



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)! 🏆

Congratulations



New Agencies



NEW AGENCIES – since last meeting:

- 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		
Wyandotte County Sheriff's Office		



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 on-site 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 transition 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: kleep@kletp.org
Website: www.kletp.org



KLEAP Website Resources: ACCREDITATION MANAGEMENT

— SITE INFORMATION

[About KLEAP](#)

[Benefits of Accreditation](#)

[Manuals, Forms, and Resources](#)

[Accreditation - Sign Up Today!](#)

[Contact Us](#)

[Members: Accredited](#)

[Join the KLEAP Assessment Team - Apply Now!](#)

[Kansas Accreditation Council Members \(KAC\)](#)

[Members: In Self-Assessment](#)

[KLEAP Assessment Team Members](#)

[Kansas Accreditation Coalition \(KSAC\)](#)

[Training & Development](#)

[Fee Schedule](#)

[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



KLEAP Accreditation Tracker 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.

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 starting 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@marshallcountysoc.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

7. [Highlighting WDs](#)
8. [Double Highlighting WDs](#)
9. [Labeling WDs](#)
10. [Tagging WDs](#)
11. [Handling Text on Split Pages](#)
12. [Sorting Comments by Author](#)
13. [Consistency with WDs](#)

ADDING PROOFS TO THE ACCREDITATION FILE

14. [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](#)
21. [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

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 ▾

Kansas 3-Day Training Event ▲



Registration Opens December 1, 2026

**Kansas Law Enforcement Accreditation
2nd Annual KS Accreditation Training Conference
March 9th, 10th, & 11th, 2026
KLETC Edwards Campus 12600 Quivira Road, Overland Park, KS 66213**



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

About KLEAP

Benefits of Accreditation

Manuals, Forms, and Resources

Accreditation - Sign Up Today!

Contact Us

Members: Accredited

Join the KLEAP Assessment Team - Apply Now!

Kansas Accreditation Council Members (KAC)

Members: In Self-Assessment

KLEAP Assessment Team Members

Kansas Accreditation Coalition (KSAC)

Training & Development

Fee Schedule

KLEAP Merchandise



KLEAP Website Resources: Program Forms

KLEAP Documents

Program Manuals



Program Forms



GETTING STARTED

- [Agency Participation Agreement](#)
- [Lead Assessor Application](#)
- [KLEAP File Review Specialist Application](#)
- [Training Registration Form](#)

ACCREDITATION PROCESS FORMS

- [KLEAP Assessment Agreement](#)
- [Agency Profile](#)
- [Agency Tour - Standards Checklist](#)
- [Assessment Extension Request](#)
- [Logistical Plan](#)
- [Itinerary Site-Based Assessment Template](#)



ANNUAL REPORTING FORMS

- [Annual Report of Compliance - DUAL ACCREDITATION](#)

MISCELLANEOUS FORMS

- [Bridging Document](#)
- [Request Representative Appearance for Accreditation Award Presentation](#)
- [Standard Revision Request](#)



KLEAP Website Resources: KLEAP Assessment Agreement

KLEAP Documents

Program Manuals



Program Forms



GETTING STARTED

- [Agency Participation Agreement](#)
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KLEAP Website Resources: On-Site Assessment Required Documents

KLEAP Documents

Program Manuals



Program Forms



GETTING STARTED

- [Agency Participation Agreement](#)
- [Lead Assessor Application](#)
- [KLEAP File Review Specialist Application](#)
- [Training Registration Form](#)

ACCREDITATION PROCESS FORMS

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- [Standard Revision Request](#)



KLEAP Website Resources: KLEAP Edition Change Crosswalk

KLEAP Documents

Program Manuals



Program Forms



Resources - Accreditation Management



ACCREDITATION MANAGEMENT RESOURCES

KLEAP Edition Change Crosswalk

File Folders - Edition 2 & 2.1

File Folders - Edition 1

KLEAP Accreditation Tracker - Edition 2.1 (LOCKED)

