



KSAC Quarterly Meeting 11-20-2025

KLETC Organizational Change

Ken Brown - KLETC's CALEA Accreditation Manager



Suellyn Hooper - KLEAP Program Director





1st KLEAP Accredited Agency



Historic Milestone for Olathe Police Department!

On October 13, 2025, the Olathe Police Department became the first law enforcement agency in Kansas to achieve accredited status through the Kansas Law Enforcement Accreditation Program (KLEAP)!







New Agencies



Geary County Sheriff's Office (Dual Accredited) 11-15-2025





MOCKS

MOCK Assessments:

- St. Marys Police Department Completed
- Olathe Police Department Completed
- Hutchinson Police Department Completed
- Parsons Police Department Completed
- Abilene Police Department August 2025
- Augusta Department of Public Safety Completed
- University of Kansas Police Department August/September 2025



I need to know who conducted your mock and what files they reviewed?



On-Site Assessments

Agencies in Assessment:

- 1. Hutchinson Police Department Official Start Date: 08-11-2022
 - ✓ Remote File Review: November 3rd December 10th, 2025
 - Behney, Odell, Williams, & Crabb
 - ✓ On-Site Visit: December 10th 11th, 2025
 - Lead Assessor: Chief Derek Cid
- 2. St. Marys Police Department Official Start Date: 08-11-2022
 - ✓ Remote File Review: December 3rd January 12th, 2026
 - Behney, Goggins, Patton & Williams
 - ✓ On-Site Visit: December 10th 11th, 2025
 - Lead Assessor: Chief Steven Haulmark





Upcoming On-Site Assessments Schedule

If your agency is on this list and has not completed your MOCK you may need to request an extension!

Upcoming Deadlines for Initial On-Site Assessments				
January 2026 (7)	February 2026 (2)	March 2026 (3)		
Arkansas Police Department	Leavenworth County Sheriff's Office	Liberal Police Department		
Augusta Department of Public Safety	Wichita Police Department	McPherson Police Department		
Bourbon County Sheriff's Office		Scott City Police Department		
Dodge City Police Department				
Osage County Sheriff's Office				
Valley Center Dept of Public Safety		KANSAS LAW ENFORCEMENT ACCREDITATION PRODUCTOR		
Wyandotte County Sheriff's Office				
		KANSAS		

Upcoming On-Site Assessments Schedule Continued If your agency is on this list you should be scheduling your MOCK.

Upcoming Deadlines for Initial On-Site Assessments				
April 2026 (2)	May 2026 (1)	June 2026 (0)		
Dickinson County Sheriff's Office	Abilene Police Department			
Great Bend Police Department				



Program Updates - Updated Standards

Updated Standards:

Edition 2.1 - Released 08-01-2025

- If your agency started initial accreditation in Edition 1 your initial onsite will be conducted utilizing Edition 1. (Unless you've notified the Program Director your agency is transitioning early). Your agency will transition to Edition 2.1 upon starting their 1st Reaccreditation YR2 YR5 process.
- If your agency started initial accreditation in Edition 2, your agency must transitions to Edition 2.1 by 08-01-2026.

NO INITIAL ON-SITE ASSESSMENTS will be conducted utilizing Edition 2.



Standards Manual

Edition 2.1 Approved June 9, 2025 Released August 1, 2025



Kansas Law Enforcement Training Center 11009 South Hornet Road Hutchinson Kansas 67501 Email: <u>kleap@kletc.org</u> Website: www.kletc.org



KLEAP Website Resources: ACCREDITATION MANAGEMENT

— SITE INFORMATION

About KLEAP

Accreditation - Sign Up Today!

Join the KLEAP Assessment Team - Apply Now!

KLEAP Assessment Team Members

Benefits of Accreditation

Contact Us

Kansas Accreditation Council Members (KAC)

Kansas Accreditation Coalition (KSAC)

Fee Schedule

Manuals, Forms, and Resources

Members: Accredited

Members: In Self-Assessment

Training & Development

KLEAP Merchandise



KLEAP Website Resources: TRAINING (1 of 5)

Training

KLEAP Orientation & Accreditation Management Self-Paced Training

Self-paced learning is a style utilized by KLEAP as a method of instruction in which learners progress through the material provided at their own speed and on their own schedule.

