

Standards for Basic Peace Officer Training, Certification, and Commissioning	1
I. Program Overview	1
A. Scope.....	2
B. Qualifications of Participants.....	2
C. ODOC CLEET Liaison	2
II. Program Enrollment	2
A. Employees Hired/Appointed without Previous CLEET Certification	2
B. Basic Academy Application.....	3
C. Employees Hired/Appointed with Previous CLEET Certification	3
D. Notification Procedures.....	5
E. Limited Commissioning for Probation and Parole Officers.....	6
III. CLEET Academy.....	6
A. Time and Travel Expenses	6
B. Lodging.....	6
C. Academy Uniform	6
D. Personal Grooming.....	6
E. Attendance.....	6
F. Personal Conduct and Ethics.....	7
G. Health Conditions Prohibiting Full Participation	7
H. Academy Close Out.....	8
IV. Continuing Education	8
A. Training Compliance	8
B. Suspension of CLEET Certification.....	9
C. Training Sources.....	9
D. Training Documentation and Reporting	10
E. Exception to Time Frames	10
V. Maintaining a Valid Driver’s License and Reporting Arrests and Court Dispositions	10
A. Maintenance of a Valid Driver’s License	10
B. Reporting of Arrests and Court Dispositions	10
VI. Termination or Resignation of a ODOC Commissioned CLEET Certified Peace Officer While Under Investigation.....	11
A. Department Required Action.....	11
B. District Attorney.....	11
VII. References.....	11
VIII. Action	12
Attachments	13

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Steven Harpe, 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) Effective April 19, 2023, the Oklahoma Department of Corrections attained legal status as a CLEET City, and when deemed necessary by the Executive Director, to hold academies in order to certify full-time commissioned peace officers. The academy's length and curriculum will match the minimum standards set by the Council on Law Enforcement Education and Training.

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 (PPO), Office of Inspector General (OIG) agents and officers, Criminal Interdiction Division (CID), Fugitive Apprehension unit, Intelligence unit, Investigation unit, Security Threats and Intelligence (STI) unit, and Canine unit who meet all requirements detailed in 70 O.S. § 3311 and 57 O.S. § 510, or other correctional employees selected and notified by the agency Director or designee, who are required to complete the basic peace officer certification training program.

C. ODOC CLEET Liaison

The Chief Administrator of Basic Peace Officer and Corrections Academy will appoint an ODOC employee who will serve in the capacity of liaison between ODOC and CLEET.

II. Program Enrollment

A. Employees Hired/Appointed without Previous CLEET Certification

1. When an employee that requires peace officer certification is hired or appointed, the affected facility/unit head will ensure the employee is set up in the [CLEET applicant portal](#) and has completed the Academy City application.
 - a. The employee is responsible for notifying the CLEET liaison of any correspondence (digital, paper, or telephone) received from CLEET with two days of notification. This notification will be sent in the form of an e-mail outlining the actions if any that need to be taken in the application process to include notification of acceptance into the basic CLEET academy, the academy number, and dates of the academy.

2. The employee will ensure “Notification of Employment” ([Attachment D](#)) and “Peace Officer Employee Attestation” ([Attachment E](#)) is completed within five working days and forwarded to the ODOC CLEET liaison. The employee will include the academy facility to be attended in the notice of employment. The liaison will input the information from the “Notification of Employment” ([Attachment D](#)) and upload the “Peace Officer Employee Attestation” ([Attachment E](#)) into the CLEET business portal, add the employee to the agency roster, and notify CLEET of the completion of the notice of employment. Upon receipt of all required information, CLEET will reserve a slot in the next available academy.

