



Class XXXII

Application Information and Instructions

This packet contains: 1) Application information and instructions to be kept by the applicant; 2) an application to be completed and returned to the CLEE Board at the Law Enforcement Foundation; 3) Letter of Endorsement instructions, and 4) a CLEE Self Assessment sheet to be mailed with the Application.

CERTIFIED LAW ENFORCEMENT EXECUTIVE (CLEE) DESIGNATION

The primary purpose of the Certified Law Enforcement Executive (CLEE) program is the advancement of professional competence. The CLEE program provides a formalized way for executives to improve and verify their competency in their profession. A direct benefit to the executive is the public prestige of having voluntarily met a prescribed standard of excellence as a practitioner.

The CLEE curriculum is taught at the graduate master's level of study. The academic performance expectations of the students align with this advanced level of instruction. Successful completion of the CLEE program will require significant commitment of time, dedication, and concerted effort.

To qualify for the CLEE program, you must:

- 1) be a qualified law enforcement officer as defined by the Ohio Revised Code 2935.01B.
- 2) be serving as an active and full-time officer.
- 3) be certified by the Ohio Peace Officer Training Council.
- 4) possess a bachelor's degree or higher from an accredited university or college; or in lieu of at least a bachelor's degree, presently hold the professional rank of lieutenant or higher, or hold a leadership assignment over a division at your agency, e.g., patrol, detective.

- Please include a copy of your certification by OPOTC and your current position description as supplemental page under Dimension One.
- Please provide a copy of your academic degree as a supplemental page under Dimension Two.

Note: If you do not meet the above qualifications, you cannot be considered for the CLEE program.

TUITION AND PAYMENT

Tuition and Payment: The CLEE in-residence classes take place at the Ohio State Highway Patrol Academy, Columbus. The tuition fee for CLEE is \$2500 and includes instruction and all reading materials. Additional expenses include meals and lodging, as applicable. Currently, the tuition cost is waived for students from Ohio law enforcement agencies thanks to a generous grant from the Ohio Department of Public Safety. * In addition, meals at the academy are covered by the grant as well as lodging at the Academy. * Subject to change.

ADMISSION PROCESS

The admission process to the CLEE program application is a three-step process. The first step is to complete the Application and Career Index Assessment which documents your career experiences.

The second step is to submit a Letter of Endorsement with your application written by a CLEE graduate or the chief executive at your agency.

The third step is to complete the Self-Assessment summary following the directions in the Application and Career Index Assessment. You will need to accumulate at least 501 Career Index points out of a possible 1000 points before submitting an application to the CLEE Board for consideration.

If your application indicates at least 501 career points, your application is reviewed by the CLEE Board for approval. Once approved, invitations are sent out based on the number of available seats and by professional order of rank.

LEVEL OF INSTRUCTION

The CLEE curriculum is taught at the graduate or master's academic level of instruction. CLEE involves in-residence instruction on a quarterly basis. CLEE is primarily a self-study course that involves a significant amount of reading and writing. CLEE is a graded curriculum, and the expectation is that the student's performance will be at the graduate level.

To successfully complete the CLEE program, you must pass all the requirements of each module as well as the capstone project presentation.

STANDARDS OF CONDUCT

Students are expected to maintain the highest ethical standards in their personal and professional lives throughout their CLEE experience. A student may be dismissed from CLEE by the action of the CLEE board for any substantiated ethical violation. A student found to be cheating or plagiarizing or using artificial intelligence software will be dismissed immediately from the CLEE class. A student so dismissed will be ineligible to reapply for CLEE for two years, and then only after meeting with the CLEE board. A student may appeal to the CLEE Advisory Board for their consideration. The CLEE board's decision will be final. A student upon being made aware of or having knowledge of any event or circumstance involving themselves, another student, or person holding a CLEE designation must report any violation, appearance of a violation, or attempted violation of the CLEE Canon of Ethics or of any law, rule, ordinance or regulation to the CLEE Director.

