

## **Council on Law Enforcement Education and Training**



### **Basic Academy Rules and Regulations**

## **COUNCIL ON LAW ENFORCEMENT EDUCATION AND TRAINING**

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**Distribution: All Basic Academy Cadets  
Training Staff**  
**Authority: Executive Director**

Subject: Basic Academy Rules and Regulations

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## **INTRODUCTION**

The Council on Law Enforcement Education and Training's mission is to train, develop, and produce the finest potential law enforcement officers for the State of Oklahoma, its many jurisdictions, and political subdivisions. The accomplishment of this goal will require that Academy Cadets maintain and display the highest order of discipline, intelligence, sound and prudent judgment and integrity.

The following rules and regulations will apply to each Cadet for the duration of the Academy. They will provide the foundation for an effective learning environment and the discipline required in law enforcement. The Basic Academy Rules and Regulations, adopted pursuant to Oklahoma Administrative Code 390: 15-1-10, are the specific rules governing the administration of the Basic Academy. These rules have the same force and effect as the administrative rules which govern CLEET.

## 1. Hours of Operation

1.1 Administrative Offices will open Monday through Friday, excluding holidays, from 0800 – 1630 hours. Trainees should note that their training day begins at 0630 or 0730 depending on starting at 0700 or 0800 hours and tardiness is subject to disciplinary action.

1.2 Training Days will begin at 0630 (with colors and inspection) and continue through 1800 hours Tuesday through Friday. Training Days will begin at 0800 hours Monday through Friday for online portion of academy. The first day of the Academy will begin at 1300 hours.

If training week has a holiday that is observed by the State of Oklahoma, your training week may start on the Monday of that week.

It should be anticipated that some training days will extend well beyond 1800 hours. Cadets will make arrangements to ensure attendance.

**Curfew** – A strict curfew will be enforced from 2300 to 0500 from Monday nights through Friday mornings at 0500. All gates will be locked and all cadets staying on campus will be in their assigned rooms. Unauthorized violations of curfew will be grounds for discipline.

Extra assignments that are given during the Academy must be completed by the prescribed deadline.

1.3 Cadets will be given breaks at 10 minutes to the hour, or as deemed necessary by the Instructional Staff.

1.4 Each Cadet will be required to sign a roster for each meal eaten during their training cycle. The roster, for each meal, is in the cafeteria.

Breakfast 0600 - 0730

Lunch 1130 – 1300

Dinner 1730 – 1900

No Dinner on Fridays

1.4.1 Cafeteria attire shall, at a minimum, include a shirt with sleeves, shoes, and pants. NO SHORTS OR SPANDEX!

1.5 Academy Administration reserves the right to modify the Academy Schedule at any time to accommodate holidays and/or unusual circumstances.

1.6 In the case of severe weather, specifically ice or snow, call the Academy Coordinator or the Assistant Academy Coordinator regarding the Training Schedule for that (those) day(s).

## 2. Attendance

- 2.1 Cadets are expected to maintain an exemplary (100%) attendance record. Dependability is a required trait of a public servant. Incidents of unauthorized absence or tardiness are detrimental to the learning process and will not be tolerated. A record is kept of such incident, including the Cadet's written explanation.

### 2.2 Authorized Absence

2.2.1 Absences, of very limited duration, due to unforeseen emergencies, illnesses, subpoenas, or other unusual circumstances **may** be approved by the Academy Coordinator or the Chief of Operations for make-up during the current Academy. Each circumstance will be evaluated on a case by case basis. The Cadet will provide documentation for excused absences such as copies of subpoenas, doctor's statement, etc.

2.2.2 Absences, of the type mentioned in 2.2.1, will be reviewed to determine how the Cadet will be remediated, and whether make-up work will be assigned. The Cadet may be required to complete makeup work during a current or future academy. Each case will be reviewed to evaluate the length of time missed, the block of instruction missed, and the impact on the Instructional Staff.

### 2.3 Unauthorized Absence (UA)

Unauthorized Absence (UA) is defined as any absence without prior approval of the Training Administration Staff. If a Cadet is unable to report to the Academy, and prior approval for the absence has not been granted, the Cadet must personally notify either the Academy Coordinator, or the Asst. Academy Coordinator prior to returning to the Academy. The Cadet will write a report detailing the reason for the absence.

Each unauthorized absence will be reviewed to determine whether or not the Cadet will/can be remediated during his Academy; whether or not make-up work will be assigned; or if disciplinary action will be taken. The Cadet will be required to complete makeup work during his current Academy or a future Academy. Each case will be reviewed to evaluate the length of time missed, the block of instruction missed, and the impact on the Instructional Staff.

- 2.4 If a Cadet requires an extension of time to complete the requirements for certification, a written petition must be submitted to the Assistant Director.
- 2.5 The following disciplinary schedules are referred to when handling absenteeism. However, any unauthorized absence may be grounds for disciplinary action, including dismissal from the Academy.

