

# COLLEGIATE OFFICER PROGRAM

## Instructions and Process Guide



**Kelly James, COP Coordinator**  
**2401 Egypt Road, Ada, Oklahoma 74820-0669**  
**(405) 239-5115 Fax (405) 239-5190**

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## **COLLEGIATE OFFICER PROGRAM (COP)**

### **Section I - PURPOSE OF THE COLLEGIATE OFFICER PROGRAM**

The purpose of the Collegiate Officer Program is to:

- (A) Provide an alternative route to peace officer certification which supplements the two routes currently available, i.e., through the completion of a Council on Law Enforcement Education and Training (CLEET) Basic Peace Officer Certification Academy, known herein as the Basic Academy, or through completion of a CLEET approved Academy City/Agency Basic Academy.
- (B) Officially accredit those degree granting institutions of higher education, governed by the Oklahoma State Regents for Higher Education, which meet the minimum standards established by CLEET for the conduct of a Collegiate Officer Program.
- (C) Advance the standards approved by CLEET as set forth in 70 O.S. § 3311.

### **Section II - PROGRAM ADMINISTRATION**

The Council on Law Enforcement Education and Training, in addition to sponsoring and conducting CLEET Basic Law Enforcement Academies and approving Academy City/Agency Basic Law Enforcement Academies, shall provide an alternative route to peace officer certification by granting authority to degree granting institutions of higher education to conduct courses of study which are designed to include and cover all CLEET mandated Basic Law Enforcement Academy course objectives. CLEET shall grant such authority through a process known as accreditation. Such a course of study within a university or college shall be known as a Collegiate Officer Program (COP) or a COP course of study. CLEET shall design the Collegiate Officer Program and oversee program delivery. It shall establish minimum COP standards for:

- (A) instructors;
- (B) curriculum;
- (C) program evaluation; and
- (D) student enrollment, achievement, and certification.

Institutions of Higher Education may voluntarily establish a Collegiate Officer Program within their institution by requesting COP accreditation from CLEET. By so doing, they agree to

comply with applicable rules, as outlined in the Rules Governing the Council on Law Enforcement Education and Training, 390:15-1-1 thru 19.

### **Section III - CLEET OVERSIGHT AND PROGRAM ACCREDITATION**

CLEET will provide participating institutions with accreditation packets which contain essential information for program operation. Required forms will also be included as will the minimum standards and specifications for classroom and skills training facilities. CLEET oversight will include, but is not limited to the following: School Accreditation; Director Certifications/Revocation; Course Sequence and Duration; Waivers; Reciprocity; Curriculum; Testing; Instructors; Student Advisement; Student Enrollment; and Student Attendance.

#### **School Accreditation**

CLEET shall require institutions offering the COP to request accreditation for their institution, from the Executive Director of CLEET, not less than 30 days before commencing delivery of any Collegiate Officer Program course offerings. The procedure for accreditation is as follows:

- (A) The following forms and materials must all be submitted together when requesting school accreditation:
  - (1) Request for School Accreditation (Form 15-1).
  - (2) Request for COP Director Certification (Form 15-2).
  - (3) Pre-delivery Report of Training Course Presentation (Form 15-3).
  - (4) Instructional and Professional Lecturer Form (Form 15-4).
  - (5) A copy of any supplemental rules, regulations, and requirements issued by the institution for COP operation at the institution.
  
- (B) The Executive Director of CLEET, and/or upon the request of the Executive Director, CLEET staff shall review Forms 15-1, 15-2, 15-3, 15-4, and all their supplements, and notify the COP Director of acceptance and approval, denial, and/or of any apparent deficiency which must be corrected prior to acceptance and approval.
  
- (C) The Executive Director of CLEET shall grant accreditation or renewal of accreditation to any institution of higher education which meets the minimum applicable requirements and which submits properly completed Forms 15-1, 15-2, 15-3, and 15-4, with all required supplements. COP institutions shall be accredited for a period of two years from issuance unless earlier suspended or revoked.
  
- (D) A school, to stay active as a COP institution, must renew its accreditation biennially by submitting an updated Request for School Accreditation (Form 15-1).

(E) The Council on Law Enforcement Education and Training shall maintain a list of accredited COP institutions and make this list available to interested parties upon request. Such a list shall include the name and business address of all COP Directors.

### **Director Certification/Revocation of Certification**

CLEET shall require institutions offering the Collegiate Officer Program to appoint a COP Director and request CLEET COP Director certification for the person appointed. All requests for COP Director certification shall be made on CLEET Form 15-2, Request for COP Director Certification, and shall be submitted, along with CLEET Form 15-1, Request for School Accreditation, to the Executive Director of CLEET, not less than 30 days before commencing delivery of any COP course offerings. Accordingly, CLEET shall review Form 15-2, with all required supplements, and notify the institution of acceptance and approval, denial, and/or of any apparent deficiency which must be corrected prior to acceptance and approval.

CLEET shall suspend, or revoke certification of a COP Director when the Executive Director of CLEET finds that the COP Director has failed to meet or continuously maintain any of the requirements for qualification. COP Director certification may also be suspended or revoked if the COP Director's performance fails to comply with program rules and procedures of the Council on Law Enforcement Education and Training, or if he/she otherwise demonstrates incompetence.

Prior to CLEET taking action to suspend or revoke a COP Director's certification, CLEET may notify the person that a deficiency appears to exist and may attempt, in an advisory capacity, to assist the person in correcting the deficiency. CLEET staff shall provide written notification to the COP institution, and COP Director, of action taken to suspend or revoke COP Director certification.

### **Course Sequence and Duration**

CLEET shall establish the time requirements, and shall establish course sequence, for institutions conducting a Collegiate Officer Program. Such requirements and/or course sequence shall include, but are not limited to the following:

(A) At a minimum, a COP must extend over a two semester period of time in order to accommodate course prerequisites. At a minimum, COP students must complete all classes which contain Basic Academy objectives from the Functional Area of Legal Matters, prior to taking any COP course which contains Basic Academy objectives from the Functional Areas of Traffic, Patrol, and/or Criminal Investigation.

