



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; and, 3) a CLEE Self Assessment sheet to be mailed with the Application.

EARNING THE DESIGNATION OF CERTIFIED LAW ENFORCEMENT EXECUTIVE (CLEE)

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 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.

To qualify for the CLEE program, you must be: 1) qualified as a law enforcement officer as defined by the Ohio Revised Code 2935.01B; 2) serving as an active and full-time officer; and, 3) certified by the Ohio Peace Officer Training Council.

The CLEE program is a three-step process. The first is to complete the Self Assessment summary (detached, page 12). A candidate should have accumulated at least 501 Career Index points out of a possible 1000 points before submitting an application to the CLEE Board. Accumulation of 501 points only signifies eligibility to be considered and does not ensure admission into the program. If the applicant has accumulated at least 501 points, the second step is to complete the Application and Career Index Assessment (pages 1 - 11), which documents some of your career experiences. After admission, the third step is successfully completing the Academic In-residence requirements, examinations/case studies and Capstone presentation.

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 400 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 250 points)

In addition to experience, education (High School diploma to graduate or professional degrees) 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 change 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 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 On-line application by typing in the information requested on the form and submit by clicking the SUBMIT button.
NOTE: Online submit form is only part of your application. You must mail or fax required documents to complete the application process that will then allow you to be eligible for consideration.

You will have 48 hours to submit by hard copy or fax the attachments required to document your application information. Each document must be labeled by applicable Dimension.

Send to:

*Ray A. Miller, Ph.D., CLEE Program Director
6277 Riverside Dr., Ste. 2N
Dublin, OH 43017
or fax to 614-761-9509*

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

Submit one copy with tabs separating the four Dimensions, standard three-hole punch, 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 diploma, 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 in 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 XVII Time Line

(Tentative Dates – Subject to Change)

Module	In-residence (Travel to Columbus)	Test (via email)	Case Study (via email)
ORIENTATION LUNCH	12/9/11		
1. Vision, Mission & Guiding Principles	Wednesday 3/7/12	3/23/12	
2. Ethics	Thursday 3/8/12	4/6/12	
3. Human Resources & Team Facilitation	Wednesday 6/6/12		6/22/12
4. Strategic Planning (SEND HARD COPY TO LEF OFFICE VIA US MAIL)	Thursday 6/7/12		8/24/12
5. Managing & Leading the External Environment	Wednesday 8/29/12	9/28/12	
6. Change Management	Thursday 8/30/12		10/12/12
7. Interpersonal Skills	Wednesday 11/7/12	12/7/12	
8. Police Resource Allocation & Budgeting	Thursday 11/8/12		1/4/13
CAPSTONE ACTIVITY PRESENTATIONS	1/25/13		
GRADUATION LUNCH	2/15/13		
<p>NOTE: Sessions begin at 10:00 am on the 1st day and 8:00 am on the 2nd day of the in-residence study days.</p> <p>Subject to change by instructor</p>			



OFFICE USE ONLY	
	Received
	Reviewed
	Sent to Committee
	Points Earned
	Committee Action
	Board Action

APPLICATION

Please print or type

Name:

Title or Rank:

OACP Member: Yes ___ No

Agency:

Office Address:

City:

State and Zip:

Office Telephone: ()

Fax: ()

E-mail Address:

County:

Home Address:

City:

State and Zip:

Home Telephone: ()

Home Email:

Size of Your Agency (*full-time, sworn plus civilian*):

Do you qualify as a law enforcement officer as defined by O.R.C. 2935.01B?	Yes ___ No ___
Are you currently serving as an active and full-time officer?	Yes ___ No ___
Are you certified by the Ohio Peace Officer Training Council?	Yes ___ No ___
<i>Please include a copy of your certification by OPOTC as supplemental page under Dimension One.</i>	

Payment: The certification fee for local law enforcement agencies is \$1800.00*. Participants will also need to cover costs for lodging, breakfast and dinner for in-residence study days depending upon travel distance to Columbus. Remaining costs are subsidized by donations made to the Law Enforcement Foundation.