With self-paced learning, learners are able to spend longer or shorter periods of time engaging with particular mini modules. This enables a more personalized approach in which the learner can determine their own unique needs and also allows for learners to reference back to mini modules when needed.

If you would like a Training Certificate upon completion of the training modules, contact the Program Director at KLEAP@kletc.org to request one.

Accreditation Orientation

- 1. KLEAP History
- 2. Why Pursue KLEAP Accreditation

Accreditation Management Training

- 1. The Kansas Accreditation Council
- 2. Policy Management and Development
- 3. A Review of the KLEAP Standards
- 4. Best Practices
- 5. KLEAP Process Step 1: Submit A Participation Agreement
- 6. KLEAP Process Step 2: Self-Assessment
- 7. KLEAP Process Step 3: Mock Assessment
- 8. KLEAP Process Step 4: On-Site Assessment
- 9. KLEAP Process Step 5: Council Review
- 10. KLEAP Process Step 6: Reaccreditation







KLEAP Website Resources: TRAINING (2 of 5)

Training

KLEAP Orientation & Accreditation Management Self-Paced Training

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KLEAP Accreditation Tracker Self-Paced Training

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Self-paced learning is a style utilized by KLEAP as a method of instruction in which learners progress through the material provided at their own speed and on their own schedule.

With self-paced learning, learners are able to spend longer or shorter periods of time engaging with particular mini modules. This enables a more personalized approach in which the learner can determine their own unique needs and also allows for learners to reference back to mini modules when needed.

All Training Modules are LOCKED. KLEAP participating agencies can utilize the password provided to them to gain access.

If you would like a Training Certificate upon completion of the training modules, contact the Program Director at KLEAP@kletc.org to request one.

Getting Started

- 1. KLEAP Accreditation Tracker Overview
- 2. Resetting the Accreditation Tracker Password

Tab Features & Functionality Described

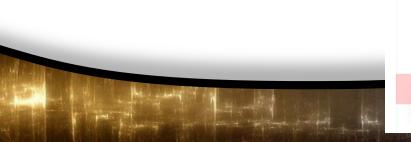
- 1. Customize Trackers Tab
- 2. Checklist & Timeline Tab
- 3. Written Directive Tracker Tab
- 4. Proof Trackers Tab
- 5. Report Trackers Tab
- 6. Training Log Tab
- 7. File Construction Tracker Tab
- 8. Dashboard Tab
- 9. Data Tables Tab

HELP Topics

1. Adding New Rows to Trackers







KLEAP Website Resources: TRAINING (3 of 5)

Training

KLEAP Orientation & Accreditation Management Self-Paced Training



KLEAP Accreditation Tracker Self-Paced Training



Mastering KLEAP Accreditation File Building Self-Paced Training



Self-paced learning is a style utilized by KLEAP as a method of instruction in which learners progress through the material provided at their own speed and on their own schedule.

With self-paced learning, learners are able to spend longer or shorter periods of time engaging with particular mini modules. This enables a more personalized approach in which the learner can determine their own unique needs and also allows for learners to reference back to mini modules when needed.

The 24 self-paced mini training modules below will prepare you for the task of building your KLEAP accreditation files. It is highly recommended that before you begin the process of building your accreditation files you review all the modules staring with number one. Topic specific mini modules allow for quick reference back for a specific task when needed. All modules are locked to protect the content. Participating agencies will be provided the password from the Program Director, or designee, to unlock the training modules.

All Training Modules are LOCKED. KLEAP participating agencies can utilize the password provided to them to gain access.

If you would like a Training Certificate upon completion of the training modules, contact the Program Director at KLEAP@kletc.org to request one.

If you need assistance, please reach out to one of the trained KLEAP Subject Matter Experts (SMEs) who will be happy to assist you.

