

Council on Law Enforcement Education and Training

Lead Administrator: Steven H. Emmons

Lead Financial Officer: John M. Parker

FY'16 Projected Division/Program Funding By Source						
	Appropriations	Federal	Revolving	Local	Other*	Total
Administration	\$1,321,447	\$40,000	\$1,932,081			\$3,293,528
Training	\$1,735,575	\$175,000	\$194,325		\$1,328	\$2,106,227
Private Security			\$402,285			\$402,285
Information Technology	\$239,333					\$239,333
Training Center			\$150,000			\$150,000
						\$0
Total	\$3,296,355	\$215,000	\$2,678,691	\$0	\$1,328	\$6,191,374

*Source of "Other" and % of "Other" total for each.

Other funds consist of proceeds from the sale of LEDT vehicles and contributes to the replacement thereof.

FY'15 Carryover by Funding Source						
	Appropriations	Federal	Revolving	Local	Other*	Total
FY'15 Carryover	\$336,678					\$336,678

*Source of "Other" and % of "Other" total for each.

What Changes did the Agency Make between FY'15 and FY'16?

1.) Are there any services no longer provided because of budget cuts?

CLEET no longer provides an evening meal for cadets and only provides half of ammunition required for firearms training.

2.) What services are provided at a higher cost to the user?

Agencies must now provide an evening meal and half of the ammunition used in firearms training. The estimated cost passed to agencies is approximately \$1,607 per cadet trained at CLEET (\$1,357 for an evening meal [using GSA per diem rate] and \$250 for 500 rounds of

3.) What services are still provided but with a slower response rate?

Continuing Education - CLEET offers fewer classroom continuing education courses due to decreased travel and adjunct instructor budgets.

4.) Did the agency provide any pay raises that were not legislatively/statutorily required? If so, please provide a detailed description in a separate document.

No

FY'17 Requested Division/Program Funding By Source						
	Appropriations	Federal	Revolving	Other	Total	% Change
Administration	\$1,321,447	\$40,000	\$1,932,081		\$3,293,528	0.00%
Training	\$1,735,575	\$175,000	\$194,325	\$1,328	\$2,106,228	0.00%
Private Security			\$402,285		\$402,285	0.00%
Information Technology	\$239,333				\$239,333	0.00%
Training Center			\$150,000		\$150,000	0.00%
Total	\$3,296,355	\$215,000	\$2,678,691	\$1,328	\$6,191,374	0.00%

*Source of "Other" and % of "Other" total for each.

Other funds consist of proceeds from the sale of LEDT vehicles and contributes to the replacement thereof.

FY'17 Top Five Appropriation Funding Requests

	\$ Amount
Request 1: Description None	
Request 2: Description	
Request 3: Description	
Request 4: Description	
Request 5: Description	

Total Increase above FY-17 Request

0

How would the agency handle a 5% appropriation reduction in FY'17?

Since 2009, appropriations to the Council on Law Enforcement Education and Training (CLEET) budget have been reduced by 1.1 million dollars. CLEET management has developed a cumulative laundry list of reductions to meet requests defined for the FY17 budget process. A five (5) percent reduction would necessitate elimination of travel expenses, including fleet leased vehicles for CLEET Field representatives and canceling the evening security contract servicing the CLEET facility located in Ada.

How would the agency handle a 7.5% appropriation reduction in FY'17?

In addition to the areas listed in the 5% reduction, CLEET intends to eliminate the Law Enforcement Driver Training (LEDT) vehicle replacement program. This would be a short-term solution, as the potential for injury to students and instructors increases with the age and state of repair of our over worked/stressed LEDT vehicles.

How would the agency handle a 10% appropriation reduction in FY'17?

In addition to the cumulative areas listed in the 5% and 7.5% reductions, CLEET intends to eliminate the reallocations determined in the Governor's November 2015 non-critical reallocation request and eliminate a part time employee position. Since staffing levels have dropped from a high of 45.7 employees to 42 current employees, and CLEET continues to operate at less than its legislated limit of 52 FTEs, staff reductions are the last option for CLEET consideration. Any further reductions will require CLEET to eliminate one (1) of the five (5) Basic Law Enforcement academies held, annually, at the CLEET facility (80 students in each class).

Is the agency seeking any fee increases for FY'16?

		\$ Amount
Increase 1	Request an increase of \$1 to the Penalty Assessment Fee authorized in O.S. 20, Sect. 1313.2	\$600,000
Increase 2	N/A	\$0
Increase 3	N/A	\$0

What are the agency's top 2-3 capital or technology (one-time) requests, if applicable?

The following much needed repairs have been submitted to the Long-Range Planning Committee for FY17 consideration:
Law Enforcement Driver Training track repair and erosion control.
Law Enforcement Skills Pad repair.
KO Rayburn parking lot repair.

