

**TITLE 390. COUNCIL ON LAW ENFORCEMENT EDUCATION AND TRAINING
CHAPTER 20. RESERVE PEACE OFFICER CERTIFICATION AND TRAINING**

390:20-1-3. Reserve peace officer certification training

- (a) The Council shall formulate a program of instruction for reserve peace officer certification, which shall be based on the Basic Peace Officer Academy, and which shall be known herein as the Reserve Academy.
- (b) The lesson plans of each Reserve Academy shall be based upon the functional areas of the CLEET Reserve Academy curriculum. The total number of hours for all functional areas combined shall meet or exceed the number of hours required by 70 O.S., Section 3311 (E)(2) for Reserve certification.
- (c) Trainee attendance is critical. One-hundred percent (100%) attendance is required in all blocks of instruction.
- (d) Remedial training may be accomplished under the following conditions:
 - (1) The trainee attends remedial training taught by the same instructor who taught the original academy class.
 - (2) The training is conducted in an academy setting and monitored by the academy coordinator.
 - (3) Trainees failing to successfully complete remedial training in the original academy shall be required to successfully complete remedial training in another academy in a time frame established by CLEET.
- (e) Trainees must successfully complete required classroom and/or skills proficiency testing prior to being administered the required progress or certification examinations.
- (f) Trainees who fail to successfully complete any skills proficiency portion(s) of the academy may be administered progress and certification examinations, however, certification will be withheld until all requirements have been fulfilled.
- (g) Any officer seeking Oklahoma Reserve Peace Officer Certification, who has been certified by a state peace officer standards and training agency as a **full-time** peace officer in another state, or any officer who has been certified as a federal peace officer by a Council recognized federal law enforcement agency, may obtain reserve certification by reciprocity, under the following conditions:
 - (1) The officer must meet the minimum peace officer employment standards set forth by law.
 - (2) The officer must have been employed as a full time peace officer for at least three (3) months within the two (2) year period immediately preceding the request for Oklahoma Reserve Peace Officer Certification.
 - (3) The officer must attend the Legal Matters block of instruction and successfully pass all Progress and Certification examinations at a standard prescribed by the Council. Skills training functional areas shall not be tested. Officers may have one retest for each functional examination which they fail.
 - (4) If an officer fails both a test and a retest for any given functional area, then that officer must successfully complete the corresponding functional area in a CLEET Basic Reserve Academy, to include successfully passing the functional area examination(s).

390:20-1-4. Application to conduct Reserve Peace Officer Academy

Reserve Academies shall be sponsored by the heads of law enforcement agencies. Requests to conduct Reserve Academies shall be in letter form, on the appropriate agency letterhead. Such request must be made not less than ninety (90) ~~forty-five (45)~~ days prior to the proposed opening date of the Basic Reserve Peace Officer Academy.

(1) **Justification.** Agencies making application must demonstrate to the Council that there is a significant need to conduct a Basic Reserve Peace Officer Academy and that a minimum of ten (10) trainees will be enrolled.

(2) **Employment standards.** Agencies having trainees enrolled in the Basic Reserve Peace Officer Academy must, in conjunction with the Reserve Academy Coordinator, ensure that the trainee satisfactorily meets the peace officer employment standards set forth in 70 O. S. 3311 and rules established by the Council.

390:20-1-8. Request for lesson plans

(a) Upon receiving approval to proceed with a Reserve Academy, the Reserve Academy Coordinator shall request Reserve Academy Lesson Plans from CLEET. ~~Within ten (10) days of receipt of the lesson plans, the Reserve Academy Coordinator shall reconcile the CLEET Lesson Plans with his Lesson Plans for correctness and completeness, and shall so notify CLEET.~~

(b) The Reserve Academy Coordinator may increase the hours or curriculum content of the Reserve Academy as an enhancement to the academy. Such increase shall be documented on forms provided for that purpose and submitted to the CLEET Standards Division prior to the opening of the academy.

390:20-1-11. Notice of compliance with employment standards

(a) A properly completed CLEET Reserve Academy Student Enrollment Packet must be submitted prior to admission to an Academy. ~~being administered the first progress examination.~~

(b) Credit for CLEET Reserve Academy Training shall be given only to bonafide properly appointed, properly enrolled reserve peace officers.

390:20-1-12. Materials returned to CLEET

The Reserve Academy Coordinator shall submit the following to a CLEET representative on the date of the Reserve Officer Certification Examination:

(1) Master Grade Sheet, showing the actual grades scored by each trainee, for each examination given;

(2) List of CLEET certified firearms instructors, record of inspection of all firearms used by trainees for firearms qualification and record of all firearms scores, including handgun and shotgun.

(3) Master Attendance Rosters, showing actual attendance of each trainee during each class conducted;

~~(4) All CLEET Lesson Plans; and~~

~~(5)~~(4) All audio visual aids, and other material on loan from CLEET.