

**TITLE 390. COUNCIL ON LAW ENFORCEMENT EDUCATION AND TRAINING
CHAPTER 1. AGENCY AUTHORITY AND OBJECTIVES**

390:1-1-1. Purpose

Pursuant to the authority vested in the Council by 70 O.S., Section 3311, 20 O.S., Section 1313.2, and 59 O.S., Section 1750.1 et seq., Section 1451 et seq., 1350.1 et seq., 21 O.S. Section 1289.8 and 1290.1 et seq., the rules of this chapter have been promulgated. The purpose of these rules is to set forth the requirements and procedures needed to effectively implement and enforce the provisions of these statutes. These rules supplement existing state and federal laws, and being duly promulgated, shall have the force and effect of law.

390:1-1-4. Objectives of the Council

The objectives of the Council are:

- (1) To raise the level of professional competence and integrity of law enforcement by:
 - (A) Establishing and administering minimum standards for the training and certification of law enforcement officers, to include physical, mental, and moral standards.
 - (B) Establishing and administering minimum curriculum and instructional standards for law enforcement training at a variety of levels.
 - (C) Providing these and other services to law enforcement officers as directed by law.
 - (D) Recommending legislation necessary to upgrade Oklahoma law enforcement to professional status.
 - (E) Appointing a larger Advisory Council.
 - (i) The Advisory Council shall be composed of seventeen (17) members who are certified full-time peace officers employed by a campus, city, county, state or federal law enforcement agency. At least one member shall be appointed from each of the ten (10) geographic CLEET training regions.
 - (ii) Advisory Council members shall serve for a term of three years and may be reappointed for additional terms, unless removed by the Council.
 - (iii) An Advisory Council member may be removed and that position declared vacant by the Council for any reason.
 - (iv) When a vacancy occurs on the Advisory Council, the Advisory Council shall recommend an individual to the Council for the vacant position.
 - (F) Appointing a Drug Dog Advisory Council.
 - (i) The Drug Dog Advisory Council shall be composed of members as provided in 70 O.S. §3311(L)(2).
 - (ii) Drug Dog Advisory Council members shall serve for a term of three years and may be reappointed for additional terms, unless removed by the Council.
 - (iii) The Drug Dog Advisory Council shall meet as the business of the Drug Dog Advisory Council demands.
 - (iv) A Drug Dog Advisory Council member may be removed and that position declared vacant by the Council for any reason.
 - (v) The Drug Dog Advisory Council shall report research, recommendations and other matters related to minimum standards, educational needs, and other matters imperative to the certification of canines and canine teams trained to detect controlled dangerous substances to the larger Advisory Council for review prior to submission to the Council for final action.

- (vi) When a vacancy occurs on the Drug Dog Advisory Council, the Drug Dog Advisory Council shall recommend an individual to the Council for the vacant position.
- (G) Appointing a Bomb Dog Advisory Council
 - (i) The Bomb Dog Advisory Council shall be composed of members as provided in 70 O.S. §3311(M)(2).
 - (ii) Bomb Dog Advisory Council members shall serve for a term of three years and may be reappointed for additional terms, unless removed by the Council.
 - (iii) The Bomb Dog Advisory Council shall meet as the business of the Bomb Dog Advisory Council demands.
 - (iv) A Bomb Dog Advisory Council member may be removed and that position declared vacant by the Council for any reason.
 - (v) The Bomb Dog Advisory Council shall report research, recommendations and other matters related to minimum standards, educational needs, and other matters imperative to the certification of canines and canine teams trained to detect explosives, explosive materials, explosive devices, and materials which could be used to construct an explosive device to the larger Advisory Council for review prior to submission to the Council for final action.
 - (vi) When a vacancy occurs on the Bomb Dog Advisory Council, the Bomb Dog Advisory Council shall recommend an individual to the Council for the vacant position.
- (H) Appointing a Curriculum Review Board as provided in 70 O.S., Section 3311(B)(16).
- (I) Approve New Law Enforcement Agencies and Police Departments as provided in 70 O.S., Section 3311(B)(20).
- (J) Entities must submit the following information 60 days prior to the creation of a law enforcement agency:
 - (i) the need for the agency in the community,
 - (ii) the funding sources and proof that no more than fifty percent (50%) of the funding of the entity will be derived from ticket revenue and/or fines,
 - (iii) the physical resources available to officers,
 - (iv) the physical facilities that the law enforcement agency or police department will operate, including descriptions of the evidence room, dispatch area, restroom facilities, and public area,
 - (v) law enforcement policies of the law enforcement agency or police department, including published policies on the use of force, vehicle pursuit, mental health, professional conduct of officers, domestic abuse, response to missing persons, supervision of part-time officers, and impartial policing,
 - (vi) the administrative structure of the law enforcement agency or police department,
 - (vii) liability insurance, and
 - (viii) any other information CLEET requires by rule.
- (K) CLEET will respond within sixty (60) days of receiving the request and will forward to the entity by certified mail, return receipt requested, a letter of authorization or denial.
- (L) If denied, the entity may appeal the decision of the director or the director's designee to the full CLEET Council.
- (2) To raise the level of professional competence and integrity of the private security industry by:
 - (A) Establishing and administering minimum standards for the employment of

security guards and private investigators, and the establishment of private security and investigative agencies, through a licensing program based on physical, mental, and moral standards.

(B) Establishing and supervising a validated training program for security guards and private investigators.

(C) Enforcing the provisions for the Oklahoma Security Guard and Private Investigator Act (Title 59, Sections 1750.1 *et seq.*).

(D) Appointing an Advisory Committee comprised of representatives from security guard and investigative agencies.

(i) The Committee shall be comprised of seven (7) representatives from licensed security guard and private investigative agencies as follows: One (1) from each quadrant of the state, one (1) at large, one (1) selected by the American Society for Industrial Security (ASIS) and one (1) selected by the Oklahoma Private Investigators Association (OPIA).

(ii) Committee representatives shall serve for a term of three years and may be reappointed for additional terms unless removed by the Council.

(iii) A Committee representative may be removed and that position declared vacant by the Council for any reason including but not limited to the following:

(I) Failure to be in good standing with their license;

(II) Use of their appointment on the Committee for threats or perceived personal gain; or

(III) Repeated absences.

(iv) When a vacancy occurs on the Advisory Committee, the Advisory Committee shall recommend an individual to the Council for the vacant position.

(v) Committee representatives shall meet at least quarterly or more often as the business of the Committee demands.

(vi) The Committee shall report research, recommendations and other matters related to licensure of security guards, security agencies, private investigators and private investigative agencies to the Advisory Council for review prior to submission to the Council for final action.

390:1-1-6. Public records

(a) Except as specifically exempted as a confidential record, official records of the Council on Law Enforcement Education and Training are subject to the Oklahoma Open Records Act, Title 51, Section 24A1 *et seq.*

(b) Copies of public information may be obtained from the Council office during regular business hours upon receipt of a written request and payment of a fee to cover the cost of providing copies of the requested.

(c) There may be a charge of Twenty-Five Cents (\$.25) per page for copies of public records of the Council.

(d) In the event a request for copies is for a commercial purpose or would cause disruption of the performance of the regular duties of the Council or Council staff, there may be an additional charge computed and assessed for locating and copying the requested materials based upon the cost of the lowest paid employee necessary to accomplish the copying request.

(e) Pursuant to 51 O.S., Section 24A.8:

(1) Individual requests for records will only be accepted if received by U.S. Mail or facsimile.

(2) Agency requests for records will be accepted if on agency letterhead and received by U.S. Mail with original signature.

- (3) If documents requested are not submitted by the individual or a law enforcement agency for investigative purposes, an *Order to Compel and Protective Order for Materials Produced by CLEET* must be received. This Order must be certified by the issuing Court.
- (4) A subpoena without an *Order to Compel and Protective Order for Materials Produced by CLEET* is not sufficient.
- (f) All social security numbers except for the last four digits will be redacted from any documents supplied by CLEET.

390:1-1-10. Electronic signatures, photographs and records

- (a) CLEET may issue and receive electronic signatures, photographs, and records as defined in this Chapter.
- (b) ~~Information received electronically is subject to verification and may be denied if CLEET is unable to validate the source.~~ All applications for a license or certification must be original and contain original signatures.
- (c) CLEET reserves the right to request signatures, photographs and records in a particular format.
- (d) Name changes in the CLEET database will only be made when certified documents are received.

390:1-1-12. Event and course fees

- (a) Events and courses identified by the Director, or the director's designee, shall be subject to fees authorized in 70 O.S. 3311(B)(13). Costs will be advertised at the time the event or course is announced.

- (1) Hourly tier rate per student cost for courses or events:

(A) Supplies

- (i) Level 1: \$ 0.00
(ii) Level 2: \$ 3.13

(B) Facility rental other than K.O. Rayburn Training Center

- (i) Level 1: \$ 0.00
(ii) Level 2: \$ 0.38
(iii) Level 3: \$ 0.63
(iv) Level 4: \$ 0.75
(v) Level 5: \$ 0.88
(vi) Level 6: Facility rental fees for the K.O. Rayburn Training Center outlined in (OAC) 390:55-1-11 divided by the number of hours for the class or event.