### 2.5.1 Unauthorized Absences

- |                               |   |
|-------------------------------|---|
| 1 <sup>st</sup> Occurrence UA | Documented counseling session with Academy Coordinator  |
| 2 <sup>nd</sup> Occurrence UA | Written reprimand inserted into Cadet's training file; notification made to the employing agency; and documented counseling session with the Academy Coordinator  |
| 3 <sup>rd</sup> Occurrence UA | Written reprimand inserted into Cadet's training file; mandatory review session with all Academy Administration Staff; notification made to the Cadet's employing agency; and referral made to the Executive Director of CLEET to consider dismissal or other disciplinary action |

### 2.5.2 Tardiness

- |                                  |  |
|----------------------------------|--|
| 1 <sup>st</sup> Occurrence Tardy | Documented counseling session with the Academy Coordinator.  |
| 2 <sup>nd</sup> Occurrence Tardy | Written reprimand inserted into Cadet's training file; notification made to the employing agency; and documented counseling session with the Academy Coordinator.  |
| 3 <sup>rd</sup> Occurrence Tardy | Written reprimand inserted into Cadet's training file; mandatory review session with all Academy Administration Staff; notification made to the Cadet's employing agency; and referral made to the Executive Director of CLEET to consider dismissal or other disciplinary action. |

Habitual tardiness may require make-up work during a current or future Academy, or may result in disciplinary action, including dismissal. Included in this section is late reporting to any scheduled event during the training period where a start time is clearly established.

### 2.5.3 Call-In/Late

Cadets coming upon unforeseen circumstances which they believe cause them to arrive late must contact the Academy Coordinator as soon as possible. Any Cadet who calls in as required but arrives 30 minutes beyond the start time for an assignment may be excluded from that class, or may receive a level of punitive action in the schedule depending upon the number of occasions. Punitive actions, if any, will be decided by the Academy Coordinator. Punitive actions may include, but are not limited to, extra assignments or dismissal.

### 2.5.4 Non-Call In/Non Report

1 <sup>st</sup> Occurrence UA	Documented counseling session with Academy Coordinator
2 <sup>nd</sup> Occurrence UA	Written reprimand inserted into Cadet's training file; notification made to the employing agency; and documented counseling session with the Academy Coordinator
3 <sup>rd</sup> Occurrence UA	Written reprimand inserted into Cadet's training file; mandatory review session with all Academy Administration Staff; notification made to the Cadet's employing agency; and referral made to the Executive Director of CLEET to consider dismissal or other disciplinary action

### 2.5.5 Unauthorized Departure

A Cadet's departure from any class or assignment without prior approval by the Academy Coordinator may be regarded as an "act of resignation." A disciplinary review session, to include notification of the Cadet's employing agency, will be conducted to consider a recommendation of dismissal.

### 2.5.6 Injuries or Illness

Cadets incurring an injury, illness, or medical condition are required to notify the Academy Coordinator in writing as soon as possible. Failure to notify CLEET Staff of an injury, illness, or medical condition immediately, may result in disciplinary action.

Any Cadet who is unable to participate, because of an injury, illness, or medical condition, will not be allowed to continue to participate in the

Academy training program. If full recuperation or recovery extends beyond the time limits for the Cadet's Academy, a recommendation may be made for re-application into a later scheduled Academy class. Each case will be reviewed and evaluated on an individual basis to ensure compliance with Oklahoma State Statutes, and Oklahoma Administrative Code and Federal Law.

- 2.5.6.1 Prior to leaving, the Cadet must supply CLEET a written statement setting out the reasons the Cadet is missing the Academy. The statement must explain the illness, injury or medical condition. If the cadet is Drop on Request, the cadet cannot make up the portions missed with another academy. The agency must apply for the next available academy and the cadet must start from the beginning.
- 2.5.6.2 When an extension of time is needed to complete the Academy, the Cadet and the head of the Cadet's employing agency must submit a written request to the Assistant Director. The written request must explain the reasons you should be granted an extension. The Assistant Director will consider the circumstances, the written requests, and the statutory time limits pertaining to the extension request. The Assistant Director will notify the Cadet and the employing agency, in writing, whether the extension request is granted or denied.
- 2.5.6.3 If the request is denied, the Cadet and the head of the Cadet's employing agency may appeal the decision to the Executive Director. The Executive Director must receive the two appeals within ten (10) business days of the date the Cadet and the Cadet's employing agency received the Assistant Director's written decision. The Executive Director will consider the circumstances, written appeals, and the statutory time limits pertaining to the request. The Cadet and the Cadet's employing agency will be notified of the decision in writing.
- 2.5.6.4 If a Cadet has left the Academy because of an injury, illness, or medical condition the Cadet will be required to supply CLEET with a written statement from an appropriate medical provider in order to return to the Academy. This statement must be a full release—WITHOUT restrictions, specifically stating that, in the medical provider's opinion, the Cadet is physically and medically able to safely participate in **all** CLEET activities.



**Trainees are required to complete a written statement detailing the reason for their absence prior to being readmitted into the training environment.**

### **3. Academy Uniforms**

The prescribed Academy uniform:

Uniform – Navy or black collared short or long sleeve shirt (**NO** red or orange)  
Khaki slacks or tactical pants  
Black boots or shoes  
Navy blue sweatshirt may be worn over collared shirt.

\*T-shirts and hoodies are not permitted unless authorized by Academy Coordinator\*

#### **3.2 Hats will not be worn in the main building.**

3.3 Each Cadet will be issued an identification badge the first day of the Academy. The name badge is required to be worn at all times during training in a manner prescribed by CLEET staff.

3.3.1 ID badges are required for admittance to restricted areas of the facility.

3.3.2 If a cadet loses an ID badge a report shall be filed with the Academy Coordinator and an alternative badge will be issued for a fee of the badge cost, with disciplinary action to follow.

3.4 Each Cadet is expected to maintain his uniform in a clean and professional manner.

3.5 There will be at least two occasions during the Cadet's training cycle when a department dress uniform will be required.

- The first occasion will be for class photographs. Cadets are required to wear their agency's dress uniforms. Both group and individual photographs will be taken. Cadets who do not have a designated uniform may wear formal business attire.
- The second occasion will be during graduation ceremonies - the above requirements apply.