- Heather Williams | heatherray1226@gmail.com | (620) 626-0594
- Ashley Behney | ashley.behney@marshallcountyso.org | (717) 644-5897
- Deana Crabb | deana.crabb@jocogov.org | (913) 715-5291

GETTING STARTED WITH ADOBE

- 1. Overview of Adobe Toolbars
- 2. Customize the Floating Quick Tools Panel
- 3. Combine Documents to Build Your Accreditation File
- 4. Move, Rotate, and Delete Pages
- 5. Customize the Rectangle Shape to Yellow
- 6. Redacting Documents

ADDING WRITTEN DIRECTIVES TO THE ACCREDITATION FILE



- 8. Double Highlighting WDs
- 9. Labeling WDs
- Tagging WDs
- 11. Handling Text on Split Pages
- 12. Sorting Comments by Author
- 13. Consistency with WDs

ADDING PROOFS TO THE ACCREDITATION FILE

- Highlighting PFs
- 15. Labeling PFs
- 16. Tagging PFs
- 17. Handling Multiple Page PFs
- 18. Consistency with PFs

ADDING NOTES TO THE ACCREDITATION FILE

- 19. N/A By Function Notes
- 20. No Occurrence Notes
- Interview with SME Notes

HANDLING REMOTE FILE REVIEW

22. Remote File Review Procedures

HELP & TROUBLESHOOTING

- 23. Printing K.S.A.'s to PDF
- 24. Removing Gridlines





KLEAP Website Resources: TRAINING (4 of 5)



Capt. Courtney Totte-Boyd is testing driving this training for everyone!

Training

KLEAP Orientation & Accreditation Management Self-Paced Training	~
KLEAP Accreditation Tracker Self-Paced Training	~
Mastering KLEAP Accreditation File Building Self-Paced Training	~
Transitioning Between Accreditation Process	^

Welcome and Congratulations!

Congratulations on successfully completing your recent KLEAP Accreditation. This presentation is designed to guide your agency through the transition from your completed accreditation process into the next four-year cycle.

We'll walk you through:

- Retaining a copy of your completed accreditation process files
- · Copying your previous files to your current process working files
- · Renaming your working files to match your current Standards Edition
- · Steps for preparing your next Accreditation Tracker
- Compliance tips

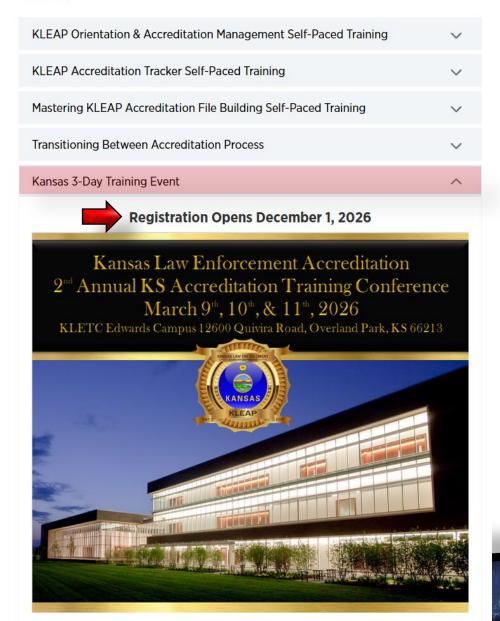
Your commitment to excellence in law enforcement is commendable, and we look forward to supporting your agency throughout the next accreditation cycle.

Accreditation Transition - Crossing the Bridge Between Processes



KLEAP Website Resources: TRAINING (5 of 5)

Training



Calling All Kansas Law Enforcement Agencies!

Join us for the premier event for law enforcement professionals dedicated to accreditation excellence.

This 3-day training conference is FREE to KLEAP participating agencies.

Non-participating agencies are welcome to attend and will be invoiced \$50 per day per registered attendee.