B. Basic Academy Application

The “CLEET Basic Academy Application” can be obtained from the [CLEET applicant portal](#). In addition to the required documentation, the following is required for the application:

1. The employee will 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 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.
3. The employee will complete the reading, writing, and comprehension test. This will be scheduled by the facility/unit head. The employee will receive notification of pass/fail after testing. This notification will be uploaded within the [CLEET application portal](#) where indicated within the application.
4. The employee will complete the “[Physical Test for Safe Participation](#).” This test will be scheduled, and participants notified 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 will contact the ODOC CLEET liaison. Otherwise, training candidates will 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" ([Attachment D](#));
- b. "Peace Officer Employee Attestation" ([Attachment E](#)); and
- c. Copy of CLEET certification card.

2. Status

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

a. Current

- (1) An employee with current status is eligible to be commissioned with ODOC.
- (2) The ODOC CLEET liaison will verify the employee's current certification status through [CLEET's online registry portal](#) and notify the affected division (facility head, Chief Administrator of Operations or Inspector General). A commissioning card will be prepared if the employee's current status is active. The affected division (facility head, Chief Administrator, or Inspector General) will ensure that the employee is issued a commission card and is invited to the next available commissioning ceremony.
- (3) If the 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) A previously CLEET certified employee who allows annual training requirements to go unfulfilled 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

- (1) 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.
- (2) An employee who has been inactive for five or more years, upon re-entry to full-time status, will complete CLEET refresher training, and successfully pass a written examination, within six months of employment.
- (3) The employee will complete the Over 5 - Certified Peace Officers Who Have Been Inactive for 5 or More Years application through the [CLEET applicant portal](#).
- (4) The ODOC CLEET liaison will be notified once the application has been submitted through the [CLEET applicant portal](#). The ODOC CLEET liaison will then submit the "Notification of Employment" ([Attachment D](#)) and notify CLEET once the forms are submitted through the CLEET portal.
- (5) ODOC will not commission an employee on inactive status.

D. Notification Procedures

1. CLEET will confirm basic academy enrollments with the ODOC CLEET training coordinator, who will immediately notify the ODOC CLEET liaison and 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 "[CLEET 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 to include employment in a commissioned position, discharge, resignation, discharge under investigation, resignation under investigation, retirement, death, transfer, or extended leave within five working days of the change by completing the "Notification of Employment" ([Attachment D](#)), "Notification of Termination" ([Attachment F](#)), or "Notification of

Leave” ([Attachment G](#)); whichever applies. The ODOC CLEET liaison will immediately notify CLEET once the forms are submitted through the CLEET portal.

E. Limited Commissioning for Probation and Parole Officers

A PPO may be granted a limited commission while waiting for CLEET placement once the following is completed:

1. Completion of an approved ODOC firearms training as required in [OP-100203](#) entitled “Firearms Qualification Standards.”
2. Completion of Probation and Parole Academy.

PPOs granted limited commission will not conduct planned arrests, will not participate in planned searches, and will only conduct field work with a PPO II or above, as approved by the team supervisor. A limited commission is only valid for one year after the date of hire.

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 “[CLEET 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](#)" which 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 will 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. If full recuperation or recovery extends beyond the time limits for the basic academy, and the employee is approved to continue into a later scheduled academy class, the employee will submit a "CLEET Request for Extension" ([Attachment H](#)) and "Notification of Leave ([Attachment G](#))" to the ODOC CLEET liaison.
4. 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 Chief Administrator of Basic Peace Officer and Corrections Academy or designated training officer for inclusion in their permanent training record 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. (70 O.S. § 3311.4) Training hours will be submitted to the ODOC CLEET liaison using the “Accredited Training Course Roster” ([Attachment C](#)). Employees who are ODOC commissioned peace officers are responsible for ensuring the training requirements are met and the attached roster is submitted to the ODOC CLEET liaison in a timely manner. CLEET approved training can be found in workday under the 131-ODOC-CLEET training program or at the following link: [ODOC CLEET CE Course Catalog](#). The ODOC CLEET liaison will verify the completion of the submitted training utilizing the Workday system. Staff that are CLEET certified but not commissioned by ODOC are responsible for submitting their CLEET training to CLEET utilizing the online portal. The ODOC CLEET liaison cannot submit training for any employee not commissioned by the corrections department.

