

# AGENCY ACCREDITED CONTINUING EDUCATION

## INSTRUCTIONS FOR ANNUALLY REPORTING OFFICER ADDRESSES

- Open the sample spreadsheet – Excel format
- Save As to rename the file address report, your agency name (i.e. Ada PD or Stephens Co SO) and the date the report was sent in to CLEET (i.e. 8-31-17). The new filename will look similar to this:  
**Address Report\_Stephens Co SO\_8-31-17.xlsx**
- Sample data is already included in the as bolded text. This data needs to be overwritten. Begin entering data using the following instructions:

<b>INFO</b>	Enter law enforcement agency name (i.e. Mooreland Police Dept)
<b>INFO</b>	Enter date this report is emailed to CLEET as mm/dd/yyyy
<b>INFO</b>	Enter Agency Administrator's Name and Title
<b>Last Name</b>	Enter officer's Last Name as it appears on their CLEET card
<b>First Name</b>	Enter officer's First Name as it appears on their CLEET card
<b>MI</b>	Enter officer's Middle Initial as it appears on their CLEET card
<b>Officer Type</b>	Enter officer's <b>current</b> type of employment with your agency: PO = Peace Officer RO = Reserve Officer TO = Tribal Officer RT = Tribal Reserve Officer OT = Non-Commissioned Individual (you are not required to report these)
<b>CLEET Number</b>	Enter officer's CLEET number
<b>Mailing Address</b>	Enter officer's Mailing Address
<b>Address Line 2</b>	Enter officer's Mailing Address Line 2, if required (i.e. building #, apt #, suite #)
<b>City</b>	Enter officer's Mailing Address City
<b>State</b>	Enter officer's Mailing Address State
<b>Zip</b>	Enter officer's Mailing Address Zip
<b>Home Phone</b>	Enter officer's Home Phone in the following format: 123-45-6789 ( <b>please be sure to use dashes, not parenthesis</b> )
<b>Physical Address same as Mailing Address?</b>	Select 'Yes' if the mailing and physical addresses are the same. Otherwise, leave blank.

### The information provided in the following columns are optional:

<b>Address Line 2</b>	Please enter the officer's Physical Address Line 2, if required (i.e. building #, apt #, suite #)
<b>City</b>	Please enter the Physical Address City
<b>State</b>	Please enter the Physical Address State
<b>Zip</b>	Please enter the Physical Address Zip
<b>Training Coordinator</b>	Please identify the agency's training coordinator ( <b>one person</b> ) by Choosing Yes -- leave this field blank for all other officers in your agency
<b>Agency Administrator</b>	Please identify the agency's administrator (Chief, Director, Sheriff, etc), ( <b>one person</b> ) by Choosing Yes -- leave this field blank for all other officers

The red background indicates required information. Providing this information satisfies your agencies obligation under **OS Title 70 Chapter 50 Article III Section 3311, Paragraph H. 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 brought into compliance if not already in compliance per OS Title 70 Chapter 50 Article III Section 3311, Paragraph P, 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, you will need to email it to CLEET for importing.

- The email should be sent by the agency/department administrator, the agency's training coordinator, or an appointed designee. If submitted by an appointed designee, the spreadsheet must be accompanied by the [Affidavit for Reporting Annual Individual Officer Addresses form.](#)
- The email address to send completed spreadsheets is: [caitlin.khan@cleet.state.ok.us](mailto:caitlin.khan@cleet.state.ok.us)
- The subject should read "Agency Annual Address Report" and the text or body of the email should state the following:

*By submitting the Agency Address Report, you are attesting that the officers listed on the attached spreadsheet are employed by your agency. You are agreeing and requesting the CLEET verifies and corrects (as needed) the information provided in the spreadsheet as submitted.*

Please be sure to include the contact information of the submitter at the bottom of the email.

- Submitter's Name and Position or Title
- Name of Law Enforcement Agency
- Submitter's phone number and fax number
- Submitter's email address

If you need assistance with the electronic reporting, please contact [caitlin.khan@cleet.state.ok.us](mailto:caitlin.khan@cleet.state.ok.us).

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