(B) Two year institutions of higher education shall advise any student who enrolls in a course containing COP course objectives that they must declare their intent to pursue, or not pursue, peace officer certification. (Students shall declare intent by the completion of CLEET Form 15-5, Advisement Statement/Enrollment Application.) Those students

attending two year institutes of higher education who elect to enroll in a COP tract shall complete skills area training, as defined by CLEET, during their sophomore year.

(C) Four year institutions of higher education shall advise any student who enrolls in a course containing COP course objectives that they must declare their intent to pursue, or not pursue, peace officer certification. (Students shall declare intent by the completion of CLEET Form 15-5, Advisement Statement/Enrollment Application.) Those students attending four year institutions of higher education who elect to enroll in a COP tract shall complete their skills area training, as defined by CLEET, during their senior year.

## **Waivers**

At the discretion of the Council on Law Enforcement Education and Training's Executive Director, academic course waivers may be granted to police science/criminal justice students for class work completed between January 1, 1993 and the implementation date of this program as established by CLEET (07/01/94). Such academic course waivers shall be contingent upon the following:

(A) Requests for waivers must be made, in writing, by COP Directors. Such requests shall be submitted to and evaluated by the CLEET Executive Director, and/or his or her designee, and shall be granted upon the Executive Director's satisfaction that the academic course(s) in question meet the Basic Academy instructional goals and objectives for a particular academic area of study. Other considerations shall include the following:

(1) Waivers shall only be granted for courses which were conducted and/or sponsored by a COP institution.

(2) CLEET Form 15-3, Pre-delivery Report of Training Course Presentation, as is applicable, must be used to document the inclusion of Basic Academy instructional goals and objectives into the classes which are being evaluated for waiver.

(3) Neither CLEET, nor any college or university, shall waive COP course(s), or portions thereof, for:

(a) Student's life experiences, or

(b) Criminal justice/police science courses which a student took outside of the auspices of a Collegiate Officer Program.

(4) A student's transcript must be presented to provide satisfactory documentation that the student successfully completed the course(s) of study for which a waiver is being requested.

(5) No waivers shall be given for any skills training courses completed prior to the implementation date, as established by CLEET, of the Collegiate Officer Program.

(B) No waiver conditions shall apply for students who begin COP course work after the COP implementation date, as set by CLEET. After the program implementation date, the following conditions shall apply: neither CLEET, nor any college or university offering the Collegiate Officer Program, shall waive, for any student, any course(s), or portion thereof, of academic or skills instruction which contain CLEET basic academy course goals and instructional objectives, as set forth by CLEET.

(C) "Testing out" is not an option available for COP courses.

### **Reciprocity**

CLEET shall ensure that no university or college offering a Collegiate Officer Program shall portend to, or represent any course offering as meeting, in whole or in part, any requirement for certification by reciprocity.

All requests for certification by reciprocity shall be handled directly by CLEET staff. CLEET staff will evaluate requests for certification by reciprocity in terms of training and experience, and in accordance with The Rules Governing the Council on Law Enforcement Education and Training, 390:10-1-6, Certification by Reciprocity, which is hereby adopted by reference.

### **Curriculum**

Curriculum requirements, as established by CLEET, are set out in detail in The Rules Governing the Council on Law Enforcement Education and Training, 390:15-1-2. All COP Directors are responsible for ensuring that their COP curriculums meet the minimum standards set forth in Section 2. In addition, COP Directors must also note that the current instructional goals and objectives of the CLEET Basic Academy curriculum are hereby adopted by reference. Such instructional goals and objectives shall automatically include any later amendments, and editions to the adopted matter, to apply as minimum course instructional goals and objectives for all Collegiate Officer Programs of study. Such goals and objectives, as well as current Basic Academy lesson plans, along with any updates, shall be provided to all COP institutions.

All COP Directors must document and cross-reference their inclusion of the above course instructional goals and objectives in their course offerings. Form 15-3, Pre-delivery Report of Training Course Presentation, which must be submitted with Form 15-1, Request for School Accreditation, shall be used to satisfy cross-reference documentation requirements.

## **Testing**

CLEET shall ensure that COP Directors adhere to the guidelines set forth in the sections within this document entitled Course Testing and Qualification Examination, which define academic and skills testing for the Collegiate Officer Program. In addition to those standards set forth in these two sections, all academic COP course testing shall be subject to the higher education institution's testing and grading system with the exception that under no circumstances shall a course grade of less than 80 percent for First Aid, and no less than 70 percent for other course offerings, be considered a passing score for a course offering which contains a portion of the CLEET Basic Academy instructional goals and objectives.

All COP skills training courses shall be subject to the same cognitive and practical skills testing and grading that is required in the CLEET Basic Academy program.

All COP students, prior to gaining peace officer certification, shall pass, at a level of 70 percent or better, a qualifying examination administered by the Council on Law Enforcement Education and Training. Specific guidelines for the qualification examination testing procedure are set out under the section entitled Qualification Examination.

## **Instructors**

Instructor requirements, as established by CLEET, are set out in detail under the section entitled Instructor Requirements. All COP Directors are responsible for ensuring that their instructors meet the requirements of this section. In addition, COP Directors are also required to submit CLEET Form 15-4, Instructional and Professional Lecturer Form on all COP instructors. This form must be submitted with CLEET Form 15-1, Request for School Accreditation. Official transcripts, diplomas, agency training records, and/or other education/training verifying documents must be attached to Form 15-4, Instructional and Professional Lecturer Form.

## **Student Advisement**

COP institutions shall clearly identify, on CLEET Form 15-3, Pre-Delivery Report of Training Course Presentation, any course offerings which include COP Basic Academy course objectives. Such courses shall also be clearly identified as COP courses in all relevant COP institutions' publications such as course catalogs, course schedules, class schedules, etc. Further, all such relevant publications shall make a statement that students who enroll in any COP course must be counseled to seek advisement from the Criminal Justice/Police Science division prior to COP course enrollment.

