

Please Read Carefully. New Requirements effective November 1, 2009!

State of Oklahoma Council on Law Enforcement Education and Training BASIC ACADEMY APPLICATION

The procedure for enrolling in a CLEET Basic Academy is as follows:

1. Employing agency will submit the required Employment Status Report Form within ten (10) days from date of hire. (Required by 70 O.S. Section 3311 of the Oklahoma State Statutes.)
2. Departments may download a copy of the Basic Academy Application from the CLEET website at www.cleet.ok.gov or, CLEET will mail a Basic Academy Application to the department upon request.
 - A. **COMPLETE AND RETURN APPLICATION AS SOON AS POSSIBLE. Student will not be allowed to attend academy unless the application has been received by CLEET and is 100% COMPLETE.**
 - B. **ENROLLMENT CONFIRMATIONS WILL NOT BE MADE UNTIL APPLICATION IS RECEIVED TO ENSURE APPLICANT MEETS MINIMUM REQUIREMENTS PRIOR TO TRAINING.**
3. Upon receipt of a completed application, CLEET will enroll the student in the next available academy and notify the agency of the tentative enrollment. Written confirmation will be made three weeks prior to the start of the school. Cancellations by the Agency should be reported as soon as possible to permit arrangements for others to attend.
4. This package includes Sections:
 - A. Application to attend.
 - B. Fingerprint Clearance Affidavit. Must be completed and witnessed by notary.
 - C. Psychological Testing Affidavit. Original must be submitted. Psychological examination and evaluation must have been performed within the last year.
 - D. High School Diploma or GED Certificate. A copy must be submitted with the Application Packet.
 - E. Lodging and Meal Information. Student must indicate request for lodging.
 - F. Weapon Selection Form.
 - G. Basic Academy Uniform Information, also includes equipment needed for training.
 - H. Department of Mental Health and Substance Abuse Services Consent for Release of Confidential Information. Must be signed by applicant.
 - I. Affidavit Verifying Lawful Presence in the United States of America.
 - J. Medical and Fitness Information
 - J1. Medical and Fitness Questionnaire
 - J2. Cadet Physical Assessment Test for Safe Participation Instructions
 - J3. Medical Release (Must be completed by physician and notarized)
 - J4. Official Waiver of Liability and Release of All Claims (Must be signed by student)
 - K. Proof of Reading, Writing, and Comprehension Examination.
 - L. Promissory Note.
 - M. Authority to Release Information and Participant Notice to be acknowledged, signed by applicant and witnessed by a notary.
 - N. Acknowledgment of Conditions to Attend. Includes certification that applicant is a full-time, salaried police or peace officer and must be signed by the Chief, Sheriff or Agency Head, and witnessed by a notary.
5. Applicants may be rejected for:
 - A. Failure to complete the Academy Application Packet, failure to successfully pass the Cadet Physical Assessment Test for Safe Participation, failure to successfully pass the Reading, Writing, and Comprehension examination, or failure to provide any requested documents.
 - B. Intentional omission or falsification of any question or this form is a felony punishable by imprisonment in the Department of Corrections for a term of not less than two (2) years nor more than five (5) years, or by a fine not exceeding Two Thousand Dollars (\$2,000.00), or by both such fine and imprisonment.

INSTRUCTIONS FOR APPLICANT: The information you provide in this Academy Application Packet will be used to determine whether or not you fulfill the requirements as defined in 70 O.S. Section 3311 of the Oklahoma State Statutes, for acceptance in the basic academy. This form must be printed clearly in black ink. All statements in this form are subject to verification. You will be required, prior to acceptance for the basic academy, to answer all questions and forms completely, accurately, and to provide a copy of your High School Diploma or GED Certificate. This application must be completed and returned **as soon as possible**. Please read page 1, Application Procedure, prior to submitting this packet.

SECTION A: APPLICATION TO ATTEND

APPLICANT INFORMATION

SSN: _____ Last Name: _____ First: _____ MI: _____

DOB: _____ Place of Birth: _____ Sex: _____ Race: _____

Home/Daytime Telephone: () _____

Home Address _____

Street City State Zip

Education:

HS Diploma Year: _____ School: _____ GED Year: _____ Where: _____

College # Hours: _____ Degree: _____

University/College Attended: _____

O.S. Title 70, Section 3311 states in part "No person shall be certified as a police or peace officer ...unless the OSBI and FBI have reported that such person has no record of a conviction of a felony, a crime involving moral turpitude, or a crime of domestic violence..."

Have you ever been convicted of a felony, a crime involving moral turpitude, or a crime of domestic violence in any state or federal court? Yes No

Are you currently participating in a deferred sentence for a felony, a crime involving moral turpitude or a domestic violence offense? Yes No

Effective November 1, 2001 CLEET is required to make inquiry to determine that any applicant for peace officer certification is not currently undergoing treatment for a mental illness, condition or disorder and that the applicant has never been involuntarily committed to an Oklahoma state mental institution.

Are you currently undergoing treatment for a mental illness, condition or disorder? Yes No

Have you ever been involuntarily committed to an Oklahoma state mental institution? Yes No

AGENCY INFORMATION

Agency: _____ Phone: _____ Fax: _____

Address: _____
Street City Zip

Agency Head: _____
Name Title

Training Coordinator: _____
Name Title

NOTIFICATION OF PSYCHOLOGICAL EVALUATION FOR PEACE OFFICERS (Full-time and Reserve)

Revised 09/28/2009

The Applicant, whose data you are about to examine, is applying for a peace officer position. This individual will be put in a position of public trust and will be authorized to carry a firearm. The examining psychologist is required to comment, in the space provided below, on the Applicant's psychological suitability for the position of a peace officer.

Effective September 1, 1992, Title 70, Section 3311 of the State Statutes was amended to place additional requirements on the psychological screening of applicants to be certified as peace officers in the State of Oklahoma. The law requires the **employing agency** to report to the Council on Law Enforcement Education and Training that:

1. Such person has undergone psychological evaluation using a psychological instrument approved by the Council, the Council recognizes the MMPI (Minnesota Multiphasic Personality Inventory), CPI (California Psychological Inventory), and EPPS (Edward Personal Preference Schedule).
2. The psychological instrument utilized shall be evaluated by a psychologist licensed by the State of Oklahoma.
3. Certification has been made to the Council on Law Enforcement Education and Training, that the evaluation was conducted in accordance with this provision, and that the employee/applicant is suitable to serve as a peace officer in the State of Oklahoma.

The law further states:

1. 70 O. S. Section 3311 E.2b requires confirmation of the identity of the individual taking the test.
2. Nothing herein shall preclude a state licensed psychologist from employing additional psychological techniques to assist the employing agency's determination of the applicant's suitability to serve as a peace officer.

THE EMPLOYING AGENCY then notifies CLEET that the evaluation was conducted in accordance with this provision and that the employee/applicant is suitable to serve as a peace officer in the State of Oklahoma. Any person found not to be suitable for employment by the EMPLOYER, shall not be employed, retained in employment as a peace officer or certified by the Council for at least one (1) year, at which time the employee/applicant may be reevaluated by a psychologist licensed by the State of Oklahoma.

