



Assessment Team Manual

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CHAPTER 1 – ASSESSMENT FORMS

Assessment Related Forms



A. Accreditation Assessment Agreement

-  Completed by the candidate agency's CLEO.
-  The Accreditation Assessment Agreement is confirmation from the candidate agency to the KLEAP Director that they are ready for their on-site assessment to be scheduled.




B. Agency Critique

-  Completed by the candidate agency after the on-site assessment is completed.
-  The KLEAP Director, or designee, will email the candidate agency an Agency Critique.
-  The critique covers all aspects of KLEAP to include the assessment team's performance during remote file review and during the on-site visit.




C. Agency Profile

-  Completed by the candidate agency and submitted to the KLEAP Director.
-  A copy will be provided to the Lead Assessor.




D. Agency Tour – Standard Checklist

-  Completed by the candidate agency.
-  The completed Agency Tour – Standard Checklist form is submitted to the KLEAP Director, or designee, a copy is provided to the Lead Assessor.
-  The Agency Tour – Standard Checklist provides the Lead Assessor a written plan for the tour and all observation standards included during the tour.

E. Logistical Plan

-  Completed by the candidate agency.
-  Sent to the KLEAP Director and the Lead Assessor.
-  Provides recommendations for hotel and restaurant accommodations for the Lead Assessor during the on-site assessment visit.

F. Request Representative Appearance for Accreditation Award Presentation

-  Completed by the candidate agency.
-  Agencies must provide the request at least four weeks prior to the meeting/event date to the KLEAP Director.
-  Options for representation include:
 - Vice Provost, Director of Police Training
 - Kansas Accreditation Council Member
 - Lead Assessor










Assessment Team Forms

To maintain the integrity of our assessment process, all Assessor specific forms available on the KLEAP Website are password protected to open and shall NOT be shared with anyone who has not successfully completed the Assessment Team Training and without written authorization from the KLEAP Director.






A. KLEAP File Review Specialist Assignments

-  Completed by the KLEAP Director.
-  Sent to the candidate agency, all KLEAP File Review Specialists (KFRS) assigned to review files and the Lead Assessor.






B. Assessment Database

-  An Assessment Database will be completed by each KLEAP File Review Specialist for the files they were assigned to review.
-  The Assessment Database is Edition specific.
-  The Excel Database contains multiple tabs.
-  All completed Assessment Databases will be sent to the KLEAP Director, or designee, who will merge all the data received from each KFRS into one master Assessment Database.
-  The Lead Assessor will be provided a copy of the master Assessment Database prior to the on-site visit and will be responsible to change the status of any files corrected during the visit and complete Chapter Summary notes adding information about activities performed during the on-site visit.

C. Service Agreement – Lead Assessor

-  Completed by the Lead Assessor upon agreement to perform the on-site assessment.
-  The KLEAP Director, or designee, will email the Lead Assessor the Service Agreement.
-  The Service Agreement is the contractual agreement for professional services provided.
-  A separate Service Agreement is required for each on-site assessment.
-  Payment for services is not made until all requirements of the contract have been completed.

D. Service Agreement – KLEAP File Review Specialist (KFRS)

-  Completed by each KFRS upon agreement to perform the remote file review for the Candidate Agency.
-  The KLEAP Director, or designee, will email each selected KFRS a Service Agreement.
-  The Service Agreement is the contractual agreement for professional services provided.
-  A separate Service Agreement is required for each on-site assessment.
-  Payment for services is not made until all requirements of the contract have been completed.





E. Lead Assessor's Critique of the On-Site Process

- ☛ Completed by the Lead Assessor within 15 business days after completing the on-site assessment as stipulated in the Service Agreement to provide feedback on the accreditation process.
- ☛ The completed Critique shall be emailed to the KLEAP Director.
- ☛ This form is available on the KLEAP Website and is password protected.
- ☛ The Lead Assessor's Critique of the on-site process is a critical evaluation tool utilized by the Kansas Accreditation Council.

F. Conflict of Interest Declaration & Confidentiality Agreement

- ☛ All Assessment Team members must complete the Conflict of Interest Declaration & Confidentiality Agreement prior to being assigned to conduct an assessment.
- ☛ This form is available on the KLEAP Website and is password protected.
- ☛ If information provided changes during an Assessment Team members tenure, they are required to contact the KLEAP Director and update their information.
- ☛ If you conduct a MOCK Assessment for an agency you are required to notify the KLEAP Director as you will not be eligible to conduct their on-site assessment.



G. Lead Assessor On-Site Assessment Report

- ☛ Completed by the Lead Assessor to document the outcome of the on-site assessment.
- ☛ This form is available on the KLEAP Website and is password protected.
- ☛ The Lead Assessor On-Site Assessment Report is Edition specific.
- ☛ All team notes should be used in developing this report.
- ☛ Accuracy and timely completion of this report is critical.
- ☛ The Report shall be submitted to the KLEAP Director, or designee, no later than 15 business days after the on-site assessment.







H. On-Site Itinerary

-  Completed by the Lead Assessor in coordination with the Candidate Agency's Accreditation Manager and the KLEAP Director.
-  This form is available on the KLEAP Website and is password protected.

I. W-9

-  Completed by all Assessment Team members prior to conducting an on-site assessment.
-  A current email address and phone number is required.





CHAPTER 2 – INTRODUCTION TO KLEAP ACCREDITATION

Manual Objective

This manual is designed to ensure Assessment Team members selected for the Kansas Law Accreditation Program (KLEAP) fully understand the accreditation process. To prepare you for your role as a Lead Assessor or KLEAP File Review Specialist (KFRS), this Assessment Team Manual shall be used as a reference resource during training and while conducting the remote file review and the on-site assessment. Assessment Team members are responsible for verifying compliance with KLEAP Standards. These verification activities must be well planned, managed, documented, and conducted in a uniform and consistent manner. The format of this Assessment Team Manual is designed to aid Assessment Team members in accomplishing those activities.

The manual gives an overview of the Lead Assessor's and KFRS's responsibilities associated with the KLEAP assessment process, along with assessment guidance in several important areas. KFRSs and the Lead Assessor receive complete instructions during training, but it is important to have written resources to refer to as needed.

The KLEAP philosophy concerning assessments is "*accountability with reasonable assistance*." It is our goal to help every Kansas law enforcement agency with a desire to obtain state accreditation to be successful in the process. As the "eyes and ears" for KLEAP, the Assessment Team plays a key role in the success of our accreditation program.

The KLEAP process is designed to reflect attainable professional practices in law enforcement management, administration, operations, and support services.

The Kansas Accreditation Council (KAC) expects agencies to maintain compliance and live by the letter and spirit of the standards and presumes that agencies operate in compliance with their established directives.





Program Development

Since 1968, the Kansas Law Enforcement Training Center (KLETC) has served as the headquarters for all law enforcement training in Kansas. KLETC serves as the facilitator of the state accreditation program. KLETC is a unit of the University of Kansas (KU). This unique association with KU, a major research institution, allows KLETC to leverage the strength and resources of an AAU research university. KLETC's statutory mission is "the promotion and development of improved law enforcement personnel and procedures throughout the state."



