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Joe M. Allbaugh, Director Oklahoma Department of Corrections	Signature on File		

Standards for Basic Peace Officer Training, Certification, and Commissioning

I. Program Overview

The basic peace officer training curriculum is designed to address specific

learning objectives that are determined by the Council on Law Enforcement Education and Training (CLEET). (4-APPFS-3A-14) Training will occur at the K.O. Rayburn Training Center in Ada, Oklahoma.

A. Scope

The program is designed to clarify the scope of authority of ODOC peace officers in the exercise of their law enforcement duties following peace officer certification and commissioning in accordance with [OP-110801](#) entitled "Peace Officer Commissioning."

B. Qualifications of Participants

Probation and parole officers and the office of Inspector General (OIG) employees who meet all requirements detailed in 70 O.S. § 3311 and 57 O.S. § 510.A.3., or other correctional employees selected and notified by the director or designee, are required to complete the basic peace officer certification training program.

C. ODOC/CLEET Liaison

The Employee Development Unit (EDU) Training Manager will appoint a ODOC employee who will serve in the capacity of liaison between ODOC and CLEET. This person will accept and receive all enrollment applications before they are forwarded to CLEET to ensure all required documentation is included, and for record keeping purposes.

II. Program Enrollment

A. Notification of Employment

When an employee that requires peace officer certification is hired/appointed, the affected district/unit head will ensure a "[Notification of Employment](#)" form is completed within five working days and forwarded to the ODOC/CLEET liaison. The liaison will document the hire/appointment and forward documentation to CLEET. Upon receipt of the "[Notification of Employment](#)," CLEET will reserve a slot in the next available academy, contingent upon receiving required basic academy application.

B. Basic Academy Application

The CLEET Basic Academy Application can be obtained from the ODOC Training Website ([CLEET Basic Academy Application](#)) or by contacting the ODOC/CLEET liaison. The affected district/unit head will ensure this application is completed and forwarded, along with required documentation, to the ODOC/CLEET liaison. In addition to the required documentation, the following is required for the application:

1. The employee must complete the psychological evaluation for

peace officers, reflecting their suitability for the training. The work location will be responsible for scheduling this test with the appropriate ODOC psychological staff.

2. The affected district/unit head will be required to sign documentation verifying that the applicant's fingerprint cards/information were submitted to OSBI and FBI, either through electronic transmission via the AFIS System or through the paper system; and that OSBI and FBI have reported that such person has no record of a conviction of, nor is currently participating in, a deferred sentence for a felony, a crime involving moral turpitude, or a crime of domestic violence. The Fingerprint Clearance Affidavit of the [CLEET Basic Academy Application](#) should be referred to for further details.
3. The employee must complete the reading, writing, and comprehension test. This will be scheduled by the district/OIG with assistance from the ODOC/CLEET liaison when needed. The employee will receive notification of pass/fail after testing. This notification will be included with the application form.
4. The employee must complete the "Physical Test for Safe Participation." This test will be scheduled and participants notified by the ODOC/CLEET liaison approximately one week prior to the scheduled beginning of a basic academy.
5. Enrollment will not be completed or confirmed until all documentation requirements have been met. District/unit heads that have a special scheduling need should contact the ODOC/CLEET liaison. Otherwise, training candidates should be enrolled in the earliest class possible.

C. Employees Hired/Appointed with Previous CLEET Certification

Employees that were previously CLEET certified are not automatically eligible for ODOC commissioning.

1. Documentation

The following documentation will be forwarded to the ODOC/CLEET liaison within five days of hire/appointment of employee:

- a. ["Notification of Employment"](#); and
- b. Copy of CLEET certification card.

2. Status

Upon receipt of the "[Notification of Employment](#)," CLEET will notify the ODOC/CLEET liaison of the status of the referenced employee.

a. Current

- (1) An employee with current status is eligible to be commissioned with ODOC.
- (2) Upon receipt of proof from CLEET of an employee's current certification status, the ODOC/CLEET liaison will notify Probation and Parole or Office of Inspector General and a commissioning card will be prepared. The affected probation and parole district will schedule the P&P employee to attend the next ODOC commissioning ceremony. The Inspector General will issue commissioning cards to OIG staff.
- (3) If employee's status is not current, the ODOC/CLEET liaison will notify the affected district/unit head and provide information on obtaining current status.

b. Suspended

- (1) If an employee was previously CLEET certified, but allowed annual training requirements to go unfulfilled, he or she will be placed in a suspended status by CLEET.
- (2) An employee placed on suspended status cannot be commissioned with ODOC.
- (3) CLEET will notify the ODOC/CLEET liaison of what action/training is necessary for the employee to be placed on a current status.

c. Inactive

Employees who separated from ODOC employment, or were removed from law enforcement positions or posts, are considered to be in an inactive status by CLEET.

