



# CLEET

Council on Law Enforcement Education and Training

## 2014 Annual Report



CLEET was established in 1963 and supports Oklahoma law enforcement in serving its communities, including enhancing public safety by providing education and training which promotes professionalism and increases competency within the ranks of Oklahoma law enforcement.

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## Mission Statement

Our mission is to provide the citizens of Oklahoma with peace officers who are trained to be professional, ethical, conscientious, sensitive to the needs of the public, knowledgeable and competent in identified learning objectives, and to protect the public by regulating private security in the state of Oklahoma through education and licensing requirements while ensuring licensees practice within the provisions of the law.

## Agency Vision

We are committed to providing strong leadership for law enforcement training and to being nationally recognized as the leader in law enforcement training, with a state-of-the-art facility. Working as partners with client agencies including state, county, and local organizations, we will identify ways that research, training, and education can be used to ensure public safety and preserve law and order.



# CLEET Staff

## Administration

Steve Emmons - Executive Director  
Laurie Schweinle - Executive Administrative Assistant  
Charles Gerhart - Assistant Director  
Briana Tully - Special Project Coordinator  
Tracy Shivers - Instructor and Research / Special Assignments  
Shannon Butler - Training Manager  
J.H.B. Wilson - General Counsel  
Cathi Streater - Paralegal  
John Parker - Director of Administration  
Erica Ross - Certified Procurement Officer  
Cheryl Evans - Accounting Specialist  
Aaron Burrows - Materials Management Specialist  
Mike Taylor - Information Technology Manager  
Norma Floyd - CLEET Data Entry Analyst

## Basic Academy Staff

Keith Miller - Basic Academy Coordinator  
Rick Amos - Assistant Academy Coordinator  
Jeff Coble - Skills Assistant Academy Coordinator  
Greg Evans - Firearms and Law Enforcement Driving Training  
Steve Lanier - Custody Control / Defensive Tactics and Law Enforcement Driving Training  
Jeanelle VanBuskirk - Custody Control / Defensive Tactics and Law Enforcement Driving Training  
\* Kevin Hood - Firearms and Defensive Tactics  
Vonnie Houser - Impaired Driving Training Coordinator  
Cindy Donnelly - Training Administrative Assistant  
Michael McCartney - Automotive Mechanic 1

## Law Enforcement Records

Linda Mosley - Records Supervisor  
Julie Bender - Data Entry  
Robbie Weathers - Data Entry  
Lisa Nessel - Data Entry  
Janey Rowden - Receptionist

## Field Representatives

Jim Elliott - Field Representative  
Kelly James - COP Coordinator & Field Representative  
Tami Burnett - Curriculum Specialist & Field Representative  
Walt Birdsong - Lead Investigator & Field Representative

## Private Security

James Burton - Private Security Supervisor  
Breanna Atkeson - Secretary & Receptionist  
Nancy Carson - Data Entry  
Natalie Johnston - Data Entry  
Tammy Long - Data Entry

## Facility Maintenance

Josh Sutton - Facility Manager  
Joe Noble - Groundskeeper  
Ricky Doyle - Maintenance Technician  
Mike Palmer - Custodian  
Paul McCaddon - Custodian

**\* Hired in 2015**



# Directors Report



**Steve H. Emmons, Executive Director**

As we look forward to 2015 I want to take a moment and reflect on the activities that took place at CLEET in 2014. It was a challenging year as we implemented new programs and made several repairs to our 8-year old facility, known as the K.O. Rayburn Training Center.

In 2013 legislation was passed that established licensure for Bail Enforcement Officers. This was new legislation and required the entire development of everything from Administrative Rules to curriculum and testing materials. Our staff completed its responsibilities in mid-year and the result is that licensing will begin in February of 2015.

CLEET also sponsored legislation in 2013 that allowed for the development of a "Bridge Academy" for reserve officers who are becoming full-time officers. We held the first of these academies in spring and have since made further adjustments that will be implemented in the first academy of 2015 where every academy will have the ability to include "bridge" qualified officers who will graduate before the remainder of the other students. Included in the changes to the basic academy training was the inclusion of the Below 100 curriculum that all students now receive.

CLEET continued to conduct three Training Initiatives annually in Broken Arrow and in the Oklahoma City metro area. The year's training initiatives final totals were nearly 1000 officers who obtained training at these events. As 2015 begins we continue to schedule these trainings and are considering adding more. Additionally, CLEET conducted new training through our contract with GoToTraining in 2014. We held 18 live online classes with an average attendance of 12 students per class. As people became more familiar with the offerings we began to see the numbers increase. Finally, in the area of continuing education training, CLEET continues to partner with Homeland Security in providing Advanced Law Enforcement Rapid Response Training (ALERRT) courses. Over 3300 officers in the state have received ALERRT training.

CLEET opened a branch office on the campus of Oklahoma State University – Oklahoma City in August. Currently, the office is staffed two days during the week and supports the Private Security licensing, a responsibility of CLEET. This partnership will open up several opportunities for training to be conducted on the OSU-OKC campus in the future.

Ten regional meetings were conducted across the state during the summer months and 128 people attended those meetings. We will continue to conduct these meetings at various locations every year. CLEET also hosted the spring meeting of the International Association of Directors of Law Enforcement Standards and Training in Edmond. Peace Officers Standards Training (POST) directors from across the Midwest attended that meeting.

The CLEET facility required attention in 2014 as we declared emergencies to correct developing problems. We found erosion issues on the 1.8 mile driving course that required an immediate shut down of the driving operations. Corrections were made over a two week period which allowed us to return to full operations. We are also addressing a repair of one of the two boilers that heat the water and air in the facility. At year's end this repair is still ongoing. Along with these repairs, CLEET's Business Information Management system is being addressed to upgrade the record keeping database for the future to make the entries more efficient.

Finally, two areas of training needs are being addressed as we look forward. We are making preparations to begin rifle training in the near future by upgrading the firearms facility in support of this needed training. Adding lanes that will allow rifle fire up to 100 yards is being developed with a goal of conducting the training within the next one to two years. Also, the Council voted to require students in defensive tactics to wear protective headgear to prevent serious injuries from occurring.