### 3.6 Exceptions to Prescribed Academy Uniform

#### 3.6.1 Defensive Tactics – Uniform Requirements

During Defensive Tactics/Custody Control training, the Cadet may wear Karate gi pants, or dark colored sweatpants only. (Changed to 5.11 style pants with Velcro closures, Military BDU's, or Wrangler Stretch pants) No tight fitting clothing. Pants shall have no exposed buttons, zippers, or snaps. BDU style pants may not be worn. **ABSOLUTELY NO shorts are permitted.**

Sweat tops or T-shirts are permitted with no unprofessional/offensive lettering or graphics. Neither T-shirts nor sweatshirts will be worn if the sleeves have been removed.

3.6.1.1 Pre-Approved footwear for this training include socks and wrestling shoes ONLY.

- Alternative footwear may be approved, but must be presented to Defensive Tactics Instructor Staff prior to wearing on the mats.

**Bare feet are not allowed for health and sanitation reasons.**

#### 3.6.2 Firearms – Uniform Requirements

Firearms training will expose the Cadet to ambient weather conditions; therefore, the uniform may be modified at the discretion of CLEET Staff.

3.6.2.1 During the firearms block of training, the Cadets are required to wear a hat that has a brim or a bill. **The color of the hat shall not be red or orange**

3.6.2.2 Cadets are required to wear safety glasses on the range.

3.6.2.3 Cadets are required to wear hearing protection on the range.

### 3.6.3 LEDT (Driving) – Uniform Requirements

During the Law Enforcement Driver Training, the Cadets will be exposed to ambient weather conditions that may at times be extreme. The normal Cadet uniform may be modified at the discretion of CLEET staff.

Cadets will wear helmets at all times while in a vehicle on the training pad or driving course.

### 3.6.4 Other Exceptions – Uniform requirements

There may be other times when Instructional Staff will authorize a departure from the Academy uniform. This is discretionary and will be determined as needed by Instructional Staff.

## 4. Personal Grooming

4.1 The Cadet is expected to maintain a professional and clean appearance at all times.

4.2 Hair will be trimmed and neat. Beards and mustaches will be groomed and only allowed if the agency allows the cadet to wear facial hair. A Facial Hair Request Form must be completed by agency head and returned by the date given on form.

4.3 Jewelry

Wristwatches may be worn as there are subjects covered in the Academy that will require the Cadet to monitor the passage of time. Smart watches will not be used to answer calls, text messages, or use in any form of social media while in classroom.

**Rings may be worn, but only one on each hand is permitted. (A wedding set is considered one ring.)**

**Visible necklaces, chokers, decorative jewelry, and earrings are prohibited.**

**During daily Physical Training & Defensive Tactics/Custody Control, rings or other jewelry will not be allowed on the mats.**

## 5. Achievement Standards

5.1 Academic Grading

5.1.1 Academic Grading is governed by Oklahoma Administrative Code. These guidelines are incorporated into these rules and regulations.

5.1.2 The Academy requires a minimum score of 75% (per Council change in 08/2011) in the majority of the academic blocks of instruction. There are three blocks of instruction that will be tested and require 80% to pass the course. Those exceptions are First Aid, Standardized Field Sobriety Testing and the final certification exam.

5.1.3 The Final Exam--Certification Exam, will require 80% to pass. (Per Council change in 08/2011)

5.1.4 Any Cadet who fails a specific block examination will be permitted to retake that block examination within a time frame established by CLEET. If a Cadet fails the block examination a second time, the trainee's agency head may request that the trainee repeat the block of instruction and take the examination a third time.

5.1.5 No cadet will be allowed to challenge the States Certification Examination without first successfully completing all blocks of instruction.

5.1.6 Disqualifying events for the Certification Examination

5.2.6.1 If a Cadet fails to complete any portion of any block of instruction, the Cadet will not be allowed to challenge the Certification Examination until the academic block is successfully completed. Should a Cadet fail the Certification Exam, he will be permitted to retake the examination within ten (10) business days. If a Cadet fails the Certification Examination a second time, the Cadet's Agency Head must petition, in writing, the Executive Director to request a third attempt. A third failure will necessitate re-enrollment into a Basic Academy.

## 5.2 Defensive Tactics – Performance and Testing

Cadets must successfully demonstrate skills and knowledge in defensive techniques which are essential to street survival. This area of training includes, but is not limited to: ground fighting, weapons retention, wounded officer drills (evasive maneuvers), take downs, baton training, subject restraint, and hand to hand defensive strategies. In addition to passing the demonstrations, Cadets must achieve a minimum score of 75% on the written examination.

Cadets are expected to maintain a 100% attendance and participation record for Defensive Tactics.

Cadets will be tested throughout the Defensive Tactics training with drills, exercises, scenarios, and a night stress inoculation that will test all of the skills that were learned during Defensive Tactics. Quitting, stopping, delaying training, or non-participation will not be tolerated and will be grounds for discipline, up to and including removal from the academy.

### 5.3 Firearms Training – Performance and Testing

Firearms proficiency is a necessity for every officer's survival. The hours of training devoted to this vital aspect is intended to provide the Cadet with the skills to attain the requisite proficiency.

A Cadet must pass the firearms qualification course with a minimum of 72% for handgun qualification and demonstrate, to the satisfaction of Instructional Staff, the mastery of: the malfunction drills, reloading drills, load and make ready, unload and clear, utilizing proper cover and concealment, tactical firearms drills, low light shooting, and cleaning skills to successfully complete the firearms training program.