COP institutions shall require Criminal Justice/Police Science advisors to counsel students enrolling in COP courses of the statutory mandates, in O.S. 70, § 3311, which would prohibit one from receiving peace officer certification in Oklahoma. Specifically, COP institutions are required by CLEET to advise students enrolling in COP courses that Oklahoma statutes prescribe that:

(A) No person shall be eligible to complete a basic police course approved by the Council on Law Enforcement Education and Training until the Oklahoma State Bureau of Investigation and the Federal Bureau of Investigation have reported to the submitting agency that such person has no felony record, and the employing agency has reported to CLEET that such person has undergone psychological testing as provided for in paragraph 2 of this subsection and after the effective date of this act the applicant has certified the issuance of a high school diploma or a GED equivalency certificate. (70 O.S. § 3311, paragraph, E.1)

(B) No person shall be certified as a police or peace officer in this state unless the employing agency has reported to CLEET that: the Oklahoma State Bureau of Investigation and the Federal Bureau of Investigation have reported that such person has no record of a conviction of a felony or crime involving moral turpitude, b) such person has undergone psychological evaluation such as the Minnesota Multiphasic Personality Inventory, the California Personality Inventory, or other psychological instrument approved by the Council on Law Enforcement Education and Training. The psychological instrument utilized shall be evaluated by a psychologist licensed by the State of Oklahoma, and the employing agency shall certify to CLEET that the evaluation was conducted in accordance with this provision and that the employee/applicant is suitable to serve as a peace officer... (O.S. 70, § 3311, Paragraph E.2b)

(C) No person shall be certified as a police or peace officer by CLEET or be employed by the state, a county, a city, or any political subdivision thereof, who has been convicted of a felony or a crime involving moral turpitude unless he has been granted a full pardon by the proper agency... (O.S. 70, § 3311, Paragraph F) ... and was actively employed as a full-time peace officer on or before May 8, 1989, 21 Oklahoma Statutes, Section 1283 (1992).

(D) Even upon completion of required COP course work, students must obtain a commission before they will become certified as a peace officer due to the requirements of O.S. 70, § 3311, Paragraph E,5, which states " . . . a police or peace officer is defined as a full-time duly appointed or elected officer who is paid for working more than twenty-five (25) hours per week and whose duties are to preserve the public peace . . .

COP institutions shall require Criminal Justice/Police Science advisors to counsel students enrolling in COP courses that The Rules Governing the Council on Law Enforcement Education and Training (390:10-1-4a) state that "A person shall comply with the requirement of 70 O.S. Section 3311 (D)(E)(F) in order to be employed as a peace officer." This includes attaining twenty-one (21) years of age prior to certification as a peace officer.

COP institutions shall provide students enrolling in COP Basic Academy courses with: 1) A CLEET brochure (provided by CLEET) which describes the COP; and 2) with CLEET Form 15-5, COP Advisement Statement/Enrollment Application, which attests that the advisor has counseled the student as set forth in the paragraphs above. COP institutions shall require all

students who are counseled or advised under the auspices of this program, and all COP tract students, who are identified as those who intend to complete the COP, to sign **Form 15-5** prior to enrolling in any COP course. Signed statements must be maintained by the COP institution as a part of the COP records.

### **Student Enrollment**

CLEET shall require all Collegiate Officer Program institutions to complete CLEET Form 15-5, Advisement Statement/Enrollment Application, on all students who enroll in , and/or declare their intention to participate in, COP tract courses.

COP Directors shall be responsible for record maintenance on all Form 15-5, Advisement Statement/Enrollment Application(s), and for ensuring that such forms are complete. COP Directors shall make such records open to inspection to CLEET personnel who are charged with evaluating and monitoring Collegiate Officer Programs. A completed Form 15-5, Advisement Statement/Enrollment Application, must be on file in the COP Director's office prior to any student being enrolled in a skills area training class, as defined by CLEET.

### **Student Attendance**

CLEET shall support the student attendance policy of any institution offering a Collegiate Officer Program with the following exceptions:

- A) All COP tract students, who shall be identified by their responses on CLEET Form 15-5, Advisement Statement/Enrollment Application, shall be required to have 100 percent attendance and participation at skills training courses, as such are identified by CLEET; and
- B) COP Directors are required to schedule skills training courses on consecutive days. COP tract students are required to attend skills training courses during their sophomore year (two year institution students) or during their senior year (four year institution students).
- C) COP students who fail to comply with paragraph A above, will be dropped from the skill course in which the attendance or participation requirement was not met. Skill training may be made up, in its entirety, at a regularly scheduled skill course.
- D) COP students who fail to meet proficiency requirements in firearms and/or law enforcement driver training shall be offered a remedial training course.

## **Section IV - COLLEGIATE OFFICER PROGRAM (COP) DIRECTOR QUALIFICATIONS**

The executive officer or officers of the institution sponsoring a COP shall have primary responsibility for implementation of these rules and standards, and for administration of the school. The executive officer or officers of the institution shall secure COP accreditation from CLEET prior to offering any criminal justice training courses which are designed to present themselves as leading directly to Oklahoma peace officer certification.

Universities or colleges shall designate not more than one full-time instructional staff member to direct a CLEET accredited Collegiate Officer Program. Such staff member shall be formally certified by CLEET to be the COP Director. The COP Director's qualifications should enable her or him to professionally interface with CLEET. CLEET shall assume that COP Directors have administrative responsibility for planning, scheduling, presenting, coordinating, reporting, and generally managing a Collegiate Officer Program.

Any person designated to act as, or perform the duties of a COP Director in the delivery or presentation of a Collegiate Officer Program, shall be, and continuously remain, certified by CLEET as a COP Director. To qualify for certification as a Collegiate Officer Program Director, a college or university shall:

- (A) Present documentary evidence showing that their applicant fulfills a full-time administrator and/or instructor position within the university or college and that he/she meets the employing institution's minimum hiring requirements.
- (B) Submit a written request on CLEET Form 15-2, Request for COP Director Certification, to the Council on Law Enforcement Education and Training for the issuance of COP Director certification. Such requests shall be executed by an executive officer, other than the applicant, of the institution which is seeking COP director certification.

The terms and conditions of a COP Director's tenure are as follows:

- (A) Director certification shall remain intact from the date the council issues the certification, unless such certification is rescinded by action of CLEET.
- (B) To retain certification as a COP Director:
  - (1) The COP Director or his/her designee shall attend any COP Directors conferences conducted by CLEET staff; and

(2) He/she shall adequately perform the duties and responsibilities of a COP Director as specified by CLEET.

