

**Council on Law Enforcement Education and Training**



**Basic Academy Rules and Regulations**

**COUNCIL ON LAW ENFORCEMENT EDUCATION AND TRAINING**

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Executive Director

Subject: Basic Academy Rules and Regulations

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## **INTRODUCTION**

The Council on Law Enforcement Education and Training's mission is to train, develop, and produce the finest potential law enforcement officers for the State of Oklahoma, its many jurisdictions, and political subdivisions. The accomplishment of this goal will require that Academy Cadets maintain and display the highest order of discipline, intelligence, sound and prudent judgment, and integrity.

The following rules and regulations will apply to each Cadet for the duration of the Academy. They will provide the foundation for an effective learning environment and the discipline required in law enforcement. The Basic Academy Rules and Regulations, adopted pursuant to Oklahoma Administrative Code 390: 15-1-10, are the specific rules governing the administration of the Basic Academy. These rules have the same force and effect as the administrative rules which govern CLEET.

## 1. Hours of Operation

- 1.1 Administrative Offices are open Monday through Friday, excluding holidays, from 0800 – 1700 hours. Trainees should note that their training day begins at 0645, and tardiness is subject to disciplinary action.
- 1.2 Training days will begin at 0645 hours and continue through 1800 hours Tuesday through Friday. It should be anticipated that some training days will extend well beyond 1800 hours. Cadets will make arrangements to ensure attendance.

**Extra assignments that are given during the Academy must be completed by the prescribed deadline.**

- 1.3 Cadets will be given breaks at 10 minutes to the hour, or as deemed necessary by the Instructional Staff.
- 1.4 Each Cadet will be required to sign a roster for each meal eaten during their training cycle. The roster for each meal is in the cafeteria.

Breakfast	0600 - 0730
Lunch	1130 – 1300

- 1.5 Academy Administration reserves the right to modify the Academy Schedule at any time to accommodate holidays and/or unusual circumstances.
- 1.6 In the case of severe weather, specifically ice or snow, call 405-239-5100 for messages regarding the Training Schedule for that (those) day(s).

## 2. Attendance

**IN ADDITION TO NOTIFICATIONS MADE TO STUDENT LEADERSHIP, EACH CADET INCURRING ANY ABSENCE IS REQUIRED TO NOTIFY THE ACADEMY COORDINATOR OR THEIR DESIGNEE, IN WRITING, PRIOR TO THE ABSENCE.**

- 2.1 Cadets are expected to maintain an exemplary attendance record. Dependability is a required trait of a public servant. Incidents of unauthorized absence or tardiness are detrimental to the learning process and will not be tolerated. A record is kept of each incident, including the Cadet's written explanation. Absences of more than five (5) hours will not be considered for remediation during the Academy in which the absence occurred, except under extraordinary, well documented, circumstances. An absence, no matter how slight, during any skill portion is NOT considered for remediation during the Academy in which the absence occurred.

## 2.2 Authorized Absence

2.2.1 Absences, of very limited duration, due to unforeseen emergencies, illnesses, subpoenas, or other unusual circumstances **may** be approved by the Operations Manager or the Assistant Director for make-up during the current Academy. The Cadet will provide documentation for excused absences such as copies of subpoenas, doctor's statement, etc.

2.2.2 Absences of the type mentioned in 2.2.1 will be reviewed to determine how the Cadet will be remediated, and whether make-up work will be assigned. The Cadet may be required to complete makeup work during a current or future academy. Each case will be reviewed to evaluate the length of time missed, the block of instruction missed, and the impact on the Instructional Staff.

## 2.3 Unauthorized Absence (UA)

Unauthorized Absence (UA) is defined as any absence without prior approval of the Training Administration Staff. If a Cadet is unable to report to the Academy, and prior approval for the absence has not been granted, the Cadet must personally notify either the Academy Coordinator or the Asst. Academy Coordinator prior to 0645 hours on the day of the absence. If allowed to return to the Academy, the Cadet will write a report detailing the reason for the absence.

Each unauthorized absence will be reviewed to determine whether or not the Cadet will/can be remediated during his Academy; whether or not make-up work will be assigned; or if disciplinary action will be taken. The Cadet will be required to complete makeup work during his current Academy or a future Academy. Each case will be reviewed to evaluate the length of time missed, the block of instruction missed, and the impact on the Instructional Staff.

2.4 If a Cadet requires an extension of time to complete the requirements for certification, a written petition must be submitted to the Assistant Director.

2.5 The following disciplinary schedules are referred to when handling absenteeism. However, any unauthorized absence may be grounds for disciplinary action, including dismissal from the Academy.

### 2.5.1 Unauthorized Absences

- 1<sup>st</sup> Occurrence UA Documented counseling session with Academy Coordinator
- 2<sup>nd</sup> Occurrence UA Written reprimand inserted into Cadet's training file; notification made to the employing agency; and documented counseling session with the Academy Coordinator
- 3<sup>rd</sup> Occurrence UA Written reprimand inserted into Cadet's training file; mandatory review session with all Academy Administration Staff; notification made to the Cadet's employing agency; and referral made to the Executive Director of CLEET to consider dismissal or other disciplinary action

### 2.5.2 Tardiness

- 1<sup>st</sup> Occurrence Tardy Documented counseling session with the Academy Coordinator
- 2<sup>nd</sup> Occurrence Tardy Written reprimand inserted into Cadet's training file; notification made to the employing agency; and documented counseling session with the Academy Coordinator
- 3<sup>rd</sup> Occurrence Tardy Written reprimand inserted into Cadet's training file; mandatory review session with all Academy Administration Staff; notification made to the Cadet's employing agency; and referral made to the Executive Director of CLEET to consider dismissal or other disciplinary action

Habitual tardiness may require make-up work during a current or future Academy, or may result in disciplinary action, including dismissal. Included in this section is late reporting to any scheduled event during the training period where a start time is clearly established.