KLEAP Website Resources:

— SITE INFORMATION

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Manuals, Forms, and Resources

Members: Accredited

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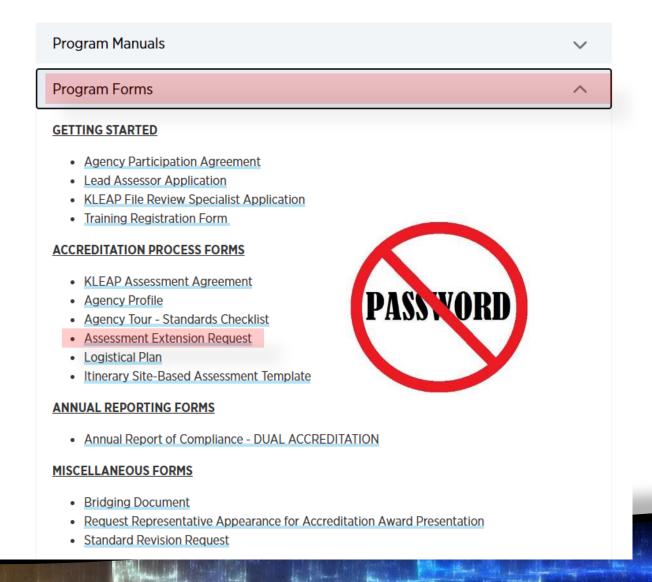
Training & Development