SECTION C: PSYCHOLOGICAL TEST AFFIDAVIT

RELEASE OF INFORMATION: I hereby willingly subject myself to a psychological evaluation by a licensed psychologist as required by 70, O.S. 3311E.2.b. I hereby reserve the right to have the psychological data and conclusions of the psychologist remain confidential except to the employing agency listed above and the Council on Law Enforcement Education and Training. No other release of this information, explicit or implied, is granted at this time.

Signature of Applicant _____ Date: _____

Applicant's Name: _____ Applicant's SSN: _____

Applicant's Employing Agency: _____ Name of Agency Head: _____

Psychologist Name: _____

State License No: _____ Telephone # _____

Address: _____
 Street City State Zip

Evaluation Instrument Used: MMPI CPI EPPS Other:

(List additional instruments used): _____

I have examined the above named applicant's test data, and it is my professional opinion, based on available data, that this person is psychologically **SUITABLE** or **UNSUITABLE** for employment as a peace officer.
(Circle one)

Date Tested: _____ Date determined suitable for employment as a Peace Officer: _____

Signature of Psychologist: _____

**Agency Administrator deems employee SUITABLE or UNSUITABLE to serve as a peace officer.
(Circle one)**

Signature of Agency Administrator: _____

SECTION D: HIGH SCHOOL DIPLOMA OR GED CERTIFICATE

State law requires that persons employed as police or peace officers on November 1, 1985, or after, must provide a copy of their High School Diploma or GED equivalency certificate before they may be certified. Guidelines of the Oklahoma Department of Education will determine acceptance of proof of education. Applicants who attended private high schools or home schools should contact the Oklahoma Department of Education to determine if their school is accredited.

A copy of a college degree will be accepted in lieu of a high school diploma or GED certificate.

(ATTACH COPY HERE)

SECTION E: LODGING AND MEAL INFORMATION

Applicants whose residence and city of employment are outside a 60-mile radius of the K. O. Rayburn Training Center will be provided lodging Monday evening through Thursday evening and three meals per day at no charge during the academy. The academy will be dismissed after class on Friday. Therefore, lodging will not be provided for Friday. Special arrangements may be made by written request to the Executive Director regarding lodging outside of the normal weekly schedule.

Students who do not require lodging, will be provided the noon meal at no charge.

LOCATION: K. O. Rayburn Training Center, 2401 Egypt Road, Ada, Oklahoma 74820

Academy Co-Coordinator: Tracy Shivers 405-239-5157, Rick Amos 405-239-5130 or Shannon Butler 405-239-5126

Directions will be provided in the written confirmation letter two to three weeks prior to the start of the academy. Your agency will receive written confirmation of enrollment into a specific academy. Feel free to contact the academy coordinator if you have questions, or need additional directions to the training site.

REQUEST FOR LODGING: **Must be completed by applicant:**

MILES TO K. O. RAYBURN TRAINING CENTER FROM RESIDENCE: _____

MILES TO K. O. RAYBURN TRAINING CENTER FROM CITY OF EMPLOYMENT: _____
(IF DIFFERENT FROM CITY OF RESIDENCE)

Request lodging: Yes No _____
Signature of Applicant

SECTION F. WEAPON SELECTION

A weapon choice of Revolver **or** Semi-Automatic Pistol is offered for training in the Firearms Portion of the Basic Academy. The following guidelines must be followed when making a weapon selection:

1. Each student must successfully complete the Basic Law Enforcement Academy Firearms training block using the same, or a like weapon throughout. Specifically, if a student begins the class with a Smith & Wesson, double-action only, semi-automatic pistol, they must complete the class with that pistol or a second double-action only, semi-auto pistol. Further, after the training has begun, if a student is committed to shooting a semi-auto pistol, they may not switch to a revolver. (A revolver may not be switched to a semi-auto pistol).
2. Changes in weapon choice will not be permitted after the first week of the basic academy due to the advanced planning that is necessary to obtain ammunition, armorers, and instructors for the various weapons. During the first week of the academy, students must present a letter from their agency head to change type of weapon.
3. Back-up weapon/repair parts. Due to the number of different makes and models of semi-auto pistols which are available and may be brought to the academy, the firearms training staff is unable to maintain a stock of spare parts to repair weapon malfunctions. Therefore, to insure completion of the firearms training, students should bring a like back-up weapon and/or spare parts.
4. For those students who will bring revolvers, the rules are the same although some revolver parts may be available through the individual armorers.

**WEAPON SELECTION: CHECK TYPE OF WEAPON, AND MODEL FOR REVOLVER.
IF SEMI-AUTO PISTOL, CHECK MANUFACTURER AND CALIBER.**

REVOLVER (Check model below)

- .38 Cal. Smith and Wesson Revolver
- .38 Cal. Ruger Revolver
- .38 Cal. Colt Revolver (Students carrying the Colt Revolver will need to bring a backup weapon because repair parts are not available.)

SEMI-AUTO PISTOL (Check model and caliber below)

MODEL	CALIBER
<input type="checkbox"/> Smith and Wesson	<input type="checkbox"/> 9 mm
<input type="checkbox"/> Colt - Single Action Only	<input type="checkbox"/> 10 mm
<input type="checkbox"/> Ruger	<input type="checkbox"/> .40 cal.
<input type="checkbox"/> Glock	<input type="checkbox"/> .45 cal.
<input type="checkbox"/> Sig Sauer	<input type="checkbox"/> .357 cal.
<input type="checkbox"/> Beretta	
<input type="checkbox"/> H & K - Model U.S.P. Only	
<input type="checkbox"/> Kimber	
<input type="checkbox"/> Springfield	

OTHER EQUIPMENT TO BE FURNISHED BY EMPLOYING AGENCY OR STUDENT:

1. Eye protection (safety glasses) and ear protection.
2. **If carrying Revolver:** Three (3) speed loaders with a pouch for your belt.
3. **If carrying Semi-Automatic:** A minimum of four (4) single stack magazines, or three (3) double stack magazines and a pouch for your belt.
4. **Duty Holster.** Holster must have weapon retaining device (thumb break), and covered trigger guard.
5. Cleaning kits for handgun/shotgun.

SECTION G: BASIC ACADEMY UNIFORM INFORMATION

Dress Code: Trainees will wear the following uniform during all phases of the academy: (Exception: Physical Fitness and Custody and Control)

- Shirt: Solid Navy Blue, with collar
- Pants: Khaki casual pants, BDU's or slacks, or skirts (no blue jeans)
- Black belt
- Black shoes /Boots