The Oklahoma Administrative Code sets forth specific procedures that must be followed in the event a Cadet is unable to pass firearms testing.

### 5.4 Law Enforcement Driver Training – Performance and Testing

Defensive and high-performance driving skills are imperative for officer and community safety. This training is conducted by the Driver Training Instructors and is an integral part of the program.

Cadets must achieve a 75% on the written examination. The driving qualification courses must also be successfully completed.

### 5.5.1 Skills Remediation: - Retesting Procedure

O.A.C 390:15-1-13 (a)(g):

- (a) In order to successfully complete the basic academy program, trainees must achieve a minimum passing score as designated by CLEET or a higher standard if so required by an approved academy entity. All training standards and academic requirements must be completed in accordance with statutory requirements.
- (b) Any trainee who fails a specific block examination will be permitted to retake that block examination within a time frame established by CLEET.
- (c) If the trainee fails the block examination a second time, the trainee's agency head may request that the trainee repeat the block of instruction and take the examination for a third time.
- (d) If a trainee fails to complete any block of instruction the trainee will not be allowed to take the certification or qualification examination.
- (e) Trainees who fail the certification or qualification examination will be permitted to retake the examination within ten (10) business days. A second failure will necessitate reenrollment into a basic academy.
- (f) If the trainee fails a proficiency test in the Custody Control block, the Law Enforcement Driver Training block or firearms block, the trainee will not be certified and shall be required to obtain additional training through his/her employing agency; such training to be conducted by a CLEET certified instructor, discipline specific, within ninety (90) calendar days of the student's original academy completion date. Upon completion of such training, the student's employing agency administrator must, in writing, notify the Director of CLEET or the director's designee that the student is ready to be scheduled for remedial proficiency testing by CLEET staff. Such testing shall be completed by allowing the student up to three (3) attempts to attain the CLEET required proficiency in the skills area needed. If the trainee does not successfully complete remedial testing, no further testing will be allowed until the student has retaken the entire block of instruction.
- (g) Trainees are expected to attend all blocks of instruction. If a trainee misses any time during the academy, the trainee must state in writing the reasons for the absence.

### 5.6 Study – Student Performance Standards

Unlike the academic community, law enforcement Cadets are compensated for their participation in the Academy. As such, the expectations and demands of law enforcement training require total personal effort 100% of the time, both in the classroom and out.

#### 5.6.1 Notes

Notes are to be taken in all lectures, unless the instructor notifies the cadets otherwise

#### 5.6.2 Asking Questions

Ask questions when necessary, but stay on the subject and exercise good judgment in the privilege of inquiry. Cadets are expected to raise their hand and be recognized by the instructor prior to asking a question. Upon recognition, the Cadet will stand, state their name, and ask their question. After their question is answered, they will thank the Instructor and be seated. Unrecognized outbursts will not be tolerated, and may result in the Cadet being removed from the classroom.

### 6. Personal Conduct

As a law enforcement Cadet, you are now considered a public employee. Cadets are reminded that the activities of law enforcement personnel are subject to public scrutiny and review at all times whether on or off-duty. As such, Cadets should remember that these same high ethical standards likewise apply in their individual activities regardless of duty status. Any act which may bring discredit to himself, his department/agency, or this Academy may result in disciplinary action to include termination.

#### 6.1 On-Duty Behavior

Violations of the following rules may result in disciplinary action, including dismissal.

6.1.1 The classroom is to be regarded as a place of learning. Unnecessary distractions and/or conversations are not tolerated.

6.1.2 Cadets will remain awake and alert at all times in the classroom. They will occupy themselves with law enforcement business and refrain from non-related reading material or activity.

6.1.3 Cadets will promptly comply with instructions, directions, orders and assignments given them by Academy Staff members.

6.1.4 Cadets will address CLEET Staff and Adjunct Instructors, regardless of personal relationship, by title and last name.

6.1.5 Cadets are not permitted to speak or answer in class unless recognized by the instructor to do so.

6.1.6 The following activities are prohibited at all times in the classroom:

##### 6.1.6.1 Eating Meals

-snacks are not allowed, unless the cadet has a documented medical condition.

6.1.6.2 Drinking (unless in spill-proof container) Drinking will only be done from clear containers and the only drinks acceptable in the

classroom will be water, electrolyte water, or Gatorade Zero. Coffee will only be allowed with approval from the Academy Coordinator.

Desks will be set up in the following order. Drink on the left, tablet or notepad in the middle, and writing utensil on the right side. Any other material will be placed on the floor near the Cadets feet.

6.1.6.3 Littering- to include proper disposal of gum

6.1.6.4 Leisure reading material

6.1.6.5 SLEEPING

6.1.7 The use of classroom facilities or equipment is permissible only with instructor approval.

6.1.8 Improper or negligent use of any CLEET property is prohibited.

6.1.9 Cadets shall refrain from loitering in hallways, rest rooms, or working areas of the Academy building. Improper demeanor and bad or foul language will not be tolerated.

6.1.10 Cadets may enter Academy offices only after knocking on the door and receiving permission to enter.

6.1.11 Carrying weapons or ammunition by a Cadet is prohibited. The only exception will be made with the Academy Coordinator's authorization. Cadets found in possession of any unauthorized weapon are subject to dismissal. All Cadets are required to store their weapons in their vehicle out of public sight.

6.1.12 Cadets shall not consume intoxicants or have the odor of intoxicants on their breath while on CLEET property.

6.1.13 Cadets contact with other agency's personnel must be conducted in a professional manner so as to bring credit to his/her profession and CLEET.

