

# ANNUAL AGENCY ROSTER / ADDRESS REPORT

## INSTRUCTIONS FOR ANNUALLY REPORTING OFFICER ADDRESSES

- **Open the sample spreadsheet – Excel format**
- **‘Save As’ to rename the file to include ‘Address Report\_’ plus your agency name (i.e. Ada PD or Stephens Co SO) plus the date (M-D-Y) the report was sent to CLEET. The new filename will look similar to this:**

**Address Report\_Stephens Co SO\_8-31-14.xlsx**

- **Sample data is included in the spreadsheet as bolded text. Replace the sample data using the following instructions:**

INFO	Enter law enforcement agency name (i.e. Mooreland Police Dept)
INFO	Enter date this report is emailed to CLEET as mm/dd/yyyy
INFO	Enter Agency Administrator's Name and Title
Last Name	Enter officer's Last Name as it appears on their CLEET card
First Name	Enter officer's First Name as it appears on their CLEET card
MI	Enter officer's Middle Initial as it appears on their CLEET card
Officer Type	Enter officer's type of employment: PO = Peace Officer RO = Reserve Officer TO = Tribal Officer RT = Tribal Reserve Officer OT = Non-Commissioned Individual
CLEET Number	Enter officer's CLEET number
Mailing Address	Enter officer's Mailing Address
Address Line 2	Enter officer's Mailing Address Line 2, if required (i.e. building #, apt #, suite #)
City	Enter officer's Mailing Address City
State	Enter officer's Mailing Address State
Zip	Enter officer's Mailing Address Zip
Home Phone	Enter officer's Home Phone in the following format: 123-456-6789 (please be sure to use dashes, not parenthesis)

### The information in the following columns is optional:

Physical Address same as Mailing Address?	Select 'Yes' if the mailing and physical addresses are the same. Otherwise, leave blank.
Physical Address	Please enter the officer's Physical Address
Address Line 2	Please enter the officer's Physical Address Line 2, if required (i.e. building #, apt #, suite #)
City	Please enter the Physical Address City
State	Please enter the Physical Address State
Zip	Please enter the Physical Address Zip
Training Coordinator	Please identify the agency's training coordinator by choosing 'Yes' -- leave blank for all other officers
Agency Administrator	Please identify the agency's administrator (Chief, Director, Sheriff, etc) by choosing 'Yes' -- leave blank for all other officers

The red background indicates required information. Providing this information satisfies your agency's obligation under **OS Title 70 Chapter 50 Article III Section 3311, Paragraph I. 1.**

The blue background indicates optional information that will allow us to verify or update our records. Additionally, the officer's obligation to notify CLEET of an address or phone number change will be met per *OS Title 70 Chapter 50 Article III Section 3311, Paragraph Q*, but **does not** absolve the officer of the responsibility to update CLEET with future address/phone number changes *IAW OS Title 70 Chapter 50 Article III*.

- Once you have completed filling in and saving the spreadsheet, **email it to CLEET, as an attachment, for processing.** The email address to send completed spreadsheets is: **OnlineAddressReport@cleet.state.ok.us**
- The **subject should read "Agency Annual Address Report"** and the text of the email should state the following:

***I attest that the officers listed on the attached spreadsheet are employed at this agency. I request that CLEET verify and correct (as needed) the information provided in this spreadsheet as submitted.***

- The email should be sent by the agency/department administrator, the agency's training coordinator, or an appointed designee. **If submitted by a designee, the spreadsheet must be accompanied by the Affidavit for Reporting Annual Individual Officer Addresses form.** Please be sure to include your contact information at the bottom of the email.

*70 O.S., § 3311 (I) Requires that every law enforcement agency employing police or peace officers in this state **shall submit to CLEET on or before October 1** of each calendar year a complete list of all commissioned employees with a current mailing address and phone number for each such employee.*

**If you need assistance with the electronic reporting, please contact Norma Floyd at (405) 945- 9153 or Robbie Weathers at (405) 239-5120.**

**Please note: If your agency does not receive a confirmation report from CLEET within 10 business days, please contact us to ensure we received your report.**