2015 looks to be a continuing busy year for us as we provide the support to law enforcement and security across the state in their continuing efforts to be safe and professional.



# CLEET Divisions

The Council on Law Enforcement Education and Training (CLEET) is lead by an Executive Director that is appointed by the thirteen member Council. Executive Director Steve Emmons manages the activities of CLEET through his executive staff comprised of Assistant Director Chuck Gerhart, General Counsel James Wilson, Director of Administration John Parker, Training Manager Shannon Butler, Executive Administrative Assistant/Legislative Liaison Laurie Schweinle, Special Projects and Marketing Coordinator Briana Tully, Paralegal Catherine Streater, and Research/Special Assignments Instructor Tracy Shivers. CLEET budgets forty-four (44) professional and talented employee positions. Of these forty-four positions, forty-three (43) are full-time and one (1) is a part-time employee. Seventeen (17) of the full-time positions are CLEET certified and commissioned Oklahoma peace officers, and one (1) of the full-time positions is funded through a National Highway Traffic Safety Administration (NHTSA) grant passed through the Oklahoma Highway Safety Office.

From a fiscal perspective, CLEET has four budgeted divisions. Those budget divisions are Administration, Training, Private Security, and Training Center Revolving. However, functionally there are two divisions, Administration and Operations. Within each division are a number of departments.

## ADMINISTRATION

The Administration Division handles all of the legal, financial and human resource functions, special projects and marketing, and processes all applications for and maintains all Private Security records, Self-Defense Act Instructor License and Polygraph Examiner License records. Information Technology services for CLEET activities are provided through a contract with the Oklahoma Office of Management and Enterprise Services, Information Service Division. The final department within the administration division is Facilities Maintenance.

### Legal

The primary function of the legal department is to act as legal advisor for the CLEET administration. Closely related is providing statute and case authority to outside law enforcement officers and agencies, and to licensees, while limiting legal advice to CLEET executive officers. CLEET's General Counsel also teaches extensively, such as legal block in Basic Academies and continuing education.

Each year the Legal Department prepares a Legal Update and attempts to update all curriculum as well as the SDA instructors guide to track changes in statutes and case law. Numerous continuing education 'update' classes are held throughout the state. The department also handles all subpoenas, open records requests, and similar inquiries. General Counsel acts as Records Custodian and occasionally is called as a witness to sponsor and explain those records. All certified records requests for individuals or departments/agencies are handled through the Legal Department.

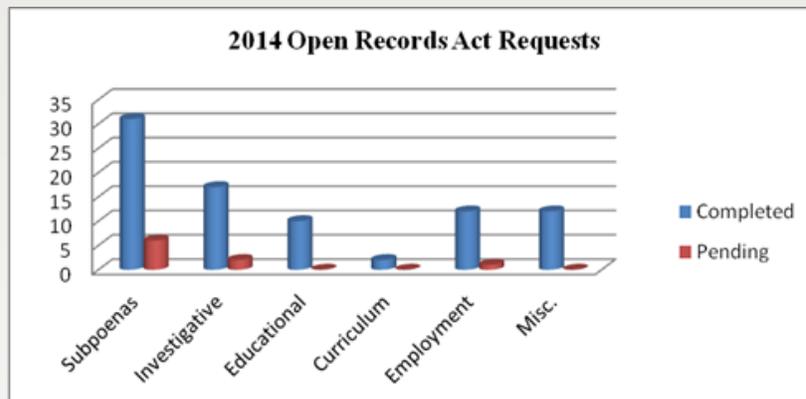
# 2014 Legal Action

The Legal Department handles the collection process for Promissory Notes on all past-due and non responsive account holders. This includes tracking, mailings, requisitions, and documents prep, if necessary, for small claims.

All disciplinary actions against peace officer/reserve officer certifications, and/or against licensees, is handled by the Legal Department, including administrative hearings and appeals. Any court action, including suits on promissory notes, is handled by the Legal Department.

## 2014 Open Records Request

• Subpoenas	31 completed	6 pending
• Investigation Purposes	17 completed	2 pending
• Education Purposes	10 completed	0 pending
• Curriculum	2 completed	0 pending
• Employment	12 completed	1 pending
• Miscellaneous	12 completed	0 pending



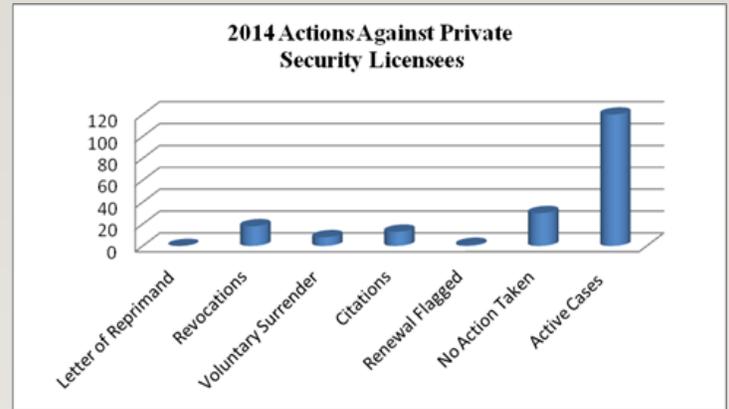
## 2014 Actions Against Peace Officer CLEET Certification (Full Time / Reserve)

• Letter of Reprimand	8 completed
• Revocations	27 completed
• Voluntary Surrender	10 completed
• Suspended	2 completed
• Verbal Reprimand	1 completed
• No Action Taken	29 completed
• Active Cases	143 completed



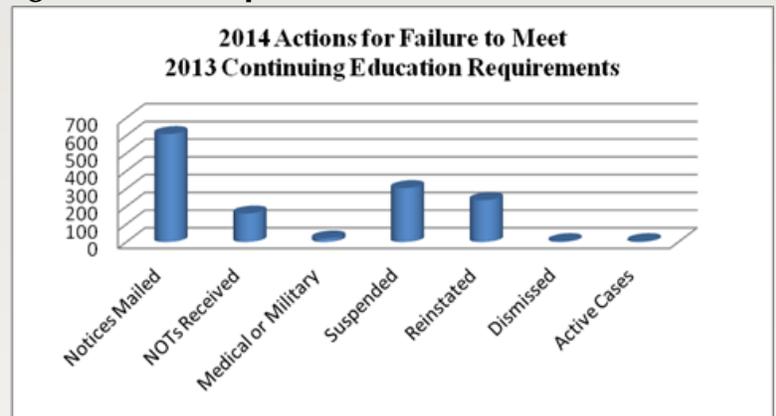
### 2014 Actions Against Private Security Licensees

