

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

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(K)~~ 70 O.S. Section 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(L)~~ 70 O.S. Section 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).
- (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 - 1750.13).
 - (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.

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

(a) Events and courses identified by the Director, 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:

(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.

(f) Failure to pay any assessed fee shall result in an action against a certification or license pursuant to OAR Chapter 2. Administrative Procedures.

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

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.

(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 which is designed to be scored by functional area blocks, with the exception of skills training functional areas which shall not be tested. Officers must pass every functional area block tested at a standard prescribed by the Council. Officers may have one retest for each functional area block which they fail.~~

(5) ~~If an officer fails both a block test and a retest for any given functional area, then that officer must successfully complete the corresponding functional area in a CLEET Basic Academy, to include successfully passing the block examination(s). 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 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.

TITLE 390. COUNCIL ON LAW ENFORCEMENT EDUCATION AND TRAINING
CHAPTER 15. BASIC PEACE OFFICER CERTIFICATION TRAINING
SUBCHAPTER 1. BASIC ACADEMY PROGRAMS

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(D)(E)(Version 2 as amended by Laws 2007, SB920, c. 360 Section 8, effective November 1, 2007)~~ 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 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(D)(Version 2 as amended by Laws 2007, SB920, c. 360 Section 8, effective November 1, 2007)~~ 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(D)(Version 2 as amended by Laws 2007, SB920, c. 360 Section 8, effective November 1, 2007)~~ 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.

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

390:25-1-8. Outside law enforcement schools and seminars

(a) Centralized peace officer training records.

- (1) CLEET shall maintain a centralized depository of training records for each full-time, certified peace officer in the State of Oklahoma. Schools and Seminars attended by such officers may be entered into their individual training files upon request.
- (2) Local "in-service" training or informational sessions of less than one (1) hour shall not be entered.
- (3) Requests for individual training record entries shall be in format approved by CLEET.
- (4) Requests for training entries shall minimally contain the following documentation:
 - (A) The date(s), location and title of the school or seminar; and
 - (B) An official school Attendance Roster or electronic roster, showing the name, CLEET number, and employing agency of each full-time, certified officer in attendance; and
 - (C) One of the following:
 - (i) The name and address of the instructor(s); or
 - (ii) A copy of the completion or attendance certificate issued by the school, and the requesting officer's name, CLEET number, and employing agency and the authorized signature of the agency head or designee certifying attendance.
 - (D) Training may not be recorded when names provided on the roster or electronic record cannot be matched to CLEET records by the CLEET number or name until additional identifying information is provided.
 - (E) Agencies or individuals submitting rosters or electronic records shall maintain a file copy, subject to inspection, for a period of two years.

(b) Local training incentive accreditation.

- (1) For the purposes of this sub-section, "ACCREDITATION" means that CLEET will assign a course accreditation number and send a confirmation letter to the agency requesting such accreditation for a lesson plan submitted by that agency. It will be the responsibility of the agency requesting accreditation to retain the lesson plan and all supporting material. All lesson plans and supporting materials on file with the agency requesting an accreditation number will be considered by CLEET to be copyrighted. Regarding any law enforcement concepts, practices, methods, techniques, products, or devices as might be taught, promoted, or otherwise espoused in outside schools or seminars, there is no intent, expressed or implied, that "accreditation" indicates or in any way conveys "CLEET approval" of such concepts, practices, methods, techniques, products, or devices, unless such approval is explicitly stated by CLEET.
- (2) For the purpose of qualifying for training or educational pay increases, or for other training incentives which might be initiated by law enforcement agencies, and for which CLEET accreditation is a requisite, the rules and procedures set forth in (3) and (4) of this subsection shall apply.
- (3) Requests for local training incentive accreditation for any outside school or seminar, shall be made in writing in a format approved by CLEET and shall minimally contain the following information:
 - (A) A description of the subject of the school or seminar;
 - (B) A resume' or summary of each known instructor's qualifications, describing his or her training and experience in the particular subject.

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 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.

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 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.

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

390:30-1-5. Standards for certification

- (a) Based on demand and the availability of staff, CLEET and or OBNDD will conduct certification trials at designated sites across the state. ~~Known dates and locations of certification trials shall be published annually in January.~~
- (b) Testing for certification of CDS detector canine teams shall be conducted by qualified agents of the Oklahoma Bureau of Narcotics and Dangerous Drugs (OBNDD), and/or their designees, who have successfully completed an appropriate course of instruction, or who are currently certified in the training and handling of CDS Detector Dogs by the United State Custom Service.
- (c) Certification trials and testing criteria shall be consistent with the standards currently utilized for the certification of CDS detector dogs.
- (d) CDS detector canine teams shall be certified only in the detection of controlled dangerous substances for which the dog ~~scores an eighty per cent (80%) higher "find" rate, and not more than a twenty per cent (20%) "false response" rate~~passes the certification test.
- (e) CLEET relies on the test reports of OBNDD or their designee conducting the test for the purpose of determining whether the canine team passed the certification test.