Federal Government Impact

1.) How much federal money received by the agency is tied to a mandate by the Federal Government?

\$0

2.) Are any of those funds inadequate to pay for the federal mandate?

N/A

3.) What would the consequences be of ending all of the federal funded programs for your agency?

Elimination of ALERRT training, decreased broadband capacity and hardware maintenance, and the loss of one employee providing impaired driver recognition training within the academy and in coordination across the state.

4.) How will your agency be affected by federal budget cuts in the coming fiscal year?

Not yet determined

5.) Has the agency requested any additional federal earmarks or increases?

No

Division and Program Descriptions

Administration

The purpose of this program is to provide management and administrative operations necessary for the function of the agency. Operations will be accomplished through the internal budget process, which will be reviewed via an evaluation of performance measures designed to initiate, abolish or revise academic and operational programs. Activities within this program include the collection and reconciliation of approximately \$6 million annually in fees; preparation of purchase orders and contracts; processing of claims and disbursements of warrants for the same; inventory management of assets and disposable inventory items; budget preparation, revisions and management. The goal is to ensure compliance with state rules and laws governing fiscal activities and generally accepted accounting principles. CLEET serves as the central depository for Oklahoma Law Enforcement training and certification records. Resources will be used effectively and efficiently in creating and maintaining government records. Property management is included in the sub-activity of Facilities. This includes building and grounds maintenance, provides for daily operation, preventative maintenance, planned maintenance and future development of areas on campus to expand training opportunities. The goal is to comply with state and federal regulations regarding facilities, and to provide safe and operational facilities to conduct agency business.

Training

All individuals must be certified by CLEET to serve as a full-time or reserve peace officer in Oklahoma. The primary purpose of the CLEET Basic Academy is to prepare new officers for a career in law enforcement. The requirements for certification are set both by State statute and Administrative rule. CLEET conducts basic academy training for municipal, county and state officers with the exception of eight agencies that have been approved to conduct their own academy due to the size of their departments and complexity of training issues. The agency certifies reserve officers who have full police powers, but shall serve not more than 140 hours per calendar month. CLEET provides administrative oversight for reserve academies and administers examinations. Approximately 18 reserve academies are conducted across the state annually, with an average of 15 to 20 students per academy. CLEET provides Oklahoma peace officers mandated continuing and advanced training to enhance officer skills to better serve the citizens of and visitors to Oklahoma. Officers must be prepared to handle increasing diversity in communities and learn new skills to adapt to modern police issues that are complex and global. Training courses are selected based upon direct input from chiefs, sheriffs and officers. This program also monitors compliance for reporting employment changes and completion of annual continuing education required for officers to retain their certification. Complaints against peace officers are investigated for the purpose of withdrawing certification. We intend to achieve our goals and potential as a top-ranked training facility focused on academic excellence and student achievement. We intend to provide excellent instruction in basic and continuing education for Oklahoma peace officers; continually upgrade course content with the latest research and policing techniques; and develop courses to adapt to the ever-changing needs of law enforcement. As part of the educational plan, the procedures for course and test development and revisions will be formalized with assistance from the Curriculum Review Board established by

Private Security

Guard and Private Investigator Act and the Bail Enforcement and Licensing Act. Our goal is to reassure citizens that individuals who hold a state license issued under either of these acts are screened for disqualifying criminal records and they are knowledgeable of learning objectives and law as it relates to routine tasks they are expected to perform. A final goal of the program is to monitor and take action against those individuals who violate provisions of these acts.

Information Technology

The purpose of the program is to provide information technology assets and supports for the function of the agency. This program provides management of the software containing certification records, licensing records and financial deposits; technology infrastructure and network capabilities; all telecommunications; and compliance with OMES-ISD standards and requirements.

Training Center

The purpose of this program is to provide a training facility that is utilized to provide law enforcement training to basic academy and continuing education students. It is also used to enter and maintain all peace officer and private security training records for the State. The facility provides classrooms, dormitories, a firearms range and LEDT driving track that are used to accomplish the mission of the agency. Also, a full service kitchen and dining area are included that serves all basic academy and continuing education students three meals per day on Tuesday – Thursday, and two meals on Friday. CLEET serves as the central depository for Oklahoma Law Enforcement training and certification records. Resources will be used effectively and efficiently in creating and maintaining government records. Property management is included in the sub-activity of Facilities. This includes building and grounds maintenance, provides for daily operations, preventative maintenance, planned maintenance and future development of areas on campus to expand training opportunities. The goal is to comply with state and federal regulations regarding facilities, and to provide safe and operational facilities to conduct agency business.