KLEAP Merchandise



KLEAP Website Resources: Program Forms

KLEAP Documents

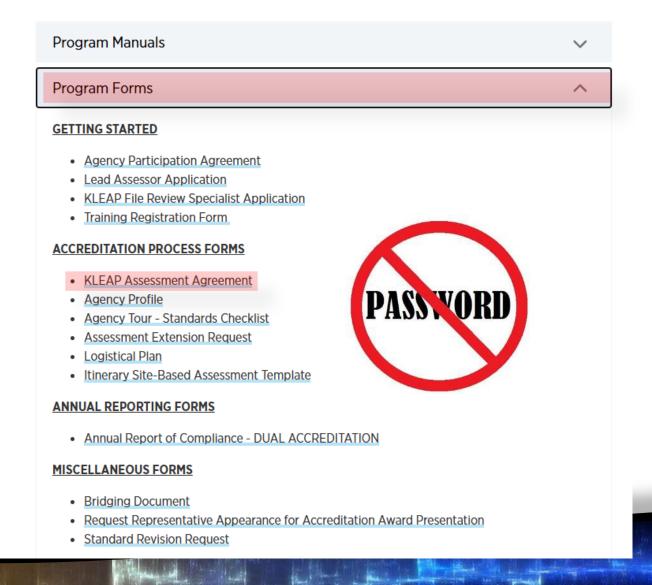


KANSAS LAW ENFORCEMENT

KLEAP

KLEAP Website Resources: KLEAP Assessment Agreement

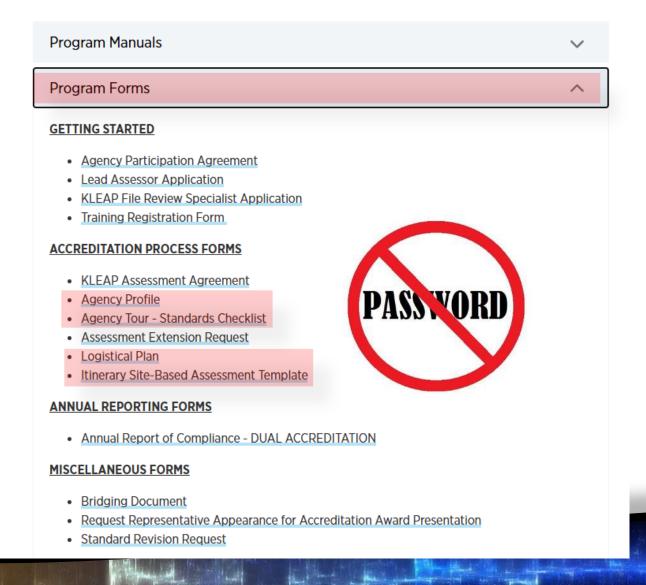
KLEAP Documents





KLEAP Website Resources: On-Site Assessment Required Documents

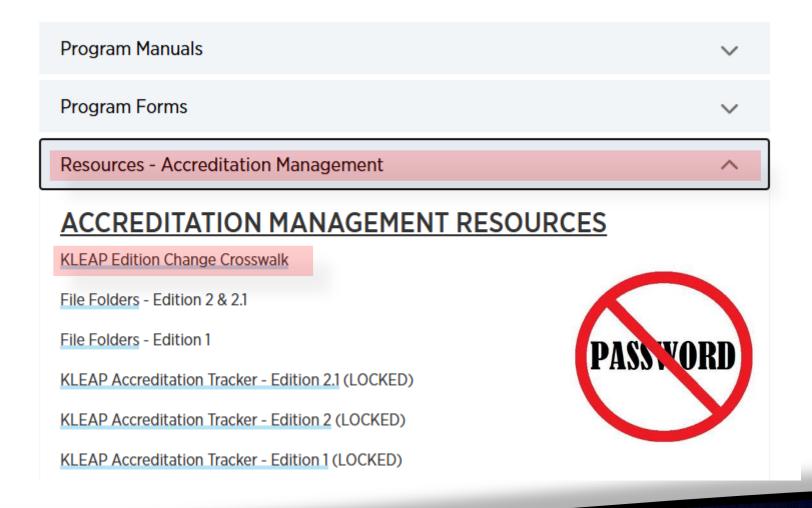
KLEAP Documents





KLEAP Website Resources: KLEAP Edition Change Crosswalk

KLEAP Documents

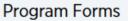


KANSAS LAW ENFORCEMENT

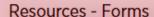
KLEAP Website Resources: Forms

KLEAP Documents

Program Manuals



Resources - Accreditation Management



Forms tagged with an asterisk symbol [*] indicate these are a customizable template.

Generic Forms

- Conditional Offer of Employment UTSP Example
- Job Description Corrections Officer RCPD Example
- Job Description Dispatcher RCPD Example
- Job Description Police Officer RCPD Example
- Job Description Police Service Aide RCPD Example
- New Hire On-Boarding Checklist Form *
- New Hire On-Boarding Checklist Form HPD Example
- Policy Template 1*
- Policy Template 2*
- Training Request Form APD Example



Chapter 1

- 1.1.1 Oath of Office Form Non-Sworn *
- · 1.1.1 Oath of Office Form Sworn *
- 1.1.2 Code of Ethics Form Correction Officer *
- 1.1.2 Code of Ethics Form Non-Sworn *
- 1.1.2 Code of Ethics Form Sworn Officer *
- 1.1.2 Code of Ethics Form Telecommunicator *
- 1.1.3 Consular Notification Form *
- 1.1.3 Consular Notification Card Example
- 1.2.5 Strip and Body Cavity Search Form *

Chapter 2

- 2.7.1 Cash Account Electronic Ledger Form *
- 2.8.2 Contractual Service Agreement Form *
- 2.10.1 Line Inspection Form *

Chapter 3

- 3.2.1 Clothing and Equipment Issuance Form *
- 3.3.1 Outside Employment Request Form *
- 3.3.1 Outside Employment Request Form LCSO Example
- 3.4.1 Grievance Form *
- 3.5.1 Annual Performance Evaluation Police Officer Form NYSUP Example

Chapter 4

4.1.1 Background Investigation Report Form *

Chapter 5

- 5.1.3 Corrective Counseling Form *
- 5.2.1 Citizen Compliant Form *

Chapter 7

· 7.1.1 Electronic Training Record - Police Officer

Chapter 9

- 9.2.2 Live Line-Up Instructions to Witness Form UTSP Example
- 9.2.2 Live Show-Up Instructions to Witness Form UTSP Example
- 9.2.2 Photo Array Line-Up Instructions to Witness Form UTSP Example

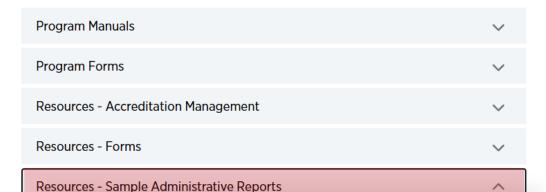
Chapter 22

- 22.1.5 b Evidence Per Incident Audit Form
- 22.1.5 c Evidence Annual Unannounced Inventory Form *