In 2021, KLETC applied for and was awarded a grant through the Office of Community Oriented Policing Services (COPS Office) with the goal of establishing a voluntary state accreditation program that is **MEANINGFUL, OBTAINABLE, and AFFORDABLE** for law enforcement agencies in Kansas. At the time of application, Kansas was one of only 14 states that did not have a state-level law enforcement accreditation program. KLETC is uniquely positioned to facilitate the program because it is not a law enforcement agency, thus avoiding any conflicts of interest.



Following the establishment of KLEAP, KLETC hired a Program Director to facilitate the development of bylaws and the creation of the Kansas Accreditation Council (KAC), the directing and guiding body for KLEAP. The KAC consists of nine members. Seven of the members are voting members and the remaining two are KLETC staff assigned to the council as non-voting members.

The KAC reviewed numerous state Accreditation programs, as well as the Commission on Accreditation for Law Enforcement Agencies (CALEA) the international accreditation program, and developed the original best practices program standards which included the development of the original 176 best practices standards for Kansas law enforcement agencies. KLEAP

was designed by Kansas law enforcement executives for Kansas law enforcement agencies.





KLEAP was designed with consideration for the following goals:

1. Standards that represent current professional law enforcement practices in Kansas.
2. Standards that are meaningful and obtainable even for the smallest of Kansas law enforcement agencies.
3. An accreditation program that is affordable for the smallest of Kansas law enforcement agencies.
4. A program that provides on-going support for all Kansas law enforcement agencies desiring to achieve and maintain accredited status.
5. A program that would increase the number of Kansas law enforcement agencies that elect to participate in a voluntary accreditation program.

Accreditation offers many benefits, such as the possibility to obtain lower professional liability insurance rates and reduced liability and susceptibility to lawsuits. It sends a message to communities that their law enforcement agency is committed to excellence.

Since the establishment of the KAC, the Council has worked diligently to develop the 167 KLEAP 1st Edition Standards and program processes and procedures. The KAC officially approved the 1st Edition of KLEAP Standards Manual and Program Manual in July 2022. January 2025, the Council released the 2nd Edition Manual containing 173 Standards.

In August 2022, nine (9) Kansas Law Enforcement Agencies were selected to participate in the program as Beta Test Agencies.

1. Cowley County Sheriff's Office | Sheriff David Falletti
2. Franklin County Sheriff's Office | Sheriff Jeffrey Richards
3. Goodland Police Department | Chief Frank Hayes
4. Haskell County Sheriff's Office | Sheriff Troy Briggs
5. Hill City Police Department | Chief Chris Smee
6. Hutchinson Police Department | Chief Jeffrey Hooper
7. Lawrence Police Department | Chief Rich Lockhart
8. Scott City Police Department | Chief David Post
9. Saint Marys Police Department | Chief Derek Cid

December 1, 2022, the KLEAP was opened to the state for all interested Kansas law enforcement agencies to enroll in the program.





Accreditation Overview

The KLEAP vision:

“To be a compass on the journey towards law enforcement excellence in Kansas.”

The Kansas Law Enforcement Accreditation Program (KLEAP) was developed by and is directed by Kansas Law Enforcement Executives for Kansas Law Enforcement Agencies. The Kansas Law Enforcement Training Center (KLETC) serves as the facilitator of KLEAP and appoints the Program Director to lead in the development and administrative management of the State accreditation program.

KLEAP is a voluntary accreditation process that provides law enforcement agencies in the State of Kansas an avenue to prove they meet commonly accepted standards and best practices for professional and effective policing operations.

The standards establish WHAT to do but leave the HOW to do it up to the agency!

Through the dedication to service and professionalism evidenced by obtainment of accredited status, law enforcement agencies can enhance the services they deliver to the communities they serve. Law Enforcement executives who seek accreditation under KLEAP will have every phase of their agency’s operations reviewed, as they pertain to program standards.

Being accredited means that the agency meets or exceeds all the standards for KLEAP. The standards cover all aspects of law enforcement operations including use of force, employee conduct, protection of citizen rights, pursuits, property and evidence management, patrol and investigative operations, internal affairs investigations, and social services operations. While being accredited does not guarantee an agency will not make a mistake, it does ensure that the agency has carefully thought about these critical issues, has developed policy and procedures to address them, and has systems in place to identify and correct problems.

There are several benefits to becoming an accredited law enforcement agency. Law enforcement officers exercise the government’s most awesome powers – the power to stop and question a citizen, the power to arrest a citizen, to seize their person and/or property, and the power to use force in that process if necessary. Officers often operate alone without direct supervision. Law enforcement agencies direct and control their officer’s activity through supervision, training, and written policies and procedures. Since supervisors cannot always be present, the training and the policies and procedures of an agency are critical to ensure proper performance. Appropriate equipment is also necessary. The accreditation program ensures an agency has addressed the most critical law enforcement issues in both policies, as well as actual operation, and continual review. The accreditation program does not tell an agency what its policy must say but rather ensures that the policy, procedure, or operation addresses all of the critical aspects of an issue.

The accreditation program provides assurance to City or County management and the citizens of the policing community that their policing agency is operating in a manner that reflects the current best practices of law enforcement. It reduces both officer and agency risks.





Definitions/Terminology

Accreditation: Proven industry best practices for law enforcement agencies that have been met and are continuously monitored by an independent third party to ensure compliance.

Accreditation Compliance Files: Adobe Acrobat files created for each of the standards which contain the Candidate Agency's Proofs of Compliance with that standard.

Best Business Practices: Also referred to as best practices or standards are a compilation of law enforcement practices and requirements determined by the Kansas Accreditation Council to be the most appropriate for Kansas Law Enforcement agencies.

Candidate Agency: A Kansas law enforcement agency that has signed a Participation Agreement with the Kansas Accreditation Law Enforcement Program (KLEAP) to conduct assessments to confirm their compliance with the KLEAP standards.

Compliance: Fulfilling the mandatory requirements of a standard.

KAC: Kansas Accreditation Council. The guiding and directing Council of the Kansas Law Enforcement Accreditation Program.

KLEAP: The Kansas Law Enforcement Accreditation Program.

KLETC: The Kansas Law Enforcement Training Center

KLEAP File Review Specialists: Individuals with an accreditation background who are specifically trained to conduct accreditation remote file reviews.

Lead Assessors: Chiefs of Police, Command level officers, or Program Managers trained specifically in the review process and carefully selected by the KLEAP Director to conduct initial and reaccreditation on-site assessments of candidate agencies.

Participation Agreement: An agreement signed between a Candidate Agency and the Kansas Law Enforcement Accreditation Program whereby ongoing evaluation of a candidate agency's compliance with KLEAP standards is provided.

Program Director: An individual designated by the Kansas Law Enforcement Training Center to administer, oversee, and continually develop the State Accreditation program while serving as a subject matter expert to candidate agencies.

Program Manager: An individual designated by the Kansas Law Enforcement Training Center to assist the Program Director in the day-to-day operations of the State Accreditation program.





Proofs of Compliance: Any written or visual evidence which proves the agency is complying with the standards. This can be written documentation, copies of reports, logs, and internal memorandums, interviews with agency employees, visual observation of activities, operations, facilities, equipment, or any other evidence which tends to prove the agency's compliance with standards.

Senior Assessor Consultant: Designated law enforcement executives who have experience conducting on-site assessments, have served as an Accreditation Manager completing successful on-site assessment reviews, and have served as the Chief Law Enforcement Executive of an accredited agency.