1. Mental Health Training for Law Enforcement Officers

The required 25 hours of CLEET continuing education training will include a mandatory two (2) hours on mental health issues, each calendar year. (70 O.S. § 3311.4)

2. Missing Persons

This course is mandatory for all Oklahoma Law Enforcement Peace Officers. Course Number CL-0645. 1 Hours CE credit. This course covers 74 O.S. § 151.3, which requires CLEET to establish appropriate training resources focused on the investigations of unidentified and missing persons and shall require all CLEET-

certified law enforcement officers to complete such training on a “regular basis.”

3. Sexual Assault Response

This course is mandatory for all Oklahoma Law Enforcement Peace Officers. Course Number CL-0644. (3) Hours CE credit. This course meets the requirement of 70 O.S. § 3311.4.

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 \$150.00 pursuant to 70 O.S. § 3311.7.

C. 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 ODOC CLEET liaison. Upon approval, a “Request for CLEET Continuing Education Program Catalog Number” ([Attachment A](#)) will be sent to the Chief Administrator of Basic Peace Officer and Corrections Academy or designee for final approval. The ODOC CLEET liaison will then enter the request through the online CLEET portal for issuance of a program catalog 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 will have a “CLEET Accreditation Resume” ([Attachment B](#)) on file with CLEET.

D. Training Documentation and Reporting

The field correctional training officer (CTO) or PPO IV (training officer) will maintain all required CLEET in-service training records for commissioned employees.

1. A "CLEET Firearms Qualification Report" ([Attachment I](#)) will 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 will also be signed by the facility/unit head.
2. A copy of this report will be forwarded to the local CTO or PPO IV and the ODOC CLEET liaison. The ODOC CLEET liaison will enter the information into the CLEET online portal.
3. The field CTO or PPO IV 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. Commissioned and CLEET certified employees are responsible for submitting non-ODOC sponsored training records to CLEET.

E. 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 CLEET. An exception may be granted for good cause.
2. The affected facility/unit head will prepare a "CLEET Request for Extension" ([Attachment H](#)) for the agency Director 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](#) entitled "Rules Concerning the Individual Conduct of Employees."

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 an 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" ([Attachment F](#)) to the ODOC CLEET liaison for any ODOC commissioned peace officer who is terminated or has resigned while under investigation by the OIG or outside law enforcement. The ODOC CLEET liaison will then submit the "Notification of Termination" ([Attachment F](#)) 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 P-100100 entitled "Training and Staff Development Standards"

OP-100203 entitled "Firearms Qualification Standards"

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

OP-110245 entitled "Standards for Employee Personal Appearance"

OP-110801 entitled "Peace Officer Commissioning"

OP-120301 entitled "Travel Reimbursement Procedures"

57 O.S. § 510

57 O.S. § 515

70 O.S. § 3311

70 O.S. § 3311.4

70 O.S. § 3311.7

74 O.S. § 151.3

CLEET Basic Academy Rules and Regulations

VIII. Action

The affected facility/unit head, Chief Administrator of Operations, Chief Administrator of Basic Peace Officer and Corrections Academy, and Inspector General are responsible for compliance with this procedure.

The Chief Administrator of Basic Peace Officer and Corrections Academy 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: OP-100202 entitled "Standards for Basic Peace Officer Training, Certification, and Commissioning" dated December 6, 2021

Deleted: OP-100202 Revision-01 dated December 17, 2021

Distribution: Policy and Operations Manual
Agency Website

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	"Request for CLEET Continuing Education Program Catalog Number"	Attached
Attachment B	"CLEET Accreditation Resume"	Attached
Attachment C	"Accredited Training Course Roster"	Attached
Attachment D	"Notification of Employment"	Attached
Attachment E	"Peace Officer Employee Attestation"	Attached
Attachment F	"Notification of Termination"	Attached
Attachment G	"Notification of Leave"	Attached
Attachment H	"CLEET Request for Extension"	Attached
Attachment I	"CLEET Firearms Qualification Report"	Attached