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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 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, office of Fugitive Apprehension and Investigations (FAI) agents and the Security Threats & Intelligence (STI) officers 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 agency director or designee, are required to complete the basic peace officer certification training program.

C. ODOC/CLEET Liaison

The director of Training will appoint an ODOC employee who will serve in the capacity of liaison between ODOC and CLEET.

II. Program Enrollment

A. Notification of Employment

When an employee that requires peace officer certification is hired/appointed, the affected facility/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 facility/unit head will ensure this application is completed and forwarded, along with required documentation, to CLEET. 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. The evaluation is not sent with the application; however, the affected facility/unit head will be

required to sign documentation verifying that the evaluation has been completed.

2. The affected facility/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 [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 facility/the office of FAI or STI 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. Facility/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 affected division (Probation and Parole Services or office of FAI or STI) and a commissioning card will be prepared. The affected probation and parole region will schedule the P&P employee to attend the next ODOC commissioning ceremony. The directors of FAI and STI will commission and ensure issuance of commissioning cards to FAI/STI division staff.
- (3) If employee's status is not current, the ODOC/CLEET liaison will notify the affected facility/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 facility/unit.
2. The affected training officer will ensure this information is provided to appropriate staff prior to their scheduled attendance at the CLEET academy. Those accepted into the CLEET Basic Academy will be provided a printed copy of the "[Basic Academy Rules and Regulations](#)."
3. The affected facility/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

Time and travel expenses for CLEET attendees will be in accordance with [OP-120301](#) entitled "Travel Reimbursement Procedures."

B. Lodging

[CLEET Basic Academy Rules and Regulations](#) will be followed while attending the academy.

C. Academy Uniform

1. While attending the basic CLEET academy, ODOC participants will be required to wear the approved ODOC uniform or business casual attire as outlined in [OP-110245](#) entitled "Standards for Employee Personal Appearance."
2. Defensive tactics, firearms training, and Law Enforcement Driver Training (defensive driving) may have exceptions to the uniform requirements.

D. Personal Grooming

While attending the basic CLEET Academy, ODOC participants will be required to follow the CLEET requirements as listed in the "[Basic Academy Rules and Regulations](#)."

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. Refer to the CLEET [Basic Academy Rules and Regulations](#) provides 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 while attending 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. Academy Close Out

1. Upon successful completion of each Basic Peace Officer academy, CLEET will provide the employee with a CLEET certificate. The employee will provide a copy to the director of Training or designated training officer for inclusion in their permanent training file 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 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." Training hours will be submitted to the ODOC/CLEET liaison using the "Accredited Training Course Roster" form ([Attachment C](#), attached).

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. 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 unit head, director of Probation and Parole Services, and director of FAI and STI, in conjunction with the director of Training 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 may be accredited by CLEET for continuing education credit. The lesson plans will be submitted for approval to the director of Training or designee. Upon approval, a "Request for Program Accreditation" form ([Attachment A](#), attached) will be sent to the ODOC/CLEET liaison who will forward it to CLEET for accreditation and assignment of course number.
3. Certified and commissioned peace officers may also access multiple CLEET accredited on-line courses through the ODOC training website.
4. ODOC employees who are or will teach an accredited CLEET continuing education course must have a CLEET Accreditation Resume Form (Attachment B) on file with CLEET.

E. Training Documentation and Reporting

The field Correctional Training Officer (CTO) or Probation and Parole Officer 4 (Training Officer) will maintain all required CLEET in-service training records for commissioned employees. The CTO/PPO4 (training) will forward training rosters that are CLEET accredited to the ODOC/CLEET liaison who will enter the training with 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 facility/unit head.
2. A copy of this report/form must be forwarded to the local CTO or PPO4 and the ODOC/CLEET liaison. The ODOC/CLEET liaison will forward the information to CLEET.
3. The field CTO or PPO4 will work with Training 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 facility/unit head will prepare a "[Council on Law Enforcement Education and Training, Request for Extension](#)" form

for the agency director's or designee'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 driver's license.

B. Reporting of Arrests and Court Dispositions

Employees commissioned by ODOC are required to notify their facility/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 facility/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 unit head will report, in writing, the full circumstances of the termination or resignation to the executive director of CLEET.

1. The unit head 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 office of FAI or outside law enforcement. 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.

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.

VII. References

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

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

OP-110245 entitled "Standards for Employee Personal Appearance"

OP-120301 entitled "Travel Reimbursement Procedures"

57 O.S. § 510. A.3

57 O.S. § 515

70 O.S. § 3311

70 O.S. § 3311.4, A.

70 O.S. § 3311.7

O.A.C. 390:25-1-14.

CLEET Basic Academy Rules and Regulations

VIII. Action

The affected facility/unit head, the director of Fugitive Apprehension and Investigations, director of Security Threats and Intelligence and the director of Probation and Parole Services are responsible for compliance with this procedure.

The Chief of Operations is responsible for the annual review and revisions.

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

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-100202 entitled "Standards for Basic Peace Officer Training, Certification, and Commissioning" dated March 7, 2017

Distribution: Policy and Operations Manual
Agency Website

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	“Request for Program Accreditation”	Attached
Attachment B	“CLEET Accreditation Resume Form”	Attached
Attachment C	“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/Termination”	CLEET Website