

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

July 08, 2014

MEETING MINUTES

Members Present:

Mr. Craig Maile, OK Dept. of Career Technology
Captain Marshall McDonald, Oklahoma County SO
Chief Don Sweger, Bristow PD
Major Bill Weaver, Oklahoma City PD
Dr. Mike Wilds, NSU – Broken Arrow

Staff Present:

Shannon Butler, Academy Coordinator
Tami Burnett, Curriculum Specialist
Cindy Donnelly, Administrative Assistant

1. Call Meeting to Order

Chairman Craig Maile, Oklahoma Department of Career Technology, called the meeting to order at 10:01 a.m. All current board 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. Captain Marshall McDonald seconded the motion. The motion passed unanimously.

Mr. Craig Maile	yes	Captain Marshall McDonald	yes
Chief Don Sweger	yes	Dr. Mike Wilds	yes
Major Bill Weaver	yes		

3. Performance Objective Identification Process

Tami Burnett, CLEET, explained the reasoning for requesting a change to the current decimal point system regarding Performance Objectives in the Basic Academy curriculum – Reserve Academies use the same curriculum **in a condense** form as the Basic Academy. Example: The Basic Academy gets all information in the curriculum. The Reserve Academy may get the curriculum with some sections omitted because they are considered more “informational material.” When the instructor(s) sees the curriculum skip from PO.01.04 to PO.01.07, he believes he has not received the entire curriculum. By changing the system, this would alleviate any confusion.

The current format is PO.01.01, etc. The explanation is explained below:

- PO – for Performance Objective
- 01. – Some subjects have just a number, i.e., 01.; while others have the course abbreviation, i.e., CI.
- All have a final number, i.e., .01

The proposed format would be as follows: CI.FP, which is Criminal Investigation.Fingerprinting. (Major Weaver suggested that CLEET get entirely away from the decimal system.)

It was determined that the Performance Objectives would be labeled in all curriculums as follows:

- Functional Area (i.e., Legal Matters, Criminal Investigations, Patrol, etc.)
- Lesson Topic (i.e., Indian Country Jurisdiction, fingerprints, Domestic Violence, etc.)

EXAMPLE: CI.FP – would be Criminal Investigation.Fingerprints

- This would make curriculum easier to follow in both the Basic Academy and the Reserve Academy, while still being able to identify and match Performance Objectives to slides, exam questions, etc.

Action Taken:

Dr. Mike Wilds, NSU – Broken Arrow, made the motion to eliminate the decimal numbering system from the curriculum. Chief Don Sweger, Bristow Police Department, seconded the motion. The motion passed unanimously.

Mr. Craig Maile	yes	Captain Marshall McDonald	yes
Chief Don Sweger	yes	Dr. Mike Wilds	yes
Major Bill Weaver	yes		

4. Board Vacancy – Application Review and Candidate Selection

Seven individuals expressed interest in filling the vacancy on the Curriculum Review Board. Four applicants were ineligible for the position because they did not meet the requirements set forth in the Statute.

- Not a full-time officer, reserve only; not a CLEET certified instructor (*1 applicant*)
- Sent in information but no application (*1 applicant*)
- Population well over limit stated in Statute (under 50,000) (*2 applicants*)

There was discussion regarding the three remaining applicants, and a choice was made.

Action Taken:

Major Weaver made a motion that Sheriff Shannon Smith, Seminole County Sheriff's Office, be named to fill the vacancy on the Board. Dr. Mike Wilds seconded the motion. The motion passed unanimously.

Mr. Craig Maile	yes	Captain Marshall McDonald	yes
Chief Don Sweger	yes	Dr. Mike Wilds	yes
Major Bill Weaver	yes		

The recommendation will be forwarded to the Council for their decision and/or approval at the next regularly scheduled Council Meeting.

5. Board Members' Terms Expiring July 22, 2014

Both Captain McDonald's and Chief Sweger's Board terms expire July 22, 2014. Both expressed their intent and desire to remain on the Board.

Action Taken:

Captain McDonald's and Chief Sweger's decision will be forwarded to the Council for their decision and/or approval at the next regularly scheduled Council Meeting.

6. Director's Report

- Shannon Butler, CLEET, filled in for Steve Emmons, Executive Director CLEET, regarding the Director's Report. Director Emmons and Assistant Director, Chuck Gerhart, have been traveling around the state for regional meetings. They reported there has been lots of positive feedback about CLEET at the meetings already held.
- Assistant Director Gerhart has been working on off-site instructor programs in order for firearms and custody control instructor classes to be allowed to be held at other locations. Oklahoma State Bureau of Investigation has been approved to conduct an instructor class at their location. LEDT classes are included in this, but the facilities required to host this class are limited.
- CLEET has a staff meeting scheduled for later in July 2014 to set start dates for the 2015 Basic Academies and discuss possible changes to the Bridge Academy. The initial Bridge Academy will be discussed to see if any changes need to be made to improve the class.
- The 4th Annual Oklahoma Law Enforcement Training Initiative is scheduled to be held in Shawnee at the Gordon Cooper Technology Center September 08 – 12. The various classes are posted on the CLEET website, open for enrollment.

Action Taken:

None.

7. New Business

Major Weaver requested a new item for the next Board agenda: CLEET allowing carry-over of a determined amount of continuing education hours from one calendar year to the next. This, of course, would have a limit on the number of hours allowed to be carried over.

8. Adjournment

Mr. Maile adjourned the meeting at 10:42 a.m.