• Letter of Reprimand	0 completed
• Revocations	18 completed
• Voluntary Surrender	8 completed
• Citations	13 completed
• Renewal Flagged	1 completed
• No Action Taken	30 completed
• Active Cases	120 completed



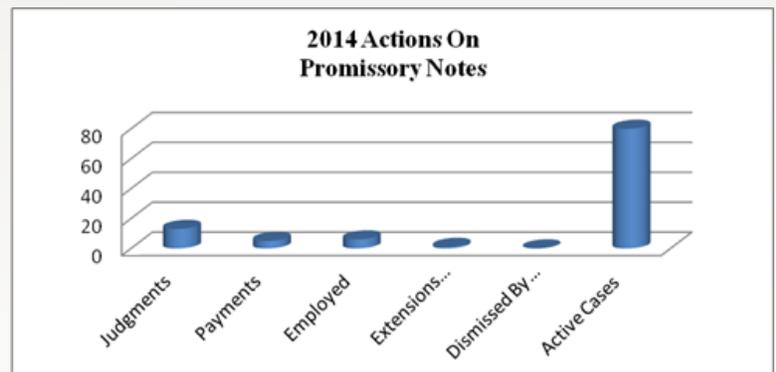
### 2014 Actions For Failure to Meet 2013 Continuing Education Requirements

• Notices Mailed	609
• NOT's Received	161
• Medical or Military	20
• Suspended	304
• Reinstated	236
• Dismissed	5
• Active Cases	5



### 2014 Actions on Promissory Notes

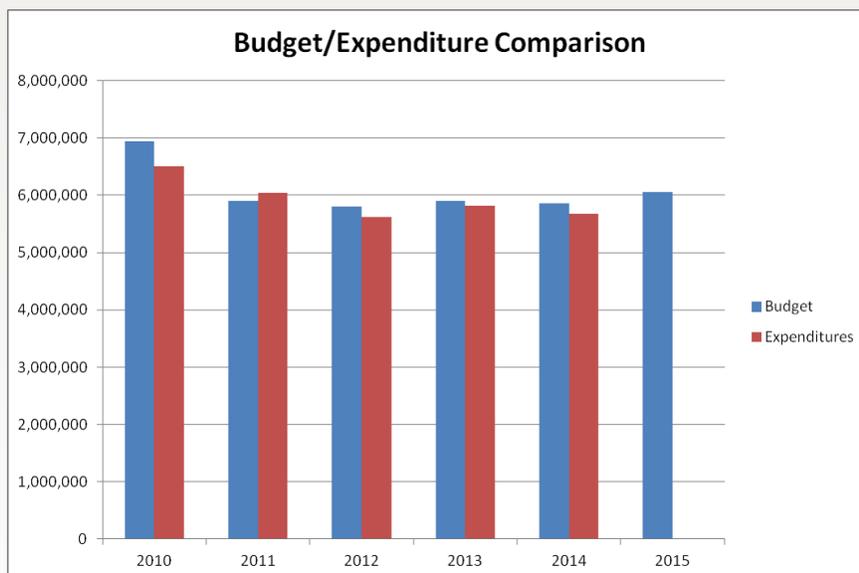
• Judgments	13
• Payments	5
• Employed	6
• Extensions Granted	1
• Dismissed By Director	0
• Active Cases	80



## Financial Services

CLEET's finance department is responsible for budget preparation and monitoring, strategic planning, procurement, inventory management, court compliance, fee collections and transfers, payroll and employee benefits. In fiscal year 2014, CLEET's budget was initially \$6,542,842.31 but totaled \$6,903,341.99 after unexpended funds were carried forward from the 2013 budget. The biennial strategic plan was turned in on schedule in October 2014. Although CLEET now utilizes Oklahoma Management and Enterprises Services subdivision of Agency Business Services (ABS) for procurement and accounts payable services, the finance department still oversees this process and reviews every document prior to forwarding to ABS for final disposition.

Of the \$6,477,833.12 collected by CLEET in FY2014, \$5,434,395.91 was collected in Penalty Fees from Municipal and District courts, \$375,101.80 was collected in Private Security Fees, \$410,889.56 was collected from the Oklahoma Department of Homeland Security and the Oklahoma Highway Safety Office in the form of grant receipts, \$117,436.23 was collected in Officer Reinstatement Fees and Promissory Note repayments, with the balance being received for the many other services that CLEET provides. Finance staff also produced payroll and managed employee benefits for approximately 42 full-time equivalent employees during FY2014. The finance department works with courts on a daily basis in the processing of Penalty Fee Reports, answering questions when necessary, and monitoring compliance of these courts in regards to the \$9 CLEET fee added to adjudicated court cases. CLEET's finance department works with peace officers that need to be reinstated or are making payments on promissory notes to the agency. Additionally, the department works with Private Security guards and agencies to set up appropriate payment mechanisms as necessary and refunds any overpayments of fees.



## Special Projects and Marketing

The Special Projects and Marketing department is a quintessential ingredient to CLEET's information dissemination strategy and development of multiple training initiatives. CLEET utilizes a variety of communication methods including a newsletter, e-mail blasts, regional meetings, staffing vendor information booths at law enforcement conferences held throughout the State of Oklahoma, and through attending professional organization meetings. In 2014, the newsletter received a major facelift featuring a new color scheme with quarterly releases offering upcoming training information and special articles. Networking with law enforcement agencies across the state can be a daunting task. Fortunately, the internet and specifically e-mail coupled with participation in various meetings offers an effective communication means.

CLEET decided in 2014 that the programs we hand out during basic academy graduations needed to be redesigned. This unit created a new template for the graduation programs now used for the graduating academies that include more detailed photographs and are printed on a better quality paper. The goal is to provide a more professional looking program for visitors on graduation day.

