Sheriff Young voted yes. Motion carried 9-0.

## 8. Curriculum Review Board Composition

A discussion on posting openings that are up for reappointment.

An official letter from CLEET will go out to allow all existing board members (Advisory, CRB, PSAC, DDAC, and BDAC) to be aware of the new process.

**Action taken:** Sheriff Smith made a motion to reappoint Dr. Michael Wilds, NSU-Broken Arrow, to the CRB. Dr. Lang seconded the motion. Chief Berryhill voted yes. Director Anderson voted yes. Chief Cluck voted yes. Dr. Lang voted yes. Sheriff Smith voted yes. Director Spurlock voted yes. Chief Sweger voted yes. Commissioner Wesley voted yes. Deputy Sheriff Young voted yes. Motion carried 9-0.

## 9. Drug Dog Advisory Council Composition

There was no discussion.

**Action taken:** Director Anderson made a motion to reappoint Officer Troy Newell, Bartlesville PD, to the DDAC. Sheriff Smith seconded the motion. Chief Berryhill voted yes. Director Anderson voted yes. Chief Cluck voted yes. Dr. Lang voted yes. Sheriff Smith voted yes. Director Spurlock voted yes. Chief Sweger voted yes. Commissioner Wesley voted yes. Deputy Sheriff Young voted yes. Motion carried 9-0.

There was no discussion.

**Action taken:** Director Anderson made a motion to reappoint Asst. Chief Patrick Hawley, Alva PD, to the DDAC. Chief Sweger seconded the motion. Chief Berryhill voted yes. Director Anderson voted yes. Chief Cluck voted yes. Dr. Lang voted yes. Sheriff Smith voted yes. Director Spurlock voted yes. Chief Sweger voted yes. Commissioner Wesley voted yes. Deputy Sheriff Young voted yes. Motion carried 9-0.

## 10. Reports

There was no discussion.

**No action required.**

## 11. CLEET Financial Report

Discussion:

- Penalty fees continue to drop.
- Citation fees continue to decrease.
- Tribal distribution.

**No action required.**

10:09 a.m. – Sheriff West entered the meeting.

## 12. Proposed 2024 Meeting Dates

There was no discussion.

Wednesday – January 24<sup>th</sup>  
Wednesday – April 24<sup>th</sup>  
Wednesday – July 24<sup>th</sup>  
Wednesday – October 23<sup>rd</sup>

**Action taken:** Sheriff West made a motion to approve dates for the 2024 meetings. Chief Sweger seconded the motion. Chief Berryhill voted yes. Sheriff West voted yes. Director Anderson voted yes. Chief Cluck voted yes. Dr. Lang voted yes. Sheriff Smith voted yes. Director Spurlock voted yes. Chief Sweger voted yes. Commissioner Wesley voted yes. Deputy Sheriff Young voted yes. Motion carried 10-0.

## 13. Defensive Tactics presentation

Director Stacy introduced the presentation on nighttime training exercise – Defensive Tactics Nighttime Stress Inoculation.

Operations Manager Jason Potter introduced Matt Haines (Field Rep), he became the DT lead instructor in 2021.

Matt Haines: - gave an overview of the DT Nighttime Stress Inoculation.

Video presentation (available on the CLEET FB page).

Discussion:

- Safety briefing.
- Round table – debriefs.
- Short essay – evaluation.
- Monitoring the standards and professionalism.
- Brief instructors including adjuncts.

Asst. Director Marcus Williams observed the training at CLEET.

- Purpose driven.
- No issues/problems.
- Instructors were professional.
- Environment – an open door to visit.

**No action taken.**

#### **14. Annual Firearm Requalification for Armed Guards and Private Investigators**

Discussion:

- New annual requalification for private security by CLEET rule.
- The PSAC approved the requalification course.
- Use of force.
- Process of adding rifle to Phase 4 – rifle course.
- PSAC will come to a Council meeting and make a presentation.

Joe Sebourn, CLEET FA Instruction:

- CLEET has two requalification courses – the uniform and non-uniform.  
The non-uniform is very similar to the one the PSAC approved.

**Action taken:** Director Anderson made a motion to table this item. Commissioner Wesley seconded the motion. Chief Berryhill voted yes. Sheriff West voted yes. Director Anderson voted yes. Chief Cluck voted yes. Dr. Lang voted yes. Sheriff Smith voted yes. Director Spurlock voted yes. Chief Sweger voted yes. Commissioner Wesley voted yes. Deputy Sheriff Young voted yes. Motion carried 10-0.

#### **15. "Hard card" service and possible action**

Discussion: Director Stacy stated they have found a more economical and efficient way to issue the initial hard card.