(C) Professional service fees

- (i) Level 1: \$ 0.00
(ii) Level 2: \$ 1.75
(iii) Level 3: \$ 3.50
(iv) Level 4: \$ 12.50
(v) Level 5: \$ 25.00
(vi) Level 6: \$ 50.00

- (2) Event or course fees based upon a per person rate:

- (A) Level 1: \$ 100.00
(B) Level 2: \$ 150.00
(C) Level 3: \$ 240.00
(D) Level 4: \$ 350.00
(E) Level 5: \$ 375.00

(F) Level 6: \$ 475.00

- (b) Payment of fees shall be submitted with an application form at least five working days prior to the event.
- (c) Forms of payment accepted ~~include:~~ by CLEET are found in Rule 390:1-1-13.
 - ~~(1) Business check~~
 - ~~(2) Purchase order~~
 - ~~(3) Cashiers check~~
 - ~~(4) Money order,~~
 - ~~(5) Credit card accepted by CLEET, or~~
 - ~~(6) Cash if paying in person.~~
- (d) Cancellations for an event or course must be made 24 hours in advance. Applications not cancelled shall be charged the full fee amount.
- (e) The full fee amount for an event or course will be refunded in the event of a cancellation by CLEET due to unforeseen circumstances or at the request of the Director or the director's designee.
- (f) Failure to pay any assessed fee shall result in an action against a certification or license pursuant to OAR Chapter 2. Administrative Procedures.

390:1-1-13. Forms of payment accepted by CLEET

- (a) The following forms of payment are accepted for any CLEET license, application, reimbursement, reinstatement, fine, rental, copy service, or any other payment to CLEET.
 - (1) Business check
 - (2) Purchase order
 - (3) Cashier's check
 - (4) Money order,
 - (5) Auto Bank Draft
 - (6) Credit card accepted by CLEET, or
 - (7) Cash if paying in person
- (b) All checks and money orders must be made payable to CLEET.

**TITLE 390. COUNCIL ON LAW ENFORCEMENT EDUCATION AND TRAINING
CHAPTER 2. ADMINISTRATIVE PROCEDURES**

390:2-1-2. Denials, reprimands, suspensions, revocations, disciplinary penalties, fines

(a) **Persons affected by individual actions.** Under the authority of 70 O.S., Section 3311 et seq.; 59 O.S., Section 1750.1 et seq.; 59 O.S., Sections 1451-1476; 20 O.S., Section 1313.2, 21 O.S., Section 1289.9 and 21 O.S. Section 1290.1 et seq., and 59 O.S. 1350.1 et seq., CLEET may take Administrative Actions against the following parties for violations of said statutes and the Rules and Regulations of CLEET:

- (1) Certified peace officers and applicants;
- (2) Basic Peace Officer Academy students and applicants;
- (3) Private security training schools and applicants;
- (4) Armed and unarmed security guards, private investigators, security agencies, investigative agencies and applicants;
- (5) Certified drug detector dogs, handlers and applicants;
- (6) CLEET certified instructors for Law Enforcement;
- (7) Counties, cities and towns involved in the penalty assessment program;
- (8) Private security training instructors and applicants;
- (9) Approved SDA Firearms Instructors;
- (10) Retired municipal, county, state and federal peace officers;
- (11) Certified Reserve Peace Officers and applicants; ~~and~~
- ~~(12) any other parties for which CLEET has statutory responsibility.~~
- (12) Bail Enforcement training schools and applicants;
- (13) Bail Enforcement training instructors and applicants;
- (14) Bail Enforcement persons and applicants; and
- (15) Any other parties for which CLEET has statutory authority.

(b) **Type of sanctions.** CLEET may take the following actions against the parties mentioned in (a) of this section:

- (1) Oral Reprimand
- (2) Written Reprimand
- (3) Denial
- (4) Suspensions
- (5) Revocation and/or
- (6) Disciplinary penalty or fine.

(c) **Disciplinary procedures.** In the event CLEET, or its designated agent, has determined that an action will be taken, the following procedures shall apply in accordance with the Administrative Procedures Act, Section 301, et. seq. Title 75 of the Oklahoma Statutes.

(1) The issuance or denial of a new license or new certification is not an individual proceeding, and is not subject to review by the administrative hearing process set forth below.

(2) CLEET or its designated agent shall serve by certified mail, return receipt requested, or by personal delivery by an individual authorized by CLEET, a "Notice of Council Action" containing information required by 75 O.S. Section 309 et. seq., to the party at his last known residential address as reflected by the records of CLEET or current employing department or agency address if the personal address is unknown. If said letter is returned and notation of U.S. Postal Service indicates "unclaimed," "moved," "refused" or any non-delivery markings and the Council's records indicate no change of address as required by rule 390:35-5-13, and 70 O.S., §3311 (Q)the notice and any subsequent order shall be

deemed served. Any order issued shall be deemed valid as if said individual or agency had been served.

(3) The notice shall provide that CLEET action shall commence and become effective fifteen (15) days after receipt of said notice by the party, unless the party timely files a written request for a hearing with CLEET except as follows:

(A) When CLEET determines that an allegation warrants immediate action, the commencement and effective date of fifteen (15) days will be waived and the action will be effective upon receipt of said notice.

(B) A request for hearing will be timely filed if said request is in writing and received by CLEET, its Director, or designated agent within ten (10) days of the date the party received notice.

(C) If a timely written request for a hearing is not received by CLEET, the allegations shall be deemed confessed by the party and the action will become final.

(D) If the written request for hearings is timely received by CLEET, such hearings shall be scheduled within sixty (60) days from the date said request is received.

(4) The timely filing of a written request for a hearing will stay CLEET's action pending disposition of the hearing, unless the notice and allegations fall within (3)(A) of this subsection.

(5) The hearings will be held at a location designated by the Council.

(6) The hearing officer will be designated by CLEET or the Director thereof, and each party shall be afforded an opportunity to be heard and present evidence.

(7) The hearing will be electronically recorded and the tapes of said hearing will be preserved until all avenues of appeal have expired or been exhausted. If a party desires a court reporter, or certified stenographer, it shall be the party's burden to provide and bear the cost of said services and subsequent transcription.

(8) If a party fails to appear at the scheduled hearings without prior notification or good cause, the hearing officer shall default the party, and enter an order sustaining the allegations set forth in the notice and imposing the sanctions set forth therein; or if the State sustains its burden, the hearing examiner shall rule accordingly.

(9) If the complaining party fails to show or the state otherwise fails to prove the allegations by clear and convincing evidence, the action against the party shall be dismissed without sanctions.

(10) The designated hearing officer shall render a decision based upon the law and the evidence presented at the hearing.

(11) Each party shall be notified, in written order form, of the findings of fact and conclusions of law relating to the action.

(12) A party may appeal the hearing officer's decision as set forth in 75 O.S. Section 301 et. seq. of the Administrative Procedures Act.

390:2-1-10. Conduct of hearings

(a) **Appearances.** Every party appearing at a hearing shall enter an appearance by stating their name and address. An individual may appear on their own behalf or be represented by an attorney.

(b) **Preliminary matters.** The following shall be taken up prior to receiving evidence:

(1) The licensee and other parties may offer preliminary exhibits, including pleadings necessary to present the issues to be heard.

(2) Ruling shall be made on any pending motions, including requests for delivery of documents.

- (3) Stipulations of fact and stipulated exhibits shall be received.
- (4) Parties shall make opening statements where appropriate.
- (5) Any other preliminary matters appropriate for dispositions prior to offers of evidence.

(c) **Rules of evidence.** Appeals from CLEET actions (pursuant to 59 O.S. Section 1750.1 et seq. ~~et seq.~~ and 59 O.S. Section 1350.1 et seq.) shall be conducted generally in accordance with the Rules of Evidence applied in the District Courts of Oklahoma. The order of proof in cases brought under 390:2-1-2 (c) shall be as follows:

- (1) Presentation of the State's case followed by examination.
- (2) Responsive presentation by appellant, followed by cross examination.
- (3) Closing Argument for The State.
- (4) Closing Argument for Appellant.
- (5) Submission of case.
- (6) If requested, the parties may present rebuttal and surrebuttal evidence, in the proper turn.

(d) **Administrative Procedures Act.** Hearing of alleged violations of the Oklahoma Security Guard and Private Investigator ~~Act~~Act, and the Oklahoma Bail Enforcement and Licensing Act

shall be conducted in accordance with the Administrative Procedures Act.

(e) **Examination of witnesses.** Every witness shall be examined and cross-examined orally and under oath by not more than one representative for each party. The Hearing Examiner may designate the order of examination of witnesses and may limit the scope of examination and cross-examination.

(f) **Adverse party.** A party may call an adverse party or an officer or employee of an adverse party, in which case the witness may be impeached and otherwise cross-examined.

(g) **Prepared testimony.** Written testimony of a witness in the form of questions and answers, or a narrative statement may be received in lieu of direct examination upon authentication by the witness under oath. The witness shall be subject to cross-examination. A written or oral statement or a communication from any person, or a statement or resolution without cross-examination, will be considered only as argument, and not as proof of any recitation of facts contained therein.

(h) **Documents.**

- (1) A photographic copy of an instrument which is on file as part of the official records of CLEET will be received without further authentication.
- (2) A photographic copy of a public record certified by the official custodian thereof will be received without further authentication. A written statement by such custodian of records that no record or entry of described character is found in his/her records shall be received as proof of absence of such record.
- (3) A photographic copy of a document may be substituted for the original at the time the original is offered in evidence.
- (4) A document may not be incorporated in the record by reference except by permission of the Hearing Examiner. Any document so received must be precisely identified.
- (5) When evidence is offered which is contained in a book or document containing material not offered, the party offering the same shall extract or clearly identify the portion offered.
- (6) The Hearing Examiner may permit a party to offer a document as part of the record within a designated time, after conclusion of the hearing.