Over the past four years CLEET sponsored training initiatives have proven an efficient means for the delivery of needed law enforcement continuing education. This unit develops and coordinates three such trainings each year. During each of these 3-5 day training events several hundred officers receive training through several different tracks of study including supervision / management, general subjects such as mental health and domestic violence, and terrorism to name a few. In 2014, CLEET sponsored two training initiatives in Broken Arrow and one in Shawnee, where approximately 1000 officers were trained.

In addition to training initiatives, coordination and management of the Advanced Law Enforcement Rapid Response Training (ALERRT) program also falls under the duties of this unit. These program duties include scheduling courses, scheduling instructors, finding host facilities, and entering training rosters in the CLEET Business Information Management system. In 2014 there were 68 ALERRT courses held wherein 994 officers were trained and over 3300 officers have been trained since 2011.

Finally collecting and compiling material for developing annual reports is a special project delegated to this unit for 2014. This newly designed annual report incorporates the latest software.

## Private Security

Five CLEET employees staff the Private Security Division: One (1) supervisor and four (4) data entry clerks. The Private Security Division has the responsibility for the issuance and maintenance of all private security, bail enforcer, self defense act instructor, and polygraph examiner licenses in the State of Oklahoma in accordance with the provisions of the the Self Defense Act (21 O.S. 1290), the Bail Enforcement and Licensing Act (59 O.S. 1350), the Polygraph Examiners Act (59 O.S. 1541), and Private Security Act (59 O.S. 1750).

The division collects fees, enters licensee and license information into the CLEET Business Information Management System (BIM), and generates/issues approved new licenses to the licensees and agencies. There are several types of Private Security licenses including agency, individual armed and unarmed security guards/private investigators, bail enforcer, Self Defense Act instructors and polygraph examiner. In addition to processing new licenses, staff also processes renewals on polygraph licenses, individual licenses and agency licenses.



The division supervisor also acts on and investigates complaints received concerning licensees and license violations as needed. License violations can result in a warning, an administrative fine, suspension of the license, or license revocation.

On an average day, the division receives 5 - 10 new applications and 5-10 renewals. Many days this number is significantly higher. In addition to their normal duties, the division supervisor and two of the data entry clerks also coordinate quarterly meetings of the Private Security Advisory Committee and the Polygraph Examiners Board.

### The following numbers are current active licenses.

4,628 Armed Guards

3,709 Unarmed Guards

177 Armed Private Investigator

365 Unarmed Private Investigator

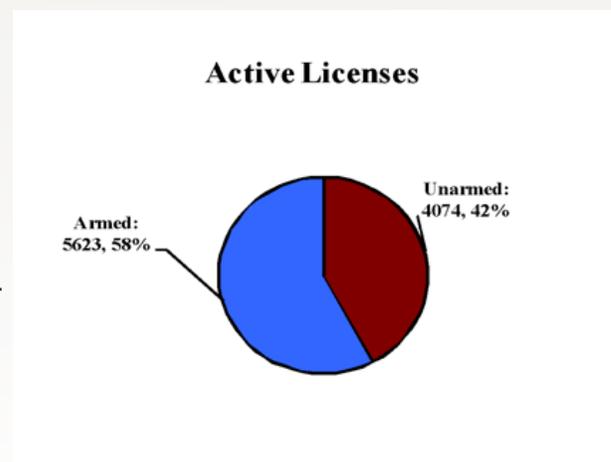
818 Combination Armed Guard/Private Investigator

355 Security Guard Agencies

1,347 Private Investigative Agencies

5 School Licenses

1 Dual Agency License



## Information Technology

The information technology (IT) Department develops and maintains an internal network of almost 100 desktop workstations , plus voice over IP (VOIP) phones, classroom audio visual systems, digital office equipment, cabling, operating system and servers to tie them together. Custom software development database management and network storage system administration round out the areas of responsibility for the department.

### The mission of the IT department is:

- Manage the organization's hardware, software and physical communication.
- Provide a source of guidance for technology issues for staff and associated organizations.
- Maintain information security and availability.
- Provide a corporate perspective on information technology initiatives.
- Supply the guidance and infrastructure to deliver meaningful information.

In addition to maintaining existing systems we are actively working to introduce new data and systems management software, electronic information and records management, and exploring applications of mobile devices as teaching aids. We also provide a help desk function for assistance to all agency staff to assist with general office software as well as desk - side support for user desktop computers, printers and photocopiers. The importance and the value of having access to reliable information is a key understanding of IT.

## Maintenance

The maintenance division of CLEET is responsible for maintaining and servicing all buildings, equipment, and the landscape associated with the training facility. The maintenance staff includes two custodians, a grounds and maintenance worker, a maintenance technician and a facilities manager. Daily projects for the maintenance staff include mowing, trimming and irrigating grounds, and cleaning, disinfecting and vacuuming office and classroom areas.

A building complex the size of main campus requires a robust HVAC system coupled with an expansive plumbing and electrical network. Our experienced and dedicated maintenance staff address routine repairs to these systems, relying on professional contacts to address larger problem areas.

In addition to routine maintenance and service demands, the maintenance division coordinates, plans, and works on special projects in an effort to enhance the training experience received by guests at the CLEET facility.

These projects have included the engineering and installation of a roadway drainage system, minor repairs to the main entrance roadway, snow and ice removal and preparing the facilities for special events such as academy graduations.

In an effort to remain current on construction and maintenance trends, our staff attend annual safety training and update skills training offered by private organizations, state agencies and the Pontotoc Technology Center.



## OPERATIONS

The Operations Division is comprised of Law Enforcement Records, the Basic Law Enforcement Academy and Specialty Instructor Training, and Field Representatives.

### Peace Officer Records Division

As the central depository for peace officer records, Peace Officer Records Division staff complete data entry and maintain files for reserve and full time peace officer certification, employment, termination and training. Non-compliance reports are readily available to all agencies (by request) throughout the year in order to assist respective agencies in meeting the mandated continuing education training requirements. This division manages the receptionist desk and general agency correspondence.

