

**TITLE 390. COUNCIL ON LAW ENFORCEMENT EDUCATION AND TRAINING  
CHAPTER 15. BASIC PEACE OFFICER CERTIFICATION TRAINING**

**390:15-1-2. Curriculum and courses of study**

a) The Council shall formulate and promulgate a program of instruction for peace officer certification, comprised of fundamental law enforcement skills and knowledge, which shall be designated as the Basic Peace Officer Certification Academy, known herein as the Basic Academy.

~~(b) Major block curriculum changes, and/or changes in the total number of hours of the Basic Academy, shall only be made upon the consideration of public input, CLEET's constituency's opinion or by state statute. CLEET shall seek constituency opinion for major block changes, and/or changes in the total number of Basic Academy hours by requesting input from the Council via an agenda item at a regular or special Council meeting and through one or more of the following: 1) written or oral communication requesting input from local law enforcement chiefs, sheriffs, and agency heads; 2) requesting input from local law enforcement chiefs, sheriffs, and agency heads, at CLEET Regional Meetings; 3) requesting input from the Advisory Council to the Council on Law Enforcement Education and Training via an agenda item at a regular or special meeting.~~

(c) The curriculum of the Basic Academy ~~wasis~~ established by the Curriculum Review Board upon a job-task analysis conducted in 1987 as a joint project of CLEET and the University of Oklahoma. ~~The curriculum shall include functional areas as prescribed by the Council. The curriculum shall include functional areas as prescribed by the Council through the Curriculum Review Board. Functional areas shall~~may include, but shall not be limited to the following:

- (1) Orientation/Legal Matters
- (2) First Aid
- (3) Firearms
- (4) Criminal Investigation
- (5) Custody Control and Arrest
- (6) Traffic
- (7) Patrol
- (8) Community Relations
- (9) Law Enforcement Driver Training
- (10) DWI Detection and Standardized Field Sobriety Testing (SFST)
- (11) Radar
- (12) Ethics

(d) The Basic Academy shall meet the hourly ~~and course of study~~ requirements as provided by O.S. 70 Section 3311 et seq.

~~(e) Each topic of instruction to be taught as a separate unit within the functional area shall have specifically defined performance objectives. A performance objective shall be defined as a task to be performed, or knowledge to be gained, by a trainee as part of the training process. Performance objectives shall serve as a foundation for student performance expectations and shall be the primary gauge against which the progress and achievement of each trainee is measured and tested.~~

~~(f)~~(e) Additional hours of independent study and/or CLEET approved activity may be required to fulfill Basic Academy requirements. ~~one or more functional area requirements.~~

~~(g)~~(f) Approved academy entities must meet instructional objectives established by CLEET but they may establish an hourly schedule that meets their needs.

### **390:15-1-6. Basic Academy participation**

(a) All trainees shall be capable of full participation in all Basic Academy activities.

(b) All trainees shall be required to score a minimum of seventy percent (70 %) on a reading, writing and comprehension examination pursuant to 70 O.S. 3311.11.

(c) All trainees shall be required to score a minimum of seventy percent (70%) on a physical assessment test pursuant to 70 O.S. 3311.11.

(d) All trainees shall execute a promissory note for academy training expenses pursuant to 70 O.S. 3311.11.

(e) The conduct of all trainees shall be consistent with the Law Enforcement Code of Ethics.

~~(b) Until implementation of the pre-academy physical training assessment as provided in paragraph (e) of this section, trainees will be administered a physical training assessment by CLEET staff during the Basic Academy at the agency administrator's request.~~

~~(c) The physical training assessment will be used to compile statistical data indicating the level of general fitness required to satisfy the physical demands of the Academy without undo risk of injury.~~

~~(d) Upon request, an employing agency will be provided information as to whether or not the trainee participated in the voluntary physical training assessment and the results of the assessment.~~

~~(e) Beginning July 1, 2006, or as soon thereafter as CLEET occupies the training facility in Ada, Oklahoma, every candidate for the Basic Academy must participate in a pre-academy physical training assessment.~~

~~(1) The pre-academy physical training assessment will be conducted by CLEET staff, or their designee, at the CLEET training facility in Ada, Oklahoma prior to admission in the Basic Academy. Provided, entities authorized by the Council to provide Peace Officer Certification training pursuant to OAC 390:15-1-19 shall complete the requirements of this section through use of their own personnel and at a location of their choosing. The results of all physical training assessments conducted by approved academy entities shall be reported to CLEET.~~

~~(2) No candidate will be permitted to attend the Basic Academy without first participating in the pre-academy physical training assessment.~~

~~(3) No candidate will be denied admittance to the Basic Academy based upon performance in the pre-academy physical training assessment, except for failure or refusal to participate in the pre-academy physical training assessment.~~

~~(4) Prior to participation in the pre-academy physical training assessment, the candidate and the employing agency head or a licensed physician must submit a statement in writing that the candidate is capable of safe participation in pre-academy physical training assessment.~~

~~(5) The results of each candidates' participation in the pre-academy physical training assessment shall be reported by CLEET to the employing agency or governing body, together with suggestions for general fitness improvement, if indicated by the results.~~