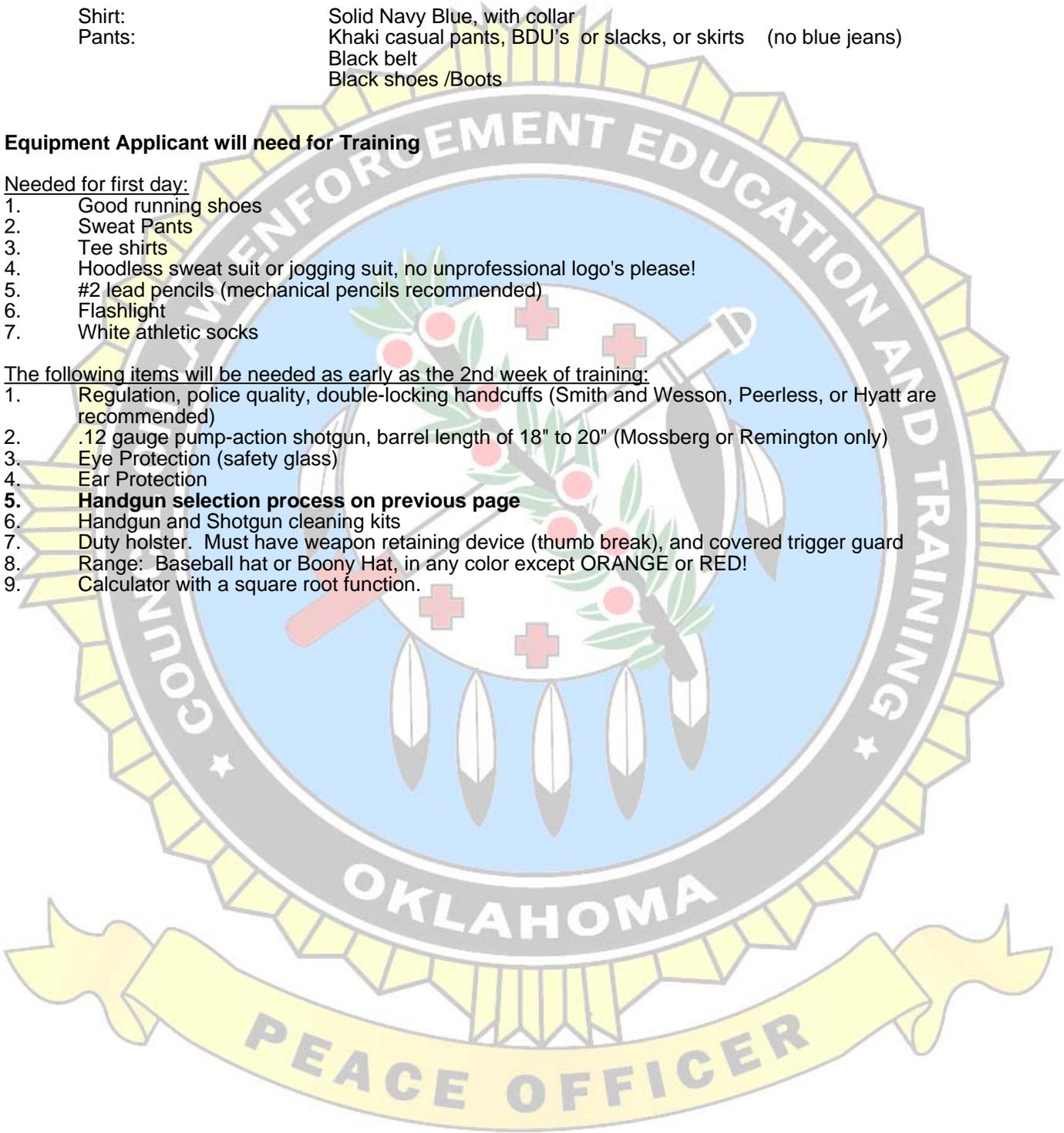
Equipment Applicant will need for Training

Needed for first day:

1. Good running shoes
2. Sweat Pants
3. Tee shirts
4. Hoodless sweat suit or jogging suit, no unprofessional logo's please!
5. #2 lead pencils (mechanical pencils recommended)
6. Flashlight
7. White athletic socks

The following items will be needed as early as the 2nd week of training:

1. Regulation, police quality, double-locking handcuffs (Smith and Wesson, Peerless, or Hyatt are recommended)
2. .12 gauge pump-action shotgun, barrel length of 18" to 20" (Mossberg or Remington only)
3. Eye Protection (safety glass)
4. Ear Protection
5. **Handgun selection process on previous page**
6. Handgun and Shotgun cleaning kits
7. Duty holster. Must have weapon retaining device (thumb break), and covered trigger guard
8. Range: Baseball hat or Boony Hat, in any color except ORANGE or RED!
9. Calculator with a square root function.



**DEPARTMENT OF MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES
CONSENT FOR RELEASE OF CONFIDENTIAL INFORMATION**

I, _____, SSN: _____ - _____ - _____ SEX: _____ DOB: _____ / _____ / _____
(Print full name including middle initial)

authorize the Department of Mental Health and Substance Abuse Services to release to the Council on Law Enforcement Education and Training (CLEET) information concerning whether I have ever been involuntarily committed to an Oklahoma state mental institution. This authorization is given as part of my CLEET application for:

Peace Officer Certification _____

Private Security Guard or Investigator License _____

This consent shall expire upon notification from CLEET that I am accepted to attend or denied attendance in the CLEET basic peace officer academy or I am approved or denied to receive a security guard or investigator license.

I hereby acknowledge that this consent for the release of information is given freely and voluntarily. I understand that I may revoke this consent (in writing) at any time unless action has already been taken based upon it, and that in any event this consent expires in ninety (90) days from the date of signing or upon the condition(s) described above, unless a longer period has been specified above.

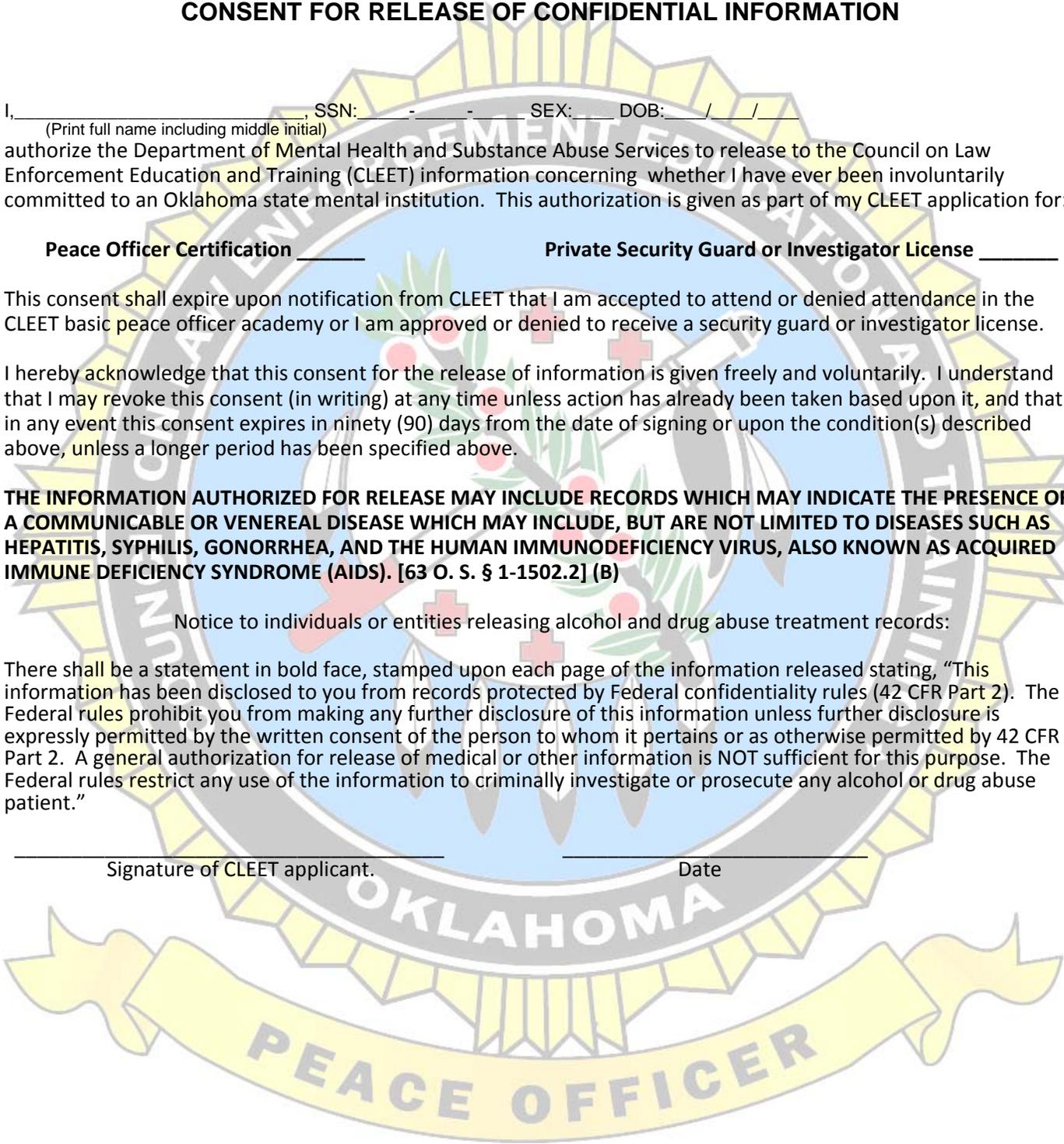
THE INFORMATION AUTHORIZED FOR RELEASE MAY INCLUDE RECORDS WHICH MAY INDICATE THE PRESENCE OF A COMMUNICABLE OR VENEREAL DISEASE WHICH MAY INCLUDE, BUT ARE NOT LIMITED TO DISEASES SUCH AS HEPATITIS, SYPHILIS, GONORRHEA, AND THE HUMAN IMMUNODEFICIENCY VIRUS, ALSO KNOWN AS ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS). [63 O. S. § 1-1502.2] (B)

