

The Council on Law Enforcement Education and Training (CLEET) is now accepting the **2017 Annual Agency Address Reports** from **July 1, 2017 to October 1, 2017**. Title 70 O.S. § 3311 H (1) requires, *“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. In addition to the above, CLEET may impose an administrative fine for violations of this section.”*

An agency’s submission of the required documentation in accordance with the aforementioned statute will bring an officer's obligation to notify CLEET of an address or phone number change in compliance with 70 OS § 3311 P. However, an agency’s compliance with 70 O.S. § 3311 does not absolve the officer of their future obligation to notify CLEET within ten (10) days of changes in their address or telephone number.

Although it is CLEET’s desire to seek voluntary compliance, the statute does provide remedies for failure to comply. These remedies include:

- CLEET may disqualify a law enforcement agency from participating in training programs sponsored by the Council, and/or
- CLEET may impose an administrative fine for violations of this section.

Instructions for completing the spreadsheet and all forms are found on the CLEET website at **CLEET Forms** under **LE Departments / Agencies**

All reports should be sent to OnlineAddressReport@cleet.state.ok.us

Reminders:

1. Documents and spreadsheets must be submitted by the agency’s administrator, training coordinator or designated contact for submitting address reports. If the agency administrator chooses to designate a contact person solely for submitting address reports, they must complete the **Agency Roster / Address Designee Affidavit** and the affidavit must be returned with the address report EACH year the report is submitted.
2. Each email must contain the following attestation: ***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.***
3. Each email must also contain the submitter’s contact information:
 - Submitter’s name and position or title
 - Submitter’s Law Enforcement Agency
 - Submitter’s phone number and fax number
 - Submitter’s email address

Agency Address Update Form Instructions, Agency Roster / Address Designee Form, and the **Roster / Address Update Form** (spreadsheet) can be found on the CLEET website under CLEET forms and LE Departments / Agencies.

All emails regarding address reporting should be sent to OnlineAddressReport@cleet.state.ok.us

If you have any questions, concerns, or need assistance with the spreadsheet, please do not hesitate to contact Crystal.Seavers@cleet.state.ok.us or Norma.Floyd@cleet.state.ok.us