*Subject to change

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.**

Date: Fr: _____ To: Present Agency: _____

Title or Rank: _____

Duties and Responsibilities: _____

Date: Fr: _____ To: _____ Agency: _____

Title or Rank: _____

Duties and Responsibilities: _____

Date: Fr: _____ To: _____ Agency: _____

Title or Rank: _____

Duties and Responsibilities: _____

Date: Fr: _____ To: _____ Agency: _____

Title or Rank: _____

Duties and Responsibilities: _____

___ 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**? Policy-making is defined as originating (or approving) guidelines, plans or regulations describing what shall be 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 been in law enforcement **supervision positions**? Supervision is defined as authority delegated to you to lead, manage or closely oversee the work of employees within the organization.

_____ years and _____ months = _____ years*

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

_____ years and _____ 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	MAXIMUM POINTS ALLOWED
In Law Enforcement	_____		2 points/year			50
In Current Position	_____		2 points/year			20
In Policy Maker Position (s)	_____		6 points/year			120
In Supervision Position (s)	_____		4 points/year			90
As CEO			10 points/year			120
			<i>Total</i>			400

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 received beyond high school. Submit transcript of credits only if degree is not earned (see "Some College credits" or "Some Graduate Credits" below). List High School degree first, then next highest degree. **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 assure 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." **Approved-May 20, 2005*

Institution: High School Name _____

Degree and Major: _____

Date Degree Received or Dates Attended: _____

Institution: College/University Name _____

Degree and Major: _____

Date Degree Received or Dates Attended: _____

Institution: College University Name _____

Degree and Major: _____

Date Degree Received or Dates Attended: _____

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

FORMAL EDUCATION SCORING GUIDE

***Points for highest level only**

EDUCATION	UNIT SCORE	X	YEARS	=	POINTS ACHIEVED	MAXIMUM POINTS ALLOWED
High School or GED	20/year		4			80
Some College credits	20/year		5			100
Associate's degree	20/year		6			120
Bachelor's degree	20/year		8			160
Some Graduate credits	20/year		9			180
Masters degree						200
Ph.D. or J.D. degree						250
<i>Total</i>						250

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 same title, list as separate entries. If you have graduated from: F.B.I. National Academy; Northwestern School of Police and Staff Command; Police Executive Leadership College; Police Executive Research Forum Senior Management Institute for Police; 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 Hours ____ X 1points/hour =	
Sponsor: _____ Title of Program: _____ Dates: _____ Total Contact Hours ____ X 1points/hour =	
Sponsor: _____ Title of Program: _____ Dates: _____ Total Contact Hours ____ X 1points/hour =	
Sponsor: _____ Title of Program: _____ Dates: _____ Total Contact Hours ____ X 1points/hour =	

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

_____ *Check if supplemental pages or copy of course outline are attached and labeled: Dimension Three*

DIMENSION FOUR:

Professional Related Experience

FOUR A: Professional Service. Include committee assignments with professional groups such as the Ohio Association of Chiefs of Police, International Association of Chiefs of Police, National Organization of Black Law Enforcement Executives, District, Multi-jurisdictional and County associations, and positions held. Include leadership and management assignments and positions held in law enforcement related organizations. Also include assessment team assignments within last 5 years for selection, promotion, management review or accreditation. Do not use acronyms for the name of the organization. If more than one position is held concurrently in an organization in a given year, points will be given for only the highest position.

Organization: _____

Committee or Board: _____

Position Held and Dates: _____

Date of Service: Fr: _____ To: _____ __ years X _____points/year =

Assessment Team: _____

Committee or Board: _____

Position Held and Dates: _____

Date of Service: Fr: _____ To: _____

Total

POINTS ACHIEVED	MAXIMUM POINTS ALLOWED
	17
	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	MAXIMUM POINTS ALLOWED	
Organization: _____ Committee or Board: _____ Position Held and Dates: _____ Date of Service: Fr: _____ To: _____ __ years X __points /year =			
Organization: _____ Committee or Board: _____ Position Held and Dates: _____ Date of Service: Fr: _____ To: _____ __ years X __points /year =			
Organization: _____ Committee or Board: _____ Position Held and Dates: _____ Date of Service: Fr: _____ To: _____ __ years X __points /year =			
<i>Total</i>			75