### 2.5.3 Call-In/Late

Cadets coming upon unforeseen circumstances which they believe cause them to arrive late must contact the Academy Coordinator as soon as possible. Any Cadet who calls in as required but arrives 30 minutes beyond the start time for an assignment may be excluded from that class, or may receive a level of punitive action in the schedule depending upon the number of occasions. Punitive actions, if any, will be decided by the Academy Coordinator. Punitive actions may include, but are not limited to, extra assignments or dismissal.

### 2.5.4 Non-Call In/Non Report

Any Cadet who fails to report to class or assignment and fails to report to the Academy Coordinator within one (1) hour after the beginning of his assigned duty hours is considered absent without authorization and may be recommended for immediate termination from the program, subject to a disciplinary review by the Executive Director of CLEET. The Academy Staff is under no obligation to contact any Cadet who fails to report.

### 2.5.5 Unauthorized Departure

A Cadet's departure from any class or assignment without prior approval by the Academy Coordinator may be regarded as an "act of resignation." A disciplinary review session, to include notification of the Cadet's employing agency, will be conducted to consider a recommendation of dismissal.

### 2.5.6 Injuries or Illness

Cadets incurring an injury or illness are required to notify the Academy Coordinator in writing the next working day. Failure to notify supervisory personnel of an injury or illness, whether or not a doctor's care is required, may result in disciplinary action.

Any Cadet who is unable to participate, as a result of an injury or illness, will not be allowed to continue to participate in the Academy training program. If full recuperation or recovery from an injury extends beyond the time limits for the Cadet's Academy, a recommendation may be made for re-application into a later scheduled Academy class. Each case will be reviewed and evaluated on an individual basis to ensure compliance with Oklahoma State Statutes, Oklahoma Administrative Code and Federal Law.

- 2.5.6.1 Prior to leaving, the Cadet must supply to CLEET a written statement setting out the reasons the Cadet is missing the Academy. The statement must explain the illness or injury.
- 2.5.6.2 When an extension of time is needed to complete the Academy, the Cadet and the head of the Cadet's employing agency must submit a written request to the Assistant Director. The written request must explain the reasons you should be granted an extension. The Assistant Director will consider the circumstances, the written requests, and the statutory time limits pertaining to the extension request. The Assistant Director will notify the Cadet and the employing agency, in writing, whether the extension request is granted or denied.
- 2.5.6.3 If the request is denied, the Cadet and the head of the Cadet's employing agency may appeal the decision to the Executive Director. The Executive Director must receive the two appeals within ten (10) business days of the date the Cadet and the Cadet's employing agency received the Assistant Director's written decision. The Executive Director will consider the circumstances, written appeals, and the statutory time limits pertaining to the request. The Cadet and the Cadet's employing agency will be notified of the decision in writing.
- 2.5.6.4 If a Cadet has left the Academy as a result of an injury or illness, the Cadet will be required to supply CLEET with a written statement from a licensed physician in order to return to the Academy. This statement must directly address the nature of the illness or injury, and specifically state that, in the physician's opinion, the Cadet is physically and medically able to safely participate in CLEET activities – including defensive tactics, firearms and driver training.
- 2.5.6.5 If a Cadet is transported to a hospital or emergency care facility while attending CLEET, the Cadet will be required to supply CLEET with a separate "Medical Emergency Release Form," which must be signed by the physician who released the Cadet from the hospital. If the emergency physician will not authorize the release, the Cadet may be required to obtain a new release from the primary care physician.

Trainees are **required** to complete a written statement detailing the reason for their absence prior to being readmitted into the training environment.



### 3. Academy Uniforms

The prescribed Academy uniform:

Agency Uniform:     short or long sleeve uniform shirt  
                                  Agency prescribed uniform pants  
                                  Agency prescribed foot wear

In the absence of a prescribed uniform, cadets will be required to wear slacks and a collared dress shirt. ABSOLUTLY NO T-SHIRTS WILL BE ALLOWED FOR STUDENT CLASSROOM WEAR.

If denim jeans are a part of the cadet's official uniform, they must be clean, pressed, and absent of any holes or fraying. Additionally, the cadet must have written documentation from agency head stating denim jeans are part of the official uniform.

(Gun or Duty belts will not generally be required for classroom participation.)

- 3.2 No head gear is required for daily classroom apparel, but there are occasions, particularly in firearms, where a brimmed or billed cap is required. **Hats or other headgear will not be worn in the building.**
- 3.3 Each Cadet will be issued an identification badge the first day of the Academy. The name badge is required to be worn at all times during training in a manner prescribed by CLEET staff.
- 3.4 Each Cadet is expected to maintain his uniform in a clean and professional manner, to include shirt tucked in at all times.
- 3.5 There will be at least one occasion during the Cadet's training cycle when a department dress uniform will be required: graduation ceremonies.
- 3.6 Exceptions to Prescribed Academy Uniform
  - 3.6.1 Defensive Tactics – Uniform Requirements

During Defensive Tactics/Custody Control training, the Cadet may wear Karate gi pants, or sweat pants only. No tight fitting clothing is allowed. (Preferably dark colors.) **BDU style pants MAY NOT be worn.** Pants shall have no exposed buttons, zippers, or snaps. **NO shorts are permitted.**

Sweat tops or T-shirts are permitted and should be dark in color with no lettering or graphics. **Neither T-shirts nor sweatshirts will be worn if the sleeves have been removed.**

3.6.1.1 The only approved footwear for this training is either socks or wrestling shoes. **Bare feet are not allowed** for health and sanitation reasons.