The Council on Law Enforcement Education and Training may deny, suspend, or revoke certification of a COP Director when CLEET finds that the person has failed to meet or continuously maintain any of the requirements for qualification or when, through performance, the Director fails to comply with the program rules and the procedures of CLEET, or otherwise demonstrates incompetence. Prior to any CLEET action to deny, suspend, or revoke a COP Director's certification, CLEET shall notify the COP Director, and his/her appointing authority, which shall be the executive officer of the university or college offering the Collegiate Officer Program, that a deficiency appears to exist. CLEET staff may attempt, in an advisory capacity, to assist the person in correcting the deficiency.

If a COP Director's certification is rescinded, the sponsoring university or college shall appoint, and seek certification of another COP Director, within three months of the removal of the former COP Director's certification status. COP institutions shall immediately designate an interim COP Director for purposes of conducting CLEET/COP business, pending the appointment and certification of another COP Director.

## **Section V - COLLEGIATE OFFICER PROGRAM - DIRECTOR FUNCTIONS**

### **Procedures to Petition for Promulgation, Amendment or Repeal of Rule**

(O.A.C. 390:2-1-12) - Procedures to petition for promulgation, amendment or repeal of rule. Any person affected by a rule and regulation promulgated and adopted by CLEET, or the lack of a rule and regulation may petition CLEET to promulgate, adopt, amend or repeal the rule pursuant to 75 O.S. Section 306 and in accordance to this section.

(1) A written request must be received by CLEET setting forth:

(A) The proposed amendment, promulgation, or repeal of a specific rule or regulation.

(B) The reason for the petition to repeal, promulgate, or amend a rule or regulation.

(C) The effect that the repeal, amendment or promulgation of a rule or regulation would have on the petitioner.

(2) The petition must be in writing, signed by the petitioner and submitted to CLEET or its Director.

(3) To be considered at the next CLEET meeting the petition must be submitted and received at least fifteen (15) days prior to the scheduled meeting. If said petition is received less than fifteen (15) days prior to the next scheduled meeting, the petition will not be considered until the Council reconvenes.

(4) The petitioner will be notified by regular mail as to the date, time, and place that the petition will be considered.

(5) If the petitioner fails to show at said meeting, the petition will not be considered.

(6) If the petitioner appears, CLEET will entertain any additional information or evidence in support of said petition. However, CLEET may limit the presentation time as it deems necessary. If a time limitation is to be imposed, CLEET will so state in the notice to petitioner.

(7) CLEET, after consideration of said petition, will inform the petitioner of its findings and action on the petition within thirty (30) days from the date the petition is considered. If the subject matter contained in the petition is complex in nature, CLEET may extend the thirty (30) day limit and will inform the petitioner of a date certain that a decision will be rendered.[Source: Amended at 17 Ok Reg 2546, eff 6-26-00]

The executive officers or the COP Director of the institution sponsoring any Collegiate Officer Program, shall be responsible for attending to the functions listed in the paragraphs below.

### **Form Submittal**

In order to receive COP accreditation, COP institutions must submit all forms, and/or materials, listed in subparagraphs (A) thru (E) of this paragraph, to the Executive Director of CLEET.

- (A) Request for School Accreditation (Form 15-1).
- (B) Request for COP Director Certification (Form 15-2).
- (C) Pre-delivery Report of Training Course Presentation (Form 15-3).
- (D) Instructional and Professional Lecturer Form (Form 15-4).
- (E) A copy of any supplemental rules, regulations, and requirements issued by and for the university or college.

Such forms and attachments shall be submitted not less than 30 days before commencing delivery of a COP course. CLEET staff shall review the submitted Pre-delivery Report of Training Course Presentation, (Form 15-3), together with all other forms and supplements, and notify the COP Director of any apparent deficiency.

### **Procedures for Appeal**

COP institutions have the right to appeal, to the full Council on Law Enforcement Education and Training, any decision made by the CLEET Executive Director, other than deferral of action, which adversely effects the institution's COP. If the institution wishes to contest a deferral decision, it may bring such complaint before the Executive Director of the Council on Law Enforcement Education and Training and request notification of his/her decision. Institutions may handle other adverse decisions as outlined in the paragraphs which follow.

If an institution does not appeal a decision by the CLEET Executive Director to suspend, revoke, or deny an institution's COP certification or request for COP certification, it must wait one year from the date of suspension, denial, or revocation before reapplying for COP certification.

If an institution wishes to appeal a decision by the CLEET Executive Director to suspend, revoke, or deny an institution's COP certification or request for COP certification, it may rebut said action before the full Council on Law Enforcement Education and Training by notifying the Executive Director of CLEET, in writing, of its desire to rebut CLEET's Executive Director's decision. Such

notice must be given within ten days of the receipt of notification by CLEET's Executive Director to deny, suspend, or revoke COP certification. The Executive Director of the Council on Law Enforcement Education and Training shall place the request for rebuttal on the agenda of the full Council on Law Enforcement Education and Training's next regularly scheduled meeting.

Should the institution wish to appeal the decision of the full Council on Law Enforcement Education and Training, it may do so in District Court.

### **Resource Allocation**

COP institutions shall acquire and allocate sufficient financial resources to provide Council certified instructors and to meet other necessary program expenses.

### **Support Assistance**

Adequate secretarial, clerical, and other supportive staff assistance must be provided as is needed.

### **Facilities**

COP institutions must provide or make available suitable facilities, equipment, materials, and supplies for comprehensive and qualitative course delivery. COP institutions must provide:

- (A) a comfortable, well-lighted and ventilated classroom with a seating capacity sufficient to accommodate all attending students;
- (B) audio-visual equipment and other instructional devices and aids necessary and beneficial to the delivery of effective training;
- (C) where required by course content, provide or make available facilities, equipment, and supplies to provide training in all CLEET mandated physical and motor-skill exercises.

### **Student Equipment**

COP institutions must determine whether the COP institution, or enrolled COP students, shall supply required student equipment to include, but not limited to:

- (A) firearms equipment (handgun and shotgun, ear and eye protection)
- (B) firearm ammunition (practice and qualifying)
- (C) police baton
- (D) handcuffs
- (E) flashlight

### **Supplemental Rules**

COP institutions must develop, adopt, reproduce, and distribute any supplemental rules, regulations, materials, and requirements determined by the institution to be necessary or appropriate for effective COP course design and delivery.

