



Application - KLEAP File Review Specialist

Thank you for your interest in becoming a KLEAP File Review Specialist (KFRS) with the Kansas Law Enforcement Accreditation Program (KLEAP). To apply for this contracted position, you must:

1. Complete this application;
2. Meet the required qualifications listed within this application; and
3. **Attach an updated resume** that includes applicable work history, education, training, or special skills required for the KLEAP File Review Specialist position.

PERSONAL DATA		
Last Name	First Name	Middle Name

Home Street Address	City	State	Zip Code
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Cellular Telephone Number	Business Telephone Number	Email Address
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Current Employer	Current Job Title	Years in this Position
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Is your agency CALEA accredited or in the process of becoming CALEA accredited?	Yes	No
Is your agency KLEAP accredited or in the process of becoming KLEAP accredited?	Yes	No
Have you completed the KLEAP Accreditation Manager Training?	Yes	No
Have you completed the KLEAP Assessor Training?	Yes	No
Have you reviewed the Mastering KLEAP File Construction training modules?	Yes	No
Have you been an Accreditation Manager?	Yes	No
Are you currently a CALEA or KLEAP Accreditation Manager?	Yes	No

REQUIRED QUALIFICATIONS

- Affiliation with a KLEAP participating agency.
- Experience reviewing and/or building law enforcement accreditation files.
- Working knowledge of Adobe and Microsoft Excel software.
- Ability to complete assignments in a timely fashion and meet established deadlines.
- Ability to write accurate reports reflecting accreditation file review.

Email completed application and resume to: KLEAP@kletec.org



PREFERRED QUALIFICATIONS

- One to three years' experience in law enforcement and accreditation.
- General knowledge of law enforcement operations and administration.
- Knowledge of criminal justice standards, rules and regulations, and best practices.
- Skilled in communicating effectively both orally and in writing in a highly interactive team-oriented environment.
- Ability to analyze files and exercise sound judgment in arriving at conclusions and recommendations.
- Experience working independently.

RESPONSIBILITIES

1. Conduct at least one remote file review in an 18-month period, if scheduled to do so.
2. Represent the Kansas Law Enforcement Accreditation Program (KLEAP), the Kansas Accreditation Council (KAC), and the Kansas Law Enforcement Training Center (KLETC) professionally in all contacts with the candidate agency.
3. Complete a comprehensive remote review of all assigned files to confirm compliance.
4. Successfully complete all requirements within the Assessment Database for accreditation files reviewed.
5. Complete the Assessment Database documenting all ratings and comments provided to the candidate agency.
6. Provide comments within the candidate agency's accreditation files to support any non-compliance ratings.
7. Maintain open communications with the Lead Assessor and KLEAP Program Director, as needed.
8. Email completed Assessment Database to the KLEAP Program Director.
9. Ensure all issues of non-compliance are thoroughly documented and brought to the Lead Assessor's attention.
10. Sign a Conflict of Interest Declaration & Confidentiality Agreement.
11. Complete a W-9 form so payment can be made to the KLEAP File Review Specialist from the University of Kansas/Kansas Law Enforcement Training Center (KLETC).

REQUIRED TRAINING

1. Upon approval of your qualifications, you will be contacted to begin the KLEAP File Review Specialist training which must be successfully completed to qualify you as a KLEAP File Review Specialist.
2. Complete periodic required KLEAP File Review Specialist refresher training to continue your status as a KFRS. There is no charge for the training or materials. Any required travel costs, lodging or meals for the training are your responsibility.
3. Remain current with all KLEAP accreditation file building best practices.

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FILE REVIEW SPECIALIST PAYMENT

1. Upon being contracted by the KLEAP Program Director, or designee, and agreeing to conduct a remote file review, the KLEAP File Review Specialist will complete the KLEAP File Review Specialist Service Agreement that outlines the compensation being paid for professional services rendered.
2. Payment is made in full upon successful completion of all requirements of the contracted work assigned.

DISCLAIMER AND ACKNOWLEDGEMENT

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired.

I authorize any person, organization or company listed on my resume to furnish you any and all information concerning my previous employment, education, and qualifications for employment.

In consideration for my employment, I agree to abide by the rules and regulations of the Kansas Law Enforcement Accreditation Program, which rules may be changed, withdrawn, added, or interpreted at any time, at KLEAP's sole option and without prior notice to me.

I also acknowledge that my employment may be terminated, or any offer or acceptance of employment withdrawn, at any time, with or without cause, and with or without prior notice at the option of The Kansas Law Enforcement Accreditation Program or myself.

SUBMIT PAGE MESSAGE

We appreciate the interest of all applicants; however only those selected to move in the selection process as a KLEAP File Review Specialist will be contacted.

Applicant's Signature:

Date:

Email completed application and resume to: KLEAP@kletec.org