### 3.6.2 Firearms – Uniform Requirements

Since firearms training will expose the Cadets to ambient weather conditions, the uniform may be modified at the discretion of the Firearms Training Staff.

3.6.2.1 During the firearms block of training, the Cadets are required to wear a hat that has a brim or a bill. **The color of the hat shall not be red or orange** as this color is reserved for instructors so they may be recognized from the tower.

3.6.2.2 Cadets are required to wear safety glasses on the range. Eye protection should meet American National Standards Institute's requirements and department policy.

3.6.2.3 Cadets are required to wear hearing protection on the range. Hearing protection should meet or exceed the Occupational Safety and Health Act requirements.

### 3.6.3 LEDT (Driving) – Uniform Requirements

During the Law Enforcement Driver Training, the Cadets will be exposed to ambient weather conditions that may at times be extreme. The normal Cadet uniform may be modified at the discretion of the Driver Training staff.

### 3.6.4 Other Exceptions – Uniform requirements

There may be other times when Instructional Staff will authorize a departure from the Academy uniform. This is discretionary and will be determined as needed by Instructional Staff.

## 4. Personal Grooming

4.1 The Cadet is expected to maintain a professional and clean appearance at all times. Uniforms will be clean and wrinkle free.

### 4.1.1 Male Cadets

Hair will be trimmed and neat.

**Mustaches, sideburns, beards, or goatees are not generally allowed. If the Cadet can produce documentation from his department, signed by the Agency Administrator, allowing the Cadet to maintain facial hair then a waiver will be granted. Otherwise, a daily facial shave is required.**

### 4.1.2 Female Cadets

Hair should be worn in such a fashion that does not impede the wearing of any prescribed headgear.

Make-up will be worn conservatively.

## 4.2 Jewelry (male and female cadets)

4.2.1 It is highly suggested that wristwatches be worn. There are subjects covered in the Academy that will require the Cadet to monitor the passage of time.

Rings may be worn, but only one on each hand is permitted. (A wedding set is considered one ring.)

Visible necklaces, earrings and other decorative jewelry **are prohibited.**

During Defensive Tactics/Custody Control, rings or other jewelry will not be allowed on the mats.

## 4.3 Tattoos

4.3.1 All Cadets with visible tattoos (regardless of size, shape, design, or location) will cover the tattoo with an opaque covering.

## 5. Achievement Standards

5.1 The Council on Law Enforcement Education and Training demands a standard of achievement that surpasses that of the academic community. The profession of law enforcement requires a high level of individual knowledge, ability and skills

that will serve to maintain the officer's sense of pride, proficiency, and personal safety throughout his career with his respective agency. Failure to achieve the minimum acceptable performance standards in any curriculum area will prohibit the Cadet from receiving his certification at the conclusion of his Academy.

## 5.2 Academic Grading

5.2.1 Academic Grading is governed by Oklahoma Administrative Code. These guidelines are incorporated into these rules and regulations.

5.2.2 The Academy requires a minimum score of 75% (per Council change in 08/2011) in the majority of the academic blocks of instruction. There are two blocks of instruction that will be tested and require 80% to pass the course. Those exceptions are First Aid and Standardized Field Sobriety Testing.

5.2.3 The Final Exam, or Certification Exam, will require 80% to pass (per Council change in 08/2011).

5.2.4 Any Cadet who fails a specific block examination will be permitted to retake that block examination within a time frame established by CLEET. If a Cadet fails the block examination a second time, the trainee's agency head may request that the trainee repeat the block of instruction and take the examination a third time.

5.2.5 No cadet will be allowed to challenge the State's Certification Examination without first successfully completing all blocks of instruction.

### 5.2.6 Disqualifying events for the Certification Examination

5.2.6.1 If a Cadet fails to complete any portion of any block of instruction, the Cadet will not be allowed to challenge the Certification Examination until the academic block is successfully completed. Should a Cadet fail the Certification Exam, he will be permitted to retake the examination within ten (10) business days. If a Cadet fails the Certification Examination a second time, the Cadet's Agency Head must petition, in writing, the Executive Director to request reenrollment into a future basic academy.

## 5.3 Defensive Tactics – Performance and Testing

Cadets must successfully demonstrate skills and knowledge in defensive techniques which are essential to street survival. This area of training includes, but is not limited to: ground fighting, weapons retention, wounded officer drills

(evasive maneuvers), take downs, baton training, subject restraint, and hand to hand defensive strategies. In addition to passing the demonstrations, Cadets must achieve a minimum score of 75% on the written examination.

#### 5.4 Firearms Training – Performance and Testing

Firearms proficiency is a necessity for every officer's survival. The hours of training devoted to this vital aspect is intended to provide the Cadet with the skills to attain the requisite proficiency.

A Cadet must pass the firearms qualification course with a minimum of 72% for handgun qualification and demonstrate, to the satisfaction of Instructional Staff, the mastery of: the malfunction drills, reloading drills, load and make ready, unload and clear, utilizing proper cover and concealment, tactical firearms drills, low light shooting, and cleaning skills to successfully complete the firearms training program.

The Oklahoma Administrative Code sets forth specific procedures that must be followed in the event a Cadet is unable to pass firearms testing. For information relating to the procedures governing firearms re-testing, see the Oklahoma Administrative Code.