Standards: A compilation of law enforcement practices and requirements determined by the Kansas Accreditation Council to be the most appropriate for Kansas Law Enforcement agencies. A common term used to refer to the Best Business Practices.

Written Directive: Documentation of a process that develops requirements for staff participation. Used to guide or affect the performance or conduct. Binding on the agency and its personnel.










CHAPTER 3 – THE KANSAS ACCREDITATION COUNCIL (KAC)

Purpose

The Kansas Accreditation Council (KAC) is the guiding and directing body for the Kansas Law Enforcement Accreditation Program (KLEAP). The Kansas Accreditation Council's overall purpose is to improve the delivery of law enforcement services, primarily through a voluntary state law enforcement accreditation program, organized and maintained in the public interest. The KAC's specific purposes include, but are not limited to:

-  Outreach Responsibilities/Activities
-  Accreditation Process Implementation and Oversight
-  Standard Review and Interpretations
-  Agency Reviews
-  Council Meetings

Selection of KAC Members

The Kansas Accreditation Council will be comprised of seven (7) law enforcement executive volunteers representing a geographically diverse range of agencies of all sizes who are designated as voting council members and two (2) non-voting Council members will be Kansas Law Enforcement Training Center staff.

Three Board members are appointed by the Kansas Association of Chiefs of Police (KACP). Three Board members are appointed by the Kansas Sheriffs' Association (KSA).

One additional board member from a law enforcement agency not led by a sheriff or municipal chief of police, designated the member at large, is appointed by the KLETC Executive Director. The remaining two council members are permanent appointments to the KAC from KLETC staff. These two council members are non-voting members who are not eligible to hold the seats of Chair or Vice Chair.

Law enforcement practitioners must, as the time of their selection or reappointment be an active or retired Chief of Police, Sheriff, or Chief Executive Officer of a Kansas Law Enforcement Agency.

Meetings

The Kansas Accreditation Council shall meet at least quarterly on such dates and places as may be designated by the Chair. The annual meeting shall be the last scheduled quarterly meeting of the year. Such meetings may be conducted remotely if so directed by the Chair.





Review and Decision

The KAC conducts hearings regarding the agency's compliance with applicable standards. Designated agency representatives may be invited to the review, if necessary. If an agency's presence is requested and they are unable to participate, the KLEAP Director should be notified immediately. The KAC votes on one of the following designations:

Accredited

The candidate agency fully complies with all applicable mandatory and other-than-mandatory standards.

Deferred Accreditation with Stipulations

The candidate agency has not achieved the required compliance with applicable standards. This may result from circumstances beyond the agency's control. The KAC's decision shall be based on the totality of relevant circumstances.

The KAC may impose stipulations to include, but are not limited to those specified below:

1. The agency can be required to develop a new plan for monitoring internal compliance with applicable program standards. The council may further require that this plan be submitted to the council for review and approval.
2. The agency can be required to submit periodic reports in addition to the Annual Report requirement.
3. The agency can be required to periodically submit documentation to demonstrate continued compliance with selected program standards. This documentation shall be submitted to the KLEAP Director for review.
4. The agency can be required to correct the deficiencies and schedule another on-site review of their agency. KAC can request one of the following to conduct the follow-up on-site review, the Lead Assessor who conducted the initial review, the KLEAP Director, or another experienced Assessor.
 - It should be noted by the agency that any expenses incurred to complete a follow-up on-site review will be at the agency's expense.

If the KAC votes to defer accreditation until certain conditions have been met, the KAC will provide the agency with written notice specifying the action that needs to be taken, the method that the KAC will use to verify that all appropriate action has been taken, and a period in which the candidate agency must demonstrate full compliance.





Accreditation Lapsed

The candidate agency has not achieved the required compliance with applicable standards. The KAC regards the agency as no longer accredited. The agency is required to remove from view any indications of state-accredited status.

Accreditation Denied

The candidate agency failed to demonstrate substantial compliance with applicable standards and/or there is compelling evidence of noncompliance. If the KAC votes to deny accreditation status because of significant and repeated failures to comply with applicable standards, the candidate agency will not be assessed again until a specified period of time, established by the KAC, has elapsed. The length of this period shall be set by the KAC at the time of the denial but will not exceed 4 years. If the agency chooses to reapply when it becomes eligible to do so, the assessment shall include a review of the agency's plan to ensure that the compliance problems encountered in the past will not be repeated.

Accreditation Withdrawn

Apart from the KAC action/disposition designations, a candidate agency may decide to discontinue its participation in the KLEAP. If so requested, KAC will designate the agency as "withdrawn." In such a case, the agency must remove from view any indications of accredited status.





CHAPTER 4 – ASSESSMENT TEAM

Role

Assessment Team Members are the key to the success of the Kansas Law Enforcement Accreditation Program (KLEAP). Assessment Team Members are contracted employees with the University of Kansas/KLETC, on behalf of its Kansas Law Enforcement Accreditation Program. The Assessment Team-Candidate Agency relationship must always be professional, fostering a non-adversarial climate. As the “eyes and ears” of KLEAP, the Assessment Team reports the findings concerning the candidate agency’s ability to comply with best practices.

In addition to their assessment tasks, Assessment Team members have a responsibility to the University of Kansas, the Kansas Law Enforcement Training Center, the Kansas Accreditation Council, and the agency’s they serve to always exemplify the highest levels of professionalism, by remaining object and impartial.

To be selected as an KLEAP Assessment Team member, an application and resume must be on file with the KLEAP Director. KLEAP Assessment Team members are responsible to notifying the KLEAP Director, or designee, whenever their status changes (i.e., rank, titles, phone numbers, email address, and/or mailing address.)

The KLEAP Director will select an assessment team with the level of experience and expertise required to fairly assess a candidate agency. Each Assessment team will have a designated Lead Assessor and one-to-four KLEAP File Review Specialists. Assessment Team selection is based on availability, the location and type of assessment being conducted.

Individuals who accept an assessment assignment must have their CLEO’s approval, if required, and give a firm commitment for the assessment dates. The KLEAP Director will provide Assessment Team member names to the candidate agency. If any conflicts exist between any Assessment Team members and the candidate agency, the conflict may be verified and an alternate team member selected.

Training

Upon completing an application and being accepted into the KLEAP Assessor Program, Assessment Team members must attend a 2-day Assessment Team Certification Training class before conducting their first assessment. Initial and refresher training will be offered as needed to maintain an adequate Assessment Team pool.

Refresher training is required periodically to Assessment Team members to stay current with assessment requirements.

After successfully completing initial assessment team training, Assessment Team members will be emailed a W-9 Form and a Conflicts of Interest Declaration & Confidentiality Agreement to be completed. A completed W-9 is required for each assessment team member in order to receive payment for contracted services.





Selection

The Lead Assessor is selected by the KLEAP Director to be the “team leader” of the assessment team. The Lead Assessor is selected within a period that will allow them to coordinate the many aspects of the on-site assessment including pre- and post-activities. The KLEAP Director will also select one-to-four KFRS to perform the remote file review. Apprentice assessors may be assigned only with the permission of the CLEO of the candidate agency. The candidate agency CLEO may challenge the appointment of any Assessment Team member with cause to the KLEAP Director.

Prior to the Lead Assessor being assigned to conduct an on-site assessment, the KLEAP Director takes several actions to minimize the chances that a conflict of interest will arise.