KLEAP Website Resources: Sample Administrative Reports

KLEAP Documents



Chapter 4

· 4.1.1 Background Investigation Report - Sample Report

Chapter 6

- 6.2.3 Annual Use of Force Analysis Topeka PD
- 6.2.3 Annual Use of Force Analysis Arlington PD
- 6.2.3 Annual Use of Force Analysis Montgomery County PD

Chapter 8

- 8.2.2 Annual Vehicle Pursuit Analysis Chattanooga PD
- 8.2.2 Annual Vehicle Pursuit Analysis Dublin PD
- 8.2.2 Annual Vehicle Pursuit Analysis Knoxville PD
- 8.2.2 Annual Vehicle Pursuit Analysis Montgomery County PD

Chapter 16

- 16.1.3 Annual Report Kansas City Kansas PD
- 16.1.3 Annual Report Andover PD
- 16.1.3 Annual Report Shawnee PD

Chapter 22

• 22.1.5 Property and Evidence Compliance Review Aurora PD





KLEAP Website Resources: Policy Library

KLEAP Documents

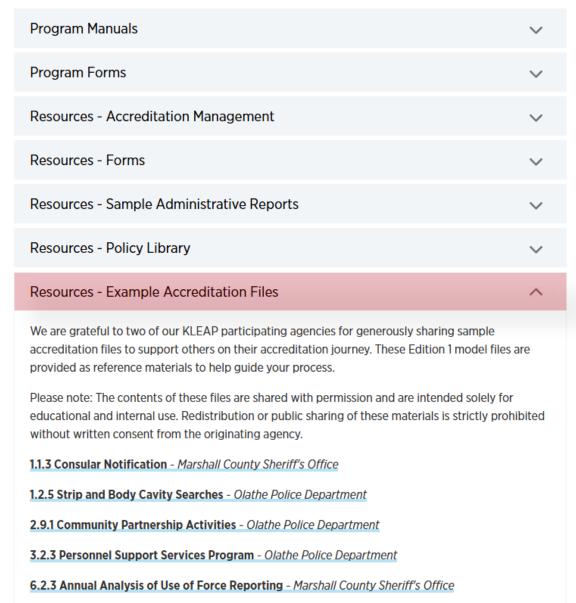
Program Manuals	~
Program Forms	~
Resources - Accreditation Management	~
Resources - Forms	~
Resources - Sample Administrative Reports	~
Resources - Policy Library	^
COMPLETE	