- (1) An employee who has been inactive for five or more years, upon re-entry to full-time status, must complete CLEET refresher training, and successfully pass a written examination, within six months of employment.
- (2) ODOC will not commission an employee on inactive status.

D. Notification Procedures

1. CLEET will confirm basic academy enrollments with the ODOC/CLEET liaison, who will immediately notify the district/unit.
2. The ODOC/CLEET liaison will ensure relevant information concerning the basic academy is posted on the training website. The affected training officer will ensure this information is provided to appropriate staff prior to their scheduled attendance at the CLEET academy.
3. The affected district/unit head will notify the ODOC/CLEET liaison of any changes in an individual's job duties within five working days of the change by completing a "[Notice of Employment](#)" or "[Notice of Termination](#)." The ODOC/CLEET liaison will immediately notify CLEET.

III. CLEET Academy

A. Time and Travel Expenses

Overtime issues will be managed by the affected district/unit head.

1. If more than one participant from a work location is enrolled in the CLEET academy, all participants will be assigned use of, or assigned as a passenger in, an agency vehicle, if available, or authorized to use their personally owned vehicles (POV) for travel to and from the academy.
2. Participants authorized to use their POV will normally be reimbursed for one round trip per week by the work location to which they are assigned.
3. For employees who are authorized to car pool in a POV, only the authorized driver will be reimbursed.

B. Lodging

CLEET will provide lodging to all participants currently attending and residing more than 60 miles from the academy. CLEET Basic Academy Rules and Regulations will be followed while attending the academy and may be viewed at the following link: [CLEET Basic Academy Rules and Regulations](#).

C. Academy Uniform

While attending the basic CLEET academy, ODOC participants will be required to wear the following CLEET uniform:

1. The shirt will be solid blue in color and bear no logo or I insignia.
2. Pants must be tan or khaki colored casual pants. Pants may be of the 511 style or a casual pant.
3. The belt may be of leather or nylon but must be solid black.
4. Shoes or boots will be solid black in color with no other colors visible.
5. Participants are expected to maintain their uniform in a clean and professional manner.
6. No head gear will be worn in the building.
7. Each participant will be issued an identification badge the first day of the academy. The identification badge is required to be worn at all times during training in a manner prescribed by CLEET staff.
8. The ODOC uniform will be required for class photographs and graduation ceremonies. Staff who do not have a designated uniform will wear appropriate business attire.
9. Defensive tactics, firearms training, and Law Enforcement Driver Training (defensive driving) will all have exceptions to the uniform requirements. Requirements for these classes will be discussed during orientation or may be found in the basic academy rules and regulations.

D. Personal Grooming

While attending the basic CLEET Academy, ODOC participants will be required to follow the CLEET requirements listed below:

1. The participant is expected to maintain a professional and clean appearance at all times. The uniform will be clean and wrinkle free.
2. Male participants will keep hair trimmed and neat. Mustaches, sideburns, beards, or goatees are not generally allowed. If the participant can provide documentation from his agency, signed by the director, allowing the participant to maintain facial hair, then a waiver will be granted. Otherwise, a daily facial shave is required.
3. Female participant's hair will be worn in a fashion that does not impede the wearing of any prescribed headgear. Makeup will be worn conservatively.

4. Wrist watches should be worn, as there are subjects covered that will train the participant to monitor the passage of time.
5. Rings may be worn, but only one on each hand is permitted. A wedding set is considered one ring.
6. Visible necklaces, earrings, and other decorative jewelry are prohibited.
7. During defensive tactics training, rings or other jewelry will not be allowed on the mats.
8. All participants with visible tattoos (regardless of size, shape, design, or location), will cover the tattoo with an opaque covering.

E. Attendance

Incidents of unauthorized absence or tardiness are detrimental to the learning process and will not be tolerated. A record is kept of each incident, including the participant's written explanation.