Those objectives covered in CLEET Basic Academy Functional Area 2.0.0 - Legal Matters, are a prerequisite for the objectives covered in CLEET Basic Academy Functional Areas 6.0.0 - Criminal Investigation, 7.0.0 - Traffic, and 9.0.0 - Patrol. Accordingly, COP Directors shall ensure that the design and delivery of their institution's Collegiate Officer Program addresses these prerequisites, and, insofar as COP students are concerned, COP Directors shall see that COP students are counseled in accordance with these prerequisites. In addition to the prerequisites mentioned above, COP Directors shall note and advise COP students that skills training courses must be taken during the final year of a COP student's course of study.

COP institutions must clearly establish and communicate the responsibilities and obligations of students participating in COP courses and they must regulate COP student attendance, participation and demeanor. COP institutions shall also ensure maintenance of COP student attendance and performance records.

A copy of a COP institution's rules, regulations and requirements shall be submitted to CLEET as an attachment to the Pre-delivery Report of Training Course Presentation (Form 15-3). A copy of such rules shall also be given to each student who declares his/her intent to complete the COP tract on CLEET Form 15-5, Advisement Statement/Enrollment Application.

Declared COP student materials shall include, at a minimum, a pamphlet, developed and provided by CLEET, which explains to the students the various routes by which they can seek peace officer certification.

### **Records Maintenance**

COP institutions shall permanently maintain records of all courses, sponsored or delivered by the COP institution, which contain CLEET Basic Law Enforcement Training Academy course objectives. Such records shall reflect:

- (A) course title(s);
- (B) course number(s);
- (C) time frame of course delivery;
- (D) credit hours;
- (E) title & author of text (if used);
- (F) instructor(s) name;
- (G) instructor lesson plans and objectives (documenting where CLEET Basic Academy Course objectives were covered);
- (H) documentation of any changes in the course outline or any substitution of instructors;
- (I) a completed copy of Form 15-3, Pre-delivery Report of Training Course Presentation.

## **Course Delivery**

COP institutions shall administer and deliver COP courses in accordance with CLEET-approved procedures, guidelines, and standards and ensure that the training offered is as effective as possible.

## **Supervision and Control**

COP institutions shall maintain direct supervision, direction, and control over the performance of all persons or institutions to whom any portion of the planning, development, presentation, or administration of a course has been delegated.

## **Student Attendance**

COP institutions shall review COP student attendance records, for all COP courses of study being offered, and terminate a student from participation in a Collegiate Officer Program or deny successful course completion where the student is habitually absent from and/or tardy to, or regularly departs early from, class meetings or field exercises.

## **Notice of Qualification Examination Schedule**

COP institutions shall post, at a location visible and accessible to COP students, the dates and locations where CLEET will be administering the qualifying examination which determines eligibility for peace officer certification. To better prepare students for the qualification examination, COP Directors may offer a course which provides for a review of all previously covered course materials, but student attendance at such shall be optional.

## **Scheduling of Course Curriculum**

In planning, developing, coordinating, and delivering curriculum, the COP Director shall formalize and schedule the course curriculum in accordance with the curriculum standards and guidelines established by CLEET. COP Directors shall schedule COP course presentation(s) for delivery in such a manner that course sequence reflects and accommodates CLEET's course prerequisite requirements and CLEET's requisite that students must take, at a minimum, two semesters to complete their COP course work.

In the event of exceptional or emergency circumstances, the Executive Director of CLEET may, upon written finding of justification, grant a waiver of the minimum two semester requirement.

## **Delivery of Skills Courses**

COP institutions shall plan, develop, coordinate and deliver all skills courses in accordance with the CLEET guidelines listed below.

(A) COP institutions must select, schedule, and/or contract for site locations for all skills area testing. All locations must be identified and documented on Council on Law Enforcement Education and Training Request for School Accreditation (Form 15-1), at the beginning of the semester prior to the semester in which the skills courses will be offered. Council on Law Enforcement Education and Training Form 15-1 must be maintained in the school file and available for inspection by CLEET staff. Such site locations must meet the minimum requirements as set by CLEET.

(B) All COP institution skills courses shall run continuously, i.e., from eight (8) to ten (10) hours a day, five (5) to seven (7) days a week, once started.

(C) All COP institution skills course instructors shall utilize the most current CLEET instructional lesson plan and teach it without alteration.

(D) Skills training instructors must be provided with the applicable form which CLEET uses for motor-skill examination of students. Instructors of record are required to complete motor-skill examination forms, which indicate student performance, and indicate the level of proficiency obtained by each student. Instructors of record are required to sign every student's motor-skill evaluation form and submit the original to the COP Director.

### **Selection and Scheduling of Instructors**

COP institutions shall select and schedule qualified academic and skills instructors. In the presentation of COP courses, the selection and scheduling of all COP instructors is subject to special requirements as follows:

(A) For all academic and skills instructors, Instructional and Professional Lecturer Form (Form 15-4) which verifies instructor qualifications, must be maintained, and on file in the institution's records.

(B) Each COP instructor shall be provided with all necessary information concerning his/her duties and responsibilities.

(C) No instructor shall be scheduled to instruct unless such instructor's subject matter expertise can be documented to the satisfaction of the Executive Director of CLEET.

(D) Only qualified skills instructors who are properly certified by CLEET as meeting those qualifications necessary to instruct in a Collegiate Officer Program skills class shall be selected and scheduled. Such skills instructors shall have successfully completed the appropriate skills area CLEET instructor training courses. They shall be scheduled not less than 30 days before the scheduled starting date of skills instruction.

### **Instructor Evaluations**

COP institutions shall monitor the presentations of all COP instructors at least one time during the delivery of every COP course offering. The institution shall prepare formal written evaluations on instructor performance and suitability for subsequent instructional assignments. These evaluations shall be kept on file by the school for a period of three years from the date of evaluation. Upon request, such evaluations shall be made available to CLEET representatives for inspection.