- 🔍 Geographic location of the agency and the Lead Assessor;
- 🔍 Agency type and size;
- 🔍 Potential for conflicts of interest;
- 🔍 Last agency assessment report, if applicable;
- 🔍 Current accredited status of the Lead Assessor’s agency;
- 🔍 Assessment Team members will not receive an assignment to an agency within their hometown or county unless there are no other qualified Assessment Team members available;
- 🔍 Assessment Team members are not assigned to the same agency for successive assessments; and
- 🔍 Assessment Team members are not assigned to agency’s they performed a Mock Assessment for unless there are no other Assessment Team members available.





Team Members

Apprentice Assessor

A law enforcement professional who is training to be a Lead Assessor. An Apprentice Assessor is assigned to a Lead Assessor during an on-site to observe and shadow during interviews, observations, and file review. An Apprentice Assessor is encouraged to participate in the discussions but does not have decision-making authority. The Lead Assessor signed to mentor the apprentice will note the Apprentice's performance to help determine whether they are suitable for Lead Assessor responsibilities. The Apprentice Assessor is responsible for their expenses incurred during the on-site assessment.

KLEAP File Review Specialist (KFRS)

Contracted to conduct the remote file review of a candidate agency's accreditation compliance files.

Lead Assessor

The Lead Assessor is responsible for overseeing the remote file review conducted by designated KFRSs and providing guidance on non-compliance matters or other issues identified during the accreditation file review.

Responsibilities

KLEAP File Review Specialist Pre-On-Site Responsibilities

(60 days lead time preferred)

1. Commit to assignment. (Determine if conflict exists.)
2. Complete the Service Agreement – KFRS.
3. Review all documentation from KLEAP Director.
4. Familiarize yourself with the candidate agency.
5. One-to-four KFRSs will be assigned to a candidate agency's remote accreditation file review approximately 30-45 days prior to the on-site visit.

(During Remote File Review)

1. Each KFRS will report any non-compliance or other concerning issues identified to the Lead Assessor and KLEAP Director immediately.
2. Each KFRS will be responsible to complete the Assessment Database for all files assigned to include individual status ratings, standard notes, and chapter summary notes.
3. The KFRS role is critical, a comprehensive review of all assigned files must be completed within the established deadline.
4. The completed Assessment Database will be emailed to the Program Director. The Program Director will merge the individual Assessment Databases into a master Assessment Database.





Lead Assessor:

Each Assessment Team has a designated Lead Assessor. The Lead Assessor is a working member of the team and provides leadership, law enforcement expertise, and engages in problem-solving. If an KFRS believes a standard is not in compliance the Lead Assessor shall always be consulted. The Lead Assessor is the primary contact with candidate agency staff and is expected to be well versed in KLEAP policies, procedures, and practices. The Lead Assessor is responsible for the Final Report and assuring all assignments are completed.

Pre-On-Site Responsibilities

(60-day lead time preferred)

1. Commit to assignment. (Determine if conflict exists.)
2. Complete the Service Agreement – Lead Assessor.
3. Familiarize yourself with the candidate agency.
4. Maintain contact with the KFRS on the progress of the remote file review.

(21-day lead time preferred)

1. Review all documentation from KLEAP Director to include the master Assessment Database. Review any non-compliant standard-related issues identified during the remote file review conducted.
2. Contact the agency and finalize the On-Site Itinerary.
3. Review assessment protocols with the agency's Accreditation Manager.
4. Provide On-Site Itinerary to the KLEAP Director.
5. Make travel plans.
6. Maintain contact with the KLEAP Director.

On-Site Responsibilities

1. Conduct the Pre-On-Site Assessment Meeting.
2. Establishes a working relationship with the agency.
3. Confirm any Kansas Accreditation Council granted Waivers.
4. Conduct interviews with candidate agency personnel and other citizens or officials as needed to confirm standard compliance.
5. Acts as the KLEAP's formal representative to the media or others during the assessment.
6. Conduct the Exit Interview.
7. Ensures completion of all required paperwork.

Post On-Site Responsibilities

1. Completed the Lead Assessor On-Site Assessment Report incorporating all applicable notes from the Assessment Database. The report shall be submitted to the KLEAP Director within 15 business days after the on-site assessment visit.
2. Complete an Assessor Critique of the on-site process and submit it to the KLEAP Director within 15 business days after the on-site.





Conflicts of Interest Declaration & Confidentiality Agreement














Assessment Team members must be alert to any conflict of interest or ethical situation that might influence a fair, impartial assessment of the agency. Assessment Team members must notify the KLEAP Director as soon as possible of any perceived issues.

All Assessment Team members are required to complete and are bound by a Conflicts of Interest Declaration & Confidentiality Agreement Form that is retained on file with the KLEAP Director. All information obtained during the assessment, whether included in the Assessment Report, must be held in confidence, and discussed only with the other assessment team members, KLEAP staff, or Kansas Accreditation Council members.

Discretion and Authority

Assessment Team members are expected to apply their knowledge and experience, training, and any needed reference materials when making compliance decisions. The Kansas Accreditation Council expects Assessment Team members to make every reasonable attempt during the assessment to conclusively verify compliance or non-applicability. Assessors are free to go beyond provided proofs and probe other evidence of compliance.

It is important that all Assessment Team members have a thorough knowledge of all the elements of KLEAP and expectations when conducting remote file review and the on-site assessment to include:

-  Elements that compose a KLEAP Standard.
-  What constitutes proofs of compliance.
-  All components of the KLEAP processes relating to the on-site assessment.
-  Understanding of the KLEAP policies and procedures for conducting an on-site assessment.
-  Understanding the functions performed by all types of Kansas law enforcement agencies of different sizes.
-  Prior knowledge of the agency you are assessing prior to performing your assigned duties.
-  Giving appropriate attention to all facets of assessment.
-  Freedom from bias in conducting assessment activities.
-  Ensuring all comments and suggestions are reasonable, realistic, and constructive.
-  While on assignment, all Assessment Team members must always exemplify the highest levels of professionalism and foster a non-adversarial climate in accordance with the KLEAP Code of Ethics.
-  Contribute to an open, honest, and constructive atmosphere during discussion sessions with agency personnel.
-  Importance of coordinating with the agency's Accreditation Manager and the KLEAP Director.
-  Ensure that current materials and guidelines are being used for each on-site assessment.





The standards are the only benchmark used for compliance. Agencies may use a wide variety of methods to prove compliance with the standards. If an Assessment Team member disagrees with the agency's method of complying with any standard, they must suspend their personal differences in favor of a straightforward, literal interpretation of the requirement or requirements of the standard.

Careful review of written documentation, interviews, and observations by Assessment Team members are important to the integrity of the process. The Assessment Team must continually evaluate the amount of work in relation to time available. Available time will guide the Assessment Team, but should not adversely impact the outcome of the documentation and verification activities. As time permits, interaction with agency personnel through interviews, observations, and other interactive activities is highly recommended. If available time appears insufficient to permit completion of planned activities, the Lead Assessor shall contact the KLEAP Director immediately for instructions.

If KFRS are unsure about the extent of their authority or discretion, or about how to proceed in a particular circumstance, they shall consult the Lead Assessor. If the problem remains unresolved, the Lead Assessor shall contact a Senior Assessor Consultant or the KLEAP Director by phone as soon as possible.