- (7) The Hearing Examiner may require or allow the filing of briefs by the parties, and may designate the order and time for filing briefs and reply briefs.
- (8) The record shall be closed when all interested parties have had an opportunity to be heard and to present evidence, and the Hearing Examiner announces that the record of testimony and exhibits is closed. Unless a decision is then announced, the matter will be taken under advisement for a written decision to be rendered not more than fifteen (15) days following the close of the record.

**TITLE 390. COUNCIL ON LAW ENFORCEMENT EDUCATION AND TRAINING
CHAPTER 10. PEACE OFFICER CERTIFICATION**

390:10-1-3. Employment status reporting

(a) All state, county, and local law enforcement agencies affected by the rules of this chapter and 70 O.S. Section 3311, shall report to CLEET the employment and termination of any appointed or elected peace officer within ten (10) days of the date of employment or termination of employment of said officer. Such notification shall be in a format accepted by CLEET. Termination reports shall include resignations, discharges or dismissals, retirements, and deaths of officers covered under the rules of this chapter and laws. Failure to do so may disqualify a law enforcement agency from participating in training programs sponsored by the Council.

(b) Pursuant to 70 O.S., Section 3311(I) every law enforcement agency employing police, peace or tribal officers shall be required to submit on or before October 1 of each calendar year, a complete list of all commissioned employees, with a current mailing address and phone number for each such employee.

390:10-1-4. Peace officer employment standards

(a) A person shall comply with the requirements of 70 O.S. Section 3311(E)(F)(G) in order to be employed as a peace officer.

(b) Nothing herein shall preclude any law enforcement agency from establishing and implementing minimum employment standards in addition to those set forth by law and the rules of this chapter.

(c) All peace officers, reserve peace officers and tribal officers are required to maintain with the Council, the current residential addresses and notify the Council, in writing of any change of name. Notification of change of name shall require certified copies of any marriage license or other court document which reflects the change of name.

(d) Notice of change of address or telephone number must be made within ten (10) days of the effective change. Notices will not be accepted over the phone.

390:10-1-6. Certification by reciprocity

Any officer seeking Oklahoma Peace Officer Certification, who has been certified by a state peace officer standards and training agency as a 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 certification by reciprocity, under the following conditions:

(1) The officer must meet the minimum peace officer employment standards set forth by law, military service is generally not recognized as federal law enforcement employment.

(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 certification.

(3) The officer must attend the legal block and training as specified by CLEET.

(4) The officer must successfully pass a certification examination-

(5) Officers may have one retest for the certification examination. Any retest would follow the guidelines listed in OAC 390:15-1-13.

(6) The director or the director's designee may, in the exercise of discretion, award a certificate to any person who has been duly certified under the laws of another state if, in the opinion of the director, the education, training and experience of that officer equal or exceed the qualifications required to complete satisfactorily the basic course of instruction

required for Oklahoma certification. In any event, each officer must attend the legal refresher block of instruction as specified by CLEET.

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

SUBCHAPTER 1. BASIC ACADEMY PROGRAMS

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. All training standards and academic requirements must be completed within the time frame specified in Section 3311 of Title 70 of the Oklahoma Statutes.

(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 block examination a second time, the trainee's agency head may request that the trainee repeat the block of instruction and take the examination for a third time.

(d) If a trainee fails to complete any block of instruction the trainee will not be allowed to take the certification examination.

(e) Trainees who fail the certification examination will be permitted to retake the examination within ten (10) business days. A second failure will necessitate reenrollment into a basic academy.

(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 sessions at a later time. If the trainee does not successfully complete remedial training, no further testing will be ~~allowed~~. allowed until student has retaken the entire block of instruction.

(g) If the trainee fails a proficiency test in the Firearms Block, 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, within ninety (90) calendar days of the student's original academy completion date, in writing, notify the Director of CLEET or the director's designee 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 until the student has retaken the entire firearms block of instruction.

(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.

(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 and the impact upon the instructional staff and class to remediate the trainee. The trainee may be required to provide documentation for excused absences such as a copy of the subpoena, doctor's statement, etc. Absences of more than five (5) hours in any training block may require the trainee to attend the entire block in the next subsequent academy.

(j) Each applicant is required to attend all class sessions, subject to previously state exceptions. Unexcused absences or repeated tardiness requires makeup 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.

(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.

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

(m) If the trainee cannot be so released by a physician to fully participate in that block then participation is prohibited.

(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.

390:15-1-18.1. Suspension, dismissal and reinstatement to academy

(a) Trainees may be removed from active participation, but not dismissed from the academy by a CLEET instructor, for violations of academy rules, guidelines, safety rules or other justified reasons.

(b) Trainees will not be dismissed from the academy except upon instructions from the Director or Director's designee.

(c) The Director, or Director's designee, may take disciplinary action, up to and including, suspension and dismissal from the academy, for violations of academy rules, guidelines, safety rules, or other justified reasons.

(d) A trainee that has been suspended or dismissed from a basic academy and desires to return to the academy must make written request to the Director. The written request to return to the academy must also be signed by the head of the employing agency.

(e) Upon receipt of a written request to return to the academy, the Director or the director's designee will review the request for readmittance together with the reasons for suspension or dismissal, and decide if and when the trainee may return. In the discretion of the Director, or the director's designee the trainee may or may not be placed into the same academy from which the trainee was suspended or dismissed.

390:15-1-19. Council-approved Basic Peace Officer Certification training

(a) Municipalities and counties who obtain Council approval to conduct Basic Peace Officer Certification training for their own personnel are only authorized to retain monies pursuant to provisions in 70 O.S., Section 3311.5(H)(I) and 20 O.S., Section 1313.2.

(b) Any municipal or county law enforcement agency that desires to obtain Council approval of said agency's Basic Peace Officer Certification training program must make written request to the Council, providing satisfactory evidence that the agency will conduct such training in accordance with the Council's prescribed minimum training standards, and utilize hiring practices in accordance with minimum employment standards designated by law, and in accordance with the rules of this chapter; that the agency maintains adequate training facilities and equipment; and that the agency will provide qualified instructors.

(c) This request shall be submitted to the Council. The Director or the director's designee, shall make written notification of the Council's approval or denial of the request. If approved, the notification shall include an agreement between the Council and the agency making the request. This agreement shall set forth the responsibilities of each party to the agreement, pursuant to 70 O.S. Section 3311 and 20 O.S. Section 1313.2 if applicable.

(d) Requests for Council approval to conduct Basic Peace Officer Certification training as authorized by 70 O.S., Section 3311.5(H) shall minimally include the following information:

- (1) **Justification.** The agency making the request must demonstrate to the Council that it meets criteria set forth in 70 O.S., Section 3311.5(H)..
- (2) **Employment standards.** The agency making the request shall report to CLEET, under oath, that all persons to be trained have satisfactorily met the peace officer employment standards set forth by 70 O.S. Section 3311, and in accordance with rules set forth by the Council, in a format approved by the Council.
- (3) **Program documentation.** The agency making the request shall submit the following information not less than thirty (30) calendar days prior to the beginning of each Basic Peace Officer Certification Academy to be conducted:
 - (A) The name of the person designated as the Director or coordinator of that agency's Basic Peace Officer Certification training program;
 - (B) The proposed course schedule, clearly indicating the inclusion of CLEET mandated functional areas and units of instruction to include identified instructional objectives;
 - (C) The instructors for each unit of instruction;
 - (D) A statement as to the process of examination and testing to be used, and the process of evaluating instructors.
 - (E) Upon timely notification, CLEET shall administer the Basic Peace Officer Certification Examination to trainees of CLEET-approved Basic Peace Officer Certification Academies who are otherwise qualified to take the examination.
- (e) Agencies conducting Council approved Basic Peace Officer Certification Training shall submit the following documentation to CLEET within fifteen (15) calendar days following the completion of each basic academy class:
 - (1) A final roster of graduates and their social security numbers;
 - (2) Trainee Academic and proficiency scores from all examinations and proficiency tests, including the Peace Officer Certification Examination.
 - (3) A final course schedule clearly indicating the actual instructors of each unit of instruction.
 - (4) A formal request that all trainees who successfully completed the Basic Academy class be granted full-time peace officer certification.
- (f) Instructors who teach in Council approved Basic Peace Officer Academies shall possess CLEET recognized instructor training, or shall possess professionally recognized training and experience in their assigned area of instruction.
- (g) CLEET shall issue identification cards and certificates as evidence of peace officer certification to trainees who successfully complete Council-approved Basic Peace Officer Academies, and who have been certified by their employing agency to be otherwise qualified pursuant to Section 3311 of Title 70 of the Oklahoma Statutes.
- (h) The Council may revoke academy status for failure to adhere to the CLEET rules.

390:15-1-20. College and University Law Enforcement Officers Training

Municipalities and counties who have obtained Council approval to conduct Basic Peace Officer Certification training for their own personnel, are also authorized to train personnel from a college or university law enforcement department, pursuant to the following:

- (a) The college or university is located completely within the municipality of the approved Basic Peace Officer Academy;
- (b) Administrators from the college or university and the approved Peace Officer Academy, must provide a written agreement to CLEET prior to the start of the approved academy.