CLEE Canon of Ethics

As a graduate of the Certified Law Enforcement Executive program:

- I will demonstrate ethical leadership to advance the value, reputation and service of our agency to the community.
- I will seek solutions to professional issues from the foundation of risk management, strategic planning and resource allocation.
- I will provide vision, leadership and exemplary ethical standards.
- I will direct change effectively and efficiently to improve the services provided by our agency.
- I will manage internal and external issues to maintain and advance quality service.
- I will guide agency affairs to assure the highest integrity, trust and conduct in all aspects of our professional and private lives.
- I will continuously strive to improve the administrative and technical practices within my agency.
- I will encourage all police officers to conduct themselves in accordance with the highest possible professional, legal and ethical standards.

*Revised by CLEE Board
May 17, 2019*

Letter of Endorsement Instructions

Applicants seeking admission to the Certified Law Enforcement Executive (CLEE) Program must submit a signed Letter of Endorsement as part of their application package.

The Letter of Endorsement must be authored by one of the following:

- A graduate of the Certified Law Enforcement Executive (CLEE) Program; or
- The Chief Executive Officer (Chief of Police, Sheriff, Director, Superintendent, or equivalent chief executive) of an Ohio law enforcement agency.

The purpose of the endorsement is to provide the CLEE Selection Committee with an independent assessment of the applicant's professional character, integrity, leadership potential, and commitment to ethical conduct.

The endorsement letter must:

1. Be written on official agency or organizational letterhead.
2. Include the author's name, title, agency, and contact information.
3. Describe the author's professional relationship with the applicant and the length of time the applicant has been known to the author.
4. Address the applicant's character, professionalism, ethical conduct, leadership abilities, and suitability for participation in the CLEE Program.
5. Include a statement confirming that the author has reviewed the CLEE Canon of Ethics.
6. Include a statement indicating that, after reviewing the CLEE Canon of Ethics, the author supports the applicant's admission to the Certified Law Enforcement Executive Program and believes the applicant possesses the character and integrity expected of a CLEE participant.
7. Include a statement affirming that, to the best of the author's knowledge, the applicant has not been terminated from employment in a law enforcement position, resigned in lieu of discipline, had a law enforcement certification suspended or revoked, or been the subject of a sustained finding of misconduct that would call into question the applicant's suitability for admission to the CLEE Program. If the author is aware of any such circumstances, they shall be disclosed in the endorsement letter.
8. Be signed and dated by the author.

Suggested Endorsement Statement

"I have reviewed the CLEE Canon of Ethics and understand the ethical standards expected of participants and graduates of the Certified Law Enforcement Executive Program. Based upon my knowledge of this applicant, I support their admission to the CLEE Program and believe they possess the integrity, professionalism, leadership qualities, and ethical character necessary to uphold the values of the program and the law enforcement profession. To the best of my knowledge, the applicant has not been terminated from employment in a law enforcement position, resigned in lieu of discipline, had a law enforcement certification suspended or revoked, or been the subject of a sustained finding of misconduct that would call into question their suitability for admission to the CLEE Program. If such circumstances exist and are known to me, they have been disclosed in this letter."

Applicants are responsible for ensuring that the endorsement letter is submitted with their application. Incomplete applications, including those submitted without the required Letter of Endorsement, may not be considered for admission.

CAREER INDEX ASSESSMENT

The Career Index Assessment asks you to list your professional and educational achievements so that the CLEE Board can evaluate the strength and breadth of four dimensions of your career. Accomplishments in these four dimensions have been identified as the standards of admission for a candidate who would sit for the Certified Law Enforcement Executive (CLEE) academic requirements.

1. Experience (maximum 350 points)

This Dimension documents the breadth and depth of your experience in law enforcement and in law enforcement leadership and management. It is scored to reflect growth in responsibility for decision-making that affects the long-term effectiveness of a law enforcement agency. It acknowledges experience in supervision and policy making for an agency and seasoning in a current position.

2. Formal Education (maximum 300 points)

In addition to experience, academic study provides information for law enforcement professionals to use to improve performance in their current or future jobs. Education helps decision-makers find new ways to incorporate other disciplines and approaches into strategies for improving the agency. Formal Education is scored to recognize the benefit to candidates who expand their horizons both within and beyond the boundaries of technical law enforcement.