The focus is on meeting the standard, not liking their written directive/policy. Suggestions can be made for improvement, but if the directive meets the standard, you can only suggest.

Compensation

The Lead Assessor will be provided with a Service Agreement to sign upon being scheduled for each on-site assessment. As per the Service Agreement, the University of Kansas/KLETC pays a flat contracted rate of \$1,000 for professional services rendered. This amount represents total compensation and reimbursement of all expenses incurred by the Lead Assessor. Payment will not be made until all requirements of the Service Agreement have been fulfilled by the Lead Assessor.

All KLEAP File Review Specialist will be provided with a Service Agreement to sign upon being scheduled for each on-site assessment. As per the Service Agreement, the University of Kansas/KLETC pays a flat contracted rate for professional services rendered in the amount of \$175.00 for review of $\frac{1}{4}$ of the agency's files. This amount represents total compensation. Payment will not be made until all requirements of the Service Agreement have been fulfilled by the KLEAP File Review Specialist.

Computer and Software Requirements

All Assessment Team members must have a computer with Microsoft Office and Adobe Reader (FREE) to conduct file review.





CHAPTER 5 – CODE OF ETHICS

The Code of Ethics governs relationships, professional conduct, and practices among all parties involved in the Kansas Law Enforcement Accreditation Program (KLEAP).

1. KLEAP Assessment Team members will serve with appropriate concern for the integrity of the program with no purpose of personal gain.
2. Relationships between KLEAP Assessment Team members and the candidate agency will be of such character as to promote mutual respect within the police profession and toward the goal of improving the quality of police services.
3. No KLEAP Assessment Team member will act in an official capacity in any matter in which personal interest could impair objectivity.
4. No KLEAP Assessment Team member will use their position to promote any partisan political purposes.
5. No KLEAP Assessment Team member will accept any gift or favor of any nature to imply an obligation that is inconsistent with the free and objective exercise of their professional responsibilities. After the on-site assessment, Assessment Team members may accept a gift from the candidate agency intended to serve as a remembrance of the assessment. The gift item shall be small in value and may only be presented on the last day of the on-site after the exit meeting. The final report will list any items given to Assessment Team members.
6. KLEAP Assessment Team members will report without reservation any corrupt or unethical behavior, which could affect the integrity of the accreditation process.
7. KLEAP Assessment Team members will maintain the integrity of private information and will neither seek personal data beyond that needed to perform official responsibilities nor reveal information to anyone.
8. KLEAP Assessment Team members agree to serve as representatives of KLEAP and understand that their relationship with the candidate agency must remain professional and non-adversarial while maintaining the detachment necessary for an objective assessment.
9. KLEAP Assessment Team members will be diligent in their responsibility to thoroughly review an agency's compliance documentation and accurately report their findings in the assessment database and in the final report.





10. KLEAP Assessment Team members will ensure that statements provided in the agency's accreditation file, Assessment Database, and in the final report that are critical of the candidate agency will be made only as they are verifiable and constructive in purpose.
11. KLEAP Assessment Team members agree that both during and after the on-site assessment, any information obtained about the candidate agency will not be disclosed to any person, firm or entity, nor will it be used in any way for personal benefit to the Assessment Team member or that of another. Assessment Team members acknowledge that all information concerning KLEAP and the candidate agency to be accredited is strictly confidential and not subject to any disclosure, expressed or implied.
12. Conflicts of interest, especially those that are obvious or personal, will be avoided. Conflicts refer to those circumstances or relationships that might affect an KLEAP Assessment Team member's objectivity or the appearance of objectivity if selected for the assessment.
13. KLEAP Assessment Team members must remember they officially represent the Kansas Law Enforcement Training Center, the Kansas Law Enforcement Accreditation Program, the Kansas Accreditation Council, their own agency, and the law enforcement profession.
14. Lead Assessors shall dress in business professional attire. Jeans, shorts, tee shirts, and athletic-type shoes are not appropriate.
15. Alcohol consumption is discouraged while Lead Assessors are in any public place.
16. KLEAP Assessment Team members shall not report for duty with the odor of alcohol on their person or while impaired by alcohol or other substance.
17. Use of any candidate agency vehicles by the Lead Assessor in connection with an on-site assessment shall be limited to official KLEAP business.





CHAPTER 6 – COMPLIANCE GUIDELINES

Assessment Database

Assessment Team members shall utilize the Assessment Database when determining compliance with the candidate agency's accreditation files.

Time Sensitive (Performance Activity) Standards

KLEAP has standards relating to activities or performance requirements that have a timeline for completion. These standards are sometimes referred to as “the big bad boys” and are proven to be the most problematic for most agencies. Evaluating performance activities represent significant reporting requirements and reflect core issues of accreditation and agency operations. The Assessment Team must verify compliance with all performance and time sensitive activities. Where it is apparent, Assessment Team members must report on the impact of performance standards on agency operations, including when the agency achieved remarkable results.

Compliance Considerations

1. The directives, documentation, interviews, or observations are relevant and appropriate to the standard being addressed.
2. The information does not conflict with another standard statement or agency directives.
3. The proof or proofs presented show continued compliance throughout the assessment period or for the time the standard is applicable to the agency.





Initial Accreditation

For the initial accreditation assessment, the KLEAP Assessment Team shall focus on systems the agency developed for organization, management, operations, and support services. This will allow Assessment Team members to make objective judgments concerning the relative effectiveness of agency systems or how well the agency is likely to perform in certain areas, particularly when agency procedures may be new. All proofs within the agency's accreditation file for initial accreditation shall be labeled as Year 1.

Reaccreditation

The KLEAP Assessment Team shall focus on the "performance" of the agency via proofs of compliance provided in the files. This is particularly true for any standards identified during the previous assessment as having compliance issues. Special attention to ALL time sensitive reports or activities is critical during the reaccreditation assessment process.

Guidelines for file maintenance minimums are provided in the Assessment Database. As with the proofs of compliance, the key to adequate compliance depends on the quality of the information being offered for review.

Written Directive Compliance Focus

1. Should vs Shall: "Should" is specifically used to express advisability. "Shall" means something that is intended to take place in the future.
2. Confirm CLEO Approval: Ensure all agency policies have been "approved" by the CLEO.
3. Compliance Dates: Check dates for policy dissemination to ensure proofs of compliance provided in the file are applicable.
 - a. Option 1: Compliance must be proven from the candidate agency's official start date.
 - b. Option 2: Compliance must be proven from the time the agency's written directive became complaint with the standard.
4. Exceeds Standard Requirements: An agency can exceed the standard requirements. A semiannual reporting requirement may be done annually if the agency so chooses to. The agency's written directives must comply with the standard, but agency personnel must comply with the agency's written directive. If the agency elected to "exceed" the standard requirement, proofs must show compliance with the agency's written directive.





Not Applicable by Function [N/A by Function]

A standard may not be applicable if the agency does not have responsibility for the functions addressed by the standard, providing the Kansas Accreditation Council concurs.

Functions Delegated to Another Non KLEAP or CALEA Accredited Agencies

An agency that delegates functions to other non KLEAP or CALEA accredited agencies is held accountable for compliance with applicable standards governing those functions. For example, even though the agency delegates its communications function to a regional center, or its recruit training to a state or regional training center, the candidate agency remains responsible for the functions, therefore, must prove compliance with the standards related to those functions.