KLEAP Accreditation Tracker - Edition 2 (LOCKED)

KLEAP Accreditation Tracker - Edition 1 (LOCKED)



KLEAP Website Resources: Forms

KLEAP Documents

Program Manuals



Program Forms



Resources - Accreditation Management



Resources - Forms



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

Program Manuals



Program Forms



Resources - Accreditation Management



Resources - Forms



Resources - Sample Administrative Reports



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



KLEAP Website Resources: Example Accreditation Files

KLEAP Documents

Program Manuals	▼
Program Forms	▼
Resources - Accreditation Management	▼
Resources - Forms	▼
Resources - Sample Administrative Reports	▼
Resources - Policy Library	▼
Resources - Example Accreditation Files	▲
We are grateful to two of our KLEAP participating agencies for generously sharing sample accreditation files to support others on their accreditation journey. These Edition 1 model files are provided as reference materials to help guide your process. Please note: The contents of these files are shared with permission and are intended solely for educational and internal use. Redistribution or public sharing of these materials is strictly prohibited without written consent from the originating agency. <u>1.1.3 Consular Notification - Marshall County Sheriff's Office</u> <u>1.2.5 Strip and Body Cavity Searches - Olathe Police Department</u> <u>2.9.1 Community Partnership Activities - Olathe Police Department</u> <u>3.2.3 Personnel Support Services Program - Olathe Police Department</u> <u>6.2.3 Annual Analysis of Use of Force Reporting - Marshall County Sheriff's Office</u>	



KLEAP Website Resources: AM Group Email

KLEAP Documents

Program Manuals



Program Forms



Resources - Accreditation Management



Resources - Forms



Resources - Sample Administrative Reports



Resources - Policy Library



Resources - Example Accreditation Files



Resources - Assessment Team



Resources - Accreditation Manager's Group Email



ACCREDITATION MANAGER'S EMAIL ADDRESSES:

kbriand@spdk.org;
aevans@andoverks.gov;
jlegleiter@arkcity.org;
bsmart@auburnks.com;
mrohrdanz@augustadps.org;
HFisher@barberks.gov;
wkmartin@bourboncountysks.org;
carbondaemunicipalcourt@carbondaeks.com;
croot@Cherokeesheriff-ks.gov;
radams@cowleycountysks.gov;
paigeterry@derbyks.gov;
jvaughan@dkcoks.gov;
jeradg@dodgecity.org;
rquinn@edwardsvilleks.org;
rmattas@emporiaks.gov;
kmbradshaw@fhsu.edu;
KLasswell@franklincocks.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@cityoflamed.com;
brixius@lkpd.org;
mhill@lvsheriff.org;
troyo@leanwood.org;
heatherray1226@gmail.com;
dbarlet@linncountyso.com;
ashley.behnay@marshallcountyskso.org;
a.escalante@marysvilleks.gov;
jasonc@mcpcity.com;
gmclemore@pd.medicinelodgeks.gov;
nweiler@merriam.org;
mloewy@cityofhorton.com;
CTotte@olatheks.org;
sbrenner@oscosherriff.org;
sallen@ottawaks.gov;
policechiefcarlson442@overbrookks.com;
policeclerk@overbrookks.com;
kathy.gibson@opkansas.org;
cjarman@ParsonsPDKS.gov;
mraney@ParsonsPDKS.gov;
mboggs@prvkansas.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@cityofvellington.net;
AMoses@wichita.gov;
Mikroening@wycosheriff.org;
vbaker@yatescenter.gov

C O P Y
&
P A S T E



**WE ARE
HIRING
JOIN US**

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

— SITE INFORMATION

About KLEAP

Accreditation - Sign Up Today!

Join the KLEAP Assessment Team - Apply Now!

KLEAP Assessment Team Members



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.

**DON'T
MISS OUT!**

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



QUESTIONS

