

JUSTIN JONES
DIRECTOR



BRAD HENRY
GOVERNOR

STATE OF OKLAHOMA
OKLAHOMA DEPARTMENT OF CORRECTIONS

(Date)

Executive Director
Council on Law Enforcement Education and Training
2401 Egypt Road
Ada, Oklahoma 74820-0669

Dear Director:

In accordance with Oklahoma State Statute 70 §3311 and 57 §510, designated employees with the Oklahoma Department of Corrections shall meet the training and screening requirements conducted by the Department and certified by CLEET as state peace officers within six (6) months of employment, unless an exception for good cause is granted by the executive director of CLEET.

We are requesting an extension for *(job title and name of employee)*. This officer was hired by the Oklahoma Department of Corrections on *(date of employment)* and should have completed CLEET certification by *(6 months from date of employment)*. However, *(cite reason for extension)* (s)he is expected to be able to complete the required instruction with the CLEET class beginning on *(date of next available CLEET class)*, with a projected completion date of *(date of graduation)*.

Your approval of this request is appreciated.

Sincerely,

Justin Jones, Director
Oklahoma Department of Corrections

cc: District Supervisor
Administrator, Training & Staff Development