3. Continuing Education (maximum 200 points)

After becoming established in the profession, members of the profession and society in general consider it necessary that the practitioner keep up to date through life-long learning. Changing social, economic, legal and political conditions and emerging technology changes the framework within which law enforcement executives make decisions. This Dimension identifies the initiative of candidates to refresh and add to their own knowledge.

4. Professional Related Experience (maximum 150 points)

Professional Related Experience reflects the importance of the service ideal of a law enforcement executive to contribute to upgrading the characteristics of the profession and providing service to his or her community.

INSTRUCTIONS FOR COMPLETING THE CAREER INDEX ASSESSMENT

The Career Index Assessment form provides a format for you to document your experience, formal education, continuing education achievements, and professional related experience. A maximum of 1000 points is awarded across these four Dimensions. For your information, a scoring guide is included at the end of each Dimension.

1. Read all the instructions and the specific information requested on the Career Index Assessment form before beginning to record activities.
2. The Application and Career Index Assessment form can be completed in one of three ways:
 - A. You may print or type the information requested on the downloaded form provided.

- B. You may format the form on your word processor. However, you must include each Dimension in the order and in the format given on the form. You do not need to include the Scoring Guides.
- C. You may use the Online application by typing in the information requested on the form and submitting it via email as an attachment.

NOTE: Online submit form is only part of your application. You must also send as an email attachment or mail the required supporting documents, and Letter of Endorsement to complete the application process that will then allow you to be eligible for consideration.

Each document must be labeled by applicable Dimension.

*Send to:
Jeffrey Hill, CLEE Program Director
6277 Riverside Dr.
Dublin, OH 43017
jeff.hill@oacp.org*

- 3. Prepare two copies of your completed Career Index Assessment form and all supporting materials.

Submit one copy with tabs separating the four Dimensions if mailing, and secure with a binder clip.

Retain the second copy for your file. An acknowledgment of receipt of your application will be sent to you when it is received in the Law Enforcement Foundation office.

- 4. To interpret the following instructions, please refer to the Career Index Assessment form.

If supplemental typed pages are needed for a Dimension, number the pages to correspond with pagination on the form – e.g., 2A, 2B, etc. for Dimension One; 4A, etc. for Dimension Two; 5A, etc. for Dimension Three; and 6A or 7A, etc. for the sub-sections of Dimension Four.

Where you need to include requested supplemental pages, (e.g. current job description, copy of a degree, etc.), insert them following any typed, supplemental pages. Identify each supplemental page in the upper right-hand corner with a page number, the appropriate Dimension number and your name.

Submit supplemental documentation only when requested or if, in your judgment, the information will clarify an entry that is vague. Do not insert pages into individual plastic covers. Eliminate unnecessary bulk.

- 5. Be accurate and factual in every reply. If you include information in one place, do not repeat it elsewhere. Wherever there is a question of accuracy (e.g., dates), always qualify with “about” or “approximately” but use only when necessary. Do not use alphabetical abbreviations or acronyms.
- 6. Recheck all items on the Career Index Assessment form carefully before signing the form on page 11 and mailing.

CLEE XXXII Timeline 2027

(Tentative Dates – Subject to Change)

Module	In-residence (Travel to Columbus)	Pre-Assignments (if applicable)	Case Study (Email to Renea on or before due date)
Orientation Lunch 11:00 am – 2:00 pm	Friday 12/4/2026		
Change Management <i>(Gar Trusley)</i> 9:00 am - 4:00 pm	Wednesday 3/10/2027	PRE-ASSIGNMENT 3/10/2027 (Bring hard copy to class)	Friday 4/9/2027
Vision, Mission & Guiding Principles <i>(Chief Richard Biehl, Ret'd.)</i> 8:00 am - 3:00 pm	Thursday 3/11/2027		Friday 4/16/2027 (Vision, Mission & Guiding Principles) ***** Friday 4/16/2027 (Police Innovation)
Ethics <i>(Dr. Thomas Meloni)</i> 9:00 am - 4:00 pm	Wednesday 5/26/2027		Friday 6/25/2027
Interpersonal Skills 8:00 am - 11:30 pm ***** Human Resources & Team Facilitation 12:30 pm - 4:30 pm	Thursday 5/27/2027		Tuesday 6/29/2027 (Interpersonal Skills) ***** Thursday 7/1/2027 (HR & Team Facilitation)
Police Legitimacy & Community Engagement <i>(Dr. Renée Hill and Dr. Monica Moll, CLEE)</i> 9:00 am - 4:00 pm	Wednesday 9/1/2027		Friday 10/1/2027
Data-Driven Decision Making and Workload Assessment in Law Enforcement <i>(Chief Brian Gibbons)</i> 8:00 am - 3:00 pm	Friday 9/2/2027		Friday 10/8/2027
Strategic Planning <i>(Robert Esson, Ret'd.)</i> 9:00 am - 4:00 pm	Wednesday 10/20/2027		Friday 11/12/2027
Organizational Risk Management <i>(Gordon Graham, esq.)</i> 8:00 am - 3:00 pm	Thursday 10/21/2027		Friday 11/19/2027
Capstone Project Presentations 9:00 am – 3:00 pm	Tuesday 12/14/2027 AND Wednesday 12/15/2027 (ONLY ATTEND 1 DAY)		
Graduation Ceremony 1:00 pm – 2:30 pm	Friday 12/17/2027		