Notice to individuals or entities releasing alcohol and drug abuse treatment records:

There shall be a statement in bold face, stamped upon each page of the information released stating, "This information has been disclosed to you from records protected by Federal confidentiality rules (42 CFR Part 2). The Federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2. A general authorization for release of medical or other information is NOT sufficient for this purpose. The Federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient."

Signature of CLEET applicant.

Date



SECTION I: AFFIDAVIT VERIFYING LAWFUL PRESENCE IN THE UNITED STATES OF AMERICA

Council on Law Enforcement Education and Training
2401 Egypt Road, Ada, OK 74820

**AFFIDAVIT VERIFYING LAWFUL PRESENCE
IN THE UNITED STATES OF AMERICA**

Instructions: Effective 11/1/2007, all natural persons fourteen (14) years of age or older and present in the United States, applying for a license (new or renewal) or certification with CLEET are required, by the provisions of 56 O.S. Supp. 2007 Section 71, to provide CLEET with verification of lawful presence in the United States by executing an Affidavit before a notary. Please complete the following affidavit. Select one of the options below by placing your initials on the line in front of the appropriate option, have the form notarized and return to the address on the top of this form.

Affidavit of: Last Name: _____ First Name: _____ Initial: _____
[Print or type Applicant's Full Name]

STATE OF OKLAHOMA)
COUNTY OF _____) ss:

I, _____, of lawful age, being first duly sworn,
(Applicant's name)

upon oath states, under penalty of perjury, as follows: **(Initial one Option below)**

_____ **Option 1 - Verification of Citizenship:** I am a United States Citizen.

_____ **Option 2 - Affidavit Verifying Qualified Alien Status:** I am a qualified alien under the federal Immigration and Naturalization Act, and I am lawfully present in the United States. For verification purposes, the U.S. Citizenship and Immigration services requires the I-94 Number and Alien Number. Please list your number(s) below.

I-94 Number: _____

Alien Number: _____

[Signature of Applicant] _____

Subscribed and sworn to or affirmed before me this _____ day of _____, 20____, by

[Applicant]

NOTARY PUBLIC My Commission Expires: _____ Commission # _____

(Seal)

Form: LR 11/1/2007 Rev.2

Notice: Any person who knowingly and willfully makes a false, fictitious or fraudulent statement of representation in this affidavit shall be subject to criminal penalties provided in 56 O.S. Supp. 2007 Section 71

SECTION J2. Cadet Physical Assessment Test for Safe Participation Instructions

(COMPLETE GUIDE FOR CADET PHYSICAL ASSESSMENT TEST FOR SAFE PARTICIPATION CAN BE FOUND ON CLEET'S WEBSITE WWW.CLEET.OK.GOV)

In accordance with Title 70 O.S. § 3311.11, beginning November 1, 2009, any person who is employed as a peace officer within the State of Oklahoma and who is scheduled to attend the basic law enforcement certification academy conducted by CLEET shall, prior to admission, be required to provide proof of a score of a minimum of seventy percent (70%) on the CLEET approved physical assessment test. The purpose of this test is to ensure the applicant is in sufficient physical condition to safely participate and/or avoid unnecessary injury during basic law enforcement training.

Test Review and Practice

The test guide outlines the components of the physical assessment test for safe participation, and may be pre-screened or practiced by the hiring agency prior to the offered test by CLEET.

Test Administration

The Test for Safe Participation will be administered at the K. O. Rayburn Training Center in Ada, Oklahoma. Two testing dates will be available. The first test will be held on the Wednesday of the week immediately preceding the start of the scheduled academy. Testing on Wednesday will be between 0800 and 1700 hours. The second testing will be held on the Monday prior to the start of the Basic Academy. Testing will begin at 0700 hours. Academy participants will be required to notify CLEET which testing session will be attended. This notification shall be included in the "Confirmation Letter" submitted to CLEET prior to the start of the basic academy.

Passing the Safe Participation Test

Students will be administered the tests up to a total of four times. Two times each of the two testing days, at times which allow the student more than one hour of rest between attempts. Disqualification counts as one of the four overall attempts. In the event the participant fails or is disqualified on both tests on Wednesday before the academy, and fails or is disqualified on both attempts on Monday before the academy, they will be notified of the failure and their agency administrator, or designee, shall be notified immediately. The participant will be directed to return to their agency and they will not be allowed to begin the scheduled basic academy.

Medical Release (Titled Section J3 in this document)

All participants must, prior to participating in the Test for Safe Participation, obtain a medical release signed by a physician stating that the applicant is physically capable and medically able to safely participate in the physical assessment test. Applicants will NOT be allowed to participate in the test without a signed medical release.

Waiver of Liability (Titled Section J4 in this document)

All participants for the CLEET basic academy, must, prior to participating in the Test for Safe Participation, sign a Waiver of Liability and Release of All Claims form ("Waiver form"). Applicants will not be allowed to participate in the test without signing the Waiver Form. This form will also be posted on the CLEET website.

