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

Basic Training Course Admission Delay Request Form

Kansas Administrative Regulation 106-3-1 states that each provisional certificate issued to an officer newly appointed or elected on a provisional basis shall be conditioned upon the officer's attendance at the next available basic training course, unless the appointing authority gives written notice and a detailed explanation to the director of police training (KLETC director) of both of the following: (a) The required attendance creates a public safety concern. (b) The officer should be permitted to attend a subsequent basic training course scheduled to commence within the officer's provisional appointment.

Officer Information — Box 1

Printed Name: _____
First MI Last

Agency: _____

Has this officer received a **provisional** certification from the Kansas Commission on Peace Officers' Standards and Training? ☐ Yes ☐ No Date of employment: _____/_____/_____

Request to Delay Admission to Next Available Basic Training Course — Box 2

This officer was originally scheduled to attend Basic Training Class # _____, scheduled to commence on _____/_____/_____ . I am requesting our officer's admission to the next available basic training course be delayed and our officer be permitted to attend a subsequent basic training course. I am requesting his enrollment be delayed to the basic training course commencing on: _____/_____/_____.

Detailed Written Explanation of Public Safety Concern Required — Box 3

Attach as a separate sheet a detailed, written explanation of the public safety concern on your agency letterhead, signed by the agency head or appointing authority.

Agency Head / Appointing Authority Declaration — Box 4

I acknowledge that by submission of this signed Admission Delay Request Form and the attached detailed written explanation of the public safety concern, I am giving written notice that my officer's required attendance at the next available basic training course creates a public safety concern. I further understand that my failure to provide a detailed explanation that supports my expressed public safety concern is a basis for the director of police training to decline my officer's admission delay request. I hereby certify that the information I have provided on this form and attached letter is true and accurate to the best of my knowledge and belief. I further understand that submission of false or misleading information in connection with this application will result in immediate notification to the Kansas Commission on Peace Officers' Standards and Training.

_____ _____
Printed Name of Agency Head/Appointing Authority Signature of Agency Head/Appointing Authority

_____
Date