SUBCHAPTER 3. COLLEGIATE OFFICER PROGRAM

390:15-3-11. Psychological evaluations

(a) Prior to "Firearms" training, all students shall be administered a Minnesota Multi-Phasic Personality Inventory (MMPI), or a CLEET approved equivalent psychological examination, by a person qualified to administer such examinations. Examinations shall be evaluated by a licensed psychologist of each student's choice and at each student's expense. The results of the psychological evaluations shall be forwarded to ~~CLEET and~~ the school coordinator, by the evaluating psychologist on forms to be provided by CLEET.

(b) If, after evaluating this initial psychological testing instrument, an evaluating psychologist is not able to form an opinion as to whether or not an applicant is "at risk" or "capable" of exercising appropriate judgement, restraint, and self-control in the use of a firearm, the Act directs the psychologist to "employ whatever other psychological measuring instruments or techniques deemed necessary to form his professional opinion". For the purposes of this subsection, an evaluating psychologist is not necessarily obliged to find an applicant "at risk", by virtue of deficiencies in any particular area (judgement, restraint, and self control), but may consider the applicant's psychological traits in light of all three areas in formulating his opinion. (c) Any additional testing shall be done through mutual agreement between the psychologist and the applicant, and at the expense of the applicant.

(d) In the event that the evaluating psychologist is unable to form an opinion (either "at risk" or "capable"), or in the event an applicant does not agree to any further testing, the evaluating psychologist may so indicate on the "Notification of Psychological Evaluation for Peace Officers Full-Time and Reserve". In such cases, the applicant's psychological evaluation shall be treated in the same manner as an "at risk" evaluation, pursuant to the Act.

(e) No psychological evaluation shall be accepted as valid for the purposes of this Act when the following conditions have not been satisfied:

- (1) The evaluation results may be used for up to one (1) year from the date of the evaluation; and
- (2) The evaluation must have been performed for the specific purpose of evaluating an applicant's capability of exercising appropriate judgement, restraint, and self-control in the use of a firearm.

SUBCHAPTER 5. RESERVE OFFICER BRIDGE ACADEMY

390:15-5-1. Purpose

(a) This chapter is devoted to basic peace officer bridge certification training. Basic peace officer bridge certification requires curriculum and courses of study validation through testing, course file maintenance, academy participation and academy rules.

(b) This chapter also provides the employment, attendance and academic requirements for those enrolled in the Council's basic peace officer bridge academy.

390:15-5-2. Eligibility

(a) Beginning January 1, 2014, any reserve officer who has completed the two-hundred-forty-hour reserve peace officer certification program, and who has been in active service in a reserve capacity in the past two (2) years, shall be eligible to attend a Bridge Academy pursuant to 70 O.S., Section 3311(E)(2)(G) to become certified as a full-time police or peace officer.

(b) The individual officer must meet the full-time employment standards found in CLEET Rules 390:10-1-2.

390:15-5-3. Curriculum and courses of study

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

(b) The curriculum of the Bridge Academy is established by the Curriculum Review Board. The curriculum shall include functional areas as prescribed by the Council through the Curriculum Review Board. Functional areas 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 Defensive Tactics
- (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

(c) The Bridge Academy shall meet the hourly requirements as provided by 70 O.S. Section 3311 et seq.

(d) Additional hours of study and/or CLEET approved activity may be required to fulfill Bridge Academy requirements.

390:15-5-4. Examinations and testing; remedial training; missed time

(a) For objectives that demand performance of observable behavior by a trainee, the test method, where appropriate, shall be performance oriented and shall duplicate, to the extent possible, realistic job situations.

(b) For objectives that demand mastery of cognitive material, the test method shall involve a written examination and, wherever possible, the written examination should test a trainee's ability to apply methods, concepts, and techniques taught in the classroom.

(c) Examinations shall be given at designated intervals during the Bridge Academy to determine trainee achievement of objectives.

(d) Successful achievement on each cognitive examination or performance test shall be at a standard established by CLEET.

(e) Re-examination scores will be recorded on individual profile forms of peace officers.

(f) Practical application exercises may be evaluated at a standard established by CLEET.

390:15-5-5. Attendance; Academy administration

CLEET shall establish rules governing trainee conduct, attendance requirements, trainee equipment needs, and other matters necessary to the administration of the Bridge Academy.

390:15-5-6. Certification examination

CLEET shall develop and administer a final comprehensive examination to each trainee who otherwise successfully completes all phases of the Bridge Academy. This examination shall be known as the Oklahoma Basic Peace Officer Certification Examination. No person who is enrolled in a Bridge Academy, shall receive peace officer certification until satisfactorily passing such examination.

390:15-5-7. Bridge Academy participation

(a) All trainees shall be capable of full participation and fully participate in all Bridge 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.

390:15-5-8. Administrative course files

CLEET shall maintain an administrative file that pertains to each Bridge Academy class it conducts. This file shall minimally include the following:

(1) A final course schedule showing the actual instructor used for each topic;

(2) Attendance records for each trainee;

(3) Disciplinary actions taken against any trainee, provided that the details of trainee misconduct shall be retained in the trainee's individual file;

(4) Examination and testing records, including retests and remedial training needed; and

(5) Additional training documentation as deemed necessary.

390:15-5-9. Safety rules

CLEET shall establish written safety rules for skills training.

390:15-5-10. Council instructors

(a) Instructors who teach in the Bridge Academy shall possess CLEET recognized instructor training, or shall possess professionally recognized training and experience in the assigned subject area.

(b) Bridge Academy instructors shall adhere to the performance objectives and lesson plans in all cases, except when changes in the law, or other circumstances dictate that more current instructional material be substituted. In such cases, proper revisions shall be made to the lesson plan in question as soon as possible. Such changes shall be forwarded to the appropriate instructors in a timely manner.

(c) CLEET shall establish written guidelines for CLEET, contract, adjunct and volunteer instructors regarding classroom demeanor and attire. All instructors who are scheduled to teach for the Council in a Bridge Academy program shall be provided with and comply with the written guidelines. Rules shall include but shall not be limited to the following:

(1) Instructors 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.

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

(3) Instructors 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.

390:15-5-11. Bridge Academy Rules

(a) Specific rules governing the administration of Bridge Academy classes shall be published and have the same effect as the rules published herein. Said rules shall be designated as the Bridge Academy Rules and Regulations.

(b) All basic police trainees who have been accepted into a CLEET Bridge Academy program shall be provided with and comply with academy policies and procedures set forth by the Council.

(c) Failure of trainees to abide by the policies and procedures set forth by the Council may lead to disciplinary action and possible dismissal from the academy.

390:15-5-12. Academic requirements

(a) In order to successfully complete the bridge academy program, trainees must achieve a minimum passing score as designated by CLEET. All training standards and academic requirements must be completed within the time frame specified in Section 3311 of Title 70 of the Oklahoma Statutes.

(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 block examination a second time, the trainee's agency head may request that the trainee repeat the block of instruction and take the examination for a third time.

(d) If a trainee fails to complete any block of instruction the trainee will not be allowed to take the certification examination.

(e) Trainees who fail the certification examination will be permitted to retake the examination within ten (10) business days. A second failure will necessitate reenrollment into a basic academy.

(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 sessions at a later time. If the trainee does not successfully complete remedial training, no further testing will be allowed.

(g) If the trainee fails a proficiency test in the Firearms Block, 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, within ninety (90) calendar days of the student's original academy completion date, 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 until the student has retaken the entire firearms block of instruction.

(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.

(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 and the impact upon the instructional staff and class to remediate the trainee. The trainee may be required to provide documentation for excused absences such as a copy of the subpoena, doctor's statement, etc. Absences of more than five (5) hours in any training block may require the trainee to attend the entire block in the next subsequent academy.

(j) Each applicant is required to attend all class sessions, subject to previously stated exceptions. Unexcused absences or repeated tardiness requires makeup 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.

(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.

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

(m) If the trainee cannot be so released by a physician to fully participate in that block then participation is prohibited.

390:15-5-13. Administrative discipline

(a) In the event that a trainee's personal conduct or academic performance falls below accepted standards, appropriate reports shall be submitted by the academy coordinator to the training division manager. Reports shall outline the nature and scope of the trainee's substandard performance or conduct, the nature of any counseling or remedial action taken by coordinator/instructors, and recommendations for resolution of the matter. A copy of these reports shall be retained in the trainee's file.

(b) The training division manager shall make every effort to resolve the matter in the best interest of the trainee, the sponsoring agency, and CLEET. Should it become necessary, matters may be referred to the Assistant Director, and the trainee's agency head may be notified.

(c) Trainees who wish to register a complaint regarding some aspect of his or her treatment at the academy, shall make every effort to resolve the matter with the class coordinator. In the event this is not possible, the class coordinator shall consult with the Training Division Manager on the matter. If necessary, arrangements shall be made for the trainee to discuss the complaint with the manager. If the matter cannot be resolved, the manager shall consult with the Assistant Director. Students wishing to appeal the decision of the Assistant Director may submit a request for appeal in writing to the Director.

390:15-5-14. Suspension, dismissal and reinstatement to academy

(a) Trainees may be removed from active participation, but not dismissed from the academy by a CLEET instructor, for violations of academy rules, guidelines, safety rules or other justified reasons.