#### 5.5 Law Enforcement Driver Training – Performance and Testing

Defensive and high performance driving skills are imperative for officer and community safety. This training is conducted by the Driver Training Instructors and is an integral part of the program.

Cadets must achieve a 75% on the written examination. The driving qualification courses must also be successfully completed.

##### 5.5.1 Skills Remediation: - Retesting Procedure

O.A.C 390:15-1-13 (f)(g):

(f) When a trainee fails a proficiency test in the Custody Control block or the Law Enforcement Driver Training block, the trainee will not be certified, and will be scheduled for up to two remedial training sessions at a later time. If the trainee does not successfully complete remedial training, no further testing will be allowed.

(g) If the trainee fails a proficiency test in the Firearms Block, the trainee will not be certified, and shall be required to obtain additional firearms training through his/her employing agency; such training to be conducted by a **CLEET certified firearms instructor** within ninety (90) calendar days of the student's original academy completion date. Upon completion of such training, the student's employing agency administrator must, within ninety (90) calendar days of the

student's original academy completion date, in writing, notify the Director of CLEET that the student is ready to be scheduled for firearms proficiency testing by CLEET firearms staff. Such testing shall be completed by allowing the student up to three (3) attempts to attain the CLEET required proficiency in firearms. If the trainee does not successfully complete additional training, no further testing will be allowed until the student has retaken the entire firearms block of instruction.

The above listed remediation(s), from either (f) or (g), will be scheduled by the Academy Coordinator and written notification will be sent to the employing agency of the cadet.

## 5.6 Study – Student Performance Standards

Unlike the academic community, law enforcement Cadets are compensated for their participation in the Academy. As such, the expectations and demands of law enforcement training require total personal effort 100% of the time, both in the classroom and out.

5.6.1 Notes are to be taken in all lectures, unless the instructor notifies the Cadets otherwise.

### 5.6.2 Asking Questions

Ask questions when necessary, but stay on the subject and exercise good judgment in the privilege of inquiry. Cadets are expected to raise their hand and be recognized by the instructor prior to asking a question. Unrecognized outbursts will not be tolerated, and may result in the Cadet being removed from the classroom.

## 6. Personal Conduct

As a law enforcement Cadet, you are now considered a public employee. Cadets are reminded that the activities of law enforcement personnel are subject to public scrutiny and review at all times whether on or off-duty. As such, Cadets should remember that these same high ethical standards likewise apply in their individual activities regardless of duty status. Any act which may bring discredit to himself, his department/agency, or this Academy may result in disciplinary action to include termination.

### 6.1 On-Duty Behavior

Violations of the following rules may result in disciplinary action, including dismissal.

6.1.1 The classroom is to be regarded as a place of learning. Unnecessary distractions and/or conversations are not tolerated.

- 6.1.2 Cadets will remain awake and alert at all times in the classroom. They will occupy themselves with law enforcement business and refrain from non-related reading material or activity.
- 6.1.3 Cadets will promptly comply with instructions, directions, orders and assignments given them by Academy Staff members.
- 6.1.4 Cadets will address CLEET Staff and Adjunct Instructors, regardless of personal relationship, by title and last name.
- 6.1.5 Cadets are not permitted to speak or answer in class unless recognized by the Instructor to do so. Upon being given the floor, the Cadet will rise to his feet prior to speaking.
- 6.1.6 The following activities are prohibited at all times in the classroom:
  - 6.1.6.1 Eating
  - 6.1.6.2 Drinking (unless in spill-proof container)
  - 6.1.6.3 Littering
  - 6.1.6.4 Leisure reading material
  - 6.1.6.5 SLEEPING
  - 6.1.6.6 Horseplay
- 6.1.7 The use of classroom facilities or equipment is permissible only with supervisory approval.
- 6.1.8 Improper or negligent use of any CLEET property is prohibited.
- 6.1.9 Cadets shall refrain from loitering in hallways, restrooms, or working areas of the Academy building. Improper demeanor is not tolerated.
- 6.1.10 Cadets may enter Academy offices only after knocking on the door and receiving permission to enter.
- 6.1.11 Carrying weapons or ammunition by a Cadet is prohibited. The only exception will be made with the Academy Coordinator's authorization. Cadets found in possession of any unauthorized weapon are subject to dismissal. All Cadets are required to store their weapons in the trunk of their vehicle **prior to entering** the property of CLEET. The weapons must be unloaded and made inoperable prior to storage.
- 6.1.12 Cadets shall not consume intoxicants or have the odor of intoxicants on their breath while on CLEET property.

- 6.1.13 Cadet contact with other agencies and persons must be conducted in a professional manner so as to bring credit to his profession and CLEET.
- 6.1.14 Cadets shall conduct themselves with courtesy and professional dignity at all times. Discourtesy, rudeness, and/or vulgarity by Cadets in the presence of citizens, Staff, law enforcement officers, or other Cadets will not be tolerated.
- 6.1.15 Cadets will be required to address any and all visitors to the Academy with the respect afforded a law enforcement officer or citizen. Cadets will acknowledge visitors with proper, acceptable community greetings (good morning, good afternoon, etc) when they are passed in the hallways or when eye contact is made and a greeting is proper.

## **7. Ethics**

Every professional organization subscribes to a written code of conduct which has historically been required to guarantee uniform compliance to a prescribed level of behavior. Every Cadet will abide by the code as prescribed by the Law Enforcement Code of Ethics. Honesty and integrity are basic traits demanded by the law enforcement profession. As such, Cadets are constantly required to maintain a posture that is above reproach. The Academy employs the honor system and expects the highest degree of individual compliance. Violations of the following sections are subject to an automatic recommendation for termination from the program.

