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

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

July 09, 2013

MEETING MINUTES

Members Present:

Mr. Craig Maile, OK Dept. of Career Technology
Captain Marshall McDonald, Oklahoma County SO
Sheriff Wayne McKinney, Stephens County SO
Major Bill Weaver, Oklahoma City Police Department
Dr. Mike Wilds, NSU – Broken Arrow

Staff Present:

Steve Emmons, Executive Director
Charles Gerhart, Assistant Director
Chris Sutterfield, Chief of Operations
Tami Burnett, Curriculum Specialist
Cindy Donnelly, Administrative Assistant
Tracy Shivers, Asst. Academy Coord. - Academics

Members Absent:

Chief Don Sweger, Bristow Police Department

Special Guests:

Robert Thornton, Chief Ratliff City PD
Captain Karen Tipler, Tulsa PD
Sgt. Howard Galbreath, Tulsa PD

1. Call Meeting to Order

Chairman Craig Maile, Oklahoma Department of Career Technology, called the meeting to order at 10:02 a.m. Four of the five Board members were present, resulting in a quorum.

2. Approval of Minutes

There were no changes requested on the previous meeting minutes.

Action Taken:

Major Bill Weaver, Oklahoma City Police Department, made a motion to approve the previous meeting minutes as is. Captain Marshall McDonald seconded the motion. The motion passed unanimously.

Mr. Craig Maile	yes	Captain Marshall McDonald	yes
Sheriff Wayne McKinney	yes	Dr. Mike Wilds	yes
Major Bill Weaver	yes		

3. Explosive Ordnance Recognition Officer (EOR) Certificate Training Program

Steve Emmons, Executive Director of CLEET, presented a synopsis of the meeting minutes from the group of experts that met previously to review and give input on the curriculum. There were representatives from Oklahoma Highway Patrol, Norman Police Department, Edmond Police Department, Oklahoma City Police Department, Carter County Emergency Management, and CLEET. It was agreed that the curriculum was good across the board, but this curriculum is already available through other agencies, both federal and state. Everyone's concern was that having a "certification" would cause some initial responders to overstep their capabilities and authority.

The Board had much discussion and arrived at the same conclusion as the group of experts.

Action Taken:

Dr. Mike Wilds, NSU – Broken Arrow, made a motion to accept the Explosive Ordnance Recognition Officer (EOR) Certificate Training Program curriculum. Mr. Maile seconded the motion. The motion failed to pass 4-1 with no as the response.

Mr. Craig Maile	no	Captain Marshall McDonald	no
Sheriff Wayne McKinney	no	Dr. Mike Wilds	yes
Major Bill Weaver	no		

4. Forensic Digital Photography Updated Curriculum

Tami Burnett, CLEET, and Jim Elliott, CLEET, reviewed the current Digital Photography curriculum of the Basic Academy that was developed by Mr. Elliott in 2008. One Performance Objective was added to bring the curriculum up to date: *PO.DP.01 The student will know the use of personal cell phones; tablets or other visual imaging devices are NOT acceptable in forensic digital photography.* The title of the curriculum was also changed from “Digital Photography” to “Forensic Digital Photography.”

Action Taken:

Dr. Wilds made the motion to approve the addition of the Performance Objective and changing the name of the Forensic Digital Photography curriculum. Captain Marshall McDonald, Oklahoma County Sheriff’s Office, seconded the motion. The motion passed unanimously.

Mr. Craig Maile	yes	Captain Marshall McDonald	yes
Sheriff Wayne McKinney	yes	Dr. Mike Wilds	yes
Major Bill Weaver	yes		

5. Human Relations Updated Curriculum

Tami Burnett stated that Dr. Gentz, Tulsa Police Department, and she had taken previous changes requested by the Board and revised and simplified the Human Relations curriculum of the Basic Academy. She also informed the Board that Dr. Gentz would be willing to hold Train the Trainer classes to any person who may be teaching this curriculum, whether at CLEET or one of the Approved Academy City locations.

Action Taken:

Dr. Wilds made a motion to accept the revised Human Relations curriculum for the Basic Academy as written. Major Weaver seconded the motion. The motion passed unanimously.

Mr. Craig Maile	yes	Captain Marshall McDonald	yes
Sheriff Wayne McKinney	yes	Dr. Mike Wilds	yes
Major Bill Weaver	yes		

6. Cultural Awareness Revised Curriculum

First, Ms. Burnett explained that the Cultural Awareness curriculum in the Basic Academy has been changed to “Cultural Diversity.” Captain Karen Tipler, Tulsa Police Department, revised and updated the curriculum, along with Tami Burnett. More awareness of gender differences and more history of Oklahoma were added to show how the state’s culture became so diversified in the 21st century. With this being a two hour block of instruction in the Basic Academy, it was discussed that the history could be placed in an appendix to the curriculum, not be a portion of what the cadet is required to learn for law enforcement. With the curriculum as is, it would be difficult to teach in two hours.

The Board was concerned that there was heavy emphasis on gay/lesbian and transgender individuals and not enough on ethnicity or religious diversity. They requested revisions regarding moving the history to an appendix; making the curriculum less specific, showing generalities such as hand gestures can mean different things to different people, to whom you speak (male or female) first, is an insult to some individuals, crossing your legs and pointing your foot toward someone is an insult to some, etc. Have a broader scope to get the point across without being too specific.