6.1.14 Cadets shall conduct themselves with courtesy and professional dignity at all times. Discourtesy, rudeness, and/or vulgarity by Cadets in the presence of citizens, Staff, law enforcement officers, or other Cadets will not be tolerated.

6.1.15 Cadets will be required to address any and all visitors to the Academy with the respect afforded a law enforcement officer or citizen. Cadets will acknowledge visitors with proper, acceptable community greetings (good morning, good afternoon, etc.) when they are passed in the hallways or when eye contact is made, and a greeting is proper.



## **7. Ethics**

Every professional organization subscribes to a written code of conduct which has historically been required to guarantee uniform compliance to a prescribed level of behavior. Every Cadet will abide by the code as prescribed by the Law Enforcement Code of Ethics. Honesty and integrity are basic traits demanded by the law enforcement profession. As such, Cadets are constantly required to maintain a posture that is above reproach. The Academy employs the honor system and expects the highest degree of individual compliance. Violations of the following sections are subject to an automatic recommendation for termination from the program.

- 7.1 Any Cadet found to have obtained his employment by means of a willful misrepresentation or false statement concerning a material fact will be removed from the Academy. In addition to any administrative actions, such as removal from the Academy, criminal charges may be filed pursuant to 70 O.S. 3311 J in the event that probable cause exists that the Cadet has willfully submitted false or fraudulent documents, transcripts or certificates, submitted within the application packet.
- 7.2 Cadets are required to submit their own work on examinations and assignments, unless otherwise permitted by staff. Any form of cheating (including plagiarism, copying or any method of circumventing prescribed instructions) is considered intolerable.
- 7.3 Cadets are to be truthful at all times. Any Cadet who is found to be untruthful at any time, through oral or written communication, is subject to immediate dismissal.
- 7.4 A Cadet who is aware of any form of unethical, illegal, or other conduct which violates any provision of these rules and regulations on the part of another Cadet is held personally responsible for reporting the violation or conduct to an Academy Supervisor immediately. Failure to report is equivalent to participation. Violations may result in disciplinary action, including dismissal.
- 7.5 Cadets are held accountable for the integrity of any communication, oral or written. They will not obtain or release any information contained in any report on file including internal investigations, suspects, arrests or memos. Violations may result in disciplinary action, including dismissal.
- 7.6 Cadets shall obey all laws of the United States, the State of Oklahoma, and the laws of the City of Ada. A Cadet found to be involved in any criminal offense, regardless of degree of involvement, is subject to prosecution as well as dismissal.
- 7.7 Cadets who admit to or participate in any conduct, instance, or circumstance involving any form of family violence are subject to immediate dismissal based upon the validity of circumstances surrounding the allegation or admission.

- 7.8 Those acts not specifically contained herein which may bring discredit upon the individual or Agency are dealt with according to the seriousness of the situation.

## **8. General Provisions**

It is the responsibility of the Council on Law Enforcement Education and Training to insure that Cadets receive every opportunity to contribute their maximum effort during the program in order to become effective Peace Officers. Likewise, it is of the utmost importance that the Staff maintains optimum channels of communication and instruction with each individual to enhance his successful entry into the field of law enforcement.

### **8.1 Cellular Phones**

8.1.1 Cadets are NOT permitted to have a cellular phone on their person or while in the classrooms. All smart devices, except for tablets or laptops used for note taking or reports, shall be left in dorm room or in their vehicle unless directed by the Academy Coordinator, the Assistant Academy Coordinator, or their designee. The use of tablets or laptops may be taken away if the tablets or laptop use leads to abuse and use of social media or other prohibited actions.

8.1.2 Cadets will NOT be allowed to have a smart device on their person during Firearms, LEDT, or in the Multipurpose room during DT/CC training.

- 8.2 Academy staff offices are to be entered only on official business and with permission.
- 8.3 Cadets who wish to communicate with Staff members should feel free to do so but will adhere to the chain of command (Assistant Academy Coordinator, Academy Coordinator, Chief of Operations, Assistant Director, and Executive Director). If concerns remain unresolved, a Cadet may communicate with the next staff member in the chain of command.
- 8.4 Cadets are encouraged to bring any problems, which may affect them during the Academy to the attention of the Academy Coordinator, who will handle or refer the matter as necessary.

## **9. Disciplinary Process**

It is the intent of the Academy Staff to protect the rights of each Cadet, and to adhere to a system of discipline which provides notice, fairness, equality, and due process. The Cadet can thereby be assured of reasonable expectations concerning this procedure. The disposition of each disciplinary incident will conform to these guidelines, except in cases referred to in Sections 10 and 11.

## 9.1 Type of Disciplinary Offenses

The following general categories constitute, but are not limited to, ground for disciplinary action, including dismissal.

### 9.1.1 Safety violation

### 9.1.2 Absenteeism/Habitual Tardiness

### 9.1.3 Violations of Academy Rules or Policies

### 9.1.4 Insubordination – Disrespectful behavior towards Instructors.

### 9.1.5 Misconduct

### 9.1.6 Misrepresentations

### 9.1.7 Compounding

## 9.2 Steps in Disciplinary Procedure

The following provides a fair and equitable course of progressive action that ensures a clear understanding of the remedies to unacceptable behavior. This policy is intended to enforce routine incidents and will in no way affect Academy staff's ability to respond in cases that warrant immediate action for more serious offenses.