What to Wear During the Test

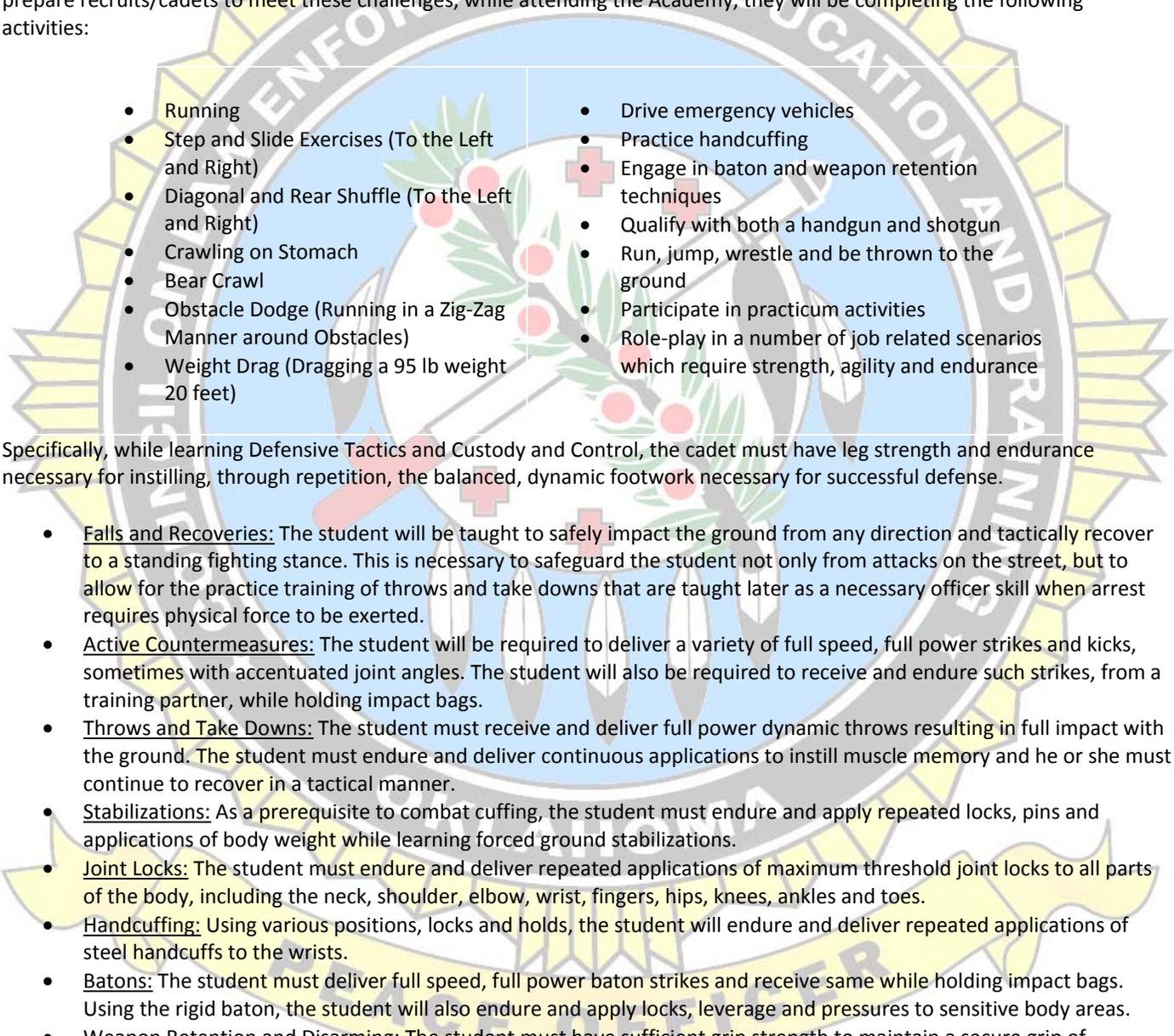
Tennis shoes are recommended. Sweat pants and a T-Shirt. To prevent sweat pants from moving down the legs and coming off during the stomach crawl component, candidates should tighten their sweat-pant draw-strings to ensure a tight fit. Shorts are not recommended for safety reasons. Candidates should NOT wear watches, rings or other items which could harm them while taking the test.

What Candidates should do Prior to Taking the Test

Just prior to taking the test, candidates should consider jogging lightly, performing some jumping jacks to get their blood flowing, and stretching to prepare themselves for the short burst of physical exertion in which they are about to engage.

SECTION J3. Medical Release

Oklahoma law requires all law enforcement officers to attend and successfully complete a basic training program approved by the Council on Law Enforcement Education and Training. Programs approved by the Council are based upon a validated analysis of the tasks that law enforcement officers perform in the basic academy curriculum. These tasks involve emergency runs, vehicle crashes, violent family and neighborhood disputes and the arrests of combative persons. Additionally, prior to admission to a basic academy, all applicants are required to complete a physical assessment test. The purpose of this test is to ensure the applicant is in sufficient physical condition to avoid unnecessary injury during the basic law enforcement academy training and to ensure safe participation in a CLEET basic academy. The stress, physical contact, and exertion experienced by an officer during these activities will equal or exceed those experienced by a contact sport athlete during a hard practice. To prepare recruits/cadets to meet these challenges, while attending the Academy, they will be completing the following activities:

- 
- | | |
|---|---|
| <ul style="list-style-type: none">• Running• Step and Slide Exercises (To the Left and Right)• Diagonal and Rear Shuffle (To the Left and Right)• Crawling on Stomach• Bear Crawl• Obstacle Dodge (Running in a Zig-Zag Manner around Obstacles)• Weight Drag (Dragging a 95 lb weight 20 feet) | <ul style="list-style-type: none">• Drive emergency vehicles• Practice handcuffing• Engage in baton and weapon retention techniques• Qualify with both a handgun and shotgun• Run, jump, wrestle and be thrown to the ground• Participate in practicum activities• Role-play in a number of job related scenarios which require strength, agility and endurance |
|---|---|

Specifically, while learning Defensive Tactics and Custody and Control, the cadet must have leg strength and endurance necessary for instilling, through repetition, the balanced, dynamic footwork necessary for successful defense.

- Falls and Recoveries: The student will be taught to safely impact the ground from any direction and tactically recover to a standing fighting stance. This is necessary to safeguard the student not only from attacks on the street, but to allow for the practice training of throws and take downs that are taught later as a necessary officer skill when arrest requires physical force to be exerted.
- Active Countermeasures: The student will be required to deliver a variety of full speed, full power strikes and kicks, sometimes with accentuated joint angles. The student will also be required to receive and endure such strikes, from a training partner, while holding impact bags.
- Throws and Take Downs: The student must receive and deliver full power dynamic throws resulting in full impact with the ground. The student must endure and deliver continuous applications to instill muscle memory and he or she must continue to recover in a tactical manner.
- Stabilizations: As a prerequisite to combat cuffing, the student must endure and apply repeated locks, pins and applications of body weight while learning forced ground stabilizations.
- Joint Locks: The student must endure and deliver repeated applications of maximum threshold joint locks to all parts of the body, including the neck, shoulder, elbow, wrist, fingers, hips, knees, ankles and toes.
- Handcuffing: Using various positions, locks and holds, the student will endure and deliver repeated applications of steel handcuffs to the wrists.
- Batons: The student must deliver full speed, full power baton strikes and receive same while holding impact bags. Using the rigid baton, the student will also endure and apply locks, leverage and pressures to sensitive body areas.
- Weapon Retention and Disarming: The student must have sufficient grip strength to maintain a secure grip of holstered or un-holstered weapons. The student must be capable of balanced dynamic movement and delivery of full power strikes. The student will also be required to move evasively from a variety of positions while maintaining a balanced structure and control of an adversary's weapon.