The duties of CLEET staff assigned to the peace officer records division include but are not limited to managing accreditation programs, processing and issuing retired firearms permits, managing reserve academies, processing continuing education rosters, online training data entry, establishing new peace officer files from Notice of Employment documents and processing Notices of Terminations, and processing and issuing certificates for Intermediate and Advanced Peace Officer Certifications. CLEET is responsible for the licensing of canine teams. These include CDS detector and explosive detector dogs, along with their handlers. CLEET does not participate in the training of canine teams. There are 374 Active CDS/Explosive Detector Canine Licenses.



**Accredited Programs** - Beginning January 1, 2012, the Council approved changes to the CLEET continuing education accreditation program. The courses are accredited for three years instead of one year, unless the curriculum or the established hours for an accredited course have changed during the accreditation period. CLEET can accept scanned and e-mailed "Accreditation Request Forms." The approval letter with the assigned course number will be e-mailed to the agency training coordinator or the requestor as a cost saving measure in accordance with state efficiency and effectiveness guidelines.

**Retired Firearm Permit Cards** - In accordance with 21 O.S. 1289.8, "Any fire marshal inspector who is retired, state, county, or municipal peace officer of this state who is retired, or any state, county, or municipal peace officer classified as a reserve who is retired, or any federal law enforcement officer who is retired may retain their status as a peace officer, retired, in the State of Oklahoma, and as such may carry a concealed pistol pursuant to the provisions of subsection B of this section." Every Oklahoma retired peace officer as defined above has the option of applying for the Retired Firearm Permit card to carry a concealed or unconcealed weapon within the State of Oklahoma. The application may be downloaded from the CLEET website and submitted in accordance with the specific requirements for each request. This permit does not meet the standards established in the Federal Law Enforcement Officers Safety Act (LEOSA). There are 3,303 active retired firearm permits.

**Reserve Academies** - CLEET approves and monitors each Reserve Academy held throughout the State of Oklahoma. Staff processes academy files including letters requesting permission to conduct reserve academies, approved reserve academy schedules, entering grades, and preparing and issuing reserve certification cards and certificates.

**Continuing Education Rosters** - The CLEET continuing education program is designed to assist peace officers in meeting their 25 hours statutorily mandated annual training requirement. Two of these hours must be related to mental health. CLEET accredits course requests from Police Departments, Sheriff's Offices, state agencies, federal law enforcement entities, as well as commercial enterprises and private training providers. Each accredited course is given a course tracking number. As officers attend accredited courses, the training hours are recorded on their permanent record through electronic spreadsheet conversion and manual entry. Firearms re-qualifications are also recorded via electronic spreadsheet conversion and manual entry.

CLEET seeks to continually improve this system by expanding the program to online and distance learning programs. This continual updating of law enforcement education, utilizing generally accepted adult learning techniques, enable Oklahoma law enforcement to progress into a higher standard of professionalism.

**Online Enrollments** - We offer enrollment access to a large number of classes via the CLEET training website. Through this website, Oklahoma law enforcement officers can set up a unique user name and password thereby allowing them the opportunity to enroll in a variety of classes offered online or at various locations throughout the state. Once the training is completed, attendance rosters are sent to CLEET and the information entered into the individual officer training records.

**Notice of Employment and Termination** - State statute requires that all law enforcement agencies throughout the state submit to CLEET a Notice of Employment or Notice of Termination within 10 days of said action. Staff processes each employment and termination record submitted for compliance with statutes and CLEET rules. When CLEET staff detect errors, officer records are flagged and subsequent notifications are made to the department and / or individuals.

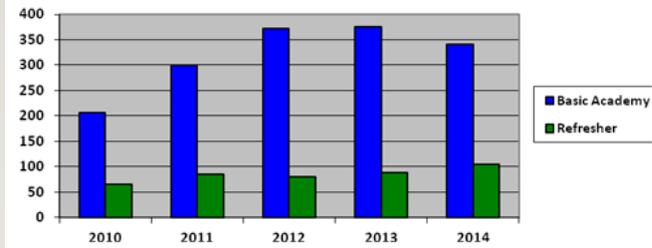
**Intermediate and Advanced Certificates** - The CLEET Intermediate and Advanced Certification program offers an opportunity for peace officers to receive recognition for continuing education, higher education and on-the-job experience. Staff reviews each application in accordance with program provisions and prepares Intermediate and Advanced Certificates for qualified peace officers.



## Basic Academy Training

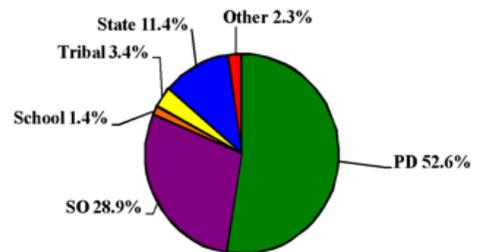
The Training Department consists of seven full-time law enforcement instructors and shares two instructors who have other duties within the organization. The primary mission of CLEET is to schedule and conduct the state's basic peace officer academy, refresher and reciprocity courses. To assist our staff, and to provide subject matter experts, CLEET utilizes adjunct instructors from support organizations throughout the State of Oklahoma, as well as other federal, state and local law enforcement agencies. Additionally, this department schedules and conducts annual instructor training in firearms, defensive tactics, and law enforcement driver training, for those Oklahoma peace officers who seek instructor ratings in the skills disciplines.

Number of Officers Trained



Cadets attending the Basic Law Enforcement Academy can anticipate 583 hours of instruction designed to offer a professional foundation on which to build a successful career in Oklahoma law enforcement. CLEET presents this training in a block style format featuring skills and non-skills disciplines. This format allows an effective means towards addressing cadet remediation needs as well as instructor scheduling since we utilize a number of adjunct instructors during the course of the academy. Our block format includes orientation, ethics, report writing, community/human relations, legal matters, NIMS 700, traffic, standardized field sobriety testing, RADAR, firearms, law enforcement driver training (LEDT), first aid, criminal investigations, custody and control/defensive tactics (DT) and patrol, practical exercises, and administrative (exams, inspections, physical training, graduation).

Officers Trained by Agency Type in Basic Academy



**Basic Academy Non-skills Training** - The non-skills discipline portion of the basic academy begins with an orientation to the CLEET facility and rules. The cadets will then spend the next several weeks in legal matters taught by the CLEET Legal Counsel followed by the other various topics not related to the skills disciplines of LEDT, firearms and defensive tactics.