(b) Trainees will not be dismissed from the academy except upon instructions from the Director or Director's designee.

(c) The Director, or Director's designee, may take disciplinary action, up to and including, suspension and dismissal from the academy, for violations of academy rules, guidelines, safety

rules, or other justified reasons.

(d) A trainee that has been suspended or dismissed from a bridge academy and desires to return to the academy must make written request to the Director. The written request to return to the academy must also be signed by the head of the employing agency.

(e) Upon receipt of a written request to return to the academy, the Director will review the request for readmittance together with the reasons for suspension or dismissal, and decide if and when the trainee may return. In the discretion of the Director, the trainee may or may not be placed into the same academy from which the trainee was suspended or dismissed.

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

390:20-1-2. Reserve officer defined; employment standards

(a) For the purposes of this Chapter, and pursuant to 70 O.S., Section 3311, a reserve peace officer shall mean a law enforcement officer who:

- (1) May be appointed by a municipality [11 O.S. 34-101], a duly elected sheriff [19 O.S. 547], or any other agency authorized by statute to appoint such reserve peace officers.
- (2) May not work as a reserve peace officer more than one hundred forty (140) hours per month unless authorized by 11 O.S. 34-101 or 19 O.S. 547.
- (3) May be paid a wage or salary, or may serve as a volunteer for the appointing agency.
- (4) May be appointed by any political subdivision of this state to serve as an auxiliary police or peace officer pursuant to the Oklahoma Civil Defense Act [63 O.S. 683.1 et. seq].
- (5) May have the same powers, duties, and functions as regular full-time peace officers, or as prescribed by state laws, or the ordinances of the appointing municipality.

(b) Employment standards for reserve peace officer certification shall be the same as the employment standards for full-time peace officers, as set forth in 70 O.S. Section 3311, and in 390:10-1-4.

(c) All peace officers, reserve peace officers and tribal officers are required to maintain with the Council, the current residential addresses and notify the Council, in writing of any change of name. Notification of change of name shall require certified copies of any marriage license or other court document which reflects the change of name.

(d) Notice of change of address or telephone number must be made within ten (10) days of the effective change. Notices will not be accepted over the phone.

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 training is conducted in an academy setting and monitored by the academy coordinator as approved by CLEET.
- (2) Trainees failing to successfully complete remedial training in the original academy shall be required to successfully complete remedial training within one (1) year from the date of hire.

(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 –will not be allowed to take the certification exam. 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, military service is generally not recognized as federal law enforcement employment.
- (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 First Progress 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).
- (5) The director or the director's designee, may, in the exercise of discretion, award a certificate to any person who has been duly certified under the laws of another state, if in the opinion of the director, or the director's designee, the education, training and experience of that officer equal or exceed the qualifications required to complete satisfactorily, the basic reserve officer academy for reserve certification.

390:20-1-3.1. Reserve Coordinator Qualifications

(a) All reserve academy coordinators must:

- (1) Be a certified full-time, salaried peace officer as set forth in 70 O. S. 3311.
- (2) Have a minimum of two years of law enforcement experience after certification as a peace officer.
- (3) Be employed by a municipal, county, state or tribal law enforcement agency.
- (4) Be CLEET certified basic instructors.
- (5) Successfully complete a CLEET Reserve Academy Coordinators' school prior to being given approval to conduct a reserve academy.

(b) The director or the director's designee may grant reserve academy coordinator status to an individual who has completed comparable training, education or experience that equal or exceed the qualifications for reserve academy coordinator.

TITLE 390. COUNCIL ON LAW ENFORCEMENT EDUCATION AND TRAINING
CHAPTER 25. CONTINUING LAW ENFORCEMENT EDUCATION

390:25-1-7. Training records

- (a) CLEET may provide ~~paper or electronic~~ copies of individual officers' training records upon written request, pursuant to the Oklahoma Open Records Act.
- (b) Recognizing that law enforcement agencies must bear the ultimate responsibility for maintaining comprehensive training records for their own personnel, nothing in these rules shall be construed to mean that CLEET assumes such responsibilities.

390:25-1-11. Requirements for specialized instructor certification

To qualify for specialized instructor certification, applicants must meet the following qualifications:

- (1) Meet the qualifications for basic instructor certification as described in OAC 390:25-1-10; and
- (2) Successfully complete a CLEET recognized or approved instructor development school in the specialized field for which application is made.
- (3) The director or director's designee may, in the exercise of discretion, award special instructor certification to applicants who have completed comparable training, education or experience that equal or exceed the qualifications for specialized instructor certification. Applicants awarded special instructor certification will be required to complete the apprenticeship phase of CLEET training for the specialized instructor certification sought to demonstrate proficiency in the requisite skills.

390:25-1-13. Adjunct Instructor

- (a) **Justification.** Realizing that it would be contrary to the best interests of law enforcement to restrict or discourage qualified private individuals from participating in law enforcement training, CLEET shall recognize such individuals as adjunct instructors.
- (b) **Conditions for recognition.** CLEET shall recognize individuals who meet the following qualifications and under the following conditions:
 - (1) Individuals whose exceptional training, experience, or educational attainment qualifies him or her to teach particular subject areas without the benefit of Instructor Development Training.
 - (2) Applications shall be in writing and shall include the applicant's name, address, and biographical data; a description of the subject area(s) to be taught, and a resume' of the applicant's training, experience, and/or educational attainment in these subject areas.
 - (3) For the purpose of this subsection, CLEET will only recognize training, experience and educational attainment that can be classified as professionally recognized and formal in nature.
- (c) The director or the director's designee may award instructor certification for non-law enforcement personnel who have completed comparable training, education, or experience that equal or exceed the qualifications for basic or specialized instructor certification. Applicants awarded special adjunct instructor certification will be required to complete the apprenticeship phase of CLEET training for the specialized instructor certification sought to demonstrate proficiency in the requisite skills.

basic certification is revoked in accordance with 70 O.S. § 3311, Section (K).

390:25-1-20—Lapse of certification

~~(a) An intermediate or advanced certification lapses if the holder is not employed as a law enforcement officer with an agency in this or another state or territory for a period of twelve consecutive months.~~

~~(b) A person may request reinstatement of a lapsed certificate after serving a twelve months probationary period. The council may require supplemental training as a condition of reinstatement. [Source: Added at 12 Ok Reg 2814, eff 7-13-95]~~

**TITLE 390. COUNCIL ON LAW ENFORCEMENT EDUCATION AND TRAINING
CHAPTER 30. CDS DETECTOR DOG CERTIFICATION**

390:30-1-3. Statutory requirements and fees

(a) Every canine team in the state trained to detect controlled dangerous substances shall be certified, by test, in the detection of such controlled dangerous substances and shall be recertified annually so long as the canine team is used for such detection purposes. The certification test and annual recertification test provisions of this section shall not be applicable to canine teams that are owned by a law enforcement agency and that are certified and annually recertified in the detection of controlled dangerous substances by the United State Custom Service.

(b) Each application shall be accompanied by the required fee established in 70 O.S. Section 3311 (L) before the tests are given. These fees are non-refundable.

(c) Payment must be in ~~the form of a money order, cashiers check, or if presented in person, United States Currency.~~ a form specified in CLEET Rule 390:1-1-13. Checks and money orders should be made payable to CLEET.

**TITLE 390. COUNCIL ON LAW ENFORCEMENT EDUCATION AND TRAINING
CHAPTER 31. BOMB DETECTOR DOG CERTIFICATION**

390:31-1-3. Statutory requirements and fees

(a) Every canine team in the state trained to detect explosive substances shall be certified, by test, in the detection of such explosive substances and shall be recertified annually so long as the canine team is used for such detection purposes. The certification test and annual recertification test provisions of this section shall not be applicable to canine teams that are owned by a law enforcement agency and that are certified and annually recertified in the detection of explosives by the North American Police Work Dog Association, TSA National Explosives Detection Canine Program, National Tactical Police Dog Association, International Police Work Dog Association, National Police Canine Association, or United States Police Canine Association, Inc.

(b) No canine team will be dual certified in controlled dangerous substances and bomb detection.

(c) Each application shall be accompanied by the required fee established in 70 O.S. Section 3311 (L). These fees are non-refundable.

(d) Payment must be ~~in the form of a money order, cashiers check, or if presented in person, United States Currency.~~ in a form specified in CLEET Rule 390:1-1-13. Checks and money orders should be made to CLEET.

**TITLE 390. COUNCIL ON LAW ENFORCEMENT EDUCATION AND TRAINING
CHAPTER 35. REGULATION OF PRIVATE SECURITY INDUSTRY**

SUBCHAPTER 5. LICENSE REQUIREMENTS

390:35-5-1. Agency license requirements

(a) All licensed security guard and private investigative agencies, shall maintain a place of business within the State of Oklahoma, and shall maintain an operative telephone having a published listing, in the agency name. The agency must also provide proof of published phone number in a format specified by CLEET. Every license issued under this chapter shall be posted conspicuously in the licensee's principal place of business in this state. The phone number shall be on file with CLEET. The office of such business may be maintained at the personal residence of the executive officer, manager, or supervisor of such office. Such notification shall include both the geographical location (street address) and the mailing address. Any changes in the above shall be submitted to CLEET within 10 days of the effective date of the change. Notice of change of address will not be accepted over the phone.