PHYSICIAN RELEASE

Patient's Name: _____

I CERTIFY THAT I HAVE READ THE ABOVE STATED DESCRIPTION OF THE ACTIVITIES FOR WHICH MY PATIENT WILL BE INVOLVED. I UNDERSTAND THAT HE/SHE WILL BE ENGAGED IN THE HIGHLY STRESSFUL AND RIGOROUS ACTIVITIES OF LAW ENFORCEMENT TRAINING. THE APPLICANT NAMED ABOVE IS MY PATIENT AND I AM FAMILIAR WITH HIS/HER MEDICAL CONDITIONS AND PHYSICAL CAPABILITIES.

BASED ON MY KNOWLEDGE AND EVALUATION OF _____, I CERTIFY THAT:

_____ **There are no contraindications** to the individual being capable of performing essential physical tasks. The applicant named above **is** physically qualified and capable of performing all of the above-described physical tasks pertaining to law enforcement training.

_____ **There are contraindications** to the individual and it is not recommended that the individual participate. The applicant named above **is not** physically qualified and capable of performing all of the above-described physical tasks pertaining to law enforcement training.

Printed Name of Treating Physician

Signature of Treating Physician

Date

Physician Contact Phone

Subscribed and sworn before me this _____ day of _____, 2____,

Notary Public Comm # _____ Comm Expires: _____

**SECTION J4. Official Waiver of Liability and Release of All Claims
CLEET Cadet Physical Test for Safe Participation**

Instructions: Please read this form carefully and completely. Then sign and date the form at the bottom.

I declare and represent that I received a sample written description of the Cadet Physical Test for Safe Participation Study Guide and am aware of what this test entails. I further declare and represent that I am now in good health, that I am familiar with and understand the nature of the Physical Ability Test, that I am physically and medically fit to participate in the tests, and that my personal attire is safe and fit for participation in the test. I personally assume any and all risks of injury with respect to all matters pertaining to my participation in the test, including death, damage, or loss which I may sustain as a result of participating in any activities associated with the test.

I hereby consent and agree to all of the following terms and conditions.

Acknowledgment of Risk As a participant in the Cadet Physical Test for Safe Participation, I recognize and acknowledge that there are certain risks of physical injury. I agree to assume the full risk of any injury, including death, damage or loss which I may sustain as a result of participating in any and all activities connected with or associated with the test.

Waiver of Liability and Release of All Claims I do hereby for myself, heirs, executors and administrators, and other parties claiming under or through me, fully waive, relinquish, release, and forever quit-claim and discharge CLEET and all its elected officials, trainers, officers, agents, employees, servants, monitors, and examiners from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related in any way to any loss, damage, or injury (including death) that may be sustained by me while participating in the Cadet Physical Test for Safe Participation, or upon the premises where the test is begin conducted, whether the loss, damage, injury, or death results from the negligence of CLEET or its elected officials, trainers, officers, agents, employees, servants, monitors, or examiners, or is otherwise caused.

Indemnity and Defense I do hereby agree, for myself, heirs, executors, and administrators, and other parties claiming under or through me, to indemnify and hold harmless and defend CLEET and its elected officials, trainers, officers, agents, employees, servants, monitors, and examiners from any and all claims, suits or demands, actions, or causes of action whatsoever arising out of or related in any way to loss, damage, or injury (including death) that may be sustained by me while participating in the Cadet Physical Test for Safe Participation, or upon the premises where the test is being conducted.

Other I understand that the test administration staff may remove me from the test if they believe I might endanger myself or be an endangerment to others.

I hereby certify and declare that I have read all of the foregoing terms, conditions, and declarations, and I fully understand and agree to them.

Signature

Date

Printed Name

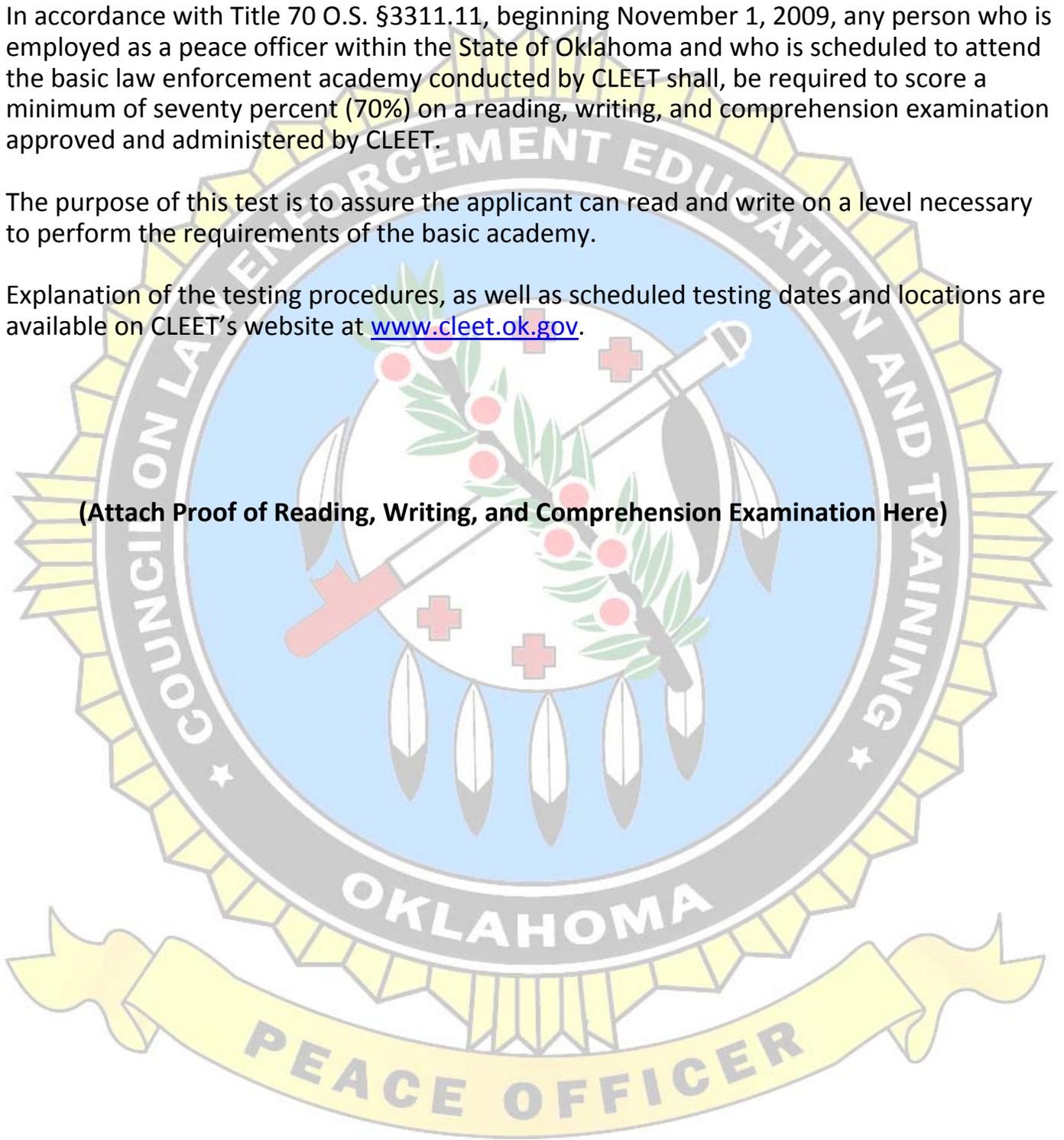
Section K. Reading, Writing and Comprehension Test

In accordance with Title 70 O.S. §3311.11, beginning November 1, 2009, any person who is employed as a peace officer within the State of Oklahoma and who is scheduled to attend the basic law enforcement academy conducted by CLEET shall, be required to score a minimum of seventy percent (70%) on a reading, writing, and comprehension examination approved and administered by CLEET.

