

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

August 23, 2018

## MINUTES

**Members Present:**

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

**Staff Present:**

Chuck Gerhart, Interim Director  
Shannon Butler, Operations Manager  
Keith Miller, Academy Coordinator  
Gerald Konkler, General Counsel  
Cindy Donnelly, Recording Secretary

**1. Call Meeting to Order**

Chairman Craig Maile, Oklahoma Department of Career Technology, called the meeting to order at 10:03 a.m.

**2. Roll Call and Declaration of a Quorum**

Roll was called, and there was a quorum present.

**3. Open Meeting Act Compliance**

This meeting was held in compliance with the Oklahoma Open Meeting Act. Notice was given to the Secretary of State on October 26, 2017, and the agenda posted August 20, 2018.

**4. Approval of Minutes**

There was no quorum present for the March, May or July 2018 Curriculum Review Board Meetings. Therefore, the minutes for those meeting were only acknowledged.

**Action Taken:** Captain Marshall McDonald, Oklahoma County Sheriff's Office, made a motion to acknowledge the January 09, 2018 meeting minutes. Sheriff Shannon Smith, Seminole County Sheriff's Office, seconded the motion. The vote passed unanimously.

Craig Maile	Yes	Dr. Michael Wilds	Yes
Capt. Marshall McDonald	Yes	Sheriff Shannon Smith	Yes
Chief Don Sweger	Yes	MSgt. Troy Fullbright	Yes

**Action Taken:** Sheriff Smith made a motion to acknowledge the March 13, 2018 meeting minutes. Chief Don Sweger, Guthrie Police Department, seconded the motion. The vote passed unanimously.

Craig Maile	Yes	Dr. Michael Wilds	Yes
Capt. Marshall McDonald	Yes	Sheriff Shannon Smith	Yes
Chief Don Sweger	Yes	MSgt. Troy Fullbright	Yes

**Action Taken:** MSgt. Troy Fullbright, Moore Police Department, made a motion to acknowledge the May 08, 2018 meeting minutes. Chief Sweger seconded the motion. The vote passed unanimously.

Craig Maile	Yes	Dr. Michael Wilds	Yes
Capt. Marshall McDonald	Yes	Sheriff Shannon Smith	Yes
Chief Don Sweger	Yes	MSgt. Troy Fullbright	Yes

**Action Taken:** Chief Sweger made a motion to acknowledge the July 10, 2018 meeting minutes. Dr. Mike Wilds, Northeast State University, seconded the motion. The vote passed unanimously.

Craig Maile	Yes	Dr. Michael Wilds	Yes
Capt. Marshall McDonald	Yes	Sheriff Shannon Smith	Yes
Chief Don Sweger	Yes	MSgt. Troy Fullbright	Yes

**5. Board Member’s Term Expired July 2018**

Sheriff Shannon Smith stated he would like to retain his seat on the Curriculum Review Board.

**Action Taken:** Captain Marshall McDonald, Oklahoma County Sheriff’s Office, made a motion to accept Sheriff’s Smith request to retain his seat on the Curriculum Review Board. MSgt. Fullbright seconded the motion. The vote passed unanimously.

Craig Maile	Yes	Dr. Michael Wilds	Yes
Capt. Marshall McDonald	Yes	MSgt. Troy Fullbright	Yes
Chief Don Sweger	Yes		

**6. Presentation of Legal Matters Curriculum Changes/Updates: LM.16 Trials, LM.02 Civil Liability & Civil Process, LM.15 Defensives to Crimes**

Due to state statues, presentation of Legal Matters curriculum changes/updates was postponed until Board members voted to go into Executive session.

**7. Presentation of Patrol Curriculum Changes/Updates**

Due to state statues, presentation of Patrol curriculum changes/updates was postponed until Board members voted to go into Executive session.