KANSAS LAW ENFORCEMENT

KLEAP

KLEAP Website Resources: Example Accreditation Files

KLEAP Documents

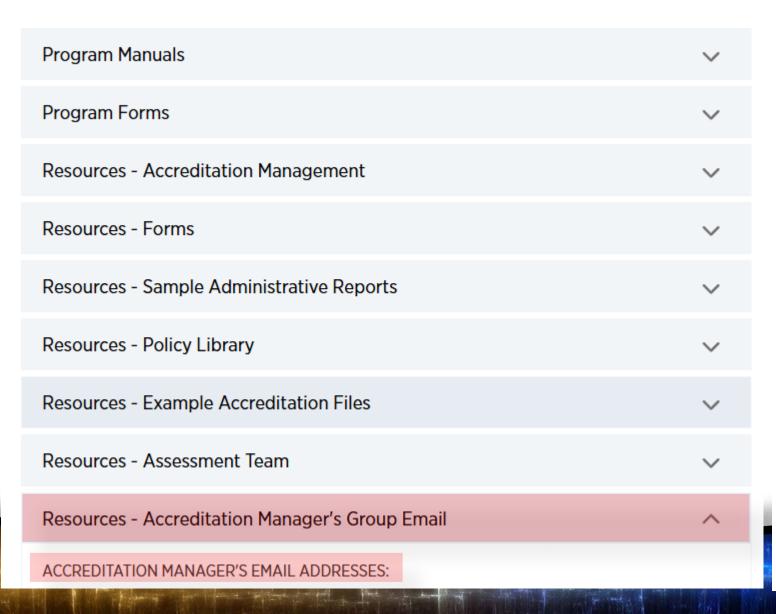






KLEAP Website Resources: AM Group Email

KLEAP Documents



kbriand@apdks.org; aevans@andoverks.gov; jlegleiter@arkcity.org; bsmart@auburnks.com mrohrdanz@augustadps.org; HFisher@barber.ks.gov wkmartin@bourboncountyks.org; carbondalemunicipalcourt@carbondaleks.com; croot@Cherokeesheriff-ks.gov; radams@cowleycountyks.gov paigeterry@derbyks.gov; jvaughan@dkcoks.gov; jeradg@dodgecity.org; rquinn@edwardsvilleks.org; rmattas@emporiaks.gov; kmbradshaw@fhsu.edu; KLasswell@franklincoks.org; kherron@gardnerkansas.gov carriephelps@goddardusd.com; sharper@greatbendks.net; tgreenwood@haysusa.com; michelle.patton@hutchinsonks.gov; scott.dogen@jocogov.org; deana.crabb@jocogov.org; sturner@kckpd.org; ahearn@cityoflarned.com; brixius@lkpd.org; mhill@lvsheriff.org; troyo@leawood.org; heatherray1226@gmail.com; dbarlet@linncountyso.com; ashley.behney@marshallcountyso.org; a.escalante@marysvilleks.gov; jasonc@mcpcity.com; gmclemore@pd.medicinelodge.ks.gov; nweiler@merriam.org; mlowry@cityofnorton.com; CTotte@olatheks.org; sbrenner@oscosheriff.org; sallen@ottawaks.gov; policechiefcarlson442@overbrookks.com; policeclerk@overbrookks.com; kathy.gibson@opkansas.org; cjarman@ParsonsPDKS.gov; mraney@ParsonsPDKS.gov; mboggs@pvkansas.com JGoggins@rileycountypolice.org; cschmitt@scottlec.org; npike@cityofshawnee.org; adam.khan@springhillks.gov; egreensmpd@gmail.com; rpantos@topeka.org; jrodriguez2@tps501.org jwilley2@kumc.edu; r.bunde@ku.edu; JEasley@valleycenterks.org; marcbrownlee@cityofwellington.net; AMoses@wichita.gov; Mkroening@wycosheriff.org; baker@yatescenter.gov





Now Hiring KLEAP File Review Specialists



— SITE INFORMATION

About KLEAP

Accreditation - Sign Up Today!

Join the KLEAP Assessment Team - Apply Now!

KLEAP Assessment Team Members

KLEAP File Review Specialists Needed

Contracted Position: Paid \$175 per assessment

The next training will be conducted at the KS 3-Day Training Conference

To qualify to become a KLEAP Lead Assessor or a KLEAP File Review Specialist you must complete the applicable application and submit an updated resume.

- Lead Assessor Application
- KLEAP File Review Specialist Application

Refer to the applications for information about:

- · Required Qualifications:
- Preferred Qualifications:
- Responsibilities:
- · Required Training: and
- Payment

Questions:

Contact Suellyn Hooper, KLEAP Program Director (785) 341-0103 or email KLEAP@kletc.org



Assessor Refresher Training Announcement

Assessor Refresher Training

Attention KLEAP Lead Assessors

If you have NOT attended a refresher training class to become familiar with the new assessment format please plan to attend Assessor Refresher training on March 11th as part of the KS 3-Day Training Conference



Lead Assessors will NOT be scheduled
To conduct an on-site assessment if they
have not attended Assessor Refresher training



Test Drive Your Files

Back by Popular Demand

Test Drive Your Accreditation Files

KLEAP Participating agencies are encouraged to submit 10 completely built accreditation files to be reviewed on day 3 of the KS Accreditation Conference.



Sit with a KFRS to receive feedback on your accreditation files!

QUESTIONS