APPLICATION

(Please print or type)



Name: _____

CLEE Class #/ year: _____

Title or Rank: _____

OACP Member: Yes ___ No ___

Full Name: _____

NAME FOR NAMETAG: _____

Agency: _____

Office Address: _____

City: _____

State and Zip: _____

Office Phone: (____) _____

Office Fax :(____) _____

Email Address: _____

County: _____

Home Address: _____

City: _____

State and Zip: _____

Home Phone: (____) _____

Home Email: _____

Cell Phone: (____) _____ (Alternate contact # for test dates; INTEROFFICE USE ONLY)

Size of Agency (full-time sworn plus civilian): _____

1. Do you qualify as a law enforcement officer as defined by O.R.C. 2935.01B?	Yes ___ No ___
2. Are you currently serving as an active and full-time officer?	Yes ___ No ___
3. Are you certified by the Ohio Peace Officer Training Council?	Yes ___ No ___
4. Do you possess a bachelor's degree or higher from an accredited university or college?	Yes ___ No ___
5. Do you currently hold the rank of lieutenant or higher at your agency?	Yes ___ No ___
6. Do you hold a leadership assignment over a division at your agency, e.g., patrol, detective?	Yes ___ No ___

Professional Discipline, Ethics, and Conduct Disclosure

The Certified Law Enforcement Executive program is an advanced executive-level professional development program for law enforcement leaders. Admission to, completion of, and continued certification through the CLEE program reflect not only academic achievement, but also a commitment to the professional, legal, and ethical standards expected of law enforcement executives.

The CLEE Canon of Ethics requires graduates to demonstrate ethical leadership, advance the value and reputation of their agencies, guide agency affairs with integrity and trust, and encourage officers to conduct themselves in accordance with the highest professional, legal, and ethical standards. Because the CLEE designation represents those principles, applicants are asked to disclose matters that may bear on professional integrity, executive responsibility, public trust, or continued fitness to hold the CLEE designation.

Please answer each question below. For any “yes” answer, attach a separate written explanation identifying the employer, licensing authority, certification body, or professional organization involved; the approximate date; the nature of the allegation or violation; and the final disposition.

Note: A “yes” answer does not necessarily disqualify an applicant from admission to the CLEE program. Each matter will be reviewed on a case-by-case basis, considering the nature of the conduct, the circumstances involved, the time that has passed, the applicant’s candor, the final disposition, any corrective action taken, and the relationship of the matter to the CLEE Canon of Ethics and the responsibilities of law enforcement executive leadership.