_____ *Check if supplemental pages are attached and labeled: Dimension Four B*

COMMUNITY SERVICE SCORING GUIDE

Officer	=	10 per year
Board Member	=	9 per year
Committee Chairperson	=	7 per year
Committee Member	=	5 per year
Member Only	=	3 per year

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

Sponsor: _____

Subject: _____

Location: _____

___ single speaker ___ panel participant ___ moderator ___ repeat session

Date: _____ _____ hours X _____ points/hour

Sponsor: _____

Subject: _____

Location: _____

___ single speaker ___ panel participant ___ moderator ___ repeat session

Date: _____ _____ hours X _____ points/hour

Sponsor: _____

Subject: _____

Location: _____

___ single speaker ___ panel participant ___ moderator ___ repeat session

Date: _____ _____ hours X _____ points/hour

POINTS ACHIEVED	MAXIMUM POINTS ALLOWED
<i>Total</i>	
	40

_____ *Check if supplemental pages attached and labeled: Dimension Four C*

DIMENSION FOUR SCORING GUIDE

- 5 points per hour for 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 copy of article.

Title: _____
 Publication: _____
 Date: _____ 1 X ____ points =

Title: _____
 Publication: _____
 Date: _____ 1 X ____ points =

Title: _____
 Publication: _____
 Date: _____ 1 X ____ points =

Title: _____
 Publication: _____
 Date: _____ 1 X ____ points =

Title: _____
 Publication: _____
 Date: _____ 1 X ____ points =

POINTS ACHIEVED	MAXIMUM POINTS ALLOWED
<i>Total</i>	40

Check if supplemental pages or copies of articles published 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 of 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	MAXIMUM POINTS ALLOWED
Instruction: _____					
Title of Program or Course: _____					
___ number of contact hours	X	5 points/hour	=		
Instruction: _____					
Title of Program or Course: _____					
___ number of contact hours	X	5 points/hour	=		
Instruction: _____					
Title of Program or Course: _____					
___ number of contact hours	X	5 points/hour	=		
Instruction: _____					
Title of Program or Course: _____					
___ number of contact hours	X	5 points/hour	=		
<i>Total</i>					40

_____ Check if supplemental pages or course outline 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	MAXIMUM POINTS ALLOWED
Nature of Honor Received: _____			
Organization: _____			
Date _____	1	X 5 points =	
Nature of Honor Received: _____			
Organization: _____			
Date _____	1	X 5 points =	
Nature of Honor Received: _____			
Organization: _____			
Date _____	1	X 5 points =	
Nature of Honor Received: _____			
Organization: _____			
Date _____	1	X 5 points =	
<i>Total</i>			20

_____ *Check if supplemental pages are attached and labeled: Dimension Four F*

I do hereby certify that my biographical information as submitted on this application to take the CLEE examination is true and correct in all material respects. I understand that intentional misrepresentation of the information provided on the Career Index Assessment can result in the loss of the CLEE designation.

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 Supervision Position (s)		90	
	As CEO		120	
	<i>Dimension One Total Points</i>		400	
Dimension Two:	Formal Education			
	HS or GED		80	
	Some College Credit(s)		100	
	Associate's degree		120	
	Bachelor's degree		160	
	Some Graduate Credits		180	
	Master's degree		200	
	Ph.D. or J.D. degree		250	
	<i>Dimension Two Total Points</i>		250	
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 Awarded			1000	

CHECKLIST

The documentations required are listed below:

1. Completed application in detail
2. Signature on application (electronic/actual signature)
3. 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.
4. 2 copies of Career Index Assessment
5. Keep one copy of complete application and documentation for yourself.

You will have **48 hours to submit by hard copy or fax the attachments required to document your application information.**
Each document must be labeled by applicable Dimension.

Send to:

*Ray A. Miller, Ph.D.
CLEE Program Director
6277 Riverside Dr., Ste. 2N
Dublin, OH 43017*

*or fax:
614-761-9509*

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