- 7.1 Any Cadet found to have obtained his employment by means of a willful misrepresentation or false statement concerning a material fact will be removed from the Academy. In addition to any administrative actions, such as removal from the Academy, criminal charges may be filed pursuant to 70 O.S. 3311 J in the event that probable cause exists that the Cadet has willfully submitted false or fraudulent documents, transcripts or certificates, submitted within the application packet.
- 7.2 Cadets are required to submit their own work on examinations and assignments, unless otherwise permitted by staff. Any form of cheating (including plagiarism, copying or any method of circumventing prescribed instructions) is considered intolerable.
- 7.3 Cadets are to be truthful at all times. Any Cadet who is found to be untruthful at any time, through oral or written communication, is subject to immediate dismissal.
- 7.4 A Cadet who is aware of any form of unethical, illegal, or other conduct which violates any provision of these rules and regulations on the part of another Cadet is held personally responsible for reporting the violation or conduct to an



Academy Supervisor immediately. Failure to report is equivalent to participation. Violations may result in disciplinary action, including dismissal.

- 7.5 Cadets are held accountable for the integrity of any communication, oral or written. They will not obtain or release any information contained in any report on file including internal investigations, suspects, arrests or memos. Violations may result in disciplinary action, including dismissal.
- 7.6 Cadets shall obey all laws of the United States, the State of Oklahoma, and the laws of the City of Ada. A Cadet found to be involved in any criminal offense, regardless of degree of involvement, is subject to prosecution as well as dismissal.
- 7.7 Cadets who admit to or participate in any conduct, instance, or circumstance involving any form of family violence are subject to immediate dismissal based upon the validity of circumstances surrounding the allegation or admission.
- 7.8 Those acts not specifically contained herein which may bring discredit upon the individual or Agency are dealt with according to the seriousness of the situation.

## 8. General Provisions

It is the responsibility of the Council on Law Enforcement Education and Training to insure that Cadets receive every opportunity to contribute their maximum effort during the program in order to become effective Peace Officers. Likewise, it is of the utmost importance that the Staff maintains optimum channels of communication and instruction with each individual to enhance his successful entry into the field of law enforcement.

- 8.1 The Academy main phone number is 405-239-5100. Only messages of an emergency nature will be accepted on behalf of Cadets, and it is advisable to remind friends and family not to violate this order. **Cellular phones are not permitted within ANY training area (classroom, firearms, DT, LEDT, etc).**
  - 8.1.1 The Academy Coordinator may grant special permission for cellular phone in training area. The request shall be made in writing and permission will only be granted in cases of exigent circumstances.
- 8.2 Academy staff offices are to be entered only on official business and with permission.
- 8.3 Cadets who wish to communicate with Staff members should feel free to do so, but will adhere to the chain of command (Academy Coordinator, Training Manager, Assistant Director, and Executive Director). If concerns remain unresolved, a Cadet may communicate with the next staff member in the chain of command.

- 8.4 Cadets are encouraged to bring any problems which may affect them during the course of the Academy to the attention of the Academy Coordinator who will handle or refer the matter as necessary.

## **9. Disciplinary Process**

It is the intent of the Academy Staff to protect the rights of each Cadet, and to adhere to a system of discipline which provides notice, fairness, equity and due process. The Cadet can thereby be assured of reasonable expectations concerning this procedure. The disposition of each disciplinary incident will conform to these guidelines, except in cases referred to in Sections 10 and 11.

### **9.1 Type of Disciplinary Offenses**

The following general categories constitute, but are not limited to, ground for disciplinary action, including dismissal.

- 9.1.1 Substandard Performance (academic, physical, driving, firearms or tactics)
- 9.1.2 Absenteeism/Habitual Tardiness
- 9.1.3 Violations of Academy Rules or Policies
- 9.1.4 Insubordination
- 9.1.5 Misconduct
- 9.1.6 Misrepresentations
- 9.1.7 Compounding

### **9.2 Steps in Disciplinary Procedure**

The following provides a fair and equitable course of progressive action that ensures a clear understanding of the remedies to unacceptable behavior. This policy is intended to enforce routine incidents, and will in no way affect Academy staff's ability to respond in cases that warrant immediate action for more serious offenses.

#### **9.2.1 Counseling Session**

Upon an initial offense, a Cadet will be counseled by Academy Staff. The initial form of action is normally privately conducted by the Cadet's Academy Coordinator, or by a Staff Instructor on the first incident of unacceptable activity. The Cadet will be asked to submit a written

statement explaining his or her action. During the counseling session, the written statement will be evaluated, and if necessary, a counseling session will ensue. During this meeting the problem(s) will be identified and discussed. Recommendations will be made for corrective action, and a warning given for any future infraction. The meeting will be formally documented, and the documentation will be signed by both the counselor and the Cadet.

#### 9.2.2 Written Reprimand

Upon a second offense, or if the Cadet has failed to properly conform personal activity to an acceptable standard, a Cadet will receive a Written Reprimand. The Cadet will submit a written statement explaining his or her action. Upon receipt of the Cadet's written explanation, the Academy Coordinator will conduct a counseling session in order to assess the situation and evaluate the Cadet's attitude and behavior. If necessary, strict instructions for improvement will be ordered; a warning of the next disciplinary step given; and a written reprimand placed to the Cadet's file. The Cadet's Agency Administrator will be notified.