The purpose of this test is to assure the applicant can read and write on a level necessary to perform the requirements of the basic academy.

Explanation of the testing procedures, as well as scheduled testing dates and locations are available on CLEET's website at www.cleet.ok.gov.

(Attach Proof of Reading, Writing, and Comprehension Examination Here)



Section L. Promissory Note

You may view the entire Promissory Note Guidelines on CLEET's website at www.cleet.ok.gov.

Oklahoma law, Section 70 O.S. §3311.11 effective November 1, 2009, requires individuals who attend basic police officer certification training at the State of Oklahoma Peace Officer Training Academy in Ada, Oklahoma, to sign a promissory note that outlines their responsibility to repay the State of Oklahoma for the basic training they receive should they leave the law enforcement profession in Oklahoma prior to completing four years of law enforcement service.

This is an agreement between CLEET and the individual signing this Promissory Note. Under no circumstances shall any city, county or other law enforcement agency be held liable by either CLEET or the individual signing this Promissory Note for any default, breach in terms of conditions, or payment due under this Promissory Note.

For purposes of explanation of the "Promissory Note" the following definitions apply:

1. A Promissory Note ("the Note") is a written promise to pay a specific amount of money in accordance with the specific terms and conditions stated in the Note.
2. The Note is required by Oklahoma law, 70 O.S. § 3311.11, hereafter referred to as Oklahoma Law. (A copy of this law is set out at the end of this document for reference.) The law encourages one to remain in law enforcement in Oklahoma for at least 4 years after graduation and certification as a peace officer.
3. Oklahoma law provides that an individual may not enter the CLEET Basic Academy unless they have signed the Note.
4. After CLEET graduation, an individual receives a credit of Three Dollars (\$3.00) against the money owed under this Note for each day they are employed in Oklahoma law enforcement. This reduction includes but is not limited to regular days off, vacation, sick time, and holidays. As long as one continues to work in Oklahoma law enforcement, the amount of money due under the Note continues to decrease. (The amount of the note is decreased daily and paid back over time through service as a full time peace officer.) If one works continuously in Oklahoma law enforcement for 4 years after they are certified, they will not owe any money under the Note.
5. If one leaves Oklahoma law enforcement before the end of 4 years, they have 90 days to find another job in Oklahoma law enforcement. (They have a 90 day "grace period" to find new employment in Oklahoma law enforcement before the Note is due.) If one obtains new employment in Oklahoma law enforcement within 90 days, they will resume repayment on the Note as if there were no interruption in service. One will not receive credit for the time they are not employed in Oklahoma law enforcement, but they will continue to receive credit under the Note on the first day of employment with a new Oklahoma law enforcement agency.

6. If one leaves Oklahoma law enforcement before the end of 4 years and is unable to find new employment in Oklahoma law enforcement within 90 days, the Note will be due and one will owe to CLEET the amount left on their Note. For an example, if an individual works one year, and then leaves Oklahoma law enforcement, the individual will owe $\frac{3}{4}$ of the total amount (4 years minus 1 year equals $\frac{3}{4}$ of the 4 years). If it is determined that one owes money under the Note, they will be given an opportunity to enter into a payment plan with CLEET.

7. If one leaves Oklahoma law enforcement before 4 years and does not pay off the money due under the Note nor do they make payments as agreed to in a payment plan, CLEET can file suit in District Court to force the payment due under the Note.

8. If one fails to comply with the terms and conditions of this agreement, the Council on Law Enforcement Education and Training (CLEET) will take action to enforce the Note. This action can include civil court action to collect money due under the Note, and taking action to collect any judgment the Court may make against one for failing to comply with the Note.

9. If one leaves law enforcement they will be charged interest only if they default or fail to make payments as agreed to in the CLEET payment plan. In the event of default, interest shall accrue at the statutory rate, compounded annually, from the date of default.

10. The Director of CLEET has the power to waive the Note if one enters active military service or if there are unusual circumstances which the Director believes are sufficient, and in the best interest of law enforcement. That decision is entirely up to the Director. If the Director decides to waive the Note, the Director may require the individual to surrender his or her certification.

11. The law requires that a Promissory Note contain certain legal, technical language. You may want to consult with your lawyer before signing this Note. CLEET cannot give individuals legal advice.

12. In CLEET's Promissory Note, the terms "I" or "me" refer to the person who signs the note. In the law, the person who signs the note is known as the "Maker", so any reference in the Note or in correspondence to "Maker" is a reference to the person who signs the Note.

13. The following paragraphs are the legal, technical part required by the Courts.

**COUNCIL ON LAW ENFORCEMENT EDUCATION AND TRAINING
BASIC ACADEMY ATTENDANCE REPAYMENT FOR DEFAULT PROMISSORY NOTE**

This Promissory Note is an agreement between CLEET and the individual signing this Promissory Note, who will be referred to as "I" or "Me" or "Maker." Under no circumstances shall any city, county or other law enforcement agency be held liable by either CLEET or the individual signing this Promissory Note for any default, breach in terms of conditions, or payment due under this Promissory Note.

This Note is signed by _____, who will be referred to in this Note as "I" or "Me" or "Maker", in favor of the Council on Law Enforcement Education and Training, which will be referred to as "CLEET".

This Note is signed on this _____ day of _____, 2_____.

I understand and agree that this Note is signed pursuant to 70 O.S. § 3311.11, and that the provisions of that law govern this Note, and the statute is incorporated by reference. ("incorporated by reference" is a term that means by referring to the statute in this Note, it is just like the statute was written out in full in this Note).

I promise to pay to CLEET the sum of Four Thousand Three Hundred Eighty Dollars (US \$ 4,380.00), together with interest and costs as set out in this Note. I understand that there are provisions for forgiving ("forgive" or "forgiving" is a word for allowing me to not pay) this Note that are set out in detail later in this Note.

I understand and agree that if I do not comply with the law, the entire unpaid principal ("principal" is a word meaning the amount of money due without interest) and accrued interest, if any, shall become immediately due and payable on written demand by CLEET. The amount of interest, if any, will be based on the Statutory interest rate (the "statutory interest rate" is determined each year by the Oklahoma State Treasurer under 12 O.S. § 727.1). If any interest is due, it will be compounded on a yearly basis ("compounded" is a term for how interest is calculated).

I understand and agree that the amount specified above (US \$ 4,380.00) will be reduced at the rate of Three Dollars (US \$3.00) per calendar day, beginning the first day after graduation and continuing for each day I am employed by a law enforcement agency in Oklahoma. Any time that I am considered "inactive" under the CLEET rules, the amount due will not be reduced by \$3.00 per day.

I understand and agree that if I leave a position with an Oklahoma law enforcement agency, I have 90 days to find another job in Oklahoma law enforcement. If I do not get another job in Oklahoma law enforcement within 90 days, any and all money remaining under this Note is due immediately. I also understand that I may be able to enter into a payment plan with CLEET. The provisions for a payment plan are set out in another part of this Note.