Division Name

FY'17 Budgeted FTE						
	Supervisors	Classified	Unclassified	\$0 - \$35 K	\$35 K - \$70 K	\$70 K - \$\$\$
Administration	3.17		15.17	8	4	3.17
Training	4.25		21.9	7	14.4	0.5
Private Security	1		5.93	4	1.6	0.33
Information Technology Training Center						
Total	8.42	0	43	19	20	4

FTE History					
	2016 Budgeted	2015	2012	2009	2005
Administration	15.01	14.39	14.80	22.00	10.30
Training	22.00	21.53	20.80	16.00	18.00
Private Security	5.93	5.90	5.00	6.00	6.30
Information Technology Training Center					
Total	42.94	41.82	40.60	44.00	34.60

Performance Measure Review					
	FY'15	FY'14	FY'13	FY'12	FY'11
Measure I 100% compliance with 70 O.S. 3311 E 3 requiring all peace officers begin CLEET Certification within 6 months of hire.		77.04%	92.64%	90.13%	95.74%
Extensions granted		86	29	35	13
Cadets graduated		375	394	354	305
Limit preventable facility and system downtime to 30 cumulative days per year.		43	53	46	63
Post at least 300 continuing education offerings for Certified Oklahoma Peace Officers (tracked by calendar year).		303	287	258	216

Revolving Funds (200 Series Funds)			
	FY'13-15 Avg. Revenues	FY'13-15 Avg. Expenditures	June '15 Balance
Fund 205 - Firearm Instructor Revolving The fund shall be a continuing fund, not subject to fiscal year limitations, and shall consist of all funds received for approval of firearms instructors for purposes of the Oklahoma Self-Defense Act. All monies accruing to the credit of said fund are hereby appropriated and may be budgeted and expended by the Council on Law Enforcement Education and Training, for implementation of the training and qualification course contents, approval of firearms instructors and any other CLEET requirement pursuant to the provisions of the Oklahoma Self-Defense Act or as may otherwise be deemed appropriate by CLEET.	\$25,400	\$27,879	\$21,163

<p>Fund 210 - Peace Officer Revolving</p> <p>The fund shall consist of any monies received from public, private, state or federal sources, grants or award monies, to include any state matching funds required by the federal government which are not designated for deposit in the C.L.E.E.T. Fund created pursuant to Section 1313.2 of Title 20 of the Oklahoma Statutes. All monies accruing to the credit of said fund may be budgeted and expended by the Council on Law Enforcement Education and Training for the purpose of fulfilling any grant or award provisions, providing special training programs and attendant equipment and supplies, and providing facility construction and furnishings and/or rental of facilities for special training programs.</p> <p>NOTE: The balance in this fund may contain grant money not yet expended.</p>	\$422,363	\$361,722	\$204,735
<p>Fund 215 - Training Center Revolving</p> <p>The fund shall consist of all monies deposited to the credit of the fund pursuant to subsection D of Section 1313.2 of Title 20 of the Oklahoma Statutes (Penalty Fees collected from courts). All monies accruing to the credit of the fund are hereby appropriated and may be budgeted and expended by the Council on Law Enforcement Education and Training for the purpose of acquiring and constructing a statewide law enforcement training center and for operation and maintenance of such center.</p> <p>NOTE: The balance in this fund as of June 2015 contains \$100,000 removed by the Legislature in July 2015. It also contains \$233,751 received as part of a lawsuit settlement for construction defects and is earmarked to repair some of the faulty initial construction problems.</p> <p>NOTE: The bond payment for the K.O. Rayburn Training Facility is approximately \$125,000 monthly and is due prior to the posting of the monthly deposit transfer.</p>	\$1,931,404	\$1,840,528	\$457,758
<p>Fund 220 - Private Security Revolving</p> <p>The fund shall consist of all monies received by the Council on Law Enforcement Education and Training from the issuance of licenses to security guards, security guard agencies, private investigators and private investigative agencies. All monies accruing to the credit of said fund may be budgeted and expended by the Council on Law Enforcement Education and Training for the purpose of fulfilling all statutory obligations pursuant to the provisions of the Oklahoma Security Guard and Private Investigator Act and providing training and education programs for security guards, security guard agencies, private investigators and private investigative agencies.</p>	\$240,539	\$244,488	\$94,443

Fund 225 - Bail Enforcer Revolving

The fund shall consist of all application fees, license fees, renewal fees, late fees, administrative fines, and other funds assessed or collected pursuant to the Bail Enforcement and Licensing Act. All monies accruing to the credit of the fund may be budgeted and expended by the Council for the implementation, administration and enforcement of the Bail Enforcement and Licensing Act.

\$7,203

\$0

\$21,608

NOTE: Bail Enforcer fees were not collected until late in FY2015. Consequently, they were not included in CLEET's budget until FY2016. The balance reflects collections made in FY2015 only.