<p>1. Have you ever resigned, retired, separated from employment, or entered into a separation agreement in lieu of termination, discipline, an internal investigation, or a pending disciplinary proceeding; or have you ever been terminated, discharged, dismissed, demoted, suspended without pay, reduced in pay, removed from a specialized assignment for cause, placed under a last-chance agreement, or otherwise received significant discipline from an employer?</p>	<p>Yes ___ No ___</p>
<p>2. Have you ever been the subject of a sustained finding, adverse action, restriction, denial, suspension, revocation, surrender, probation, or other disciplinary action by a licensing authority, certification body, court, governmental agency, professional organization, or similar entity involving misconduct, ethical violation, rules violation, professional violation, or a job-related license, certification, commission, or credential?</p>	<p>Yes ___ No ___</p>
<p>3. Have you ever been accused of, investigated for, or found to have engaged in professional dishonesty or conduct involving integrity, including but not limited to untruthfulness, falsification, misrepresentation, false reporting, false testimony, evidence tampering, academic or testing dishonesty, or intentionally omitting material information in an employment, licensing, certification, academic, or official proceeding?</p>	<p>Yes ___ No ___</p>
<p>4. Are you currently the subject of any pending internal investigation, disciplinary proceeding, licensing or certification review, professional conduct investigation, or similar matter that could result in discipline, termination, loss or restriction of certification, restriction of duties, or other adverse employment or professional action?</p>	<p>Yes ___ No ___</p>

CAREER INDEX ASSESSMENT

DIMENSION ONE:

EXPERIENCE

Only full-time, paid law enforcement experience should be listed. List **all** previous positions in law enforcement. List present assignment first, then next most recent position, etc. **Also submit job description for current position.** **LIST DATES AS mm/dd/yy.**

Date: Fr: _____ To: Present Agency: _____

Title or Rank: _____

Duties and Responsibilities: _____

Reason for Leaving: _____

Date: Fr: _____ To: _____ Agency: _____

Title or Rank: _____

Duties and Responsibilities: _____

Reason for Leaving: _____

Date: Fr: _____ To: _____ Agency: _____

Title or Rank: _____

Duties and Responsibilities: _____

Reason for Leaving: _____

Date: Fr: _____ To: _____ Agency: _____

Title or Rank: _____

Duties and Responsibilities: _____

Reason for Leaving: _____

___ *Check if supplemental pages including current job description are attached and labeled: Dimension One.*

DIMENSION ONE SUMMARY

Experience

How long (full-time capacity) have you worked in law enforcement?

___ years and ___ months = ___ years*

How long (full-time capacity) have you been in your current position?

___ years and ___ months = ___ years*

Across your career, how long (full-time capacity) have you been in law enforcement **policy-making positions**? Policymaking is defined as originating (or approving) guidelines, plans or regulations describing the expectations or appropriate course of action by employees within the organization.

___ years and ___ months = ___ years*

Across your career, how long (full-time capacity) have you held a law enforcement **leadership assignment over a division at an agency**?

Leadership assignment is defined as in charge of leading and managing the work of employees within a division in an organization, e.g., patrol, detective.

___ years and ___ months = ___ years*

How long (full-time capacity) have you served as the CEO of a law enforcement agency?

___ years ___ months = ___ years*

* Use the common rounding rule to convert years and months into a whole number of years. For example, 5 years and 0-5 months = 5 years; 5 years and 6-11 months = 6 years.

EXPERIENCE SCORING GUIDE

EXPERIENCE	YEARS	X	UNIT SCORE	=	POINTS ACHIEVED	MAX POINTS ALLOWED
In Law Enforcement	___	X	2 points/year	=	___	50
In Current Position	___	X	2 points/year	=	___	20
In Policy Making Position(s)	___	X	6 points/year	=	___	120
In Division Leadership Position(s)	___	X	6 points/year	=	___	120
As CEO	___	X	10 points/year	=	___	200
			TOTAL POINTS		___	350

DIMENSION TWO:**Formal Education**

Formal education includes a degree received or courses taken at accredited institutions. **Applicant must submit proof of accreditation for all higher education institutions, both in residence and distance education* degrees. Submit copy of diploma for highest degree only received beyond High School. Submit transcript of credits only if degree is not earned (see "Some College credits" or "Some Graduate Credits" below). Note: Points will be given for only highest degree received.**

**“All prospective CLEE applicants and Recertification applicants should be aware that distance education programs offered by on-line colleges and universities may be accepted for CLEE credit. The CLEE Advisory Board will assess programs submitted to ensure they are fully accredited by a recognized accrediting body. Programs offered from “diploma mills” will not be accepted. All distance learning credits will be reviewed by the CLEE board prior to acceptance.”*