(b) The executive officer, manager, or other person in charge of supervising security guards and/or private investigators shall be a resident of the State of Oklahoma.

(1) The executive officer, manager, or other person in charge of supervising security guards in the performance of their duties shall be a licensed security guard.

(2) The executive officer, manager, or other person in charge of supervising private investigators in the performance of their duties shall be a licensed private investigator.

(c) Agency licenses are not transferrable upon the sale of a company. The Council may approve the transfer of a license to a new entity providing that one or more of the original licensees retain ownership in the new entity, and the new licensee meets the qualifications listed in (d) of this section. The licensee shall notify CLEET in writing within ten (10) days of any change of identity of the licensee, or as it relates to an agency license, any of its owners, partners, directors, or in the case of a corporation, officers and registered agents (branch managers); and any substitute in the person enumerated must satisfy the requirements listed in (d) of this section; and be approved by CLEET. CLEET retains the right to inform an agency that the Agency Name they are submitting is a duplicate or too similar to an existing agency name licensed in the state.

(d) Every applicant for an agency license, or any of its owners, partners, directors, or in the case of a corporation, each officer and registered agent (branch manager), shall meet the following qualifications before it may engage in any business licensed under this chapter:

(1) be 21 years of age;

(2) be a citizen of the United States or a resident alien;

(3) not have been convicted of a felony or crime involving moral turpitude unless waived by the Council pursuant to O.S. Title 59, Section 1750.5 (H);

(4) not have had his license revoked or application for such license denied by CLEET;

(5) be of good moral character; and

(6) in the case of a corporation, be incorporated under the laws of this state, or shall be duly qualified to do business within this state.

(e) Alarm Companies who respond to electrical, electronic or mechanical alarm signal devices, burglar alarms, television cameras or still cameras used to manually or automatically signal or detect burglary, fire, breaking or entering, shoplifting, pilferage, theft, or hold-up are required to be licensed as a Security Agency, and individually license employees as security guards, or armed security guards, who provide the response.

(f) Temporary employment agencies who provide guards or private investigators to its clients on a contractual basis falls within the definition of a contract security or investigative company and must be licensed pursuant to the Act, and individually license employees utilized in this service.

(g) Employee leasing services who provide an administrative service only for handling the payroll, employee's salaries, and benefits, who do not make assignments, supervise or direct the work of the employee, or select the employees, but who lease the employee back to the licensed agency, do not fall within the definition of a contract security or investigative company and are not required to obtain an agency license. Licensed agencies who utilize the employee leasing services, are responsible for the duties such as reporting employments, terminations, address changes to our agency, providing appropriate liability insurance coverage, etc., as if the employee were paid by the agency.

(h) Agency licenses that have expired for a period of more than five (5) years, must complete the entire application process.

390:35-5-2. Security guard, armed security guard, and private investigator licenses

(a) Applicants for security guard, private investigator, or armed security guard licenses must meet and satisfy the requirements set forth in 59 O.S., Section 1750.1 et seq., The Oklahoma Security Guard and Private Investigator Act.

(b) Applicants for Armed Security Guard or firearms authorized licenses must further:

(1) Successfully pass a psychological evaluation by a licensed psychologist; provided that the applicant shall bear the cost of such evaluation.

(2) Successfully complete the firearms phase of private security training;

(3) Be twenty-one (21) years of age, and

(4) Applicants for an armed security guard license must submit an affidavit that they are gainfully employed as an armed security guard and that a firearm is required within the scope of their employment.

(c) An Armed Security Guard License grants no authority to carry a firearm when not acting directly in the course and scope of employment.

(d) No licensee shall brandish, point, exhibit, or otherwise display a firearm at any time, except as authorized by law, and the rules of this Chapter.

(e) Continuing education training is required for renewal of an individual license.

(1) Private Investigators must complete a minimum ~~of sixteen (16)~~ number of hours of continuing education training from an approved source, during the licensing period to maintain their ~~license.~~ license, pursuant to Title 59, O.S., § 1750.3.

(2) Security Guards must complete a minimum ~~of eight (8)~~ number of hours of continuing education training from an approved source, during the licensing period to maintain their ~~license.~~ pursuant to Title 59 O.S., § 1750.3.

(3) A person holding both a security guard license and private investigator license or a combination license must complete a ~~total of sixteen (16)~~ minimum number of hours of continuing education training during the licensing period to maintain their ~~license.~~ license, pursuant to Title 59, O.S., § 1750.3.-

(4) Any expenses incurred for continuing education courses by any licensee shall be the responsibility of the licensee.

(5) Firearms requalification courses will not count towards mandate training. Approved sources for mandated training are:

(A) College credit hours. Fifteen hours of mandate training will be granted for each successfully completed college hour. Proof of attendance needed is a certified copy of

the grade report. Requests for credit must be submitted within one (1) calendar year from the date the college credit is obtained;

(B) Established Entities (Recognized county, state, and federal associations, professional associations, vocational-technical schools). One hour of training will be granted for each hour attended in a topic which directly relates to the performance of duties under the respective license. Proof of attendance needed is a copy of a certificate, sign-in roster, electronic notification or other proof from the sponsor accepted by CLEET; or

(C) CLEET Accredited Schools, Seminars, and Conferences. One hour of mandate training credit will be granted for each hour of instruction. For approval to conduct mandate training, sponsors must:

(i) Submit a written request for program accreditation to CLEET;

(ii) Provide course outline, and course objectives;

(iii) Provide Resume for Instructors; and

(iv) After training, submit a roster of attendees completing the training to CLEET.

(D) Completion of training courses required for initial licensing will satisfy the continuing education requirements for the first licensing period of an initial license.

(6) Continuing education training may be reported to CLEET as it is completed or at the time of license renewal. Verification of the minimum hours of continuing education training will be made by CLEET when the licensee requests renewal. A licensee will be subject to the following disciplinary sanctions for failure to comply with the mandate training requirements:

(A) Written Reprimand

(B) Denial

(C) Suspension

(D) Revocation and/or

(E) Disciplinary penalty or fine

(7) A renewal license will be issued only after CLEET receives a request for renewal, the renewal fee, current photographs, verification of current insurance or bond coverage, verification of the minimum hours of continuing education training for the license period.

(8) A licensee who has timely submitted a request for renewal with payment and has failed to meet the minimum training requirements will be issued official notification of CLEET's intent to impose a disciplinary action for failure to meet the mandated training requirements in compliance with Chapter 2 of this Title.

(9) A licensee who has failed to meet the minimum training requirements and continues to work will be subject to disciplinary action under Chapter 2 of this Title.

(f) Any person seeking an Oklahoma Security Guard or Private Investigators license, who has been licensed by a state whose training and standards have been deemed comparable to and approved by the Oklahoma Council on Law Enforcement Education and Training may obtain a license by reciprocity, under the following conditions:

(1) The applicant must meet the minimum license requirement standards set forth by Oklahoma Law including fingerprint requirements. Such fingerprint requirement may be waived by CLEET where a verified records check has been made within a reasonable period of time in the context of existing law requiring fingerprint checks. The individual must also complete the "Legal Block" of Phase IV Firearms Training.

(2) The applicant must have an active license in the original licensing state, and not be subject to any administrative action regarding the active status in the licensing state. A letter of good standing must be received from the original licensing state.

(3) The applicant receiving a license by reciprocity in Oklahoma shall at all times while working as a security guard or private investigator in Oklahoma be subject to all laws regarding security guards and private investigators including all applicable fees for such license.

(4) Reciprocity may be granted only from the state in which the applicant was originally licensed and not from any intervening state by reciprocity to the original licensing state.

(5) The applicant must sign a statement of irrevocable consent that service of process, in any complaint or disciplinary action filed against the applicant, arising out of the applicant's private investigative activities in the reciprocating state, may be made by the delivery of such process on the administrator of the private investigation regulatory agency in his/her/its state of residence.

(6) An armored car employee who is primarily employed by an armored car company in another state, and is properly licensed by that state to carry a weapon while acting in the services of that company in the home state, and meets the minimum home state requirements, would be exempt from other requirements of 59 O. S. Section 1750.1 et seq. during such time as the armored vehicle from that state is actively engaged in interstate commerce within Oklahoma pursuant to 15 U.S.C. Section 5901, the "Armored Car Industry Reciprocity Act of 1993."

390:35-5-3. Conditional licenses

(a) Conditional licenses may be issued only to employees of security or investigative agencies.

(b) Conditional licenses may be issued to such employees when the following requirements have been met:

(1) Receipt of an applicant's completed license application form. An application form shall be considered complete when all applicable spaces have been filled in properly, and it has been signed and notarized;

(2) Receipt of two (2) properly completed, CLEET-issued "applicant" fingerprint cards or fingerprints submitted electronically through a fingerprint system approved by CLEET;

(3) Receipt of correct license fees;

~~(4) Receipt of three (3) two (2) personal photographs, in color and of the prescribed size or submission of a photograph electronically such as a digital photograph or scanned photograph;~~

390:35-5-4. Special Event Licenses

(a) Special Event Licenses may be issued only to employees of security agencies.

(b) Applications for Special Event Status shall be made only by the security agency which has contracted to provide security guards for a particular event.

(c) Such applications shall be submitted on forms to be provided by CLEET, and not less than ~~forty-eight (48) hours~~ seven business days prior to the event. Exceptions may be granted when good cause is shown that a timely request could not be made.

