

**COUNCIL ON LAW ENFORCEMENT EDUCATION AND TRAINING  
REGULAR MEETING  
K.O. Rayburn Training Center, 2401 Egypt Road, Ada, OK 74820  
January 23, 2013  
MINUTES**

**MEMBERS PRESENT:**

Director Norman McNickle, Dept. of Public Safety,  
City of Stillwater  
Sheriff John Whetsel, Oklahoma County  
Chief Bill City, Oklahoma City Police Dept.  
Chief Byron Cox, Weatherford Police Dept.  
Director Stan Florence, O.S.B.I.  
Chief Bob Ricks, Edmond Police Dept.  
Chief Michael Robinson, O.S.U. DPS  
Director Darrell Weaver, Oklahoma Bureau of  
Narcotics

**STAFF PRESENT:**

Steve Emmons, Executive Director  
Charles Gerhart, Assistant Director  
Chris Sutterfield, Chief of Operations  
James Wilson, General Counsel  
John Parker, Comptroller  
Shannon Butler, Academy Coordinator  
Tami Burnett, Curriculum Specialist  
Laurie Schweinle, Recording Secretary

**MEMBERS ABSENT:**

Major Todd Blish, Oklahoma Highway Patrol  
Director Jason O'Neal, BIA  
Mr. Ed Smith, East Central University  
Sgt. Jason Smith, F.O.P.

**GUESTS:**

Mr. Bill Price, PSAC  
Chief Don Sweger, Bristow Police Dept.

**1. Call Meeting to Order**

Chairman McNickle called the meeting to order at 10:06 a.m.

**2. Approval of Minutes**

There was no discussion.

**Action Taken:** Director Darrell Weaver made a motion to approve the minutes of the October 17, 2012, regular meeting and the December 10, 2012, special meeting as written. Chief Byron Cox seconded the motion. Director McNickle voted yes. Sheriff Whetsel voted yes. Chief City voted yes. Chief Cox voted yes. Director Florence voted yes. Chief Ricks voted yes. Chief Robinson voted yes. Director Weaver voted yes. The motion carried 8-0.

### 3. **Advisory Council Report**

There was no discussion.

**Action Taken:** Chief City made a motion to accept the report. Chief Cox seconded the motion. Director McNickle voted yes. Sheriff Whetsel voted yes. Chief City voted yes. Chief Cox voted yes. Director Florence voted yes. Chief Ricks voted yes. Chief Robinson voted yes. Director Weaver voted yes. The motion carried 8-0.

### 4. **Advisory Council Composition**

There was no discussion.

**Action Taken:** Director Weaver made a motion to appoint Assistant AIC Jason Tucker, OBNDD, as the Region 3 representative and Sheriff Jerry Niles, Garfield County Sheriff's Office, as the Region 6 representative to the Advisory Council. Sheriff Whetsel seconded the motion. Director McNickle voted yes. Sheriff Whetsel voted yes. Chief City voted yes. Chief Cox voted yes. Director Florence voted yes. Chief Ricks voted yes. Chief Robinson voted yes. Director Weaver voted yes. The motion carried 8-0.

### 5. **Private Security Advisory Committee (PSAC) Report**

Sheriff Whetsel asked Mr. Bill Price if PSAC still had a chairman. Mr. Price responded that, yes, they would until March at which time they would elect a new chairman.

**Action Taken:** Sheriff Whetsel made a motion to accept the report. Director Weaver seconded the motion. Director McNickle voted yes. Sheriff Whetsel voted yes. Chief City voted yes. Chief Cox voted yes. Director Florence voted yes. Chief Ricks voted yes. Chief Robinson voted yes. Director Weaver voted yes. The motion carried 8-0.

### 6. **Curriculum Review Board Report**

There was no discussion.

**Action Taken:** Chief City made a motion to accept the Curriculum Review Board report. Chief Cox seconded the motion. Director McNickle voted yes. Sheriff Whetsel voted yes. Chief City voted yes. Chief Cox voted yes. Director Florence voted yes. Chief Ricks voted yes. Chief Robinson voted yes. Director Weaver voted yes. The motion carried 8-0.