Institution: College or University: _____

Major and Degree: _____

Date Degree Earned: _____ (mm/dd/yy)

Institution: College or University: _____

Major and Degree: _____

Date Degree Earned: _____ (mm/dd/yy)

___ Check if supplemental pages or copy of diploma or transcripts are attached and labeled: Dimension Two.

FORMAL EDUCATION SCORING GUIDE

***Count Points for highest level only**

EDUCATION	UNIT SCORE	x YEARS	=	POINTS EARNED	MAX POINTS ALLOWED
Some College Credit	20/year	x 5	=	___	100
Associate degree	20/year	x 6	=	___	120
Bachelor’s Degree	20/year	x 9	=	___	180
Some Graduate Credit	20/year	x 10	=	___	200
Master’s Degree	20/year	x 12	=	___	240
Ph.D. or J.D. Degree	20/year	x 15	=	___	300
TOTAL POINTS				___	

DIMENSION THREE:

**Continuing Education in
Leadership and Management**

List continuing education programs where the emphasis is on leadership or management principles and practices. **Do not include programs specific to technical policing.** If you attended more than one program with the same title, list as separate entries. Note: If you have graduated from: **F.B.I. National Academy; Northwestern School of Police and Staff Command; Police Executive Leadership College (PELC); Police Executive Research Forum Senior Management Institute for Police; Ohio State University Public Safety Leadership Academy (PSLA) or, the Southern Police Institute Administration Officers Course, the maximum of 200 points will be awarded for this Dimension (attach a copy of certificate). For all other programs, a copy of course outline is required so that the CLEE Board can determine proof of attendance and that the program is relevant to leadership or management. *Dimension Three Maximum Allowable Points200***

Points Achieved

Sponsor: _____

Title of Program: _____

Dates: _____ Total Contact Hrs: ____ x 1 point/hr = ____
(mm/dd/yy)

Sponsor: _____

Title of Program: _____

Dates: _____ Total Contact Hrs: ____ x 1 point/hr = ____
(mm/dd/yy)

Sponsor: _____

Title of Program: _____

Dates: _____ Total Contact Hrs: ____ x 1 point/hr = ____
(mm/dd/yy)

Sponsor: _____

Title of Program: _____

Dates: _____ Total Contact Hrs: ____ x 1 point/hr = ____
(mm/dd/yy)

*40 points per week or 1 point/contact hour for leadership/management programs not listed in the paragraph above.

	Points Achieved	Max Points Allowed
Assessment Team: _____		
___ Committee ___ Board		
Position Held and Dates: _____		
Date of Service: Fr: _____ To: _____	___	17
<i>(mm/dd/yy)</i> <i>(mm/dd/yy)</i>		
TOTAL POINTS	___	75

___ *Check if supplemental pages are attached and labeled: Dimension Four A.*

PROFESSIONAL SERVICE SCORING GUIDE

Position	State/National	County or multi-jurisdictional
Officer	25/year	5/year
Board Member	17/year	4/year
Committee Chairperson	17/year	4/year
Committee Member	15/year	3/year
Assessment Team - Lead Assessor	17/Assignment	Maximum allowable = 17
Assessment Team - Member	15/Assignment	Maximum allowable = 15

FOUR B: Community Service. Include volunteer service with business or community service organizations, educational institutions or government agencies. Designate whether committee, advisory board or commission and your role as officer, board member, committee member, or member only. If more than one position is held concurrently in an organization in a given year, points will be given for only the highest position.

	Points Achieved	Max Points Allowed
Organization: _____ __ Committee __ Board Position Held and Dates: _____ Date of Service: Fr: _____ To: _____ <i>(mm/dd/yy)</i> <i>(mm/dd/yy)</i> —		
Organization: _____ __ Committee __ Board Position Held and Dates: _____ Date of Service: Fr: _____ To: _____ <i>(mm/dd/yy)</i> <i>(mm/dd/yy)</i> —		
Organization: _____ __ Committee __ Board Position Held and Dates: _____ Date of Service: Fr: _____ To: _____ <i>(mm/dd/yy)</i> <i>(mm/dd/yy)</i> —		
Organization: _____ __ Committee __ Board Position Held and Dates: _____ Date of Service: Fr: _____ To: _____ <i>(mm/dd/yy)</i> <i>(mm/dd/yy)</i> —		

FOUR C: Scheduled Speaker. Include topics relevant to law enforcement to an assembled audience or radio or television presentation. Specify if you were a single speaker, a panel participant, moderator and whether a repeat session. In repeat session presentations, credit will be given for the first presentation at the higher level then at repeat credit values for the number of repeat sessions on the same topic.