(d) Applications for Special Event Status shall contain information as prescribed by CLEET, but shall contain at least the following:

(1) The name and location of the event;

(2) The dates for which security guards will be provided at the event;

(3) The nature of the event;

(4) Justification for Special Event Status including an explanation as to why regularly licensed guards may not be used;

(5) Examples of duties to be performed by the licensees; and

- (6) The projected number of guards to be licensed.
- (e) When an application for Special Event Status has been approved, the contracting agency shall apply in writing, to CLEET, for individual licenses. Such applications for individual licenses shall contain information as prescribed by CLEET, but shall contain at least the following:
 - (1) Each applicant's name, race, gender, date of birth, social security number, home address, citizenship status;
 - (2) Certification that the employing agency has conducted a criminal history check with the sheriff in the county of residence of each applicant, and that such criminal history check was conducted within thirty (30) days prior to the date of the event to be licensed;
 - (3) Certification that each applicant is covered by the employing agency's bond or liability insurance, pursuant to the Act;
 - (4) Proper fee payment, which shall be seven dollars (\$7.00) per individual applicant.
- (f) Regularly licensed and conditionally licensed guards shall be exempt from the provisions of this section.
- (g) No person shall be issued more than two (2) Special Event Licenses in any calendar year.

SUBCHAPTER 7. APPLICATION PROCEDURE

390:35-7-5. License fees

- (a) Individual and Agency license fees shall be determined as set forth in 59 O.S., Section 1750.1 et seq.
- (b) One fingerprint fee is required of each applicant. For example, if a private investigator also applies for an armed security guard license, the applicant need not pay another fingerprint fee. Applicant is responsible for paying any fees required by the F.B.I.
- (c) No fingerprint fee is required for Special Event Licenses.
- (d) ~~Overpayment~~ Overpayments of more than Ten Dollars (\$10.00) ~~amounts~~ will be returned to the remitter.
- (e) Overpayments less than Ten Dollars (\$10.00) will be returned to the remitter upon receipt of a written request by the remitter.

SUBCHAPTER 9. VIOLATIONS AND INVESTIGATIONS

390:35-9-6. Disciplinary penalties and/or fines

~~The Director~~ CLEET may impose a disciplinary penalty or fine for violations of O.S. Title 59, Section 1750.1 through 1750.11, or the rules promulgated hereunto, not to exceed ~~five thousand dollars (\$5,000.00)~~ two-thousand dollars (\$2,000.00) per offense, if ~~the Director~~ CLEET determines that such action better serves the purpose of this chapter.

- (1) If, upon investigation, ~~the Director~~ CLEET determines a violation has occurred, ~~the Director~~ CLEET may issue a citation to the licensee, person or ~~registrant~~ registrant, or ~~may assess the fine at the time of the next renewal of the license.~~ may assess the fine at the time of the next renewal of the license. The citation shall be in writing and shall describe the nature of the violation, including specific reference to the provision of the law or rule determined to have been violated.
- (2) The citation shall inform the licensee, person or registrant that he is to contact CLEET within 15 days of receipt of the citation for disposition in one of the following manners:
 - (A) To pay a disciplinary penalty or fine.
 - (B) To contest the findings of the violation, and request a review by a Hearing Examiner, in accordance with Chapter 2 of this Title.
- (3) Disciplinary penalties and fines disposed of by (2) (A) of this Section will be assessed according

to the schedule provided in Appendix C of this Chapter.

(4) Disciplinary penalties and fines disposed of by (2) (B) of this Section will be assessed by the Hearing Examiner on a case-by-case basis.

(5) If the disposition of a violation by (2) (A) of this Section results in automatic referral for a hearing after successive violations, the disciplinary penalties and fines will be assessed by the Hearing Examiner on a case-by-case basis.

(6) If the licensee, person or registrant does not make disposition within 15 days of receipt of the citation, CLEET ~~will~~may initiate an action for revocation against the licensee, and/or file charges at the time of the next renewal of the license.

(7) The disciplinary fines and penalties collected shall be deposited in the General Revenue Fund.

SUBCHAPTER 13. USE OF FIREARMS

390:35-13-1. Authorized firearms

(a) 59 O.S., Section 1750.1 et seq. is not intended to be used as a means to obtain authority to carry a weapon except in the course and scope of gainful employment as an armed security guard.

(b) All armed security guards not in uniform apparel must carry their firearm concealed from view.

(c) Under no condition shall an armed security guard licensee carry an inoperative, unsafe, or replica model firearm while on duty or any firearm in violation of a federal or state law, while in the course and scope of his employment.

(d) No armed security guard or private investigator shall carry a type of firearm with which he has not been formally trained to handle and operate. Formal training must be conducted by an accredited and recognized firearms instructor and training program. Compliance with this requirement is incumbent upon the licensee and notification to CLEET shall be required by submitting a certificate of training or a copy thereof upon completion of said training. Said notification shall include:

- (1) Type of firearms
- (2) Entity and instructor providing training
- (3) Number of training hours
- (4) Qualification scores
- (5) Date(s) of training

(e) The only weapons authorized by CLEET for use by armed security guards or armed private investigators are revolvers, semi-automatic ~~weapons~~, handguns, and shotguns. The prescribed revolver or semi-automatic ~~weapon~~ handgun ammunition shall be "factory-loaded". Ammunition commonly referred to as "re-loads" is strictly prohibited for use as service ammunition.

(f) The pump (slide action) 12 gauge shotgun shall be the only authorized shotgun weapon. Pump shotguns which have a hammer safety are prohibited. The pump shotgun nomenclature shall be similar to the type indicated in Appendix B of this Chapter.

(g) The authorized shotgun service ammunition shall be the standard 12-gauge shell which is 2 3/4 inches in length and ordinarily carries from 1 to 1 5/8 ounces of shot with pellets ranging from light bird shot to heavy buckshot.

(h) The prescribed shotgun ammunition shall be "factory loaded". Ammunition commonly referred to as "re-loads" is strictly prohibited for use as service ammunition.

(i) No licensee shall brandish, point, exhibit, or otherwise display a firearm at anytime, except as authorized by law, and the rules of this subchapter.

SUBCHAPTER 15. TRAINING REQUIREMENTS

390:35-15-7. Attendance and administrative requirements

- (a) School coordinators shall provide the following information to CLEET, thirty (30) days in advance of each training course conducted, on forms to be provided by CLEET:
- (1) Training facility location;
 - (2) Chief Administrative Officer of the school;
 - (3) School coordinator and resume;
 - (4) Course schedule, to include dates, hours and instructors for each unit of instruction; and
 - (5) Resumes on all Instructors.
- (b) Any changes in an approved school curriculum, instructors, or training schedules, shall be reported to CLEET in advance of the changes.
- (c) Private security personnel enrolled in an approved training school are required to attend all prescribed units of instruction. Tardiness and absenteeism will not be permitted. Students will be required to make up any training missed.
- (d) It shall be incumbent upon students enrolled at an approved school to comply with the rules and policies promulgated by the school and any rules established by, and within the authority of the school coordinator. If a school coordinator considers violations of such rules to be detrimental to the welfare of the school, the school coordinator may expel offending individuals from the school. Notification of such actions shall be reported immediately to the employing agency and to CLEET. School coordinators shall be responsible for ensuring compliance with the provisions of these rules and regulations.
- (e) At the end of each training course, each student shall be given the opportunity to evaluate the performance of the school coordinator and each instructor on a form provided by CLEET. CLEET staff may conduct these evaluations, at their discretion.
- (f) School coordinators shall submit a roster of graduating students, certifying that each student has met the requirements of the course conducted. This certification shall be submitted to CLEET within seven (7) days after the completion of the course, on a form provided by CLEET.
- (g) Each training school coordinator will be required to maintain class files for a period of five (5) years from the completion date of each course conducted. Class files shall contain the following:
- (1) Roster of students who attended and/or successfully complete the course;
 - (2) Accurate attendance records;
 - (3) Examination scores (including firearms familiarization scores), and
 - (4) Unit instructors.
- (h) Applicants must successfully complete a licensing examination administered by CLEET, or an approved testing center, based on the official private security curricula, prior to issuance of a license.
- ~~(1) Applicants will be given five opportunities to successfully complete the state licensing examination.~~
- ~~(2)~~ (1) If the applicant is unable to successfully pass the examination after three (3) attempts, he/she must retake the course.
- ~~(3)~~ (2) After repeating the course, applicants will be given two opportunities to successfully pass the examination.
- ~~(4)~~ (3) Training costs will be paid by the applicant.

TITLE 390. COUNCIL ON LAW ENFORCEMENT EDUCATION AND TRAINING

CHAPTER 40. OKLAHOMA SELF-DEFENSE ACT

SUBCHAPTER 7. INSTRUCTOR APPLICATION PROCEDURE

390:40-7-4. Instructor fee schedule

(a) Applications for an SDA Firearm Instructor Approval Certificate shall be submitted with the fee established in O.S. 21, Section 1290.14(B).

~~(b) The following types of payment will be accepted:~~

~~(1) Money order;~~

~~(2) Cashier's check; or~~

~~(3) Cash.~~

(b) Payment must be in a form specified in CLEET Rule 390:1-1-13. Checks and money orders should be made to CLEET.