**8. Proposed Possible Vote to Enter Executive Session to Discuss CLEET Basic Academy Curriculum to Include the Patrol and Legal Matters Blocks (above referenced topics) of Instruction**

**Information:** Pursuant to “§ 307. Executive sessions. B. 7. Discussing any matter where disclosure of information would violate confidentiality requirements of state or federal law.” as well as “§ 51. Officers Chapter 1. General Provisions Section 24A.8 Law Enforcement Agency Records Available for Public Inspection E. The Council on Law Enforcement Education and Training (C.L.E.E.T.) shall keep confidential all records it maintains pursuant to Section 3311 of Title 70 of the Oklahoma Statutes and deny release of records relating to any employed or certified full-time officer, reserve officer, retired officer or other person; teacher lesson plans, tests and other teaching materials; and personal communications concerning individual students except under the following circumstances:”, etc., Board members will vote whether or not to go into Executive Session in order to discuss CLEET basic academy curriculum to include the Patrol block of instruction.

**Action Taken:** Chief Sweger made a motion for the Curriculum Review Board go into Executive Session to discuss the Legal Matters and Patrol curriculum. The Board members voted unanimously to go into Executive Session.

Craig Maile	Yes	Dr. Michael Wilds	Yes
Capt. Marshall McDonald	Yes	Sheriff Shannon Smith	Yes
Chief Don Sweger	Yes	MSgt. Troy Fullbright	Yes

**9. Executive Session**

The courtroom doors were locked, and Executive Session began at 10:09 a.m. Presentation of the above reference Legal Matters curriculum and Patrol block curriculum were discussed and suggestions were given by the Board members.

**10. Executive Session Dismissal Vote**

**Action Taken:** Dr. Wilds made the motion to leave Executive Session and return to the regular meeting. Chief Sweger seconded the motion. The vote was unanimous to return to regular session. Executive Session ended, and the regular meeting returned to progress at 10:22 a.m.

Craig Maile	Yes	Dr. Michael Wilds	Yes
Capt. Marshall McDonald	Yes	Sheriff Shannon Smith	Yes
Chief Don Sweger	Yes	MSgt. Troy Fullbright	Yes

**11. Possible Vote on Any Action Taken in Executive Session Regarding Basic Curriculum of Patrol and Legal Matters Blocks (above referenced topics) of Instruction**

Sheriff Smith made the motion to accept the Legal Matters changes and updates recommended by Gerald Konkler, CLEET General Counsel. Chief Sweger seconded the motion. The motion passed unanimously. This will be presented to the Council at their next regularly scheduled meeting for final approval.

Craig Maile	Yes	Dr. Michael Wilds	Yes
Capt. Marshall McDonald	Yes	Sheriff Shannon Smith	Yes
Chief Don Sweger	Yes	MSgt. Troy Fullbright	Yes

Captain McDonald made the motion to accept the Patrol block statistic and terminology updates recommended by Keith Miller, Academy Coordinator. Chief Sweger seconded the motion. The motion passed unanimously. Once the updates have been made, the Patrol curriculum will be presented to the Council at their next regularly scheduled meeting for final approval.

Craig Maile	Yes	Dr. Michael Wilds	Yes
Capt. Marshall McDonald	Yes	Sheriff Shannon Smith	Yes
Chief Don Sweger	Yes	MSgt. Troy Fullbright	Yes

**12. Presentation of Criminal Investigation Curriculum**

Keith Miller, CLEET, distributed thumb drives with current Criminal Investigation block curriculum and a handout showing contents of thumb drive to the Curriculum Review Board members only.

Board Members will review the material, mark any suggestions/recommendations, and their findings will be discussed in the next regularly scheduled Curriculum Review Board meeting.

**Action Taken:** No action required – information and general discussion only.

**13. Director’s Report**

Chuck Gerhart, Interim Director, discussed the following items with the Board.

- CLEET Rules signed by governor
- Increase in Private Security Training Schools
- Public and Private Schools applying to become Campus Police Departments
- New food service provider
- Training Initiatives
- Regional Meetings

**Action Taken:** No action required – information and general discussion only.

**14. Public Comment**

There was no one present to make any public comments.

**15. Adjournment**

Mr. Maile requested a motion to adjourn the meeting. Chief Sweger made the motion, with Dr. Wilds seconding the motion. The motion passed unanimously. The meeting was adjourned at 11:08 a.m.

Craig Maile	Yes	Dr. Michael Wilds	Yes
Capt. Marshall McDonald	Yes	Sheriff Shannon Smith	Yes
Chief Don Sweger	Yes	MSgt. Troy Fullbright	Yes