Points Achieved	Max Points Allowed
----------------------------	-------------------------------

Sponsor: _____

Subject: _____

Location: _____

Single Speaker Panel Participant Moderator Repeat Session

Date: _____ _____ hours X _____ points/hour = _____
(mm/dd/yy)

Sponsor: _____

Subject: _____

Location: _____

Single Speaker Panel Participant Moderator Repeat Session

Date: _____ _____ hours X _____ points/hour = _____
(mm/dd/yy)

Sponsor: _____

Subject: _____

Location: _____

Single Speaker Panel Participant Moderator Repeat Session

Date: _____ _____ hours X _____ points/hour = _____
(mm/dd/yy)

Points
Achieved

Max Points
Allowed

Sponsor: _____

Subject: _____

Location: _____

Single Speaker Panel Participant Moderator Repeat Session

Date: _____ hours X _____ points/hour = _____
(mm/dd/yy)

Sponsor: _____

Subject: _____

Location: _____

Single Speaker Panel Participant Moderator Repeat Session

Date: _____ hours X _____ points/hour = _____
(mm/dd/yy)

TOTAL POINTS _____

40

Check if supplemental pages are attached and labeled: Dimension Four C.

DIMENSION FOUR C SCORING GUIDE

- 5 points per hour for a single speaker
- 4 points per hour for moderator
- 3 points per hour for panel participant
- 2 points per hour for repeat session

FOUR D: Articles Published. Include articles or papers written on leadership or management or related law enforcement topics, published in journals, magazines or newspapers. Include a copy of article.

		Points Achieved	Max Points Allowed
Title: _____			
Publication : _____			
Date : _____ <i>(mm/dd/yy)</i>	1 X	___ points/per =	___
Title: _____			
Publication: _____			
Date: _____ <i>(mm/dd/yy)</i>	1 X	___ points/per =	___
Title: _____			
Publication: _____			
Date: _____ <i>(mm/dd/yy)</i>	1 X	___ points/per =	___
Title: _____			
Publication: _____			
Date: _____ <i>(mm/dd/yy)</i>	1 X	___ points/per=	___
TOTAL POINTS		___	40

 Check if supplemental pages or copies of articles are attached and labeled: Dimension Four D.

DIMENSION FOUR D SCORING GUIDE

- 10 points per article
- 25 points per book chapter
- 40 points per book

FOUR E: Scheduled Instructor. Include teaching courses or programs on law enforcement leadership or management or law enforcement related topics. Points may be awarded for other types of instruction. If you wish to have other types of instruction considered, include an explanation of how it relates to or benefits the law enforcement profession. Points are given for only hours taught and not for preparation time. **(A copy of course outline is required for all listed instruction).**

					Points Achieved	Max Points Allowed
Instruction: _____						
Title of Program or Course: _____						
___ Number of Contact Hrs	X	5 points per hour	=		___	
Instruction: _____						
Title of Program or Course: _____						
___ Number of Contact Hrs	X	5 points per hour	=		___	
Instruction: _____						
Title of Program or Course: _____						
___ Number of Contact Hrs	X	5 points per hour	=		___	
Instruction: _____						
Title of Program or Course: _____						
___ Number of Contact Hrs	X	5 points per hour	=		___	
TOTAL POINTS =					___	40

___ *Check if supplemental pages are attached and labeled: Dimension Four E.*

FOUR F: Honors Received. Include honors or awards received/presented to you personally during your paid career in law enforcement. Include achievements through law enforcement associations or allied associations. **Include copies of letters, certificates or recognitions, etc.**

	Points Achieved	Max Points Allowed
Nature of Honor Received: _____		
Organization: _____		
Date: _____ <i>(mm/dd/yy)</i>	1 X 5 points =	__
Nature of Honor Received: _____		
Organization: _____		
Date: _____ <i>(mm/dd/yy)</i>	1 X 5 points =	__
Nature of Honor Received: _____		
Organization: _____		
Date: _____ <i>(mm/dd/yy)</i>	1 X 5 points =	__
Nature of Honor Received: _____		
Organization: _____		
Date: _____ <i>(mm/dd/yy)</i>	1 X 5 points =	__
TOTAL POINTS	__	20

Attestation Statement

I do hereby certify that the information provided on this application and career index assessment, including all attachments, disclosures, and supporting documents, are true, complete, and correct to the best of my knowledge.