Functions Delegated to Another KLEAP or CALEA Accredited Agencies

An agency that delegates functions to another KLEAP or CALEA accredited agency shall NOT be required build an accreditation file with written directive or proofs of compliance. However, a file must be build showing the delegated agencies accredited status with the Kansas Law Enforcement Accreditation Program (KLEAP) or the Commission on Accreditation for Law Enforcement Agencies (CALEA).

If an entire Chapter is performed by an KLEAP or CALEA accredited entity, a file must be built for the 1st Standard within the Chapter showing the delegated agencies accredited status.

Functions Are Performed on Agency's Behalf by Another Entity

An agency for which functions are performed on its behalf by another entity is held accountable to verify compliance with applicable standards governing those functions. A candidate agency remains accountable for the performance of functions that KLEAP determines are applicable for an agency even if the function is performed by another organization. This applies to functions delegated, as noted above, and functions traditionally performed by another entity. This includes recruitment, selection, and promotion, which may be the responsibility of city or county personnel within another department.

All Personnel vs. Sworn or Civilian Personnel Only

Unless otherwise indicated, standards related to personnel matters apply to all agency employees. Some standards indicate applicability to sworn or to civilian personnel. Where that differentiation is not made, the standard applies to all agency personnel.

Personnel Assessed According to the Glossary Terms

There is no need for any agency to change its definitions or titles for positions, employees, or other individuals affiliated with the agency. KLEAP Standards will be assessed using the Glossary Terms found in this manual in comparison to the agency's actual utilization of the personnel being assessed. The distinction between sworn and civilian personnel is predicated on the authority to make a full-custody arrest as defined in this manual, not on taking an oath of office. There may be employees, auxiliaries, or other persons affiliated with the agency who are required to take an oath, wear a uniform, and perform quasi-law enforcement duties such as detention or transportation of detainees, but they are not considered sworn or reserve law enforcement officers unless their authority includes the authority to complete a full-custody arrest.








CHAPTER 7 – PROGRAM OVERVIEW

The KLEAP accreditation consists of six steps:






Step 1: Agency Participation Agreement

Candidate agencies wishing to become accredited with the KLEAP must submit an Agency Participation Agreement available on the KLEAP Website. When signed, this agreement implies that the CLEO of the candidate agency agrees to all KLEAP rules and regulations. Upon receipt of the Agency Participation Agreement the KLEAP Director will:

-  Set up one-on-one training for the new agency;
-  Invoice the candidate agency for their annual fee; and
-  Provide the candidate agency with their “official start date.”

Step 2: Self-Assessment

The candidate agency has 36 months to complete the self-assessment phase, this is one of the most critical aspects of the KLEAP process. During self-assessment, the candidate agency will minimally;







-  Utilize the KLEAP Accreditation Tracker – 3 WD Tracker to identify and comply with applicable KLEAP standards, including adding or modifying agency written directives if necessary;
-  Utilize the KLEAP Accreditation Tracker – 4 Proof Tracker to collect proofs to verify compliance with applicable standards and the agency written directives; and
-  Utilize the KLEAP Accreditation Tracker to establish agency systems to ensure accreditation maintenance.








Waiver Request

Candidate agencies are expected to comply with all applicable standards. Any agency seeking accreditation may apply for a Waiver of compliance for a standard. The Request for Waiver form is available on the KLEAP Website.

-  Waivers will not be granted for economic reasons or the agency's inability to fund or permit a required change.
-  The Request for Waiver form must be filled out completely, forms submitted with incomplete information will not be considered.
-  The candidate agency must request a waiver prior to the on-site assessment.
-  Waivers are provisionally granted by the KAC, pending the on-site assessment, Assessment Team members are instructed to confirm the agency's representations about the Waiver request and report their findings to the KLEAP Director.
-  Waivers are provisionally granted for one accreditation cycle only.
-  Waivers are not required for "IF" standards when the agency is not performing the function or for other-than-mandatory standards.

Extensions

During initial accreditation extensions may be granted for:

-  90-days;
-  180-days; or
-  365-day.

The Assessment Extension Request form must be received by the KLEAP Director before the end of the initial accredited period and submitted at least sixty (60) days prior to the agency's assessment date for processing. The request must include the specific reason for the extension request.

Regardless of the candidate agency's actual assessment date and KAC review, their official start date remains the same. A candidate agency's official start date will not change unless your agency withdrawals and then re-enters KLEAP.











Mock Assessment

A Mock Assessment is required for all candidate agencies seeking initial accreditation. The Kansas Accreditation Council strongly encourages all agencies seeking reaccreditation undergo a mock assessment also. Analysis has shown that the assessment process for agencies that did not have a mock assessment was more difficult and lengthier than those that did. While findings and recommendations made pursuant to a mock assessment must be regarded as advisory and may NOT be used to challenge a negative finding in an official assessment, the mock remains one of the best tools available to ensure that an agency is fully prepared for the rigors of the accreditation assessment process.

NOTE: Final judgment concerning agency compliance with applicable standards is reserved for the Kansas Accreditation Council in cooperation with the KLEAP Director and Assessment Team. Their decision will not be influenced by the results of a mock assessment.

Step 3: On-Site Assessment Activities

KLEAP provides on-site assessment services as a critical component of the accreditation process. The assessment includes a remote file review of 100% of the agency's accreditation compliance files and an on-site visit by a Lead Assessor to confirm compliance and ensure policy is being placed into practice. The on-site assessment takes two days.

-  Remote File Review (approximately 30 – 45 days prior to the on-site visit)
-  Pre-On-Site Assessment Meeting
-  Agency Tour
-  Interviews
-  Ride-Along
-  Exit Interview

Step 4: Kansas Accreditation Council Review

The KLEAP Director will provide the Kansas Accreditation Council (KAC) with the Final Assessment report and a copy of the master Assessment Database. These documents are used by the KAC during their deliberations to determine if accredited status will be awarded. If necessary, the KLEAP Director will arrange for the candidate agency's CLEO to be present in person or remotely to speak with the KAC. The KAC is the directing and guiding body for KLEAP and the Council's decision is final. Accredited status is granted for 4 years.





Step 5: Certificate Presentation

The Kansas Law Enforcement Training Center will issue the candidate agency the following documents:

- 🏅 Accreditation Award Letter – sent via email in PDF format.
- 🏅 A framed Certificate of Accreditation; - presented in person.
- 🏅 A Certificate of Achievement for the Accreditation Manager sent via email in PDF format.
- 🏅 A Final Assessment Report – sent via email in PDF format.

Agencies desiring to have a KLEAP Representative attend a local ceremony for the formal presentation of their Certificate of Accreditation award need to complete the Request Representative Appearance for Accreditation Award Presentation form and email it to the KLEAP Director at kleep@kletec.org. As noted on the form a 30-day's notice is required for scheduling purposes.

Step 6: Reaccreditation

During reaccreditation agencies will continue to review their written directives to ensure they are current and reflect their agency's practices. Reaccreditation is a four-year review cycle that includes the following:

- 🏅 End of 1st, 2nd, and 3rd years of reaccreditation the agency will undergo a remote file review. The KLEAP Director, or designee, will determine which files and the total number of files selected for the agency's remote file review. Agency's shall refer to the KLEAP Accreditation Tracker for applicable dates for each of these reviews.
- 🏅 At the end of 4th year the agency will undergo another 100% remote file review and an on-site assessment.