### 9.2.1 Counseling Session

Upon an initial offense, a Cadet will be counseled by Academy Staff. The initial form of action is normally privately conducted by the Cadet's Academy Coordinator, or by a Staff Instructor on the first incident of unacceptable activity. The Cadet will be asked to submit a written statement explaining his or her action. During the counseling session, the written statement will be evaluated, and if necessary, a counseling session will ensue. During this meeting the problem(s) will be identified and discussed. Recommendations will be made for corrective action, and a warning given for any future infraction. The meeting will be formally documented, and the documentation will be signed by both the counselor and the Cadet. Academy Coordinator or Assistant Academy Coordinator will notify the agency of the counseling session.

### 9.2.2 Written Reprimand

Upon a second offense, or if the Cadet has failed to properly conform personal activity to an acceptable standard, a Cadet will receive a Written Reprimand. The Cadet will submit a written statement explaining his or her

action. Upon receipt of the Cadet's written explanation, the Academy Coordinator will conduct a counseling session to assess the situation and evaluate the Cadet's attitude and behavior. If necessary, strict instructions for improvement will be ordered; a warning of the next disciplinary step given; and a written reprimand placed in the Cadet's file. The Cadet's Agency Administrator will be notified.

### 9.2.3 Disciplinary Notice

Upon the third offense, or if the Cadet continues to demonstrate a serious lack of ability to conform personal activity to the accepted standard of conduct required in the Academy, disciplinary notice will be issued. The Cadet will submit a written statement explaining his or her action. Upon receipt of the Cadet's written explanation, a session will be held involving the Academy Coordinator and the Chief of Operations, who will review the previous proceedings; generate direct orders to the Cadet; and give clear warning of the impending dismissal for the next incident. The Cadet's Agency Administrator will be notified, and the employing agency will be given the opportunity to attend this meeting.

### 9.2.4 Termination Recommendation

When all other disciplinary procedures have failed, or the situation violates Rules and Regulations subject to dismissal, a recommendation for termination will be issued. The Cadet will submit a written statement explaining his or her action. A session will be conducted by the Academy Coordinator, Chief of Operations and Assistant Director who will again review the facts and documentation concerning the case. The Cadet will be afforded the opportunity to present oral or written evidence of mitigating circumstances concerning his conduct, which will be considered on its merit. A decision will then be made, after ensuring the validity of all documentation on whether to retain the Cadet in question. This recommendation will be forwarded to the Executive Director of CLEET for his final decision. The Cadet's Agency Administrator will be notified, and the employing agency will be given the opportunity to attend these proceedings.

## 10. Savings Clause

Nothing within this document shall be construed to limit Academy Command Staff's ability to deal seriously and expediently with an infraction of the law, rules and/or directives. The nature and degree of violation will be assessed on an individual basis to determine the necessary steps to disciplinary action or dismissal.

## **11. Instances of Extenuating Circumstances**

Law enforcement Cadets may be disciplined or dismissed despite technical compliance or noncompliance with the rules and regulations as outlined herein. Under this section, a law enforcement Cadet may not have exceeded the rejection level in any one category but may still be disciplined or dismissed. If, through the “compounding” of offenses, situations, low productivity, attitude, or other factors, a pattern or picture develops which leads the Academy Command Staff to reasonably believe that the individual does not possess the overall characteristics necessary of a law enforcement officer, that Cadet may be subject to disciplinary action, agency notification, and dismissal.

## **12. Cadet Housing**

### **12.1. Eligibility**

12.1.1 All Cadets currently attending the CLEET Basic Academy are eligible for housing.

12.1.2 Cadets are expected to vacate housing on weekends (HVAC is turned off during this time). Exceptions may be granted by the Executive Director on a case-by-case basis.

### **12.2 Housing Facility Rules**

12.2.1 Upon arrival at the Academy, each Cadet will be assigned a room. The Cadet is responsible for cleanliness and care of that room during their entire stay at the Academy, unless moved to another room by the Academy Coordinator.

12.2.1.1 Each room shall be kept neat and in a “ready for inspection” condition which includes:

12.2.1.1.1 Floors swept clean of debris

12.2.1.1.2 Clothing and linen properly stored (not thrown about or left lying on the floor, furniture, or cabinets)

12.2.1.1.3 Showers, sinks, and toilets will be kept clean.

12.2.1.1.4 Shoes will be stored under the edge of the beds or in wall-lockers

12.2.1.1.5 Beds will be made every morning prior to the morning formation.

- 12.2.1.1.6 Trashcans will be emptied daily, and the liners replaced. Additionally, trash will be emptied prior to departure for the weekend. Trash should be taken to the large dumpsters located behind the facility.
- 12.2.1.1.7 Classrooms and dorm room will be cleaned every Thursday and Friday.
- 12.2.1.2 There will be no personal items posted on the walls.
- 12.2.1.3 A television is provided in the dayroom for Cadets to view. Televisions are allowed in assigned rooms. Cadets will be responsible for bringing their own television if wanted in their individual room.
- 12.2.1.4 Food and drink are allowed in the rooms. This DOES NOT allow for cooking in the rooms; to include, but not limited to microwave oven, hot plate, gas/propane grill or any other heat source to prepare food.
- 12.2.1.5 Pornographic materials, whether electronic depictions, photos or magazines are prohibited.
- 12.2.1.6 Cadets are not allowed to have firearms in their assigned room.
- 12.2.1.7 Cadets are NOT allowed visitors in any dorm room; to include other cadets not assigned to the room. Common areas have been provided for socialization.
- 12.2.1.8 Outside visitors are not allowed into the housing area.
- 12.2.1.9 Electric items allowed in a Cadet's room are:
- Hair Dryers/Curling Irons
  - Straight Irons/Flat Irons
  - Razor
  - C-Pap Machine
  - Alarm Clock/Radio
  - Computer
  - Various chargers for personal electronic devices
  - Small fans; box or pedestal
  - Coffee Pot with automatic shut off
  - CLEET PROVIDED REFRIGERATORS

DO NOT PLUG ALL ITEMS IN AT SAME TIME

Any additional electric items must be approved by the Academy Coordinator.