### **Tracts of Study**

COP institutions shall ensure that students who enroll in criminal justice/police science courses are advised that there are two courses or tracts of criminal justice study available within the college or university's programs. Further, they shall advise students that they may elect to enroll in a course of study which does not lead to certification but does lead to a degree within criminal justice, police science, or an equivalent degree. Students may elect to enroll in a course of study which, upon its completion, will qualify the student to take the Council on Law Enforcement Education and Training qualification examination, and upon successfully passing said examination, such students will be ready to assume a position in law enforcement as a certified peace officer. Students who elect this route shall be known as COP tract students and they shall be advised that:

- (A) Certification may be obtained, at no cost to the student, by securing employment as a full-time peace officer with any municipal, county or state law enforcement agency and then attending a CLEET or an approved academy city/agency Basic Academy.
- (B) Certification, within the COP Program, is tied directly to the issuance of an associate or bachelor degree.
- (C) Within the COP tract, skills course attendance and participation requirements are 100 percent. Grade requirements for First Aid/CPR are set by the appropriate provider.
- (D) COP skills training courses will be run continuously, i.e., from 8:00 a.m. to 5:00 p.m., or later for night practicums such as firearms night fire, Monday through Friday, or Monday through Sunday, until completed.

### **Student Advisement**

COP institutions shall enroll or designate a qualified person to enroll COP students in the proper sequence of academic and skills courses, paying attention to any CLEET or university or college course prerequisites. All students enrolling in COP training courses must have a CLEET Form 15-5, Advisement Statement/Enrollment Application on file prior to enrollment.

All course prerequisites, as established by CLEET, must be met prior to a COP student enrolling in a skills area training course. All skills courses shall be taken the final year of a COP student's course of study. Prior to enrolling in a COP firearms training course, students shall request a current criminal record check from their county of residence and the Oklahoma State Bureau of Investigation. Students must submit the two returns to the COP School Director prior to the first day

of firearms training. COP School Directors shall deny students admission to firearms classes if a student's return shows a conviction or a deferred sentence, whose term has not expired, for a felony offense, or for a conviction or deferred sentence, whose term has not expired, for a crime of moral turpitude.

### **Student Enrollment**

COP institutions shall enroll students in academic courses in accordance with their institutions policies and in compliance with college and university prerequisites. CLEET prerequisites shall also be adhered to insofar as enrollments are concerned.

In addition to the above enrollment guidelines, COP institutions shall enroll students in accordance with the following:

- (A) only COP tract students shall be enrolled in any COP skills training course.
- (B) no COP tract student shall enroll in a skills training class later than the initial day of delivery of an accredited skills training course.
- (C) all CLEET minimum standards for skills training courses, to include instructor/student ratios, must be adhered to.

## **Section VI - CURRICULUM MANDATES**

Minimum training requirements for a Basic Academy training course consists of instruction designed to provide students with the knowledge, skills and attitudes necessary to perform those tasks essential to function in law enforcement as stated in The Rules Governing the Council on Law Enforcement Education and Training, (390:15-1-2, Curriculum and Courses of Study). Accordingly, Collegiate Officer Program courses shall include, but are not limited to, instruction in the following topical areas:

- (A) Orientation/Legal Matters
- (B) First Aid
- (C) Cardiopulmonary Resuscitation (CPR)
- (D) Firearms
- (E) Criminal Investigation
- (F) Traffic
- (G) Custody Control
- (H) Patrol
- (I) Community Relations
- (J) Law Enforcement Driver Training
- (K) Standardized Field Sobriety Testing

- (L) Radar/Lidar Operations
- (M) Evidence Based Sexual Assault Investigations

Those topical areas listed in the paragraph above, and the current instructional goals and objectives for a CLEET Basic Law Enforcement Training Academy, are hereby adopted by reference, and shall automatically include any later amendments and editions of the adopted matter to apply as minimum course instructional goals and objectives for Collegiate Officer Programs. CLEET shall make such course goals and objectives, as well as, current Basic Academy lesson plans, available to all COP institutions with the exception of First Aid and Cardiopulmonary Resuscitation lesson plans. The lesson plans utilized for these two Functional Areas shall be ones provided by the American Heart Association, the American Red Cross, and/or other certified First Responder providers.

Council on Law Enforcement Education and Training Form 15-3, Pre-delivery Report of Training Course Presentation, shall be used by Collegiate Officer Program Directors to document and cross-reference their inclusion of course instructional goals and objectives in their course offerings.

## **Section VII - COURSE TESTING**

Peace officer certification testing, for CLEET and approved academy city/agency Basic Academies, is governed by the Rules Governing the Council on Law Enforcement Education and Training, 390:15-1-3.5, and 13. This Section, Course Testing, and the one which follows, Qualification Examinations, govern testing procedures in Collegiate Officer Programs. The guidelines for COP course testing are as follows:

- (A) Institutions offering a Collegiate Officer Program may establish course testing and retesting standards which are in accordance with university policy and which exceed those course testing standards which are imposed by CLEET. However, in no instance shall COP institutions establish course testing standards which fall below those standards listed in paragraphs B through D below.
- (B) With the exception of First Aid, COP academic or cognitive courses of study which include CLEET Basic Academy course goals and objectives, require, as a minimum passing standard, a course average of 70 percent or higher.
- (C) all COP Directors shall require students to meet the CLEET requirement (390:15-1-3) of a score of 80 percent or higher in a First Aid course of study.
- (D) COP Directors shall test and record COP student scores for courses which include Basic Academy instructional goals and objectives. At a minimum, a course score must be recorded for each of the ~~ten~~ thirteen (13) topical areas of instruction set forth in the Section entitled Curriculum Mandates of this document.

Course scores shall be recorded on student transcripts. In the event letter grades (A, B, C, D, or F) are recorded on student transcripts, then COP institutions must provide documentation as to which letter grades reflect a score of 70 percent or better.

In no COP skills training course (to include firearms, defensive tactics/custody control, or any other skills training area as defined by the Council on Law Enforcement Education and Training) shall acceptable written or practical exercise test scores fall below the minimum standard established by CLEET Basic Academy instructional goals and objectives. Remedial training shall be offered for firearms and/or law enforcement driver training and shall be offered as prescribed in the Basic Academy lesson plans. Failure of the remedial program shall necessitate a student's repeating the skills course in its entirety. No remedial training shall be offered for custody control.