CHAPTER 8 – ON-SITE PROCEDURES

Remote File Review

The remote file review for compliance will begin approximately 30 – 45 days prior to the on-site assessment. This review is conducted by KLEAP File Review Specialist (KFRS). Providing proof of compliance is the responsibility of the candidate agency. However, the KLEAP File Review Specialist and/or KLEAP Director will provide reasonable assistance to the candidate agency in arriving at a solution without sacrificing the integrity of the accreditation process. Agencies are encouraged to use multiple proofs of compliance, providing the proofs are relevant to the standard.

Once the Assessment team is established, the KLEAP Director will provide the agency's Accreditation Manager, each KFRS, and the Lead Assessor a list showing which files will be reviewed by each KFRS. The agency will email the files as PDF attachments to the designated KFRS. Generally, the files will be split between four (4) KFRS, to ensure a sufficient amount of time is allotted for a comprehensive review. However, if a KFRS elects to review additional files, the split may be reduced amongst fewer KFRS.

KFRS shall work with the agency's Accreditation Manager to ensure all identified issues are resolved prior to the on-site visit by the Lead Assessors. KFRS's will immediately notified the Lead Assessor and the KLEAP Director about any non-compliance issues.

Initial Accreditation: The agency should be focusing on the systems they have in place to address the standards. Agencies seeking initial accreditation must provide proofs as indicated by the KLEAP Accreditation Tracker. KFRS shall refer to the Assessment Database to ensure the correct number of proofs are provided. The proof shall be recent and within the timeframe of the effective date of the governing written directive if a written directive is required by the standard. Agencies choosing to exceed the minimum number of proofs per standard/bullet shall not be penalized by the KFRS.

Lead Assessor's Arrival

The Lead Assessor will be at the candidate agency for two (2) days to conduct the on-site assessment. An Apprentice Assessor(s) may accompany the Lead Assessor with the approval of the candidate agency.

Day 1:

Pre-On-Site Assessment Meeting

Pre-On-Site Assessment Meetings serve as an introduction between the Lead Assessor, CLEO, and agency staff. During this meeting, the Lead Assessor will:

1. Explain the Kansas Accreditation Council's philosophy;
2. Provide an overview of their own background;
3. Give an overview of the remote file review results; and
4. Define procedures that will be used in conducting the on-site assessment.













Agency Tour

Agency tours shall be conducted early in the on-site assessment. An agency tour is conducted to familiarize the Lead Assessor with the agency's facilities and serves to identify key personnel who may be interviewed later during the assessment. The agency shall provide the assessors with the Agency Tour – Standards Checklist to check off compliance with any observable standards during the tour.

Suggested areas to examine include:

-  Property and Evidence
-  Training
-  Records
-  Communications
-  Internal Affairs/Discipline Personnel/Recruitment
-  Civil Process
-  Holding Area/Temporary Detention
-  Lock-Up Facilities

File Review

KFRS shall refer to Chapter 9 – File Review Procedures, in this manual, for additional guidance related to the electronic reviewing procedures.

Personnel Interviews

Interviews are an important part of what the on-site assessment to measure the accountability of policies, procedures, and systems that the agency uses for compliance with the standards. Agencies should not use an interview as the sole proof of compliance since most standards lend themselves to documentation. Interviews should be conducted to make the best use of available time. The Lead Assessor shall use their discretion to formulate questions or identify topics of discussion that will help determine compliance as conclusively as possible. There should be continuing dialog among the Lead Assessor and the agency as interviews are completed.

Ride-Along

A ride-along with patrol officer is encouraged and may be considered an interview. Interviews should be coordinated through the Accreditation Manager.





Shift Briefing

The Lead Assessor will let the Accreditation Manager know if/when they would like to sit in on a shift briefing.

Personnel interviews, a ride-along, and attending a shift briefing are important assessment process functions that provide access to the Lead Assessor by agency's personnel. "Seeing and being seen" lends credibility to the process and removes it from the "paperwork only" realm. The Lead Assessor will accurately record the names of all personnel interviewed in the Final Assessment Report.

Day 2:

Wrap up Duties

The Lead Assessor shall ensure all pending files needing correction have been completed and update the master Assessment Database accordingly. Conduct any additional interviews needed, and complete all reporting requirements.

Exit Interview

The Lead Assessor will finish the assessment process with an exit interview. The Accreditation Manager is briefed daily concerning the Lead Assessor's progress and has a general idea about what the agency exit interview may disclose. The CLEO of the agency will determine who should attend the exit interview. The Lead Assessor will discuss points of interest or concerns, adjustments or recommendations. The Lead Assessor will NOT confirm "Pass/Fail" status of the on-site.

Post Assessment

Agency Critique

After the on-site assessment is completed the KLEAP Director will email the agency requesting they complete an Agency Critique. Completed Agency Critique form will be submitted directly to the KLEAP Director within 15 business days after the assessment visit, if possible. The Agency Critique allows the agency to evaluate the overall assessment process, KLEAP staff, and the on-site KLEAP Assessment Team's performance, and offer suggestions for improvement. If an agency has a complaint against the Assessment Team or a particular member of the team it should be documented on the Agency Critique. The KLEAP Director will present finds to the KAC at the next scheduled meeting.

Assessor Critique

The Lead Assessor must submit their completed Assessor's Critique of the On-Site Process to the KLEAP Director within ten (15) business days of completing the assessment. Critiques are critical to the assessment process and are used to determine continued use of team members and considerations for Lead Assessor status.





Unfavorable performances shall be documented and will be discussed with the respective team member(s). Unfavorable critiques will result in contact by the KLEAP Director with the member(s) and information will be forward to the Kansas Accreditation Council (KAC) for consideration for future use.

Kansas Law Enforcement Agencies participating in the KLEAP process deserve the best the profession has to offer, and continued use of assessment team members that do not understand the process's intent detracts from the benefits of involvement.

Final Assessment Report

The Lead Assessor On-Site Assessment Report is a summary of all assessment activities and verification of compliance with applicable standards. The on-site assessment team's role in developing information for the Assessor Final Assessment Report is to describe their findings in an appropriate format. The Kansas Accreditation Council will use the information provided as the primary determinant in awarding accreditation or reaccreditation.

Once the Lead Assessor is home, a comprehensive review of the master Assessment Database team notes and comments will occur and the Lead Assessor On-Site Assessment Report along with the updated master Assessment Database will be submitted to the KLEAP Director within 15 business days after the on-site assessment visit.

The KLEAP Director will review the necessary documents for approval and upload the information into the Final Assessment Report template.

The Lead Assessor submits all on-site assessment documentation to the KLEAP Director.





CHAPTER 9 – FILE REVIEW PROCEDURES

General Procedures

PDF Electronic Files

All candidate agencies in KLEAP must build electronic accreditation files using Adobe Acrobat Pro DC. The most important thing stressed to agencies in file construction was consistency in labeling and tagging documents within their files. Consistency assists the KLEAP Director and KFRSs in understanding the structure of an agency's files while confirming compliance. An accreditation file must be built even if:

- 🔍 The standard is categorized as N/A by Function
- 🔍 A Waiver was granted
- 🔍 The agency elected to 25% the standard

If the entire Chapter is N/A by Function, the agency only needs to build a file for the first standard in that Chapter.