- 12.2.1.10 Facility property or barrack furnishings will not be moved, removed, or relocated.
- 12.2.1.11 Cadets are to report, in writing, any missing furnishings or damage to CLEET property immediately to the Academy Coordinator. Cadets are responsible for replacement of any property damaged or destroyed by their negligent or willful acts.
- 12.2.1.14 Lights out at 2300 hours. Cadets will be quiet and respectful of their roommate(s).
- 12.2.1.15 Cadets who lodge at CLEET must notify class leadership if they anticipate an overnight absence.
- 12.2.1.16 Room changes are prohibited, except when authorized by Academy Staff.
- 12.2.1.17 Room keys issued to the Cadets will be numbered to correspond with the room number, bed assignment and armoire. The keys are property of CLEET and *shall not be duplicated*.

### **13. Alcohol, Drug and Tobacco**

- 13.1 The use or possession of any alcoholic beverage or intoxicant while on or around CLEET property shall be prohibited. Violations of this rule will subject the trainee to immediate dismissal.
- 13.2 Cadets who are taking medication(s), as prescribed by a physician, shall be kept in the prescribed container(s) with proper label. Academy Staff shall be made aware of any changes in medication that could possibly alter a cadet's mental or physical state, e.g. new medication that makes cadet dizzy.
- 13.3 The K.O. Rayburn training facility is a tobacco free facility. Smoking and the use of any other tobacco product is restricted. As per Executive Order, "The use of any tobacco product shall be prohibited on any and all properties owned, leased or contracted for use by the State of Oklahoma, including but not limited to all buildings, land and vehicles owned, leased or contracted for use by agencies or instrumentalities of the State of Oklahoma." Cadets found to be in violation of this policy are subject to dismissal from the Academy. Additionally, as of December 2013, pursuant to Executive Order, electronic cigarettes, or "vaping" devices are included in the ban.

## **14. Fraternization Rules**

Academy training requires close contact between Cadets. Every Cadet shall be expected and required to actively participate with fellow Cadets and treat fellow Cadets with respect and courtesy.

Fraternization is defined as relationships that go beyond the normal scope of coworker interactions.

Fraternization between Cadets is prohibited and will be grounds for dismissal.

Fraternization between Cadets and instructional staff, to include adjunct instructors, and other CLEET staff will also be grounds for immediate dismissal.

- 14.1 Cadets are strictly prohibited from engaging in sexual relations with fellow cadets, instructors, including adjunct instructors, or Academy staff while attending the academy. Any cadet being found to be in violation of this CLEET rule will be subject to disciplinary action. CLEET will contact their agency to make the agency known of the actions taken against those in violation. This rule applies to all cadets, regardless of their gender, sexual orientation, or marital status. This rule is designed to maintain a safe and healthy learning environment for all cadets and to prevent any conflict of interest or abuses of power that could arise from sexual relationships between cadets.

## **15. Discrimination, Harassment and Hazing/Grievance Procedures**

It is the policy of the Council on Law Enforcement Education and Training to provide equal opportunity for all enrolled students and applicants for admission. Cadets who feel they have been discriminated against, harassed, or adversely treated by Academy personnel, individuals acting on behalf of CLEET, or other Cadets, have the right to file a complaint to seek redress of his or her grievance. A Cadet may file a complaint with the Academy Coordinator or Chief of Operations.

- 15.1 As law enforcement professionals, Cadets must be sensitive to and tolerant of the concerns opinions and backgrounds of others; Cadets must treat others with respect, courtesy, and dignity, regardless of their circumstances or condition. Insulting, abusive, or degrading conduct, comments or statements related to race, gender, religion, sexual orientation, age, and disability are prohibited. Discrimination and harassment are also illegal and will not be tolerated by CLEET Staff or Cadets. Any incidents observed by Cadets of such misconduct shall be reported to the Academy Coordinator, who will immediately report the incident to the Chief of Operations.
- 15.2 All Cadets have the right to speak up against discrimination or to use grievance procedures without fear of retaliation.



## **16. Inspections**

The Academy Staff is allowed, at any time, to perform administrative inspections and/or searches for security and violations of Academy Policies and Procedures. All classrooms, classroom furniture and fixtures; all Cadet assigned rooms, furniture, and fixtures; and all facilities owned and controlled by CLEET are subject to inspection. It shall be understood there is no expectation of real or assumed privacy. Cadets should expect, at a minimum, weekly inspections.

16.1 During room inspections, Cadets may be required to stand outside their room.

16.2 Discrepancies found during an inspection will be corrected as quickly as possible, and a written report of the violation will be generated by the Cadet.

## **17. Driving & Parking**

The facility will usually be at or near capacity. Please be courteous and drive slowly and carefully.

The speed limit on any campus roadway is 10 MPH or less (a speed that is reasonable and prudent). This limit shall not include training on the LEDT driving course during training exercises, but it does include the roadway leading to the LEDT training area.

Violations of the maximum speed-limit or vehicles being operated at a speed not reasonable or proper will subject the trainee to disciplinary action to include dismissal.

-This is to include the city street from CLEET entrance to the Firearms training area. While this is not CLEET property it is expected the posted speed limit be strictly adhered to.

17.1 Cadet vehicles will be parked in the west parking lot near the dorms or in the south parking lot near the Multi-Purpose Room.

