

The agenda for this meeting was posted in accordance with Title 25 Section 311.A.9, at the main entrance of the K.O. Rayburn Training Center, 2401 Egypt Road, Ada, OK 74820.

**COUNCIL ON LAW ENFORCEMENT EDUCATION AND TRAINING  
CURRICULUM REVIEW BOARD REGULAR MEETING**

K.O. Rayburn Training Center, 2401 Egypt Road, Ada, OK 74820

November 04, 2014

**MEETING MINUTES**

**Members Present:**

Mr. Craig Maile, OK Dept. of Career Technology  
Captain Marshall McDonald, Oklahoma County SO  
Chief Don Sweger, Guthrie PD  
Major Bill Weaver, Oklahoma City PD  
Sheriff Shannon Smith, Seminole CO SO

**Members Absent:**

Dr. Mike Wilds, NSU – Broken Arrow

**Staff Present:**

Steve Emmons, Executive Director  
Charles Gerhart, Assistant Director  
Shannon Butler, Training Manager  
Keith Miller, Acting Academy Coordinator  
Tami Burnett, Curriculum Specialist  
Cindy Donnelly, Training Admin. Assistant

**1. Call Meeting to Order**

Chairman Craig Maile, Oklahoma Department of Career Technology, called the meeting to order at 10:01 a.m. Four members were present.

**2. Approval of Minutes**

There were no changes requested on the previous meeting minutes.

**Action Taken:**

Major Bill Weaver, Oklahoma City Police Department, made a motion to approve the previous meeting minutes as is. Chief Don Sweger, Guthrie Police Department seconded the motion. The motion passed.

Mr. Craig Maile	yes	Captain Marshall McDonald	yes
Chief Don Sweger	yes	Sheriff Shannon Smith	yes
Major Bill Weaver	yes		

**3. New Board Member and Two Board Members Renewal Approval**

Sheriff Shannon Smith, Seminole County Sheriff's Office, was approved by the Council as the replacement for the vacancy on the Curriculum Review Board at their last regularly scheduled meeting. In addition, Chief Sweger and Captain Marshal McDonald, Oklahoma County Sheriff's Office, were both approved by the Council to renew and retain their seats on the Curriculum Review Board.

**Action Taken:**

None – information only

**4. Freedom from Religion Foundation**

Steve Emmons, Executive Director, spoke about the letter received from the Freedom from Religion Foundation regarding their concerns of separation of state and church in the certification course for peace officers. Director Emmons reported that CLEET will review curriculum on an ongoing basis regarding any religious references in the material. In addition, CLEET will try to make all instructors and adjuncts aware to avoid remarks influential to religion.

**Action Taken:**

None – information only

**5. RADAR Block for Basic Academy Change**

Keith Miller, Acting Academy Coordinator, requested a four (4) hour decrease in the RADAR block of instruction in the Basic Academy. The four hours would be removed from the practical portion of the block. By utilizing more vehicles and adjunct instructors, the time it takes to complete the practical application in the RADAR block has reduced.

**Action Taken:**

Major Bill Weaver made a motion to accept the request and reduce the RADAR block of the Basic Academy by four (4) hours. Chief Sweger seconded the motion. The motion passed.

Mr. Craig Maile	yes	Captain Marshall McDonald	yes
Chief Don Sweger	yes	Sheriff Shannon Smith	yes
Major Bill Weaver	yes		

**6. Reserve Academy Curriculum Updates: Academy Orientation, Learning the Classroom, Introduction to Law Enforcement, and Field Note Taking**

Tami Burnett, Curriculum Specialist, reported to the Board that grammar, spelling, and a few small changes had been made to a portion of the Reserve Academy curriculum: Academy Orientation, Learning the Classroom, Introduction to Law Enforcement, and Field Note Taking. There were no major changes to the curriculum.

**Action Taken:**

Major Bill Weaver made a motion to accept the minor changes to the Reserve Academy curriculum. Sheriff Shannon Smith, Seminole County Sheriff’s Office, seconded the motion. The motion passed.

Mr. Craig Maile	yes	Captain Marshall McDonald	yes
Chief Don Sweger	yes	Sheriff Shannon Smith	yes
Major Bill Weaver	yes		

**7. Basic Academy Gang Awareness Curriculum Performance Objectives ONLY Updates**

Tami Burnett reported that Performance Objectives in the Basic Academy Gang Awareness curriculum have been updated. The updates include more gangs indicative of Oklahoma gangs and less history. The Board would like more White Supremacist and Sovereign Citizen curriculum in the Gang Awareness portion of instruction. Shannon Butler, Training Manager, explained this topic is also in other blocks of instruction in the Basic Academy curriculum.

The updates increasing the topics above, along with any other topics, will be presented to the Curriculum Review Board for approval before being implemented in the Basic Academy Curriculum.

**Action Taken:**

Major Bill Weaver made a motion to accept the Performance Objective changes to the Gang Awareness curriculum in the Basic Academy. Captain Marshall McDonald seconded the motion. The motion passed.

Mr. Craig Maile	yes	Captain Marshall McDonald	yes
Chief Don Sweger	yes	Sheriff Shannon Smith	yes
Major Bill Weaver	yes		

**8. Curriculum Review Board 2015 Meeting Dates**

The 2015 meeting dates for the Curriculum Review Board were approved:

January 13	July 14
March 10	September 08
May 12	November 10

**Action Taken:**

Sheriff Shannon Smith made a motion to accept the proposed 2015 meeting dates for the Curriculum Review Board. Chief Don Sweger seconded the motion. The motion passed.

Mr. Craig Maile	yes	Captain Marshall McDonald	yes
Chief Don Sweger	yes	Sheriff Shannon Smith	yes
Major Bill Weaver	yes		

**9. Director’s Report**

Steve Emmons presented his Director’s Report. Among his report were the following:

- The Bridge and Basic academy are now combined. All cadets will attend the first 10 weeks. On Friday of the 10<sup>th</sup> week, cadets eligible for Bridge Academy certification will take the certification exam while the remainder of the cadets continue on for the rest of the full Basic Academy.  
There will be only one graduation per academy. If Bridge cadets wish to participate in a formal graduation, they will do so with the regular graduation of the Basic Academy to which they attended.
- Beginning with the first Basic Academy in 2015, cadets will be required to bring and wear helmets in Custody Control/Defensive Tactics. Agencies with cadets scheduled to attend have been informed of the helmet specifications, which was approved by the Council.
- With the retirement of Chris Sutterfield, Operations Manager, Shannon Butler was promoted from Academy Coordinator to Training Manager effective December 01, 2014.
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**10. Adjournment**

Mr. Maile adjourned the meeting at 11:05 a.m.