

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

September 06, 2016

**Members Present:**

Mr. Craig Maile, OK Dept. of Career Technology  
Captain Marshall McDonald, Oklahoma County SO  
Chief Don Sweger, Guthrie PD  
Dr. Michael Wilds, Northeastern State University  
Sheriff Shannon Smith, Seminole County SO  
Lt. Lance Arnold, Norman PD

**Staff Present:**

Steve Emmons, Executive Director  
Charles Gerhart, Assistant Director  
Shannon Butler, Training Manager  
Cindy Donnelly, Training Admin. Assistant  
Keith Miller, Academy Coordinator  
Gerald Konkler, General Counsel

**1. Call Meeting to Order**

Chairman Craig Maile, Oklahoma Department of Career Technology, called the meeting to order at 10:01 a.m. A majority of the members were present. (Lt. Arnold, Norman Police Department arrived at 10:05.)

**2. Approval of Minutes**

Meeting minutes for May 10, 2016 were reviewed. There was no discussion.

**Action Taken:**

Chief Don Sweger, Guthrie Police Department, made a motion to approve the minutes from the May meeting. Captain Marshall McDonald, Oklahoma County Sheriff's Office, seconded the motion. The motion passed.

Craig Maile	Yes	Dr. Michael Wilds	Yes
Capt. Marshall McDonald	Yes	Sheriff Shannon Smith	Abstain
Chief Don Sweger	Yes	Lt. Lance Arnold	Absent

**3. Law Enforcement First Responder (LEFR) First Aid Course**

The Law Enforcement First Responder (LEFR) First Aid course is part of a Homeland Security grant. Each individual attending this class, in this case it is cadets, receives a first aid kit provided by the Homeland Security grant. This class is more in depth than the current First Aid course taught in the basic academies. It teaches self-care as well as buddy-care and goes deeper into more trauma type injuries, providing major first aid in a pressure/field setting, as opposed the First Aid class which teaches basic first aid.

Currently, the course is taught by Homeland Security trainers. However, once CLEET is able to schedule and hold a Train-the-Trainer class for CLEET instructors, they will be able to teach the class.

This course will not require any additional class time. This is proposed to be an "either/or" class – either Law Enforcement First Responder First Aid course or the current First Aid Course. This will be for both CLEET basic academies and approved Academy Cities basic academies.

**Action Taken:**

Chief Don Sweger made a motion to approve the Law Enforcement First Response First Aid Course as an option to replace the current First Aid Course, if it is decided that course will be taught in place of the current First Aid course. Captain Marshall McDonald, Oklahoma County Sheriff's Office, seconded the motion. The motion passed.

Craig Maile	Yes	Dr. Michael Wilds	Yes
Capt. Marshall McDonald	Yes	Sheriff Shannon Smith	Yes
Chief Don Sweger	Yes	Lt. Lance Arnold	Yes

**4. 2017 Curriculum Review Board Meeting Dates**

Proposed 2017 meeting dates for the Curriculum Review Board were discussed. Dr. Mike Wilds, Northeast State University, brought up the fact that the March proposed date will be during spring break. The week after will also be spring break for other schools/colleges.

**Action Taken:**

Chief Sweger made the motion to accept the dates as was presented, with the exception of changing the March 2017 meeting date from March 14 to March 07. Sheriff Shannon Smith, Seminole County Sheriff's Office, seconded the motion. The motion passed.

Craig Maile	Yes	Dr. Michael Wilds	Yes
Capt. Marshall McDonald	Yes	Sheriff Shannon Smith	Yes
Chief Don Sweger	Yes	Lt. Lance Arnold	Yes

**5. Director's Report**

Steve Emmons, Executive Director, introduced CLEET's new General Counsel, Gerald Konkler. Mr. Konkler will be the Legal instructor for the basic academy, teach Legal Updates, as well as serve as General Counsel.

The Department of Environmental Quality will be moving three employees into the CLEET facility, officing in the administration area. The Office of Juvenile Affairs will not be moving any offices into the CLEET facility.

Even with the budget cuts CLEET has received over the last two years, operations have remained at the same level as in the past, and has been able to fill positions that have been left vacant in the last year. One of those vacancies filled is Doug Dolina, CLEET Instructor.

If, in the future, CLEET's budget stays flat, operations should be fine. If there are any shortfalls (5%), CLEET will start suffering. OACP is writing a letter in support of CLEET's funding, mainly for CLEET to be able to provide meals and ammunition again.

CLEET has a new office in Broken Arrow at the Tulsa Technology Center. CLEET can hold commuter basic academies and continuing education classes at that location.

CLEET needs more agencies/departments to assist with adjunct instructing, particularly in LEDT and the other skills areas. There are numerous skills instructors across the state that can/should refresh their instructor training in their specific skills area(s) by assisting in the basic academy at least once per year.

Moore Police Department and Cleveland County Sheriff's Office have expressed an interest in holding a commuter basic academy in their area next year, 2017. Oklahoma Highway Patrol has also indicated they would like to host another commuter basic academy at their facility in Oklahoma City in 2017. There will be two commuter basic academies in Broken Arrow in 2017.

**6. New business**

There was no new business discussed.

**Action Taken:**

**7. Adjournment**

Chief Sweger, made the motion to adjourn, and Dr. Wilds, seconded the motion. The vote was unanimous, and the meeting was adjourned at 10:36 a.m.

**Action Taken:**

Craig Maile	Yes	Dr. Michael Wilds	Yes
Capt. Marshall McDonald	Yes	Sheriff Shannon Smith	Yes
Chief Don Sweger	Yes	Lt. Lance Arnold	Yes