Action Taken:

Mr. Maile made a motion to revise the Cultural Diversity curriculum of the basic academy and present to the Board for further review at a future meeting. Dr. Wilds seconded the motion. The motion passed unanimously.

Mr. Craig Maile	yes	Captain Marshall McDonald	yes
Sheriff Wayne McKinney	yes	Dr. Mike Wilds	yes
Major Bill Weaver	yes		

7. Dementia – Alzheimer’s New Curriculum

State Bill 315 is making it mandatory to have dementia and Alzheimer’s instruction in the law enforcement basic academy. Partnering with the Alzheimer’s Association, Tami Burnett compiled a new curriculum for a Dementia – Alzheimer’s block in the Basic Academy.

Action Taken:

Dr. Wilds made a motion to approve the new Dementia – Alzheimer’s curriculum for the Basic Academy. Captain McDonald seconded the motion. The motion passed unanimously.

Mr. Craig Maile	yes	Captain Marshall McDonald	yes
Sheriff Wayne McKinney	yes	Dr. Mike Wilds	yes
Major Bill Weaver	yes		

8. Missing Persons Revised Curriculum Performance Objectives

Tami Burnett stated that the word “basic” was removed from Performance Objective 04, as it appeared to minimize the importance of a missing person. Performance Objective was removed completely. The form currently used in the Basic Academy would be completed further along into an investigation, not when initially entering a missing person into NCIC. The form requires one hour of instruction and is out of date. Thus, the decision was made to remove that Performance Objective. In addition, Ms. Burnett would like to add the Dementia – Alzheimer’s curriculum to the Criminal Investigation block of instruction in the Basic Academy. This would provide one hour of the two hours needed for that curriculum.

Action Taken:

Dr. Wilds made a motion to approve the changes to the Missing Persons curriculum of the Basic Academy. Sheriff McKinney seconded the motion. The motion passed unanimously.

Mr. Craig Maile	yes	Captain Marshall McDonald	yes
Sheriff Wayne McKinney	yes	Dr. Mike Wilds	yes
Major Bill Weaver	yes		

9. Victimology Revised Curriculum

Since the Attorney General’s Office is in charge of and responsible for Victimology, Tami Burnett asked Fara Brown, Attorney General’s Office, to review, revise and update that curriculum for the Basic Academy. Ms. Brown suggested removing any monetary values from the curriculum. She also updated the curriculum.

Action Taken:

After much discussion, Mr. Maile made the motion to accept the Victimology curriculum as revised. Major Weaver seconded the motion. The motion passed unanimously.

Mr. Craig Maile	yes	Captain Marshall McDonald	yes
Sheriff Wayne McKinney	yes	Dr. Mike Wilds	yes
Major Bill Weaver	yes		

10. Director's Report

Steve Emmons informed the Board of the upcoming Basic Academy scheduled enrollment statistics: A1304 July 31 – 85; A1305 October 02 – 85; and A1401 January 08 – 45 – 50 currently. Mr. Emmons wants to keep agencies informed of the increase in officers attending the Basic Academy at CLEET. CLEET consistently has overlapping academies while staff has not increased with the cadets – CLEET has only seven full time instructors for approximately 150 – 160 cadets at any given time.

Regional meetings will be starting soon. Currently there are five meeting scheduled:

Edmond	August 06	Tulsa	August 13
Lawton	August 26	McAlester	August 27
Woodward	September 03		

CLEET's budget remained static, resulting in no significant cuts. However, there are several projects, example the Business Information Management System is defunct and needs replaced, upgraded, or fixed at a cost of \$75,000 - \$100,000. CLEET is walking a fine line with the budget.

September 09-13, 2013, CLEET will be having Training Initiative at the Moore-Norman Technology Center. There will be six classrooms holding classes all day, every day. There will be various tracks of instruction will be available:

- Management
- Investigations
- Current Events
- Terrorism Certification
- Basic Instructor Development (limited to 24 participants)
- ALERRT (offered only on Thursday and Friday)

There will also be three classes offered in observing large groups/crowds of people. Four additional hours of continuing education will be offered on Saturday morning from 7:00 a.m. to 11:00 a.m. OU will host an OU/Tulsa football game. Each instructor will have five to six students. Students will be able to observe outside the stadium, and possibly inside the stadium.

CLEET's 50th anniversary is this year. A celebration is scheduled for October 04, 2013. It will be an open house with a special event scheduled at 1:00 p.m. There will also be various demonstrations throughout the day, as well as the ability to view the Criminal Investigation class's crime scene investigation.

With the passage of SB398, Cindy Donnelly, CLEET, is tracking the number of eligible certified, reserve officers requiring full-time peace officer certification for the new "bridge" program. CLEET may have to grant extensions at the beginning of this endeavor in order to obtain enough cadets for a bridge academy. CLEET is expecting to hold its first 360 hour bridge academy sometime mid-spring.

Tami Burnett will be taking on new responsibilities, as well as retaining her duties as Curriculum Specialist. She will be adding duties as a CLEET Field Representative for reserve academies in northeast Oklahoma. There will be a satellite office opening in the future in the Claremore/Tulsa area. Office hours for that site will be advertised in order for individuals to be able to contact a CLEET staff member with questions, drop off paperwork, etc. Mr. Emmons stated that CLEET would also like to establish a satellite office in the Oklahoma City area for the same thing. The

new grant from Homeland Security may allow for that employee to be able to be at the satellite office one day per week.

7. New Business

There was no new business discussed.

8. Adjournment

Mr. Maile adjourned the meeting at 11:22 a.m.