1. Absences due to unforeseen emergencies, illnesses, subpoenas, or other unusual circumstances may be approved by the CLEET training division manager or the CLEET assistant director for make-up during the current academy. The participant will provide documentation for excused absences such as a copy of the subpoena, doctor's statement, etc.
2. Unexcused absences or repeated tardiness may require make-up work during a current or future academy, and may result in disciplinary action, including dismissal. Each absence will be reviewed to determine whether or not the participant will/can be remediated during the current academy; whether or not make-up work will be assigned.
3. Each case will be reviewed to evaluate the length of time missed, the block of instruction missed, and the impact on instruction staff. The CLEET Basic Academy Rules and Regulations may be referred to for further information regarding absences.

F. Personal Conduct and Ethics

Any act which may bring discredit to the participant, their department/agency, or the CLEET academy may result in disciplinary action, to include termination.

1. Academy employees observe the honor system and expect the highest degree of individual compliance. Certain violations are

subject to automatic recommendation for termination from the program.

2. All participants should refer to the CLEET Basic Academy Rules and Regulations for more information on personal conduct and ethics before reporting to the CLEET academy.

G. Health Conditions Prohibiting Full Participation

Participants incurring an injury or illness are required to notify the academy coordinator in writing the next working day. Failure to notify supervisory personnel of an injury or illness, whether or not a doctor's care is required, may result in disciplinary action.

1. Any participant who is unable to participate as a result of an injury or illness will not be allowed to continue to participate in the academy training program.
2. If full recuperation or recovery from an injury extends beyond the time limits for the basic academy, a recommendation may be made for re-application into a later scheduled academy class.
3. Each case will be reviewed and evaluated on an individual basis to ensure compliance with Oklahoma State Statutes, Oklahoma Administrative Code, and federal law. The [CLEET Basic Academy Rules and Regulations](#) may be referred to for further information.

H. Curriculum

All training will be developed and conducted by CLEET.

I. Academy Close Out

1. Upon completion of each Basic Peace Officer academy, CLEET will provide the employee with the CLEET certificate. The employee will provide a copy to the EDU Training Manager or designee and affected human resource management specialist within ten working days of receipt from CLEET.
2. Each member of the basic peace officer training program who has successfully completed the course of instruction is required to attend the graduation exercise and participate in the ceremonies.
3. Certificates will be prepared and distributed by CLEET.

IV. Continuing Education

A. Training Compliance

Employees who are ODOC commissioned peace officers are required to complete a minimum of 25 hours of CLEET approved continuing education training annually to maintain their active status as peace officers. At least two hours of that training will include "Mental Health Training for Law Enforcement Officers."

B. Suspension of CLEET Certification

Failure to complete the annual training requirement will result in receipt of a notice from CLEET of their intent to suspend peace officer certification within 30 days, unless the employee can provide proof of completion of all required training obligations within the 30-day period. CLEET allows some exceptions due to documented medical or military leave.

1. At the end of the 30-day period, CLEET will send officers that fail to provide proof of completion of training requirements or adequate justification for not fulfilling training requirements, a notice of suspension of certification.
2. The ODOC/CLEET liaison will send the notices to the affected district/unit head for follow-up and monitoring.
3. Any employee whose certification has been suspended for any reason, including failure to comply with mandatory education and training requirements, will pay a reinstatement fee of one hundred fifty dollars (\$150.00) pursuant to 70 O.S. § 3311.7.

C. Needs Assessment

The affected district/unit head and the EDU Training Manager will determine and ensure training is provided that addresses continuing education training needs.

D. Training Sources

1. Certified and commissioned peace officers may enroll in CLEET Continuing Education Program training through the CLEET website.
2. Training lesson plans developed or adopted within the agency must be approved by CLEET for continuing education credit. The lesson plans will be submitted for approval to the EDU Training Manager or designee. Upon approval, an "Accredited Training Course Roster" form ([Attachment A](#), attached) will be sent to the ODOC/CLEET liaison who will forward it to CLEET for approval and assignment of course number.
3. Certified and commissioned peace officers may also access multiple CLEET approved on-line courses through the ODOC training website.

E. Training Documentation and Reporting

The field Correctional Training Officer (CTO) will maintain all required CLEET in-service training records for commissioned employees. The ODOC/CLEET liaison will forward all information to CLEET.