#### 9.2.3 Disciplinary Notice

Upon the third offense, or if the Cadet continues to demonstrate a serious lack of ability to conform personal activity to the accepted standard of conduct required in the Academy, disciplinary notice will be issued. The Cadet will submit a written statement explaining his or her action. Upon receipt of the Cadet's written explanation, a session will be held involving the Academy Coordinator and the Training Manager, who will review the previous proceedings; generate direct orders to the Cadet; and give clear warning of the impending dismissal for the next incident. The Cadet's Agency Administrator will be notified, and the employing agency will be given the opportunity to attend this meeting.

#### 9.2.4 Termination Recommendation

When all other disciplinary procedures have failed, or the situation violates Rules and Regulations subject to dismissal, a recommendation for termination will be issued. The Cadet will submit a written statement explaining his or her action. A session will be conducted by the Academy Coordinator, Training Manager and Assistant Director who will again review the facts and documentation concerning the case. The Cadet will be afforded the opportunity to present oral or written evidence of mitigating circumstances concerning his conduct, which will be considered on its merit. A decision will then be made, after insuring the validity of all documentation on whether to retain the Cadet in question. This recommendation will be forwarded to the Executive Director of

CLEET for his final decision. The Cadet's Agency Administrator will be notified, and the employing agency will be given the opportunity to attend these proceedings.

## **10. Savings Clause**

Nothing within this document shall be construed to limit Academy Command Staff's ability to deal seriously and expediently with an infraction of the law, rules and/or directives. The nature and degree of violation will be assessed on an individual basis to determine the necessary steps to disciplinary action or dismissal.

## **11. Instances of Extenuating Circumstances**

Law enforcement Cadets may be disciplined or dismissed despite technical compliance or noncompliance with the rules and regulations as outlined herein. Under this section, a law enforcement Cadet may not have exceeded the rejection level in any one category but may still be disciplined or dismissed. If, through the "compounding" of offenses, situations, low productivity, attitude, or other factors, a pattern or picture develops which leads the Academy Command Staff to reasonably believe that the individual does not possess the overall characteristics necessary of a law enforcement officer, that Cadet may be subject to disciplinary action, agency notification, and dismissal.

## **12. Cadet Housing**

### **12.1. Eligibility**

12.1.1 All Cadets currently attending the CLEET Basic Academy are eligible for housing.

12.1.2 No Cadet will be allowed to lodge at the Training Center until a lodging agreement has been executed that includes the Cadet's agreement to the Terms of Use and the Rules pertaining to the barracks.

### **12.2. Housing Facility Rules**

12.2.1 Upon arrival at the Academy, each Cadet will be assigned a room. The Cadet is responsible for cleanliness and care of that room during his entire stay at the Academy, unless moved to another room by the Academy Coordinator.

12.2.1.1 Each room shall be kept neat and in a "ready for inspection" condition which includes:

12.2.1.1.1 Floors swept clean of debris

- 12.2.1.1.2 Clothing and linen properly stored (not thrown about or left lying on the floor, furniture or cabinets)
  - 12.2.1.1.3 Showers, sinks, and toilets will be kept clean.
  - 12.2.1.1.4 Shoes will be stored under the edge of the beds or in wall-lockers
  - 12.2.1.1.5 Beds will be made every morning prior to the morning formation.
  - 12.2.1.1.6 Trashcans will be emptied daily, and the liners replaced. Trash should be taken to the large dumpsters located behind the facility.
- 12.2.1.2 Drapes or blinds will remain open except when Cadets are sleeping or changing clothing.
- 12.2.1.3 There will be no personal items posted on the walls. (Examples: pictures or posters).
- 12.2.1.4 Televisions are provided in the dayroom for Cadets. No televisions are allowed in assigned rooms.
- 12.2.1.5 Food and drink are allowed in the rooms. This DOES NOT allow for cooking in the rooms; to include, but not limited to microwave oven, hot plate, gas/propane grill or any other heat source to prepare food.
- 12.2.1.6 Pornographic materials, whether electronic depictions, photos or magazines are **prohibited**.
- 12.2.1.7 Cadets are not allowed to have weapons in their assigned room.
- 12.2.1.8 Male and female Cadets will, when possible, be housed in separate areas of the barracks. Neither male nor female Cadets are allowed visitors in any dorm room. Common areas have been provided for socialization.
- 12.2.1.9 Outside visitors are not allowed into the housing area.
- 12.2.1.10 The only electric items allowed in a Cadet's room are:
- Hair Dryers
  - Curling Irons

- Straight Irons/Flat Irons
- Razor
- Toothbrush
- C-Pap Machine
- Alarm Clock/Radio
- Computer
- Various chargers for personal electronic devices
- Small fans; box or pedestal.
- CLEET PROVIDED REFRIGERATORS

Any additional electric items must be approved by the Academy Coordinator.

12.2.1.11 REPEALED.

12.2.1.12 Facility property or barrack furnishings will not be removed or relocated.

12.2.1.13 Cadets are to report, in writing, any missing furnishings or damage to CLEET property immediately to the Academy Coordinator. Cadets are responsible for replacement of any property damaged or destroyed by their negligent or willful acts. Reports must be turned in no later than the next training day following the date of damage to property.

12.2.1.14 Lights out is 2300 hours. Cadets will be quiet and respectful of their roommate(s).

12.2.1.15 Cadets who lodge at CLEET must notify their roommate or class leadership if they anticipate an overnight absence.