Labeling Conventions

- ➡ WD = Written Directive
- ➡ Proof = Proof of Compliance
- ➡ Note = Any other entry
 - INTERVIEW
 - N/A BY FUNCTION
 - NO OCCURRENCE

Document Order in File

- 🔍 Written Directive(s): Always the first documents in the file, if required.
- 🔍 Proofs of Compliance: Entered by year oldest to newest. (2022, 2023, 2024, etc.)
- 🔍 Note(s): Always entered at the end.





Written Directive Labeling

Non-Bulleted Standard

WD | KSA 54-106

- Oath Sworn
- Before entering upon duties
- Subscribe in writing
- Uphold the Constitution

Bulleted Standard

WD | SPD Policy 001-123

- a. Consent Searches

Proof Labeling

Non-Bulleted Standard

Proof | YR1 | Oath

- Oath Sworn
- Before entering upon duties
- Subscribe in writing
- Uphold the Constitution

Bulleted Standard

Proof | YR1 | Memo

- a. Consent Searches





Numbering and Tagging

Agencies are instructed to **number their documents** in their file to keep them in the order they want the Assessment Team review them. Since each document is assigned a number, agencies and Assessment Team members will sort by Author to keep your highlighted documents in order. (WD first, followed by Proofs, followed by Notes, etc.)

Sorting File Order

The sequence number assigned allows agencies and Assessment Team members to keep your comment panel sorted properly. The default sort is by page number, so it may be necessary for KFRS to sort files if they do not appear in the correct order.

Assessor File Review

File Comments

1. When a KFRS clicks on a Comment in the PDF electronic file, it will pull up the **highlighted section** of the file and the comment section will allow for the Assessor to **add a reply**.
2. Click in the **add a reply** box and type your comment. Comments are only needed when the document provided is determined to be non-compliant. KFRS shall always provide guidance and suggests on how compliance might be achieved. Once you have entered your comment click on **Post**.
3. The default for your **“TAG” will be your user ID**. KFRS shall change the tag to ensure the agency knows who added the reply. To change the “TAG” click the comment you just entered and then click on the **three ellipses**, in the pop-up menu select **properties**.
4. When the Sticky Note Properties box appears, click on the **General Tab**.
5. In the Author field enter your **Name**. Then click **OK**.
6. The comment box will display the information entered by the candidate agency on top and the Assessment Team members comment below.





Remote File Review Procedures

KFRS will not maintain copies of any agency's accreditation files after the completion of the review unless written permission was granted by the agency CLEO, or designee, to do so.

1. Candidate agencies will email the assigned KLEAP File Review Specialist (KFRS) their files as a PDF attachment.
2. Once the KFRS has finished reviewing the file they will change the file name adding one of the following:
 - a. If the file contains no comments and is compliant add: **Reviewed**
 - b. If the file is compliant but comments were added add: **See Comments**
 - c. If the file is non-compliant add: **Non-Compliant**
3. The KFRS will email all reviewed files back to the candidate agencies as a PDF attachment to an email. If the file requires correction, the KFRS shall indicate that a re-review is necessary once the correction is made.

Assessment Documentation

Requirements





In addition to providing comments for the candidate agency within their electronic PDF files, each KFRS must document comments provided within the Assessment Database. Comments are required for all Non-Compliant or Future Performance Issue ratings.





CHAPTER 10 – DISPUTE & INTERPRETATION RESOLUTION

If a conflict is realized during the on-site assessment, early resolution is imperative, the following steps shall be followed:

-  Step 1: Lead Assessor and Accreditation Manager work together to resolve the conflict.
-  Step 2: Lead Assessor and the CLEO work together to resolve the conflict.
-  Step 3: Lead Assessor and CLEO jointly contact a Senior Assessor Consultant.
-  Step 4: Lead Assessor, CLEO, and Senior Assessor Consultant contact the KLEAP Director.

If the conflict is not resolved the issue will be reported in the Final Assessment Report and the Kansas Accreditation Council (KAC) will review and settle the dispute by issuing a decision. The CLEO can request to address the KAC during their review of the agency's Final Assessment Report either in person or remotely. Arrangements for appearance will be made by the KLEAP Director.





CHAPTER 11 – STATISTICAL DATA TABLES

The KFRS shall review the Statistical Data Tables for accuracy applicable to the Chapter they are assigned. If there are inconsistencies, the KFRS shall check with the agency to determine if the data was collected correctly or if there are issues that need to be reported or reviewed during the on-site assessment. As an example, the agency may have changed reporting systems during the assessment period. This is common in the internal affairs areas, especially when new software for process management is introduced. Explanations within the Assessment Database may resolve these issues for reporting purposes.

The KLEAP Director is responsible for assuring Statistical Data Tables are submitted by the candidate agency. If the data or lack of data doesn't match the practice witnessed within the files or by the Lead Assessor during the on-site visit, questions will need to be asked to determine the implications.

When reviewing the Statistical Data Tables, KFRS shall pay attention to spikes or dips. If there are increases or decreases in specific data points the KFRS needs to identify what caused those abnormalities. It is not acceptable to just say that there was an increase in use of force incidents over the accreditation award cycle. Through the assessment process, the KFRS with the assistance of the Lead Assessor, shall discover "why" there was a notable change. Depending on the data set, it may be important during the on-site visit to discuss training issues, reporting strategies, or specific involvement by agency personnel. The agency's process and outcome must be explained in detail, and the Lead Assessor should not just restate the information outlined in the Statistical Data Table when completing the Final Report.

There may be an occasion when an agency will indicate they have no data for specific requested sets of data tables. If this occurs, the KFRS will note for the Lead Assessor to review the agency's practices regarding that Statistical Data Table during the on-site visit and document the information in the master Assessment Database and also in the Final Report. For example, as it relates to the Citations and Warning Statistical Data table, some agencies do not collect warnings. If this is the case, when documenting the information in the Statistical Data Tables within the Assessment Database, the KFRS will report only what the agency collects in the way it is collected. This will require an explanation within the note section of the Assessment Database. If an agency does not collect specific Statistical Data requested in the tables, it should serve as an alert for the KFRS. The failure to collect the basic data may suggest a potential compliance issue that must be further explored. This is because every data table is related to a standard, and sometimes is related to a time sensitive activity.

When an agency indicates that they have zero data for the entire accreditation award cycle, the KFRS shall verify with the agency how they have collected their data to determine if there truly is no data available or if the agency has somehow failed to provide the information when it was in fact recoverable. For example, if the agency has zero biased based profiling complaints for the accreditation award cycle, the KFRS shall verify with the agency policies and procedures to identifying biased based profiling complaints.





It may be a case in which the agency has zero complaints for the accreditation award cycle or in which the agency collected their data incorrectly. If the KFRS identifies the agency is incorrect in the manner it collects data, this is an excellent education opportunity for the agency. Additionally, the KFRS should contact the Lead Assessor and the KLEAP Director to determine how best to document this information in the Assessment Database. If the agency identified zero complaints and this is the case, then the KFRS would document this as such in the Assessment Database in a manner that simply states, “the agency has had no biased based profiling complaints for the accreditation award cycle and therefore no Statistical Data Table information was available.” The agency should present their data table with zero complaints.