### Basic Academy Skills Training - Law Enforcement Driver Training

CLEET conducts driver training from several approaches. The lateral displacement course teaches officers weight transition and load distribution occurring during obstacle avoidance driving. The pursuit challenge course teaches officers situations encountered in pursuit operations including speed, vehicle positioning on the roadway and associated with the subject of the vehicle pursued, as well as surrounding vehicles both law enforcement and otherwise. The non-emergency driving course teaches students fundamental driving skills appropriate for general driving conditions. Finally, the emergency response course provides the student with techniques necessary to control emotions and reaction times in response to an emergency call for service.

CLEET relies heavily on the adjunct instructors who represent many agencies across the State of Oklahoma in a number of the courses offered in the basic academy. This is especially true when it comes to skills training and in particular the LEDT. The optimal instructor to student ratio for LEDT is, 1 instructor to 3 students. This ratio allows for four individuals to each vehicle during this training. On average, each LEDT session (half the academy class) requires the use of 12 adjunct instructors.



**Firearms** - Students begin training with classroom fundamentals, then advance to the practical aspects of shooting with both hands (strong hand/weak hand), shooting on reactionary steel so that students have immediate knowledge of the result when they hear the impact and see the target go down. Training is conducted at various distances beginning from 3 feet and extending out. Various target types are used including reactionary steel, and silhouette moving targets. Students receive handgun and shotgun training. We conduct one nighttime firearms training session per academy.

CLEET utilizes a 1 to 5 instructor ratio for the daytime portion of firearms training and a 1 to 3 ratio for nighttime firearms training. Since we divide each academy class into two groups (35-40 per group) and in consideration of CLEET staff availability, firearms training often requires an additional 6 to 8 adjunct instructors during each session. We ask that adjunct instructors participate in the entire 70 - hour block of training.



**Defensive Tactics and Patrol** - Students participate in a number of defensive tactics drills to learn control techniques for use when faced with a physical confrontation as well as weapons retention. Students then demonstrate the correct approach to a vehicle with an unknown risk level and high-risk vehicle stops.

CLEET recommends a Custody and Control instructor to student ratio of 1 to 8. As with other academy skills training when you consider CLEET staff availability for this training and the average number of students in each session, we often need 3 adjunct instructors during each session.



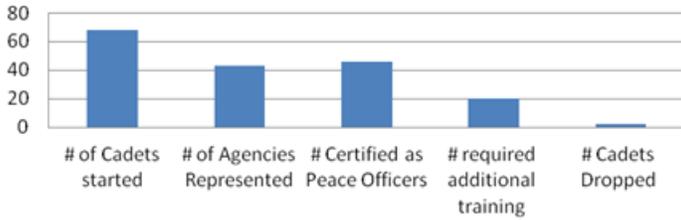
**Scenario Practical Exercises** - Basic training culminates with a multi-day training exercise in which students must synthesize classroom learning with skills training. Some of the scenarios include routine traffic stops to high-risk felony stops, shoplifter calls, domestic violence, unknown disturbance calls, building search, dealing with individuals in mental health crisis, human trafficking, and active shooter situations.

## Field Representatives

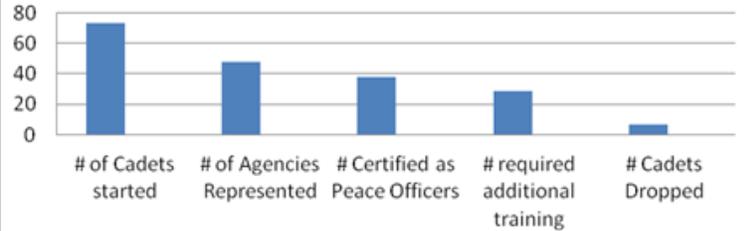
CLEET deploys four (4) commissioned peace officers as its representatives to the four corners of the state. Each law enforcement agency in the state has one of these field representatives assigned to their organization. The duties for CLEET field representatives include conducting compliance checks, assisting agencies with the completion of required CLEET forms, oversight of reserve academies, conducting continuing education courses, scheduling continuing education courses, participating in regional/local meetings, and investigating violations of CLEET related Oklahoma Statutes and Administrative Rules and serving court documents associated with confirmed/adjudicated violations. One of these field representatives also reviews and approves course materials received from police departments, state agencies, federal law enforcement entities, as well as commercial enterprises and individuals for accreditation. Another of these representatives also monitors the twelve (12) Collegiate Officer Programs conducted on college/university campuses in various areas of the state. As of December 1, 2014, there were 327 students participating in COPs statewide. In 2014, 75 COP students passed the CLEET certification examination.

# Basic Academy

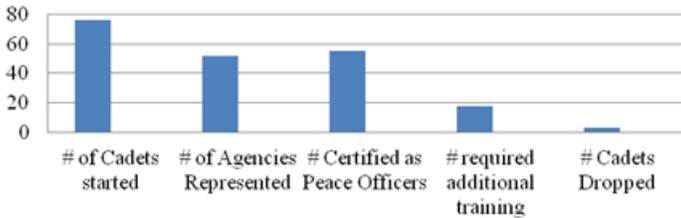
**Basic Academy Class 1305**  
Start Date 10/02/2013 End Date 1/23/2014



**Basic Academy Class 1405**  
Start Date 10/22/2014 End Date 2/20/2015



**Basic Academy Class 1401**  
State Date 1/8/2014 End Date 4/18/2014



# Reciprocity

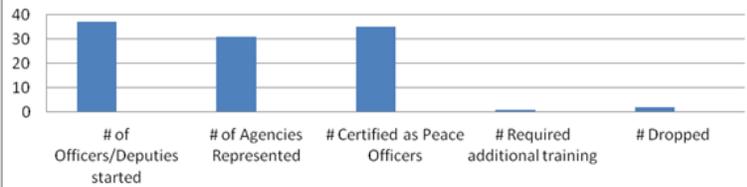
**Over 5/Reciprocity Class 14-1**  
Start Date 2/3/2014 End Date 2/14/2014