12.2.1.16 Room changes are **prohibited**, except when authorized by Academy Staff.

12.2.1.17 Keys issued to the Cadets will be numbered to correspond with the room number, bed assignment and armoire. The keys are property of CLEET and *will not be duplicated*.

### 13. Alcohol, Drug and Tobacco

13.1 The use or possession of any alcoholic beverage or intoxicant while on or around CLEET property shall be prohibited. Violations of this rule will subject the trainee to immediate dismissal.

- 13.2 Cadets who are taking medication(s) as prescribed by a physician shall advise the Academy Coordinator immediately as to the type of medication, the prescribing physician, and the purpose of such medication(s). All such substances shall be kept in the prescribed container(s).
- 13.3 The K.O. Rayburn training facility is a tobacco free facility. Smoking and the use of any other tobacco product is restricted. As per Gov. Mary Fallin's Executive Order, "The use of any tobacco product shall be prohibited on any and all properties owned, leased or contracted for use by the State of Oklahoma, including but not limited to all buildings, land and vehicles owned, leased or contracted for use by agencies or instrumentalities of the State of Oklahoma." Cadets found to be in violation of this policy are subject to dismissal from the Academy. Additionally, as of December 2013, pursuant to Executive Order, electronic cigarettes, or "vaping" devices are included in the ban.

#### **14. Fraternalization Rules**

Academy training requires close contact between Cadets. Every Cadet shall be expected and required to actively participate with fellow Cadets and treat fellow Cadets with respect and courtesy.

Fraternalization between Cadets is prohibited and will be grounds for dismissal.

Fraternalization between Cadets and instructional staff, to include adjunct instructors, will also be grounds for immediate dismissal.

#### **15. Discrimination, Harassment and Hazing/Grievance Procedures**

It is the policy of the Council on Law Enforcement Education and Training to provide equal opportunity for all enrolled students and applicants for admission. Cadets who feel they have been discriminated against, harassed, or adversely treated by Academy personnel, individuals acting on behalf of CLEET, or other Cadets, have the right to file a complaint to seek redress of his or her grievance. A Cadet may file a complaint with the Grievance/Affirmative Action Coordinator. To ensure compliance with this policy, all Cadets shall have available to them the CLEET Cadet Grievance Procedure manual.

- 15.1 As law enforcement professionals, Cadets must be sensitive to and tolerant of the concerns opinions and backgrounds of others. Cadets must treat others with respect, courtesy and dignity, regardless of their circumstances or condition. Insulting, abusive, or degrading conduct, comments or statements related to race, gender, religion, sexual orientation, age, and disability are prohibited. Discrimination and harassment are also illegal and will not be tolerated by CLEET Staff or Cadets. Any incidents observed by Cadets of such misconduct shall be reported to the Academy Coordinator, who will immediately report the incident to the Grievance/Affirmative Action Coordinator.

- 15.2 A copy of the CLEET Grievance Procedure Manual is available upon request.
- 15.3 All Cadets have the right to speak up against discrimination or to use grievance procedures without fear of retaliation.

## **16. Inspections**

The Academy Staff is allowed, at any time, to perform administrative inspections and/or searches for security and violations of Academy Policies and Procedures. All classrooms, classroom furniture and fixtures; all Cadet assigned rooms, furniture and fixtures; and all facilities owned and controlled by CLEET are subject to inspection. It shall be understood there is no expectation of real or assumed privacy. Cadets should expect, at a minimum, weekly inspections.

- 16.1 During room inspections, Cadets may be required to stand outside their room.
- 16.2 Discrepancies found during an inspection will be corrected as quickly as possible, and a written report of the violation will be generated by the Cadet.

## **17. Parking**

The facility will usually be at or near capacity. Please be courteous and drive slowly and carefully.

The speed limit on any campus roadway is 10 MPH or less (a speed that is reasonable and prudent). This limit shall not include training on the LEDT driving course during training exercises, but it does include the roadway leading to the LEDT training area.

Violations of the maximum speed-limit or vehicles being operated at a speed not reasonable or proper will subject the trainee to disciplinary action to include dismissal.

- 17.1 Cadet vehicles, whether the Cadet is lodging at CLEET or travelling to and from home, will be parked in the west parking lot near the dorms or in the south parking lot near the Multi-Purpose Room.
- 17.2 No Cadet vehicle will be parked in the north parking lot of CLEET (main parking lot).
- 17.3 Cadet vehicles are not allowed to park in the circle drive for any reason, unless directed by staff.
- 17.4 Violations of parking rules will subject the Cadet to restricted driving and parking privileges, as well as disciplinary action.



## 18. Required Equipment

Each Cadet is required to have the following equipment for the following blocks of instruction.

### 18.1 Academic/Classroom Instruction

18.1.1 Number 2 lead pencils or mechanical pencils are recommended.

18.1.2 Pens - black or blue ink only

18.1.3 Notebook or other paper to take notes during lecture

### 18.2 Firearms Training – Equipment Requirements

18.2.1 Ear protection is required. It is recommended that the Cadet use both a “muff” style hearing protector in combination with the “foam” in-ear style protection.

18.2.2 Eye protection is also required. Quality sunglasses are an acceptable form of eye protection, as are prescription glasses.