~~(6) The pre-academy physical training assessment will be used to compile statistical data indicating the level of general fitness required to satisfy the physical demands of~~

~~the Academy without undo risk of injury, while optimizing training retention.~~

### **390:15-1-11. General rules of Academy conduct**

~~(a) The conduct of all trainees shall be consistent with the Law Enforcement Code of Ethics.~~

~~(b) Trainees shall conscientiously, and in a timely manner, carry out all proper and lawful instructions of authorized personnel while enrolled in the Basic Academy. Violations of any general rules of academy conduct or basic academy rules may result in disciplinary action as outlined in OAC 390:15-1-18 and OAC 390:15-1-18.1~~

~~(c) Trainees shall bring no firearms or ammunition into the basic training facility or its associated parts, unless directed by the instructional staff.~~

~~(d) Reckless handling, unauthorized brandishing, or other unauthorized display of any firearms will not be tolerated.~~

~~(e) Trainees who are lodging or visiting facilities owned, operated, or rented by CLEET may not use or bring any alcoholic beverages, intoxicants, or any controlled dangerous substances, onto the property, grounds, or into the facilities.~~

~~(1) It shall be prohibited for any trainee to attend any training session while under the influence of any of the above named substances.~~

~~(2) Trainees who arrive at lodging, eating, classroom, or training facilities, who appear impaired, may be subject to standard field sobriety testing, or other tests, and to disciplinary action. Refusal to submit to any such tests requested by CLEET staff shall result in disciplinary action as outlined in OAC 390:15-1-18 and OAC 390:15-1-18.1~~

~~(f) Trainees who are taking medications or controlled substances as prescribed by a physician shall advise the Basic Academy Coordinator immediately as to the type of medication, the prescribing physician, and purpose of the medication. All such substances shall be kept in the prescribed container. Trainees who appear to be impaired by prescribed substances may be subject to disciplinary action as outlined in OAC 390:15-1-18 and OAC 390:15-1-18.1~~

~~(g) The use of tobacco in any form shall be in accordance with State law, local rules, facility rules or as directed by CLEET staff.~~

~~(h) Trainees shall avoid the excessive use of profanity.~~

~~(i) Trainees shall not gamble in or around training, housing, or eating facilities provided by CLEET.~~

~~(j) Trainees shall avoid intentionally marking, defacing, or damaging any state property, the property of the owner of any state-provided facility, or the property of another.~~

~~(k) Trainees shall avoid the continual disruption of instructional activities, by conversation or otherwise, in and around any training classroom or facility.~~

~~(l) Cheating on examinations, or any other manner of dishonest conduct will not be tolerated.~~

~~(m) Trainees will exhibit behavior which is in keeping with the Law Enforcement Code of Ethics, CLEET guidelines and departmental guidelines when working with and socializing with officers of the same or opposite gender. Situations involving issues of moral turpitude may result in administrative discipline.~~

~~(n) Trainees shall avoid any disruptive behavior at any CLEET provided facility that may be injurious or distracting to other trainees or people in close proximity.~~

~~(o) The Council on Law Enforcement Education and Training will not tolerate harassment of students, trainees, staff or participants, on the basis of race, color, creed, national origin, or gender.~~

~~(p) Approved academy entities shall establish their own rules of academy conduct.~~

### **390:15-1-12. Dress code**

~~(a) Trainees will dress in accordance with CLEET guidelines.~~

~~(b) Exceptions to the dress code may be addressed by petitioning the Director for a waiver. In the petition, the agency head should state the circumstances that justify an exception, and explain what alternative mode of apparel is being requested.~~

### **390:15-1-13. Academic requirements**

(a) In order to successfully complete the basic academy program, trainees must achieve a minimum passing score as designated by CLEET or a higher standard if so required by an approved academy entity.

(b) Any trainee who fails a specific block examination will be permitted to retake that block examination within a time frame established by CLEET.

~~(c) If the trainee fails the retake examination the trainee will be required to repeat the entire block of instruction and pass the block examination (third test).~~

~~(d)(c)~~ If the trainee fails the block examination a ~~third~~second time, the trainee's agency head may ~~petition the Director to request that the trainee repeat the block of instruction for a third time and take the examination for a fourth~~third time.

~~(e) If a trainee successfully completes all academic blocks but still needs to complete a proficiency block, the trainee may take the certification examination. However, the examination will be maintained in CLEET files until the required proficiency blocks are successfully completed.~~

~~(f)(d)~~ If a trainee fails to complete an any academic block of instruction the trainee will not be allowed to take the certification examination until the academic block is successfully completed.

~~(g)(e)~~ Trainees who fail the certification examination will be permitted to retake the examination within ten (10) business days. ~~If a trainee fails the certification examination a second time, the trainee's agency head must petition the Director in writing, to request a third attempt. A third~~ second failure will necessitate reenrollment into a basic academy.