**Action taken:** Sheriff Smith made a motion to issue first hard card. Chief Sweger seconded the motion. Chief Berryhill voted yes. Sheriff West voted yes. Director Anderson voted yes. Chief Cluck voted yes. Dr. Lang voted yes. Sheriff Smith voted yes. Director Spurlock voted yes. Chief Sweger voted yes. Commissioner Wesley voted yes. Deputy Sheriff Young voted yes. Motion carried 10-0.

**16. Review of an application by the Cherokee Nation Marshal Service to provide Oklahoma basic peace officer certification training academies.**

Discussion: CLEET received a letter formally withdrawing the application from Director Shannon Buht and Investigator Joe Horner.

**No action taken.**

**17. Private Security Advisory Committee Report**

There was no discussion.

**No action required.**

**18. Advisory Council Report**

There was no discussion.

**No action required.**

**19. Director/Legislative Report**

Discussion: Director Stacy gave his condolences to Director Spurlock for the loss of the HR manager at the OSBI.

The LEDT investigation has been completed.

CLEET Graduations – make sure you are receiving invitations and invite you to speak at a graduation.

Director Stacy gave an update on the following:

- Hired new assistant director Marcus Williams – Introduction.
- Jason Potter, Operations Manager.
- Attended the OACP annual conference in Durant.
- Attended Leaders of Oklahoma conversation with Tom Cole.
- Attended Ada Jobs Foundation board meeting.
- Attended both OSA and OACP board meetings.
- Attended State Law Enforcement Memorial and OCPD Memorial.
- CLEET 60<sup>th</sup> Anniversary Celebration.
- Individually meeting with numerous Sheriffs and Chiefs.
- Attended Ada Chamber of Commerce Banquet.
- AD Williams attended SW region OSA meeting.
- Met with Representative Rosecrants in reference to a new stalking law.
- Operations Manager Potter working with Representative Ford regarding potential interim study on domestic violence.
- Interviewed for PIO/Marketing/Legislative Liaison position.
- Application period has ended for two new Field Rep/Instructor positions.
- Interviewed for 3 new data entry clerks.
- Hired two new maintenance technicians.
- Internally promoted Kevin McCullough to Lead Field Representative.

- Will be posting for Field Representative and two new instructors.
- Trisha Taylor accepted position with OMMA as investigator.

Graduations attended:

- Metro Tech.
- Keynote speaker at MNTC reserve academy.
- Cleet graduation at ECU, guest speaker was Trisha Everest, Secretary of Public Safety.
- Canadian Valley Technology.
- OHP 71<sup>st</sup>

11:05 a.m.- Sheriff Smith left the meeting.

11:07 a.m. - Sheriff Smith returned to the meeting.

- Completed State Budget submission and creating CLEET budget.
- Update Commissioned officer policy and statutory authority.
- Graduated academy, started another.
- Finalizing steps and procedures with Instacard.
- Completed pre-project meeting with Benchmark on LEDT rehab.
- Started research and development of Simunition House.
- Started site survey of facility on safety and security.
- Completed initial OSAI audit.
- Created new organizational chart for CLEET.
- Started inventory audit of CLEET that should be completed by end of July.
- Established protocol and swearing-in of all CLEET commissioned personnel.
- Obtained 5 LEDT vehicles from CCSO.
- Completed onboarding process for new employees and termination procedures.
- Coordinating on FBI/OSBI fingerprint solution.
- Updating policy and staff duties and responsibilities.
- Updated letterhead and memo templates for CLEET.
- Updating and training all supervisors on OMES progressive discipline policy.
- Updated CLEET progressive discipline form.
- Starting research on Energy audit.
- Reviewing policy and procedures on Promissory notes and suspensions.
- Joined Access Oklahoma Surplus for equipment needs from state auction.
- Coordinating with DPS regarding HB 2903 SRO Active Shooting Training.
- Criminal Investigations Academy is currently underway.

Gave on overview of Field Rep activity.

**No action required.**

## **20. Board Comments**

Discussion: Chief Sweger stated the CLEET bathroom signs have misspellings, wrong punctuation, and font. They do not look professional. Can this be updated?

Director Stacy said yes it will be.

**No action required.**

## **21. Public Comments**

Discussion: Operations Manager Jason Potter commented that Director Stacy and Asst. Director Williams are very customer oriented and will do great things for CLEET.

**No action required.**

## **22. New Business**

There was no discussion.

**No action taken.**

## **23. Adjournment**

**Action taken:** Director Anderson made a motion to adjourn. Commissioner Wesley seconded the motion. Chief Berryhill voted yes. Sheriff West voted yes. Director Anderson voted yes. Chief Cluck voted yes. Dr. Lang voted yes. Sheriff Smith voted yes. Director Spurlock voted yes. Chief Sweger voted yes. Commissioner Wesley voted yes. Deputy Sheriff Young voted yes. Motion carried 10-0.

Chairman, Chief Berryhill adjourned the meeting at 11:15 a.m.