17.2 No Cadet vehicle will be parked in the north or main parking lot.

17.3 Cadet vehicles are not allowed to park in the circle drive for any reason, unless directed by CLEET staff.

17.4 Violations of parking rules will subject the Cadet to restricted driving and parking privileges, as well as disciplinary action.

## **18. Required Equipment**

Each Cadet is required to have the following equipment for the following blocks of instruction.

### **18.1 Academic/Classroom Instruction**

18.1.1 Number 2 lead pencils or mechanical pencils are recommended.

18.1.2 Pens - black or blue ink only

18.1.3 Notebook or other paper to take notes during lecture

### **18.2 Firearms Training – Equipment Requirements**

18.2.1 Ear protection is required. It is recommended that the Cadet use both a “muff” style hearing protector in combination with the “foam” in-ear style protection.

18.2.2 Eye protection is also required. Quality sunglasses that are impact rated, are an acceptable form of eye protection, as are prescription glasses that are impact rated.

18.2.3 A brimmed hat or a hat with a bill.

18.2.4 A black marker for identifying targets is also required.

18.2.5 A handgun, shotgun and rifle as outlined in the Basic Academy Application.

18.2.6 A quality law enforcement-type flashlight is also required.

18.2.7 Appropriate attire for any and all weather conditions.

### **18.3 Custody and Control / Defensive Tactics – Equipment Requirements**

18.3.1 Female Cadets are required to have a supportive sports bra.

18.3.2 All cadets are required to have a duty belt, complete with holster and handcuffs. NO weapons of any kind are permitted in the training area; to include, but not limited to: firearm, knife, baton, pepper spray or electronic control device.

18.3.3 Shoes are strongly suggested. They will prevent some ankle/knee injuries and allow the Cadet to brace, without slipping, for some techniques.

- Shoes must have prior approval from DT staff

18.3.4 Dark colored clothing is recommended. It will prevent any modesty issues when the Cadet has soaked their clothing with sweat. All such clothing must have full leg; no cut-off sleeves; and be devoid of any unprofessional embroidery, stenciled lettering, or markings. Extremely close fitting or “skin tight” clothing items are prohibited. No white t-shirts can be worn unless under other clothing.

## **19. Computer and Technology Use**

All Cadets will be required to agree with the terms set forth in CLEET’s Information Technology Policy, which sets forth the rules and restrictions relating to computer and technological usage while attending the Academy. Failure to comply with the terms and conditions set forth in this agreement may result in disciplinary action, including dismissal.

### **19.1 Unauthorized Software**

There are strict federal guidelines with rigid monetary penalties for agencies and individuals who violate the software licensing laws. In order to guard against computer viruses, violation of software licensing laws and inappropriate programs, no computer programs may be added to CLEET computers without the approval of the Information Technology Manager.

### **19.2 Unacceptable Practices**

19.2.1 Knowingly accessing inappropriate materials.

19.2.2 Malicious mischief of any sort.

19.2.3 Use of electronic communications for advertising, selling, sending chain letters, or “spam”.

19.2.4 Obtaining a password to access information without the consent of the system administrator.

19.2.5 Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals, or networks.

19.2.6 Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, and worms.

- 19.2.7 Attempting to circumvent data protection schemes or uncover security loopholes.
  - 19.2.8 Violating terms of applicable software licensing agreements or copyright laws.
  - 19.2.9 Deliberately wasting computing resources.
  - 19.2.10 Using electronic mail to threaten or harass others.
- 19.3 Laptop computer, electronic tablets, and similar devices are allowed in the classroom. Provided the device is used for class purposes only and not a distraction. Phones are not allowed unless given permission by Academy Coordinator
- 19.3.1 No extension cord may be used in the classroom to operate or charge such devices. A designated area will be established for plugging in/ charging of devices.

**The use of any type of video, photo recording, or timing device is absolutely prohibited in any training area without express approval of the Academy Coordinator or their designee. The use of such restricted devices will be grounds for immediate discipline up to and including dismissal from the academy.**

By signing the Basic Academy Rules and Regulations; I agree to adhere to CLEET guidelines when using computer systems (government or personal) while present at the CLEET facility, or when using any CLEET or state provided equipment, including but not limited to, portable storage devices, internet access (wired or wireless), printers, scanners, or any peripheral device.

## **20. Daily PT**

By Council proclamation each cadet will participate in at least 30 minutes of mandatory physical training each day, morning or evening. As indicated, participation is mandatory, and each cadet will participate fully. The purpose and scope of the Council's proclamation is to mitigate the instances of injury during the Defensive Tactics/Custody and Control portion of your training. The goal is to increase the Cadet's overall fitness level, instill discipline, and prevent injuries. This does not apply if the cadet is in skills and due to the weather, could cause injury. This will be at the discretion of the Academy Coordinator.

The incorporation of additional physical training to enhance skills, foster growth, encourage teamwork and accountability may be used at the discretion of the Academy Coordinator.

Should a cadet be unable to fully participate, for a reason other than injury, every effort will be made to evaluate the situation and if possible, modify the daily routine to briefly accommodate the reason for modification. This modification will last no longer than one, four (4) day training week. If the cadet is still unable to participate in all activities at the end of the (4) day training week the cadet will not be allowed to return to any portion of the academy without first presenting a full release back to active duty.



I have read and fully understand the Basic Academy Rules and Regulations. I am aware that any non-compliance or infraction of any rule stated above may result in disciplinary action being taken against me, including dismissal from the Academy.

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Cadet's Printed Name

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Date

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Cadet's Signature

Trent Pettigrew  
A.C. Electronic Signature