18.2.3 A brimmed hat or a hat with a bill. (Read of restricted colors elsewhere in this document.)

18.2.4 A black marker for identifying targets is also required.

18.2.5 A handgun and shotgun as outlined in the Basic Academy Application.

18.2.6 A quality law enforcement-type flashlight is also required.

#### 18.2.A.AMMUNITION REQUIREMENTS

**NO RELOADED OR REMANUFACTURED AMMUNITION WILL BE ALLOWED.**

**Plated or copper clad bullets are also not recommended.**

#### **Ammunition Quantities**

Each student will be required to bring:

1000 rounds of pistol ammunition in a caliber consistent with their handgun

### **Specification for Handgun Ammunition:**

- American manufactured ammunition consistent with projectile grain weight and ballistic performance of their “duty” ammunition
- Ammunition must be loaded to SAAMI specifications (Sporting Arms and Ammunition Manufacturers Institute)
- Acceptable manufacturers: (examples)
  - Remington
  - Winchester
  - Federal
  - Speer

### 18.3 Custody and Control / Defensive Tactics – Equipment Requirements

18.3.1 Male Cadets are required to have groin protection.

18.3.2 Female Cadets are required to have a supportive sports bra.

18.3.3 By Council action, agencies are required to provide personal headgear for each cadet for Defensive Tactics training. The prescribe headgear must meet or exceed the specifications of Full90 Premier FIFA Soccer Headgear, which can be found at [soccer.epicsports.com/prod/73628/full90-premier-fifa-soccer-headguard.html](http://soccer.epicsports.com/prod/73628/full90-premier-fifa-soccer-headguard.html). ***It does not have to be this specific brand, but it must meet the same specifications.***

18.3.4 All cadets are required to have a duty belt, complete with holster and handcuffs. NO weapons of any kind are permitted in the training area; to include, but not limited to: firearm, knife, baton, pepper spray or taser.

18.3.5 Wrestling shoes are strongly suggested. They will prevent some ankle/knee injuries and allow the Cadet to brace, without slipping, for some techniques.

18.3.6 Dark colored clothing is recommended. (Read of restricted colors elsewhere.) It will prevent any modesty issues when the Cadet has soaked their clothing with sweat. All such clothing must have full leg; no cut-off sleeves; and be devoid of embroidery, stenciled lettering, or any markings. (Skin tight, or extremely close fitting, clothing items are restricted from use as well.)

## **19. Computer and Technology Use**

All Cadets will be required to agree with the terms set forth in CLEET's Information Technology Policy, which sets forth the rules and restrictions relating to computer and technological usage while attending the Academy. Failure to comply with the terms and conditions set forth in this agreement may result in disciplinary action, including dismissal.

### **19.1 Unauthorized Software**

There are strict federal guidelines with rigid monetary penalties for agencies and individuals who violate the software licensing laws. In order to guard against computer viruses, violation of software licensing laws and inappropriate programs, no computer programs may be added to CLEET computers without the approval of the Information Technology Manager.

### **19.2 Unacceptable Practices**

19.2.1 Knowingly accessing inappropriate materials.

19.2.2 Malicious mischief of any sort.

19.2.3 Use of electronic communications for advertising, selling, sending chain letters, or "spam".

19.2.4 Obtaining a password to access information without the consent of the system administrator.

19.2.5 Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals, or networks.

19.2.6 Knowingly running or installing on any computer system or network, or giving to another user a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, and worms.

19.2.7 Attempting to circumvent data protection schemes or uncover security loopholes.

19.2.8 Violating terms of applicable software licensing agreements or copyright laws.

19.2.9 Deliberately wasting computing resources.

19.2.10 Using electronic mail to threaten or harass others.

19.3 Usage Audits

Computers may periodically and randomly be checked for compliance. Cadets should not expect any privacy regarding information transmitted or received on CLEET computers.

19.4 A personal or department owned lap top or tablet is allowed in the classroom for the purposes of taking notes, following the student material and special assignments by the instructor.

19.4.1 If such device is found to be used for any purpose other than listed in 19.4, the Cadet shall be removed from class immediately and submit a written statement to the Academy Coordinator (a single violation is sufficient grounds for removal of electronic device permanently for the remainder of academy). Progressive discipline process will apply.

**The use of any type of video or photo recording device is absolutely prohibited in any training area without express approval of the Academy Coordinator or their designee. The use of such restricted devices will be grounds for discipline up to and including dismissal from the academy.**

By signing the Basic Academy Rules and Regulations; I agree to adhere to CLEET guidelines when using computer systems (government or personal) while present at the CLEET facility, or when using any CLEET or state provided equipment, including but not limited to, portable storage devices, internet access (wired or wireless), printers, scanners or any peripheral device.

## 20. Daily PT

By Council proclamation each cadet will participate in at least 30 minutes of mandatory physical training each day. As indicated, **participation is mandatory, and each cadet will participate fully.** The purpose and scope of the Council's proclamation is to try and mitigate the instances of injury during the Defensive Tactics/Custody and Control portion of your training. The goal is to increase the Cadet's overall fitness level, as well as increase your flexibility.

Should a Cadet be unable to fully participate, every effort will be made to evaluate the situation and, if possible, modify the daily routine to briefly accommodate the reason for modification. This modification will last no longer than one four (4) day training week. If the cadet is still unable to participate in all activities at the end of the (4) day training week, the cadet will not be allowed to return to any portion of the academy without first presenting a full release from a physician back to active duty. If the reason for modification is for an injury that occurred during training, the cadet will be required to present a physician release back to full, unrestricted, duty before being allowed to participate in any further portion of the academy and will not be eligible for a modification for any length of time.

I have read and fully understand the Basic Academy Rules and Regulations. I am aware that any non-compliance or infraction of any rule stated above may result in disciplinary action being taken against me, including dismissal from the Academy.

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Cadet's Printed Name

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Date

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Cadet's Signature

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Academy Coordinator Signature

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Date