I understand that omission of material information, intentional misrepresentation, falsification, or failure to disclose information requested on this application or during the admission process may result in denial of admission, dismissal from the Certified Law Enforcement Executive (CLEE) Program, revocation of CLEE certification, or other action deemed appropriate by the CLEE Board.

I further understand that admission to and graduation from the CLEE Program are privileges that carry an ongoing obligation to uphold the CLEE Canon of Ethics and maintain the highest standards of professional, legal, and ethical conduct. I pledge to always maintain the highest standards of ethical behavior during my CLEE class participation and thereafter as a CLEE graduate.

Signature _____ **Date** _____

Self-Assessment CLEE Career Index Summary Sheet

NAME: _____

Directions: To complete this self-assessment form, use the Scoring Guides at the end of each Dimension on the Career Index Assessment

		Self Points Awarded	Maximum Points Allowable	CLEE Board Points
Dimension One: Experience				
	In Law Enforcement	___	50	
	In Current Position	___	20	
	In Policy Maker Position (s)	___	120	
	In Leading Division Assignment	___	120	
	As Chief Executive Officer	___	200	
	<i>Dimension One Total Points</i>	___	350	
Dimension Two: Formal Education				
	Some College Credit(s)	___	100	
	Associate degree	___	120	
	Bachelor's degree	___	180	
	Some Graduate Credits	___	200	
	Master's degree	___	240	
	Ph.D. or J.D. degree	___	300	
	<i>Dimension Two Total Points</i>	___	300	
Dimension Three: Continuing Education				
	<i>Dimension Three Total Points</i>	___	200	
Dimension Four: Professional Related Experience				
Four A:	Professional Service	___	75	
Four B:	Community Service	___	75	
Four C:	Scheduled Speaker	___	40	
Four D:	Articles Published	___	40	
Four E:	Scheduled Instructor	___	40	
Four F:	Honors Received	___	20	
	<i>Dimension Four Total Points</i>	___	150	
Total Points Achieved: -----		___	1000	

CHECKLIST

The documentations required are listed below:

1. Completed application in detail
2. Signature on application (electronic/actual signature)
3. Letter of Endorsement from a CLEE graduate or Chief Executive.
4. Required documentation:
 - Dimension 1 -**
 - *OPOTC certification
 - *Current position job description
 - Dimension 2 -**
 - *Copies of diplomas for highest degree received
 - *Transcripts of credits if degree not completed
 - Dimension 3 -**
 - *Copy of completion certificate for all continuing education in leadership & management courses completed
 - Dimension 4D -**
 - *Copies of published articles showing publication name and date
 - Dimension 4E -**
 - *Copies of course outlines taught
 - Dimension 4F -**
 - *Copies of letters, certificates of recognition, etc.
5. 2 copies of Career Index Assessment
6. Keep one copy of the complete application and documentation for yourself.

**You will have 72 hours to submit by attachment or hard copy the supplemental supportive documentation to document your application information.
Each attached document must be labeled by applicable Dimension.**

Send to:
Jeff Hill, CLEE Program Director
6277 Riverside Dr. Suite 1S
Dublin, OH 43017
[*jeff.hill@oacp.org*](mailto:jeff.hill@oacp.org)

REMINDER:

You have two options to submit this application form:

- 1. Submit the completed application as an attachment to an email. If you choose this method, you must also ATTACH all the required documents listed in the checklist above within 72 hours after the application is submitted via email. The email address listed above.**
- 2. Submit the entire application by mail including all the required documentation listed in the checklist above. After completing the typing of the application, print it out, label the required documents by dimension, and mail the complete packet to the above address.**