~~(h)(f)~~ When a trainee fails a proficiency test in the Custody Control block, or the Law Enforcement Driver Training block, the trainee will not be certified, and will be scheduled for up to two remedial training courses at a later time. If the trainee does not successfully complete remedial training, no further testing will be allowed.~~the trainee's agency head must petition the Director in writing, to request any further training.~~

~~(i) Petitions for further remedial testing or training, except for the Firearms Block, shall be made immediately upon notification by CLEET of the trainee's academic or proficiency failure. Such petitions should be addressed to the CLEET Director and should articulate the reasons for allowing the trainee to continue. Should the Director deny such a petition, the trainee's agency head may similarly petition the Council to request further testing or training for the trainee.~~

~~(j)(g)~~ If the trainee fails a proficiency test in the Firearms Block, and cannot be remediated within that academy, the trainee will not be certified, and shall be required to obtain additional firearms training through his/her employing agency; such training to be conducted by a CLEET certified firearms instructor within ninety (90) calendar days of the student's original academy completion date. Upon completion of such training, the student's employing agency administrator must, in writing, notify the Director of CLEET that the student is ready to be

scheduled for firearms proficiency testing by CLEET firearms staff. Such testing shall be completed by allowing the student up to three (3) attempts to attain the CLEET required proficiency in firearms. If the trainee does not successfully complete additional training, no further testing will be allowed. ~~Should the trainee not attain the required proficiency, the employing agency administrator must, within fifteen (15) business days of such failure, petition the Director of CLEET for further testing or training. Such petitions must articulate the reasons for allowing the trainee to continue. Should the Director deny such a petition, the trainee's agency head may similarly petition the Council to request further testing or training for the trainee.~~

~~(k)~~(h) Trainees are expected to attend all blocks of instruction. If a trainee misses any time during the academy, the trainee must state in writing the reasons for the absence.

~~(l)~~(i) Absences due to unforeseen emergencies, illnesses, subpoenas, or other unusual circumstances may be approved by the Training Division Manager or Assistant Director for make-up during the current academy. Each case will be reviewed to evaluate the length of time missed, the impact upon the instructional staff and class to remediate the trainee, and options for the student to make up the missed time. The trainee may be required to provide documentation for excused absences such as a copy of the subpoena, doctor's statement, etc.

~~(m)~~(j) Each applicant is required to attend all class sessions, subject to previously stated exceptions. Unexcused absences or repeated tardiness ~~may require~~ make-up work during a current or future academy, and may result in administrative discipline. Decisions that the Training Manager or Assistant Director make, regarding attendance and makeup requirements, may be appealed to the Director.

~~(n)~~ ~~Decisions that the Training Manager or Assistant Director make, regarding attendance and makeup requirements, may be appealed to the Director.~~

~~(o)~~(k) It is mandated by the Council that all examinations, and all proficiency tests must be successfully completed to meet the requirements for peace officer certification.

~~(p)~~ ~~Each applicant is required to attend all class sessions, subject to previously stated exceptions. Lost time due to unexcused tardiness or absenteeism must be made up in a subsequent academy to complete the requirements for certification.~~

~~(q)~~(l) If a health condition or an injury exists, prohibiting a trainee from fully participating in any block of instruction, a signed ~~and notarized~~ release from the trainee's physician must be submitted before the trainee will be allowed to further participate in that block.

~~(r)~~(m) If the trainee cannot be so released by a physician to fully participate in that block then participation is prohibited. ~~In that event, peace officer certification will not be granted until such time that the trainee is physically or medically able to satisfy all certification requirements.~~

~~(s)~~ ~~Extensions of time to complete the requirements for certification may be granted at the Director or designee's discretion.~~

~~(t)~~(n) Approved academy entities shall establish their own requirements for academy testing, retesting, and attendance except that no academic standards shall be less than those established by CLEET in 390:15-1-13.

### **390:15-1-14. Study assignments**

~~(a)~~ Trainees will be provided certain study materials. ~~Material should be read during free time and prior to the class to which the material is relevant.~~

~~(b)~~ Extra assignments that might be given during the academy must be completed by the

prescribed deadline.

### **390:15-1-15. Training hours**

~~(a) In order to complete certain necessary administrative functions, the first day of class will begin at a time designated by CLEET.~~

~~(b) Training hours, as established by CLEET, will be adjusted to accommodate the training schedule.~~

### **390:15-1-16. Equipment required**

~~(a) All trainees will be provided with a list of equipment which trainees are required to furnish in order to complete the CLEET Basic Academy.~~

~~(b) The weapons and related leather gear which trainees are required to bring, will be inspected by a staff armorer prior to their use. Weapons must meet factory and safety specifications to ensure against shooting accidents.~~

~~[Source: Amended at 12 Ok Reg 2808, eff 7-13-95]~~

### **390:15-1-17. Clothing**

~~(a) Recommendations for physical fitness training will be provided in order to help trainees prepare for the Self Defense/Custody Control block. Trainees must bring a hoodless sweat suit, jogging suit, or other acceptable work-out clothing. Do not bring clothing that bears unprofessional slogans, images, logos, or designs, because such clothing will not be permitted.~~

~~(b) A good quality, comfortable running shoe is also necessary.~~

~~(c) For outdoor exercises, trainees are urged to bring clothing to protect against cold weather and rainy weather.~~

~~(d) "Blue jeans" are not acceptable for physical training or defensive tactics.~~