390:30-1-6. Application for certification

- (a) Any person, group, or organization, public or private, that utilized canine teams for the purposes of detecting controlled dangerous substances, as a public service or for private gain, shall be required to annually obtain CLEET certification for such canine teams. Certification as to the demonstration abilities of any such canine team shall be based on evaluation of the canine team's performance during field tests ~~to be designated and conducted jointly by CLEET and OBNDD.~~
- (b) Persons wishing to seek CLEET CDS detector canine team certification may receive an application and instructions by calling or making a written request to CLEET administrative offices.
- (c) Applicants must submit the application and appropriate test fee to CLEET not less than fifteen (15) days prior to testing.
- (d) All applications must be completely filled out and be accompanied by two (2) full-body, color photographs of the applicant canine team and any other information required by CLEET. The photographs shall include the full side-body of the dog and the face of the handler.
- (e) Normally, no more than ten (10) applicant dogs shall be scheduled for testing on any date.
- (f) Upon completion of CDS detector canine team testing, the owner/handler of each dog shall be informed as to the examiner's evaluation of the canine team's performance.
- (g) Canine teams that fail to successfully complete the CDS detector tests in accordance with the required standards of performance may not be retested until sixty (60) days from the last attempt, and must submit the retest fee to CLEET prior to testing.
- (h) Canine teams that successfully complete CDS Detections tests in accordance with the required standards of performance shall be notified in writing by CLEET.
- (i) When CLEET has determined that all application procedures are fully complete; the applicant canine team has met all required performance standards; and the correct certification fee has been received, a CDS detector canine team certificate shall be issued by CLEET.
- (j) Any time a certified CDS detector canine team is being employed or otherwise utilized in CDS detection activities, the CLEET CDS detector canine team certificate, or a copy thereof, shall be immediately available for inspection by any interested party.

(k) CLEET CDS detector canine team certification shall remain effective for one (1) year from the date it was issued.

(l) CDS detector canine teams shall be recertified annually. Application for renewal and the process of testing and performance evaluation shall be conducted in the same manner as the original certification. Application for recertification should be initiated not less than fifteen (15) days prior to the expiration date of the previous certificate.

(m) All CDS detector canine team certifications that are not renewed shall be inactivated by CLEET. If a renewal of an expired certification is not initiated by the canine team within thirty (30) days from the expiration date of the certificate, the canine team shall be required to remit the full two hundred dollars (\$200.00) certification test fee to reinstate the certification status of the canine team concerned. Application and testing procedures in such cases shall be conducted in the same manner as an original certification.

(n) When any canine team certified under these laws and rules will no longer be utilized in the performance of CDS detection activities, the owner of such dog or the handler shall notify CLEET in writing.

(o) CDS detector canine teams owned by or used solely by a bona fide law enforcement agency for CDS detection activities in the service of the public shall be exempt from the certification fees herein, but shall be required to certify such canine teams annually in accordance with the laws and the rules of this section, unless such canine teams are certified annually by the United States Custom Service.

**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. 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.

(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.

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 1750.559~~ 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) hours of continuing education training from an approved source, during the licensing period to maintain their license.

(2) Security Guards must complete a minimum of eight (8) hours of continuing education training from an approved source, during the licensing period to maintain their license.

(3) A person holding both a security guard license and private investigator license or a combination license must complete a total of sixteen (16) hours of continuing education training during the licensing period to maintain their license.

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

(5) For purposes of continuing education requirements, "licensing period" shall mean (730) calendar days from the date the license was issued.

(6) 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.
- (7) 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
- (8) 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.
- (9) 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.
- (10) This official notification shall provide that the licensee may temporarily continue to work for forty-five (45) days during which time the licensee must complete the training requirements and submit proof of such training to CLEET. The temporary work provisions of the Notice may be extended or cancelled by CLEET, as necessary to complete the administrative hearing process.
- (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 fingerprints 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.
 - (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.
 - (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."

390:35-5-13. Notification of change of address or telephone number

(a) Private investigators, armed security guards, and unarmed security guards shall maintain, with the Council, current residential addresses. Notice of change of address or telephone number must be made within ten (10) days of the effected change. Notices will not be accepted over the phone.

(b) The Agency owner or branch manager (in the instances of national corporations) shall notify the Council of changes in the business address and/or telephone number within 10 days of the effective date of the change. Notices will not be accepted over the phone.

(c) Failure to notify the Council of business address changes, business telephone changes, or residential address changes, in accordance with the provisions of this Section, shall be considered a violation.

(d) If failure to comply with this Chapter results in Council Action, the use of "lack of notice" shall not be deemed as a valid defense in any proceeding.

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

390:50-1-3. Definitions

The following words or terms, when used in this Chapter, shall have the following meaning, unless the context clearly indicates otherwise:

"Adjustment" means a credit or debit adjustment due to calculation and reporting errors.

"CLEET" means the Council on Law Enforcement Education and Training, and its administrative officers and personnel.

"Council" means the appointed members of the Council on Law Enforcement Education and Training, as defined in 70 O. S., §3311.

"Court" means any state or municipal court having jurisdiction to impose a criminal fine or penalty.

"Convicted" means any final adjudication of guilt, whether pursuant to a plea of guilty or nolo contendere or otherwise, and any deferred judgement or suspended sentence.

"Director" means the Director of the Council on Law Enforcement Education and Training, or his designated agent.

"Late Fee" means a fee imposed for failure to make timely deposits.

"Penalty Assessment Fee" means a separate fee in addition to and not in substitution for any and all fines and penalties otherwise provided for by law as defined in 20 O. S., §1313.2.

"Rounding Adjustment" means an adjustment to zero balances of ~~\$0.25~~ one dollar (\$ 1.00) or less as the result of rounding errors on a report.

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

390::55-1-15. Liability

Sponsors of approved events shall agree ~~to~~with and accept the liability for injury or death of the user's representative, CLEET staff, or any other person(s) as a result of the negligent or malicious acts of any individuals involved in the usage. Reservation agreements shall include a hold harmless and indemnification ~~section to be signed by the event sponsor.~~covenant even if not specifically set out in the body of the agreement.