

The University of Kansas
Kansas Law Enforcement Training Center
Hutchinson, Kansas

Alcohol Prohibition Rule, Authorization to Release Records, and Voluntary Self-Identification and Disability Disclosure
(Pre-Training Form Part IV)

This form must be on file with the Kansas Law Enforcement Training Center, Hutchinson, Kansas, prior to applicant's admission to any basic training course provided at KLETC.

Student and Agency Information

Box 1

Social Security Number: _____ Date of Birth: _____
Name: _____
First MI Last
Agency Name: _____

Alcohol Prohibition Rule

Box 2

Rule: Students attending a basic law enforcement training course at the Kansas Law Enforcement Training Center (KLETC) shall not possess, consume or be under the influence of alcohol from their arrival at KLETC each training week until their dismissal at the conclusion of each training week whether physically present on the KLETC campus or elsewhere during off-duty hours. Refusal to take a PBT test shall constitute conclusive evidence that a student has consumed alcohol in violation of this rule. This rule shall not be construed in any manner as prohibiting the possession or consumption of alcohol during the weekend period when not attending classes at KLETC. Students may consume alcohol-based medication while attending classes at KLETC only upon consultation with and prior written notification to their counselor or an administrative staff member. KLETC reserves the right to reschedule activities for any student who in a staff member's opinion cannot safely participate in the basic training course. **Penalty:** Because alcohol usage can seriously affect judgment, alertness, performance and conduct, compliance with this rule is critical to both the training process and the safety of students and staff. Although each case will be considered on its own merits and mitigating and extenuating circumstances will be taken into account, a violation of this rule in the KLETC training environment is considered to be an aggravating circumstance and likely to result in dismissal. Compelling circumstances may warrant imposition of a lesser sanction. **Rationale:** Students attending KLETC must understand that alcohol use is inconsistent with professional law enforcement activities. The basic training provided at KLETC as mandated by KSA 74-5604a has inherent risks associated with its delivery, and the use of alcohol elevates these risks. In simplistic terms the "no alcohol possession or consumption or be under the influence" rule is in effect for students during their entire basic training attendance at KLETC and away from the KLETC campus during the training week off-duty hours except for weekends when students return home.

By signing below, I certify that I have read the rule and understand both the contents of the rule and the fact that any violation of the rule may subject me to dismissal from KLETC.

By signing below, I certify that I am familiar with the contents of the rule and that I have discussed it with my employee. I am satisfied that he/she understands the rule and its associated penalty.

Officer Date

Agency Head/Designee Date

Authorization to Release Records and Information

Box 3

By signing below, I hereby authorize the Kansas Law Enforcement Training Center (KLETC), a unit of the University of Kansas Continuing Education, to release either orally or in written form any and all information concerning my course work, conduct, and performance maintained by KLETC, including records or information that would be protected under The Family Education Rights and Privacy Act (FERPA) 20 USC §1232g and implementing regulations, to my current employer and to the Kansas Commission on Peace Officers' Standards and Training (KSCPOST). I understand that the purpose of such disclosure is to facilitate evaluation of my suitability to perform the duties and functions of a Kansas law enforcement officer. I understand that any such disclosure may be initiated by any KLETC employee as designated by the Director. Additionally, by signing below I release KLETC, the University of Kansas, the Kansas Board of Regents, the State of Kansas, its employees and agents from any liability associated with the release of my records or information concerning my course work, conduct and performance.

Officer Date

Witness Date

Americans with Disabilities Act (ADA); Voluntary Self-Identification and Disability Disclosure

Box 4

The University of Kansas — Kansas Law Enforcement Training Center (KLETC) complies with the Americans with Disabilities Act (ADA) of 1990. In advance of arrival at KLETC to attend a law enforcement basic training class, any student officer with a disability who wishes to request reasonable accommodation in the class should provide KLETC documentation of the specific disability and a written request for any accommodation(s) the student seeks. **It is a student officer's choice whether to voluntarily self-identify and disclose a disability in order to request accommodation.** If disability documentation is provided to KLETC for review, the documentation must be completed by a recognized professional capable of diagnosing disabilities. KLETC considers all accommodation requests on a case-by-case review. When the student officer provides a request for an accommodation prior to the beginning of the class, KLETC and the student officer have an opportunity to engage in timely communications concerning accommodation that can be made without causing a substantial change or alteration of an essential element of the law enforcement basic training program, or posing a direct threat to the health and safety of others or an undue administrative burden on the program. When a request for accommodation comes after the class has begun, it may be more difficult to make an appropriate accommodation in the time remaining in the class. A student officer's voluntary self-identification and disclosure of a disability can be made by accessing the KLETC website www.kletc.org – click on the Forms link and download the KLETC Voluntary Self-Identification and Disability Disclosure form. Instructions: Complete the form and mail with supporting documentation and specific accommodation request to: Assistant Director, Kansas Law Enforcement Training Center; P.O. Box 647, Hutchinson Kansas 67504-0647. Please label the mailing envelope as CONFIDENTIAL. Requests for accommodation will be reviewed as expeditiously as possible; however, given the short duration of many courses some delay may be expected in course completion.

I acknowledge that I have read the preceding ADA Voluntary Self-Identification and Disability Disclosure Notice, and I understand its contents.

Officer Date