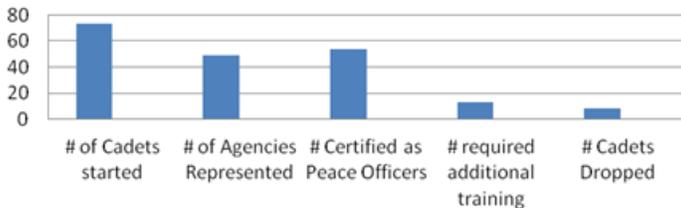
**Basic Academy Class 1402**  
State Date 3/27/2014 End Date 5/28/2014



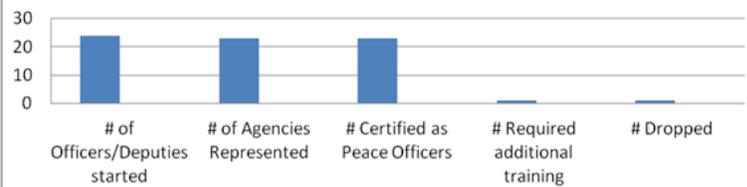
**Over 5/Reciprocity Class 14-2**  
Start Date 6/9/2014 End Date 6/20/2014



**Basic Academy Class 1403**  
Start Date 5/14/2014 End Date 8/29/2014



**Over 5/Reciprocity Class 14-3**  
Start Date 9/8/2014 End Date 9/19/2014

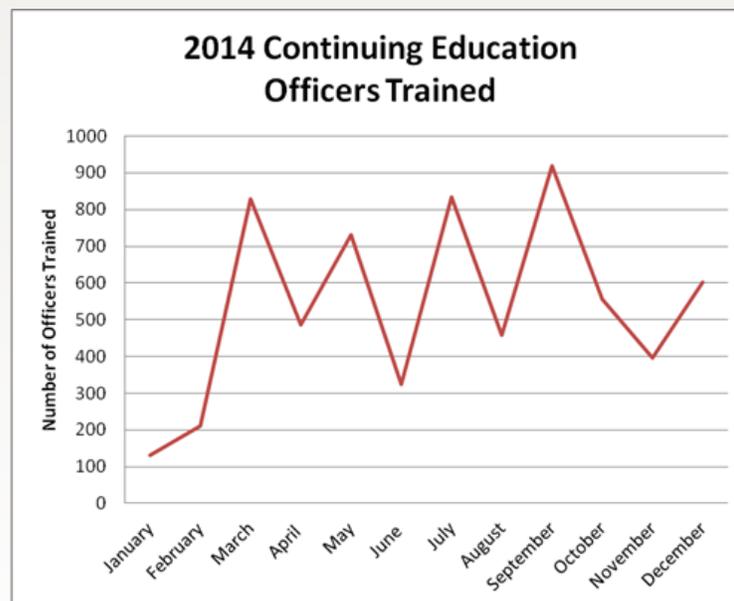
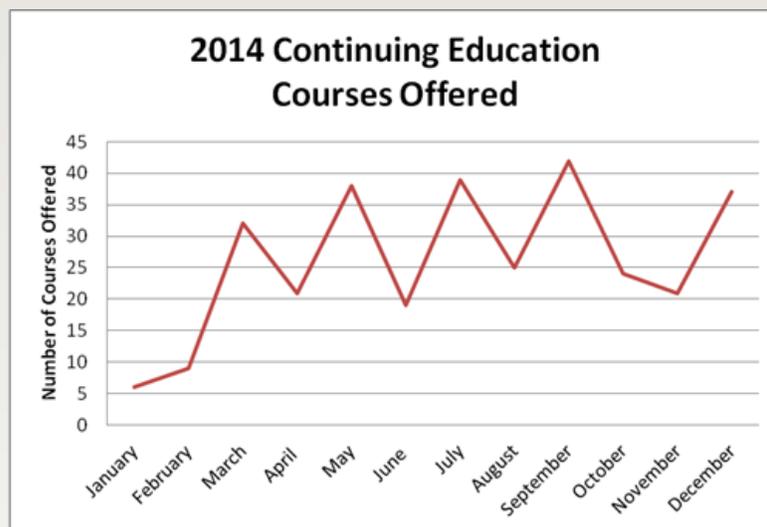


**Basic Academy Class 1404**  
Start Date 8/6/2014 End Date 11/14/2014



# Continuing Education Activity

CLEET provides hundreds of continuing education courses throughout the state each year. This allows officers many opportunities to complete their 25 hours of mandated yearly training. If officers fail to complete this training their certification will be suspended and they will be required to pay a fine of \$150.00 and complete their C.E. requirements.



# 2014 Facility Projects

## Driving Track

In August we discovered erosion from a drainage ditch along a section of the law enforcement driving track that was encroaching on the pavement. It was determined to be both a safety hazard and had the potential to cause severe damage to the track itself. If left unaddressed it would have impacted CLEET's ability to continue driver training. With help from Construction and Properties (CAP) we had the issue declared an emergency in order to expedite the repair process. We then selected a contractor from bids that were submitted and proceeded with the repairs. The repair work included building a pad across the track to enable the contractor the ability to move heavy equipment and fill the area with dirt. Loads of dirt were taken from an area in the center of the track and moved out to the repair site. The back filled dirt was then reshaped to lessen the grade of the drainage in order to slow the flow of runoff water and provide a vegetation base to prevent further erosion. The sod was then watered by the contractor for several weeks to insure viability.

## Boiler

Boiler #2 was found to be leaking water during a normal inspection by CLEET maintenance. The decision was made to call in a contractor for the repairs. Once the contractor opened up the boiler it was discovered that extensive damage was present in the fire tubes and fire barrel of the boiler. The state boiler inspector was called by CLEET to perform an inspection. The inspector issued a red tag based on the damage and the boiler was made inoperable by CLEET maintenance until repairs could be made. The inspector recommend that non destructive examination (NDE) testing be performed to identify any unseen damage before repairs were made. A large number of hidden fractures were revealed in the testing. In coordination with the state boiler inspector and the testing company, CLEET made the determination that replacing all of the tubes on the lower half of the boiler was the best option. CLEET received bids for the repair and the issue was declared an emergency because of the facility's dependence on the boiler system to provide both heat and hot water. A contractor was selected and the repairs have been scheduled.