1. A CLEET Firearms Qualification Report/form must be completed by a CLEET certified or recognized firearms instructor reporting annual firearms qualification for ODOC commissioned officers. Forms completed by a recognized firearms instructor must also be signed by the district/unit head.
2. A copy of this report/form must be forwarded to the local CTO and the ODOC/CLEET liaison. The ODOC/CLEET liaison will forward the information to CLEET.
3. The field correctional training officer will work with the Employee Development Unit to ensure non-ODOC sponsored training hours recorded by CLEET (via individual training records) are also recorded in the individual's ODOC training record.

F. Exception to Time Frames

1. State statute requires that any request for exception to the time frames required for peace officer certification be made to the executive director of the Council on Law Enforcement Education and Training (CLEET). An exception may be granted for good cause.
2. The affected district/facility/unit head will prepare a "Council on Law Enforcement Education and Training Request for Extension" form for the director's signature and subsequent submission to the executive director of CLEET. A copy will be submitted to the ODOC CLEET liaison.

V. Maintaining a Valid Driver's License and Reporting Arrests and Court Dispositions

A. Maintenance of a Valid Driver's License

Employees commissioned by the ODOC are required to maintain a valid Oklahoma driver's license.

B. Reporting of Arrests and Court Dispositions

Employees commissioned by ODOC are required to notify their district/unit head of any arrest, charge, plea, or conviction for any illegal activity within 24 hours, and file a written report before the end of the employee's next

working day.

1. Employees will similarly report being subject to a court order or discharge from the Armed Services as described in [OP-110215](#) entitled "Rules Concerning the Individual Conduct of Employees." Employees will attach any court order to the written report.
2. Employees will provide their district/unit head with a copy of any Judgment and Sentence or equivalent document and arrest or offense report within 15 days for any misdemeanor crime involving any domestic violence as described in [OP-110215](#).

VI. Termination or Resignation of a ODOC Commissioned CLEET Certified Peace Officer While Under Investigation

A. Department Required Action

In accordance with 70 O.S. § 3311, amended effective November 1, 2008, within 30 days of a ODOC Commissioned CLEET certified peace officer's termination or resignation during the course of an investigation, the assigned Inspector General agent will report, in writing, the full circumstances of the termination or resignation to the executive director of CLEET.

1. The OIG will complete and submit a "[Notification of Termination](#)" to the ODOC/CLEET liaison for any ODOC commissioned peace officer who is terminated or has resigned while under investigation by OIG. The ODOC/CLEET liaison will then submit the "[Notification of Termination](#)" to CLEET. "Under investigation" includes misdemeanor or felony charges, or as part of an arbitration or plea agreement.
2. Each affected district/unit head will be required to notify OIG and the ODOC/CLEET liaison of any ODOC commissioned officer who resigned or was terminated based on information from outside law enforcement agencies.

B. District Attorney

In accordance with 70 O.S. § 3311, amended effective November 1, 2008, it is the prosecuting district attorney's responsibility to notify CLEET of any convictions of a CLEET certified peace officer.

C. CLEET Action

In accordance with 70 O.S. § 3311, amended effective November 1, 2008, it is the executive director of CLEET's responsibility to:

1. Provide the information to their Council for action, to include

suspension of active CLEET certification status;

2. Report to the district attorney for the jurisdiction in which the officer is employed;
3. Report to the liability insurance company of the law enforcement agency that employed the officer; and
4. Report to the chief elected official of the law enforcement agency's governing body.

VII. References

Policy Statement No. P-100100 entitled "Training and Staff Development Standards"

OP-110215 entitled "Rules Concerning the Individual Conduct of Employees"

OP-110801 entitled "Peace Officer Commissioning"

57 O.S. § 510. A.3

57 O.S. § 515

70 O.S. § 3311

70 O.S. § 3311.7

CLEET Basic Academy Rules and Regulations

VIII. Action

The affected district/unit head and the Inspector General are responsible for compliance with this procedure.

The chief administrator of Employee Services is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-100202 entitled "Standards for Basic Peace Officer Training, Certification, and Commissioning" dated August 21, 2014

Distribution: Policy and Operations Manual
Agency Website

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	"CLEET Accredited Training Course Roster"	Attached
Website Link	"CLEET Request for Extension"	CLEET Website
Website Link	"CLEET Basic Academy Application"	CLEET Website
Website Link	"CLEET Basic Academy Rules and Regulations"	CLEET Website
Website Link	"Notification of Employment"	CLEET Website
Website Link	"Notification of Termination"	CLEET Website