SUBCHAPTER 9. TRAINING STANDARDS AND REQUIREMENTS

390:40-9-4. Training exemptions

(a) The applicant shall present proof of training to be considered for exemption for all or part of the training requirements to an approved SDA Firearms Instructor.

(b) Proof of training must be within the guidelines established in Section 1290.15 of Title 21 of the Oklahoma Statutes. NRA Pistol Instructor training is recognized by CLEET to qualify for an exemption.

(c) The instructor shall issue a certificate of training exemption to each applicant whose proof of exemption of training is within these guidelines. The instructor may charge a fee for the exemption certificate in accordance with Section 1290.15 of Title 21 of the Oklahoma Statutes.

(d) The instructor shall maintain on file, a copy of the documents presented as proof of training with a copy of the certificate of training exemption for inspection by CLEET personnel.

**TITLE 390. COUNCIL ON LAW ENFORCEMENT EDUCATION AND TRAINING
CHAPTER 50. PENALTY ASSESSMENT FEES**

390:50-1-6. Late fees

- (a) Late fees will be assessed courts for failure to make timely deposits as provided in 20 O. S., §1313.2 (D).
- (b) Late fees are due upon receipt of the late fee notice.
- (c) Courts may request that part or all late fees be waived as follows:
- (1) A request for waiver of part or all of an assessed late fee must be submitted in writing to the Director.
 - (2) The written request must contain an explanation of the circumstances leading to the assessment of late fees and be signed by the Judge, Mayor, City Manager or Treasurer.
 - (3) A court requesting waiver of late fees must diligently respond to inquiry from CLEET requesting clarification of information included in the written request or for requests of supplemental documentation.
 - (4) Failure to timely respond to any request from CLEET for supplemental information in processing the request for waiver of late fees may result in denial of the request for waiver.
 - (5) Upon receipt by CLEET of a written request for waiver of late fees, accumulation of additional late fees shall be suspended until a decision on the written request has been issued by the Director or the director's designee.
- (d) The Director or the director's designee will determine whether the request for waiver of late fees will be granted or denied.
- (1) The Director or the director's designee shall take into consideration all information provided in the written request for waiver of late fees.
 - (2) The Director or the director's designee should grant a waiver of late fees if clear and convincing evidence is found that late fees were incurred as a result of circumstances outside the control of the court requesting the waiver or for other good cause.
 - (3) If the Director or the director's designee is not convinced by clear and convincing evidence that good cause for the late payment of the penalty assessment fee has been shown, the request shall be denied.
 - (4) Unless a written notice or request for supplemental information has been given to the requesting court, the written request will be considered complete when received.
 - (5) The Director or the director's designee shall issue a ruling on a completed request for waiver within ten (10) days.
 - (6) The Director or the director's designee may waive all or part of any moneys due to the Council, if deemed uncollectable by the Council.
- (e) Failure to respond to the second request within thirty days may result in additional attempts to force compliance including but not limited to filing a Writ of Mandamus and notification to the State Auditor's Office.

TITLE 390. COUNCIL ON LAW ENFORCEMENT EDUCATION AND TRAINING
CHAPTER 55. FACILITIES MANAGEMENT

390:55-1-7. Complex access, operational hours and access requirements

- (a) General business hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding state holidays.
- (b) During general business hours, the complex may be accessed by the public through the north entrance of the main campus in Building A.
- (c) Upon entering the complex all persons shall check in with the Receptionist in the Administrative Offices located on the east side of the main lobby. Persons shall check out with the Receptionist upon exiting the complex.
- (d) Persons entering the complex may be subject to security screening requirements.
- (e) CLEET shall designate hours of access for scheduled functions upon confirmation of the function.
- (f) Persons attending a scheduled function shall check in with a CLEET representative and/or a CLEET designated representative at the location of the function indicated on the confirmation.
- (g) Persons in the complex shall at all times comply with the lawful direction of law enforcement and other authorized individuals.
- (h) Public entrances, operating hours and access requirements for the complex are subject to change to ensure the health and safety of visitors and employees in the event of an emergency, disaster or other circumstances as determined by the Director or the director's designee.

390:55-1-9. General Operating Procedures

- (a) CLEET will post a list of rules and requirements in a public area and disseminate information upon confirmation of activities with regards to building operation information and regulations.
- (b) The following requirements shall be performed pursuant to applicable state and federal laws and regulations:
 - (1) Parking. General parking is allowed in paved parking areas with adherence to all applicable restrictions. CLEET will designate special areas of parking for confirmed activities.
 - (2) Weapons. No person entering or while on-property shall carry or possess firearms or other dangerous or deadly weapons, unless authorized to do so by state or federal laws. For training purposes, the Director or the director's designee may grant exceptions for law enforcement officers, military officers and other individuals involved with public safety.
 - (3) Intoxicating beverages, low-point beer and controlled substances. No intoxicating beverages, low-point beer, or controlled or non-prescribed substances are allowed inside the building or on property grounds.
 - (4) Disturbances. No conduct shall be allowed which creates a loud or unusual noise or nuisance; or which obstructs the usual use of entrances, foyers, lobbies, corridors, offices, elevators, stairways or parking lots or which otherwise impede or prohibits the official duties of building occupants or impedes the safe evacuation for building occupants or access for emergency response personnel.
 - (5) Posting and/or distribution of printed materials. No notices, bulletins, circulars or other type information may be placed on any common area wall or door (common area is described herein as hall, lobby, elevator, restroom, break room or conference room). This includes all adjoining doors and door frames.
 - (A) This paragraph does not apply to meeting agendas posted in accordance with the Oklahoma Open Meeting Act unless alternate posting methods for public viewing become available, or information posted with the approval of the Director or the director's designee.

390:55-1-10. Reservation requests

(a) All events of the complex, whether for a public or private purpose, require prior written approval of CLEET.

(1) A sponsor shall submit an application for a reservation on a form designated by CLEET together with a check or purchase order for any applicable fees (Reference OAC 390:55-1-11) to CLEET at least ten (10) working days but no more than six (6) months prior to the beginning date of the proposed event or exhibit. Requests for individual lodging reservations shall be made at least five (5) working days in advance on a form designated by CLEET. Individual lodging reservations for CLEET sponsored events will not require advance payment or deposit. The application must be submitted during CLEET's business hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding state holidays.

(2) The application shall include information regarding the desired date, time period, area of use, a description of the event and estimated number of participants.

(3) CLEET may restrict use of the skills training facilities for firearms, driving and defensive tactics.

(4) A member of CLEET shall be available at the complex during any event. Reservations shall be subject to the availability of CLEET staff to schedule functions after hours, on weekends or during a period that extends the staff beyond its normal capacity. Use of the skills training facilities shall require a staff member with knowledge in the area of operation to be available to ensure safety regulations are followed.

(5) If CLEET denies a request for a reservation, CLEET will notify the requesting sponsor or individual making the reservation of the reasons for denial.

(b) Prioritization of reservations. The training activities and events conducted or sponsored by CLEET shall take precedence over use of the complex by other organizations or businesses. Law enforcement activities shall receive priority over public activities when scheduling events.

(c) Cancellation of reservations. Facility reservations must be cancelled three days in advance. Lodging room reservations must be cancelled 24 hours in advance. Reservations not cancelled will be charged the full fee amount.

(d) The full fee amount for a reservation will be refunded in the event of a cancellation of a reservation by CLEET due to unforeseen circumstances or at the request of the Director or the director's designee.

390:55-1-12. Provisions for events

The following provisions apply to all events:

(1) Sponsors shall confine events and exhibits to the areas specified in the reservation and shall not relocate to, install, or erect additional paraphernalia in other areas of the complex unless CLEET grants prior approval.

(2) No intoxicating beverage or low-point beer will be dispensed or consumed on state property. No tobacco use in any form will be allowed on state property.

(3) Use of cooking or heating elements of any kind is prohibited except for the contracted vendor providing cafeteria services for CLEET.

(4) Placement of materials of any kind on structures, fixtures or vehicles in a state parking lot in conjunction with an event or exhibit is prohibited unless written permission is obtained from the Director or the director's designee.

(5) Unless authorized in the reservation application, affixing banners, signs, or materials in any manner on or in the complex is prohibited.

(6) CLEET prohibits commercial activity, collection of fees, solicitation of money, or fund raising events which solicit or collect money on the complex. Governmental agencies and non-profit organizations that sell goods or host fund raising events to benefit or promote the function of the agency or non-profit organization may request an exemption

from the Director.

(7) CLEET may order or seek to cause cessation of an event which may pose a hazard, as determined by CLEET, to an individual, group, building, contents of the building, or building fixtures and appurtenances.

(8) A sponsor shall place electrical cords and cables used for events so that the cords and cables limit potential hazard to persons in the area. Electrical cords and cables must be placed out of walkways unless secured to the floor.

(9) Open flames (including candles) used in conjunction with events are prohibited except for the contracted vendor providing cafeteria services for CLEET.

(10) No outside catered events or food service will be allowed unless approved by the contracted vendor providing cafeteria services for CLEET. Arrangements must be made directly with the contracted vendor providing cafeteria services for CLEET if such food services are desired.

(11) Sponsors shall be responsible for providing expendable supplies or special equipment required for an event to include items such as ammunition, targets, hearing protection, eye protection, handcuffs and batons.

(12) CLEET reserves the right to inspect and approved any equipment and expendable supplies for the event for purposes of ensuring safety.