### 7. **Curriculum Updates**

Tami Burnett, Curriculum Specialist, addressed the Council giving them a brief overview of the process used to update curriculum. She explained that it is a collaborative process requiring input from different people across the state. Director McNickle asked about the updates to the Legal Matters performance objectives. James Wilson, General Counsel, explained that many were out of date as well as not relevant to police officers.

Chris Sutterfield, Chief of Operations, advised members that a master list of performance objectives had been identified and distributed to Academy Cities and the Curriculum Review Board for updates.

**Action Taken:** Sheriff Whetsel made a motion to approve changes to the Community Relations and Crime Prevention & Community Policing curriculum as well as the changes to the performance objectives of the Legal Matters block. Chief City seconded the motion. Director McNickle voted yes. Sheriff Whetsel voted yes. Chief City voted yes. Chief Cox voted yes. Director Florence voted yes. Chief Ricks voted yes. Chief Robinson voted yes. Director Weaver voted yes. The motion carried 8-0.

## **8. CLEET Financial Report**

John Parker, Comptroller, addressed Council members regarding the financial report. He advised them that CLEET is on the same pace as this time last year as far as spending. He also reported that penalty assessment fees are projected to be less than in FY '12. Director McNickle asked if there were still issues with cities not reporting. John Parker replied that the problem cities are not that significant. Sheriff Whetsel asked how many cities are not reporting. John Parker responded that approximately thirty to forty cities are not reporting but that some of those no longer have a department and have failed to notify us of that. John Parker also advised members that due to cuts in staffing there are now fewer investigators to make visits to these problem cities.

**Action Taken:** Chief Cox made a motion to accept the report. Director Florence seconded the motion. Director McNickle voted yes. Sheriff Whetsel voted yes. Chief City voted yes. Chief Cox voted yes. Director Florence voted yes. Chief Ricks voted yes. Chief Robinson voted yes. Director Weaver voted yes. The motion carried 8-0.

## **9. Update on Building Project**

Assistant Director Charles Gerhart advised members that CLEET is still on track to move forward with the bond refinancing. ODFB is scheduled to meet on January 30<sup>th</sup> and the Bond Council will meet on January 31<sup>st</sup>, so funds are expected to be in place by March 5<sup>th</sup>. He also reported that bids were being accepted for architects and that decision should be made before March 5<sup>th</sup>.

Director McNickle asked when the groundbreaking might be. Assistant Director Gerhart replied that all contracts have to be in place by the first week of September and that the groundbreaking will be after that.

## **10. Law Enforcement Instructor Certification and Training**

Laurie Schweinle, Executive Administrative Assistant, distributed copies of the staff proposal for off-site firearms instructor schools (Attachment A) to Council members.

Director Emmons explained that this proposal would allow for CLEET control but still be flexible. He also advised that the proposal included qualifications for instructors and agencies and that the minimum class size recommended is twenty students as some will drop out.

Shannon Butler, Academy Coordinator, entered the meeting at 10:30 a.m.

Director Emmons advised that something new in the proposal was a requirement for all lead instructors to attend a four hour coordinator class much like Reserve Academy coordinators are

required to do. This would ensure that CLEET materials will be utilized and also that the most current information will be available. Instructors will also be required to have taught at a CLEET Basic Academy to ensure that they are staying updated on current practices. He also advised members that CLEET staff would have to inspect classrooms and ranges prior to the start of the class. Director Emmons then told members that this proposal would not be applicable to Academy Cities.

Chief Don Sweger, Bristow Police Department, asked if the qualification standard and course of fire would remain the same during Phase II. Director Emmons and Shannon Butler replied that, yes, it would remain the same.

Chief Ricks asked if other agencies could use their facility even if the students were not under their instruction. Director Emmons replied that an agency could just supply the range for the class while the other agency does all instructing. Director McNickle inquired if instructors from other departments could be pulled in to teach the same class. Director Emmons replied that they could.

There was then a general discussion between members about what the minimum number of students for a class should be. There were concerns expressed that twenty would be too large a number to expect smaller departments to reach. Chief Sweger and Shannon Butler explained that the class is designed with a minimum number of students in mind to facilitate more feedback from students when evaluating the teaching potential of others in the class. Chief City advised he felt that if the minimum is twenty but ten would be accepted, then ten should just be the class minimum.