I understand and agree that if it is determined that I owe money under this Note, CLEET and I may agree on a payment plan providing for periodic monthly payments on a specific day of each month, in whatever amount of monthly payment CLEET and I may agree to. Any agreement for monthly payments must be in writing and signed by me and by CLEET. All monthly payments will be first applied to interest (if any is

due), and then to principal.

I understand and agree that all payments must be made by a method acceptable to CLEET.

I understand and agree that I can pay off all or part of this Note at any time and I won't be charged any penalty for paying early. All prepayments shall first be applied to interest (if any is due), and then to principal. I understand that if and when I pay this Note off entirely, I am not required by the law to continue to work in Oklahoma law enforcement.

I understand and agree that all payments due under this Note shall be made at the offices of CLEET, located at 2401 Egypt Road, Ada, Oklahoma. I agree to make payments to another place, if CLEET tells me in writing to do so.

I understand and agree that if I default on this Note ("default" is a word for failing to abide by the terms and conditions of this Note), that I will pay all costs and expenses incurred by CLEET in enforcing the terms and conditions of this Note and/or collecting any monies owed by me to CLEET as a result of my default. I understand that this might include, but is not limited to, all reasonable attorney fees as permitted by law, and may include reasonable charges from a collection agency, and interest.

I understand and agree that if I fail to make any payment due under this Note, or if I violate any condition relating to this Note or the law, or if I file Bankruptcy, or if someone files an involuntary petition in bankruptcy or receivership ("an involuntary petition in bankruptcy or receivership" is when someone you owe money files in court to take over your finances) and that petition is not vacated within thirty (30) days, the entire balance of this Note and interest (if any is due) shall be immediately due and payable to CLEET.

I understand and agree that the terms of this Note cannot be changed or waived unless there is a written agreement signed by me and by CLEET.

I understand and agree that CLEET may waive (or "forgive") the money due under this Note pursuant to 70 O.S. § 3311.11 if I volunteer or I am drafted into active military service, or in unusual instances where, in the sole opinion of the Director of CLEET, waiving the money due is in the best interest of law enforcement.

I understand and agree that any decision to waive (or "forgive") the money due under this Note is up to the Director, and the Director's decision is final. Any such decision of the Director shall be considered a Final Agency Action of CLEET ("Final Agency Action" is a final decision that cannot be appealed within CLEET). If the Director waives the amount due under this Note due to unusual circumstances, I understand that the Director may require me to surrender my peace officer certification.

I understand and agree that if I want CLEET to waive (or "forgive") the money due under this Note for any reason, I must make my request in writing and that the request must be delivered to CLEET at the address listed below, unless or until I receive written notification that a different address should be used for correspondence.

SECTION M: AUTHORITY TO RELEASE INFORMATION AND PARTICIPANT NOTIFICATION

I hereby authorize any individual or any agency, governmental, private or otherwise, to release any information regarding my present and past employment; medical information regarding diagnosis and treatment of medical conditions which may affect my performance in the basic academy; any information relating to my criminal history; any education records, or any other information which is deemed confidential, to any authorized representative of the Council on Law Enforcement Education and Training. I further authorize the Council or its authorized representative to release to any law enforcement agency, or other governmental agency, any information contained in this application or my permanent training file, including, but not limited to, psychological reports, mental health reports, medical reports, academic records, promissory note information and disciplinary reports.

This completed and signed application serves to notify the applicant that some phases of training offered herein may be physically demanding and rigorous in nature. Applicants should be in reasonably good physical condition to successfully complete the required training.

1. All applicants must be full-time, salaried peace officers as prescribed by statutes, and must be enrolled and approved prior to attendance.
2. Falsification of any document, form, or instrument, cheating on any test, regardless of manner, violation of any federal or state law or local ordinance, or any CLEET policy will result in immediate dismissal.
3. Students shall be under direct control of CLEET personnel in all training, testing, lodging, meals, or other applicable areas, regardless of the hours. Disrespect to any training personnel, student, or citizen, and any action that may bring disrespect to the Council on Law Enforcement Education and Training, or to his or her individual agency will not be tolerated.
4. Additional rules for individual academy will be provided at the beginning of each academy. Any violation of the rules will result in a letter of explanation, outlining the violation and the disposition taken, being sent to the respective officer's department head.
5. House Bill 1154, effective November 1, 2001, requires CLEET to make inquiry to determine that any applicant for peace officer certification is not currently undergoing treatment for a mental illness, condition or disorder and that the applicant has never been involuntarily committed to an Oklahoma state mental institution.

I certify that I am not currently undergoing treatment for a mental illness, condition or disorder nor have I ever been involuntarily committed to an Oklahoma state mental institution. I understand that in compliance with Oklahoma statutes CLEET will make inquiry of the Oklahoma Department of Mental Health and Substance Abuse Services to determine any involuntary commitment to an Oklahoma state mental institution. I understand that CLEET is also required, by statute, to immediately inform my employing agency of any involuntary commitment.

I certify that the statements made by me in this application are true and that I understand that any misrepresentation is sufficient cause for dismissal from the offered training and is a felony punishable by imprisonment in the Department of Corrections for a term of not less than two (2) years nor more than five (5) years, or by a fine not exceeding Two Thousand Dollars (\$2,000.00), or by both such fine and imprisonment. I certify that I have met the educational requirement and do not have a conviction of a felony, a crime of moral turpitude, or a crime of domestic violence, nor am I participating in a deferred sentence for a felony, a crime involving moral turpitude or a domestic violence offense. I accept personal responsibility for any injury that I might incur during training and relieve CLEET personnel of any financial or other liability

Original Signature of Applicant Date: _____

Subscribed and sworn before me this _____ day of _____, 2_____.

Notary Public Comm # _____ Commission Expires: _____

SECTION N: ACKNOWLEDGMENT OF CONDITIONS TO ATTEND

I certify that this applicant is a full-time, salaried, peace officer, and that I have read the conditions of the applicant's acceptance and participation. I further certify that I have made a reasonable inquiry and found that the applicant is not currently undergoing treatment for a mental illness, condition, or disorder. For purposes of 70-3311, subsection E, "currently undergoing treatment for mental illness, condition, or disorder" means the person has been diagnosed by a licensed physician or psychologist as being afflicted with a substantial disorder of thought, mood, perception, psychological orientation, or memory that significantly impairs judgment, behavior, capacity to recognize reality, or ability to meet the ordinary demands of life and such condition continues to exist. I understand that in the event of illness or injury to applicant, the full medical expense pertaining thereto will be borne by applicant or this employing agency. I have read and reviewed the completed information contained in this packet and certify that it is correct. I understand that submitting any false or fraudulent information is a felony punishable by imprisonment in the Department of Corrections for a term of not less than two (2) years nor more than five (5) years, or by a fine not exceeding Two Thousand Dollars (\$2,000.00), or by both such fine and imprisonment.

_____ Date: _____
Original Signature of Chief, Sheriff or Agency Head*

Subscribed and sworn before me this _____ day of _____, 2_____.

_____ Comm # _____ Commission expires: _____
Notary Public

**If the applicant is the Chief, Sheriff or Agency Head, the application must be signed by someone who oversees the agency such as the City Manager, Mayor, County Commissioner, Commission member, etc.*