### **Section VIII - QUALIFICATION EXAMINATION**

In addition to course testing, which is governed by the Section, Course Testing, of this document, Collegiate Officer Program Directors shall also adhere to certain qualification examination guidelines insofar as COP tract students are concerned.

The qualification examination shall be an objective examination consisting of multiple-choice, true-false, or similar questions covering the topic areas contained in the CLEET Basic Academy course curriculum as established in The Rules Governing the Council on Law Enforcement Education and Training, 390:15-1-2. The qualification examination is the property of CLEET and COP institutions shall not have access to it under any circumstances.

The standards which govern the conditions under which qualification examinations are administered include the following:

- (A) An authorized representative of the Council on Law Enforcement Education and Training shall administer the COP comprehensive written examination, known as a qualification examination.
- (B) The qualification examination shall be administered on a quarterly basis, at times and locations to be determined by CLEET staff. The staff of the Council on Law Enforcement Education and Training shall keep COP Directors advised as to all scheduled dates and locations where the qualification examination is to be given.

Prior to taking the qualification examination, students must submit a copy of a completed CLEET Form 15-5, Advisement Statement/Enrollment Application, and they must successfully complete all of the required course work in a Collegiate Officer Program tract. Satisfactory documentation of course work and tract completion shall be evidenced to CLEET by student submittal of an official transcript reflecting the issuance of an associate or bachelor degree and submittal of the Council on Law Enforcement Education and Training Form 15-6, Post-delivery Report of Training Course

Presentation, which is to be used to reflect that a student has successfully completed a Collegiate Officer Program tract. Form 15-6 is to be completed by a COP Director with the COP Director's signature being certified as original by a notary public.

Students may, after completion of a Collegiate Officer Program, take the qualification examination prior to their twenty-first birthday. However, if they successfully pass the qualification examination they shall have Form 15-7, CLEET Certification Verification Form, withheld until their twenty-first birthday.

In accordance with 70 O.S. § 3311, students who take and successfully pass the qualification examination prior to becoming commissioned shall have their certification withheld until they have been commissioned and all the requirements of 70 O.S. § 3311 have been met, including the submittal of a CLEET Employment Status Report Form, or its equivalent as determined by CLEET.

The conditions which govern the scheduling of COP students to take the qualification examination include the following:

- (A) Successful completion of a Collegiate Officer Program within the two year period which immediately precedes the scheduled qualification examination date. The two-year period in which students can take the qualification examination begins with the awarding of an associate or bachelor degree.
- (B) Only those students who provide CLEET with the mandatory course completion documentation shall be scheduled to take the qualification examination.
- (C) Students who meet all eligibility requirements shall be notified by CLEET, in writing, of the date, time, and location of their scheduled examination.

The standard for successful completion of the qualification examination is as follows:

- (A) A student shall successfully complete the qualification examination if he/she achieves a score of 70 percent or higher.
- (B) The CLEET representative shall advise participating students of examination results within ten working days of the examination date. Such written notice shall be sent to students by regular mail.
- (C) Students who take the qualification examination prior to their twenty-first birthday, and/or students not yet commissioned, shall be advised of their score at the same time others students are advised of their scores.

The following provisions shall apply to those students who do not successfully pass the qualification examination with a minimum score of 70 percent:

(A) A student who has fully participated in a scheduled delivery of a Collegiate Officer Program and has demonstrated satisfactory competence in all academic areas, and in each motor-skill or performance area of the course curriculum, but has failed to achieve the minimum score of 70 percent on the CLEET written qualification examination, may request CLEET to authorize and schedule a retest.

(B) CLEET staff will advise students of the date, time, and location of scheduled retests.

(C) Students who miss their scheduled examination date will be assigned another examination date if they request that CLEET assign another testing date. Such requests shall be made in writing.

(D) Students who fail to successfully pass the retest with a score of 70 percent or higher shall be permitted to schedule and take a second retest. Students may only take two retests.

Under certain conditions, Collegiate Officer Program tract students will be ineligible to take the qualification examination. These conditions include the following:

(A) Students who complete the COP tract, and receive their associate or bachelor degree, but do not take the qualification examination within two years of their graduation date, will not be allowed to take the qualification examination unless they repeat their course of study, in its entirety.

Such COP students may still obtain employment and a commission as a full-time peace officer. Once commissioned, these students shall have six months to successfully complete a CLEET Basic Academy, or Approved Academy City/Agency Basic Academy, and successfully pass the CLEET Basic Certification Examination.

(B) Students who, after taking two retests, do not achieve the prescribed minimum score on the qualification examination, shall not be given another chance to pass the qualification examination until they have completed, for a second time, the relevant course offerings of the Collegiate Officer Program in their entirety.

COP students may still obtain employment and a commission as a full-time peace officer. Once commissioned, these students shall have six months to successfully complete a CLEET Basic Academy, or Approved Academy City/Agency Basic Academy, and successfully pass the CLEET Basic Certification Examination.

## **Section IX - INSTRUCTOR REQUIREMENTS**

Colleges and universities offering a Collegiate Officer Program shall require all skills area instructors of record (i.e., the lead or head instructor) to be current and knowledgeable regarding the

CLEET skills training instructor goals and objectives. Knowledge and ability for instructors of record shall be evidenced by accomplishment of the criterion set forth in paragraphs A and B which follow.

(A) The Rules Governing the Council on Law Enforcement Education and Training, 390:25-1-9 thru 13 set forth the requirements for CLEET specialized instructor certification. These requirements must be met by all instructors of record. Verification of such training shall be documented by a CLEET training record being attached to CLEET Form 15-4, Instructional and Professional Lecturer Form.

(B) Instructors of record shall also participate as an instructor, *during classroom and non-classroom instruction*, in a skills training block of a CLEET Basic Academy or CLEET approved Academy City/Agency Basic Academy. Skills instructors must have participated under the guidelines set forth in the preceding sentence, *at least one time in the 12 month period preceding their scheduled participation as a COP instructor*. To remain active as a COP skills instructor, individuals must instruct in the required time frame in a CLEET or Approved Academy City/Agency Basic Academy. COP instructors who fail to instruct in the required time frame in CLEET or Approved Academy City/Agency programs must provide evidence of knowledge and ability, as established above, prior to reassuming their role as a skills instructor. Documentation of participation shall be attached to Form 15-4, Instructor and Professional Lecturer Form, and shall consist of a letter, from the Manager of the CLEET Training Division, or from an approved Academy City/Agency Academy Director, which confirms participation within the required time frame.