At this time a discussion began on the need for rifle qualification standards to be developed by CLEET. Members expressed their concern that no state standards exist even though the patrol rifle is gaining popularity among departments while the shotgun is being used less but is still being taught in Basic Academy. Director Emmons advised that rifle standards have always been agency specific but that a certification may be necessary. Chief City pointed out that if there is an incident while driving departments have the CLEET standard to fall back on but that no such standard exists for rifles. Director McNickle advised that the consensus of the Council was for a rifle qualification to be developed at some point.

**Action Taken:** Director Florence made a motion to accept staff's proposal with the only change being the minimum class size reduced to ten instead of twenty. Chief City seconded the motion. Director McNickle voted yes. Sheriff Whetsel voted yes. Chief City voted yes. Chief Cox voted yes. Director Florence voted yes. Chief Ricks voted yes. Chief Robinson voted yes. Director Weaver voted yes. The motion carried 8-0.

## **11. Actions Against Peace Officers**

Director McNickle asked if any suspension letters had gone out yet. Chris Sutterfield replied that the intent to suspend letters had not been sent yet and that noncompliance totals would be ran on January 25<sup>th</sup>. Sheriff Whetsel asked what the status was of agencies being able to do their own data entry. Chris Sutterfield replied that about twenty agencies were doing their own entries at this point.

Shannon Butler left the meeting at 11:00 a.m.

Director Emmons explained that CLEET's database is too antiquated and that funding would be requested from the legislature to update it. Chris Sutterfield advised members that a way for agencies to enter their own firearms qualifications is also being developed and sent out to larger agencies for testing.

Director Weaver asked why there are so many active disciplinary cases currently and why there was an increase in 2012. James Wilson, General Counsel, replied that a backlog of cases was identified and is now being worked through to get everything current.

## **12. Divisional Reports**

There was no discussion.

## **13. 2013 Proposed CLEET Rule Changes**

Director Emmons that there were no updates to proposed rule changes and that CLEET is moving forward with that process.

## **14. Legislative Update**

Director Emmons advised members that budget hearings were beginning and that he would be in attendance. He also advised members that CLEET was mentioned in almost every gun related bill this year and had no seat on the new school safety committee. He then gave members a brief overview of bills that CLEET is running and also bills that mention CLEET.

## **15. Director's Report**

Director Emmons advised members of upcoming academy enrollment, which is high. He then advised that a part-time employee had been hired to assist with data entry.

Director Emmons then reported to members what funds CLEET would be requesting from the legislature at the budget hearings. Requests would be made for \$255,000 for general operating costs; \$45,000 to buy three new LEDT vehicles; \$75,000 to update database; 3% cost of living raise for all employees; 7.5% inequity adjustment for instructors; \$147,000 to fill two vacant instructor positions; \$30,000 for travel expenses so employees can attend training.

Director Emmons also advised members that supplemental monies would have to be requested for the Private Security Division. John Parker, Comptroller, explained that the Private Security Revolving Fund was down due to the extension of license terms from two years to three years. He explained that in 2012 the General Revenue Fund had \$450,000 but in 2013 it had dropped to \$65,000. The Private Security Division would be about \$55,000 short for the current year. He also advised that CLEET would be requesting that 100% of collections go into the Private Security Revolving Fund as that would make the department self-sufficient. Director McNickle encouraged members to speak with their legislators about this matter. Director Emmons added that the Private Security industry is basically unregulated right now as there is no funding for an investigator.

## **16. New Business**

Director McNickle inquired if Director Emmons knew when the OSPOA would be filling their

vacancy on the Council. Director Emmons replied that he expected them to make a recommendation at their next meeting, February 1<sup>st</sup>.

Sheriff Whetsel directed CLEET staff to look into setting a standard for rifle qualifications.

## 17. **Adjournment**

**Action Taken:** Sheriff Whetsel made a motion to adjourn the meeting. Chief Cox seconded the motion. Director McNickle voted yes. Sheriff Whetsel voted yes. Chief City voted yes. Chief Cox voted yes. Director Florence voted yes. Chief Ricks voted yes. Chief Robinson voted yes. Director Weaver voted yes. The motion carried 8-0.

The meeting adjourned at 11:34 a.m.

DRAFT