## Parking Lot

Some issues were discovered with the front parking lot when a garbage truck created large ruts in the asphalt near the west exit. CLEET contacted Construction and Properties (CAP) and started the process of contracting with a public engineering firm to address the issues. Once a contract was put in place with the engineers, testing was performed and the parking lot was found lacking both sufficient asphalt thickness and adequate sub base. The engineering firm then submitted a plan for both demolition of effected areas and plans to reconstruct the sub base, relay the asphalt, and pour concrete in the proper areas. CLEET and CAP are now waiting for the correct time of year to perform the needed repairs. We plan to accept bids for a contract in the coming weeks and start demolition in the spring of 2015.

# Grant Funded Programs

## ALERRT

This program is funded by the Oklahoma Office of Homeland Security. The goal of the ALERRT program is to prepare the first responder to isolate, distract, and neutralize an active shooter. The course curriculum includes weapon manipulation, threshold evaluation concepts and principals of team movement (including solo officer strategies), setting up for room entry and room entry techniques, approach and breaching the crisis site, follow-on responder tactics, improvised explosive devices (IEDs), and post-engagement priorities of work. The course culminates with dynamic "force-on-force" scenarios.

We have hosted 4 ALERRT Train the Trainer courses and trained over 90 instructors. In 2014 there were 68 ALERRT courses held and 994 officers trained. ALERRT classes are strategically placed in areas of the state so that we offer all officers the opportunity to attend this course. Our goal is to train all Oklahoma officers in ALERRT. The course is taught by 4 instructors and is 16 hours (2 days) long. We can train up to 30 officers per course.

## IMPAIRED DRIVING PROGRAM

The program goal is to address and impact the issue of impaired driving. The Oklahoma Highway Safety Office along with CLEET set a goal to reduce the number of alcohol related crashes in Oklahoma by 2% annually, from 242 in 2012 to 232 in 2014 by aiding law enforcement in detecting drug and alcohol impaired drivers. One aspect of the OHSO 2014 Performance & Highway Safety Plan includes a full-time training coordinator using CLEET to facilitate and coordinate impaired driving training courses throughout the state.

Vonnie Houser is the Impaired Driving Training Coordinator. This program's focus is on Standard Field Sobriety Testing (SFST), Advanced Roadside Impaired Driving Enforcement (ARIDE), Drug Recognition Expert (DRE), Drugs That Impair Driving, and Drug Impairment Training for Education Professionals (DITEP).

In 2014, CLEET held 5 academies in which all cadets were trained in SFST and Drugs that Impair Driving. Below is a list of impaired driving courses that were held in 2014.

- **DRE - 36**
- **DRE In-service - 78**
- **DRE Instructor - 14**
- **ARIDE - 341**
- **SFST - 221**
- **SFST Refresher - 285**
- **SFST Instructor - 25**
- **Drugs that Impair Driving - 260**
- **Total - 1260**

# Reserve Academy

Each year law enforcement agencies throughout the state host a number of reserve academies. In 2014, there were 27 reserve academies resulting in 190 officers/deputies receiving CLEET reserve officer certification. Each reserve academy must contain a minimum of 240 hours of training spread out through nine (9) required blocks of instruction. These nine blocks of instruction are: Introduction/orientation to law enforcement, report writing/field notes, legal matters, firearms, custody and control, traffic, patrol procedures, criminal investigations, and human relations/communications/ethics. Additionally, each cadet must successfully complete training in CPR and first aid prior to entering the academy or this training must be offered as a part of the reserve academy training.

Agencies interested in sponsoring a reserve academy must submit to CLEET, on agency letterhead, a request to conduct a reserve academy signed by the agency head 90 days prior to the proposed opening date. The letter must contain a commitment to enroll ten (10) cadets and a statement that attendees will meet State of Oklahoma peace officer employment standards. Agencies approved to conduct reserve academy training will be monitored by the field representative responsible for the particular geographical area

<b>ACADEMY #</b>	<b>LOCATION</b>	<b>START DATE</b>	<b>END DATE</b>
14 BR 1-1	CLEET	02-25-14	06-10-14
14 BR 1-2	TULSA CTY S.O.	04-08-14	09-08-14
14 BR 1-3	GRDA	10-02-14	03-07-15
14 BR 2-1	SEQUOYAH CTY S.O.	03-31-14	08-11-14
14 BR 2-2	WAGONER P.D.	03-10-14	07-14-14
14 BR 2-3	MUSKOGEE P.D.	06-12-14	02-02-15
14 BR 2-4	ADAIR CTY S.O.	10-15-14	02-11-15
14 BR 3-1	WILBURTON P.D.	01-02-14	06-05-14
14 BR 3-2	D.A. DISTRICT 16	06-10-14	11-18-14
14 BR 4-1	DURANT P.D.	02-03-14	07-14-14
14 BR 4-2	LONE GROVE P.D.	02-05-14	06-17-14
14 BR 4-4	DAVIS P.D.	10-06-14	02-04-15
14 BR 5-1	POTTAWATOMIE CTY S.O.	01-07-14	07-01-14
14 BR 5-2	SAC & FOX NATION P.D.	02-26-14	06-24-14
14 BR 5-3	TECUMSEH P.D.	04-01-14	08-26-14
14 BR 5-4	SEMINOLE CTY S.O.	03-28-14	09-30-14
14 BR 5-5	DRUMRIGHT P.D.	07-29-14	10-16-14
14 BR 5-6	SAPULPA P.D.	09-02-14	03-05-15
14 BR 6-1	KAY CTY S.O.	07-15-14	12-08-14
14 BR 7-1	CANADIAN CTY S.O.	01-07-14	05-27-14
14 BR 7-2	CLEVELAND CTY S.O.	04-22-14	02-19-15
14 BR 7-3	MID AMERICAN CHRISTIAN	07-14-14	03-02-15
14 BR 8-1	BLANCHARD P.D.	02-03-14	06-21-14
14 BR 8-2	STEPHENS CTY S.O.	03-17-14	08-07-14
14 BR 9-1	ELK CITY P.D.	11-04-14	04-20-14
14 BR 10-1	ALVA P.D.	01-08-14	06-19-14
14 BR 10-2	DEWEY CTY S.O.	10-05-14	05-18-14

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