Skills instructors, who are not instructors of record or lead instructors, shall meet the requirements for CLEET specialized instructor certification set forth in The Rules Governing the Council on Law Enforcement Education and Training, 390:25-1-9 thru 12. Verification of such training shall be documented by a CLEET training record being attached to CLEET Form 15-4, Instructional and Professional Lecturer Form.

Instructors, other than skills instructors, shall meet the requirements of the institution sponsoring the COP, with the exception (390: 15-3-9 (f)) of "Legal Block Instructor," who must be an attorney in good standing currently licensed by the Oklahoma Bar Association. COP Directors shall submit CLEET Form 15-4, Instructor and Professional Lecturer Form, on all instructors which are utilized in their institution's COP.

## **Section X - STUDENT RESPONSIBILITIES**

### **University Requirements**

All students admitted to a Collegiate Officer Program must meet the admission requirements of the sponsoring college or university.

All students enrolling in a course which contains COP course objectives must complete CLEET Form 15-5, Advisory Statement/Enrollment Application and declare their intent to pursue and/or not pursue COP course completion. COP Directors shall provide a copy of the completed Form 15-5 to the student, and shall file the original in the COP institution's school files.

### **Statutory and CLEET Requirements**

COP students, when commissioned, must meet the requirements set forth in 70 O.S., § 3311 and the requirements established in The Rules Governing the Council on Law Enforcement Education and Training, 390:10-1-4 and 390:15-3-11 (a) in that:

(A) They shall possess a high school diploma or an equivalent General Educational Development (GED) certificate;

(B) They shall be twenty-one (21) years of age prior to completion of basic certification training and/or the Collegiate Officer Program tract; and/or shall be twenty-one (21) years of age prior to taking the qualifying examination; and/or, after completion of a Collegiate Officer Program, shall take the qualification examination prior to their twenty-first birthday but shall have the appropriate CLEET certifying form (Form 15-7, CLEET Certification Verification Form) withheld until their twenty-first birthday. Students who take the qualification examination prior to their twenty-first birthday shall be advised of their score at the same time others students taking the examination are advised of their scores.

(C) Students shall be psychologically evaluated by a person qualified to conduct such evaluations. Evaluations must be completed by an Oklahoma state licensed psychologist or psychiatrist. Evaluations must reflect whether or not, in the evaluator's opinion, the student being evaluated is capable of performing peace officer work.

(D) Students shall authorize the submittal of their fingerprints to the Oklahoma State Bureau of Investigation and the Federal Bureau of Investigation as permanent records. Fingerprints shall be utilized for the purpose of ascertaining whether or not a student has been convicted of a felony or a crime involving moral turpitude, or whether or not a student has been given a deferred sentence(s) for such crimes. Convictions and/or deferred sentences, whose terms have not expired, for a felony offense or a crime of moral turpitude shall disqualify a person from receiving peace officer certification in Oklahoma.

(E) Prior to "Firearms" training, all students shall be administered a Minnesota Multi-Phasic Personality Inventory (MMPI), or a CLEET approved equivalent psychological examination, by a person qualified to administer such examinations. Examinations shall be evaluated by a licensed Oklahoma psychologist of each students' choice and at each student's expense. The results of the psychological evaluation shall be forwarded to CLEET and the school coordinator, by the evaluating psychologist on forms to be provided by CLEET

### **Attendance Requirements**

All students enrolled in a Collegiate Officer Program are expected to attend courses on a regular basis. Absences shall be recorded in accordance with individual university/college policies.

Prior to enrolling in a COP firearms training course, students shall request a current local records check from their county of residence and the Oklahoma State Bureau of Investigation. Students must submit the two returns to the COP School Director prior to the first day of firearms training. COP School Directors shall deny students admission to firearms classes if a student's return shows a conviction or a deferred sentence, whose term has not expired, for a felony offense, or for a conviction or deferred sentence, whose term has not expired, for a crime of moral turpitude.

COP students are responsible for submitting documentation of COP course completion when requesting permission to take the qualification examination. This documentation shall consist of an official transcript which reflects the awarding of a bachelor or associate degree, a copy of a signed Form 15-5, Advisement Statement/Enrollment Application, and a notarized Form 15-6, Post-delivery Report of Training Course Presentation. Students must present picture identification when taking the qualification examination. Acceptable identification includes, but is not limited to, an Oklahoma drivers license or a student identification card from the COP institution which they attended.

### **Peace Officer Certification Eligibility**

To satisfy the minimum training requirements for full-time peace officer certification through the Collegiate Officer Program, a student shall:

- (A) Successfully complete First Aid at a level of 80 percent or higher, and successfully complete all other required course work at a level of 70 percent or higher; and
- (B) Receive an associate or bachelor degree; and
- (C) Demonstrate proficiency in all motor-skill and performance subjects by achieving the minimum passing grades as specifically established in each of the topical areas in the Collegiate Officer Program of study; and
- (D) Achieve a score of 70 percent correct answers on the CLEET-administered qualification examination; and
- (E) Obtain a commission within two (2) years of successfully passing the qualification examination. Students who fail to obtain a commission in the required time frame may still obtain employment and a commission by successfully completing a CLEET Basic Academy, or Approved Academy City/Agency Basic.

Once minimum training requirements have been met, all required forms/applications are on file, and a COP student has successfully passed the qualification examination, CLEET shall issue CLEET

Form 15-7, Certification and Verification Form, unless such student is under the age of twenty-one. In that instance, Form 15-7 shall be withheld until the COP student reaches age twenty-one.

Although Collegiate Officer Program students will generally complete their courses of study prior to being employed as peace officers, such students will not be eligible to receive state peace officer certification until they have successfully passed the CLEET qualification examination and have been commissioned by a municipal, county or state law enforcement agency.

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