



# Kansas Law Enforcement Accreditation Program

## KLEAP



### Application – Lead Assessor

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

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

#### PERSONAL DATA

|           |            |             |
|-----------|------------|-------------|
| Last Name | First Name | Middle Name |
|-----------|------------|-------------|

|                     |      |       |          |
|---------------------|------|-------|----------|
| Home Street Address | City | State | Zip Code |
|---------------------|------|-------|----------|

|                       |                           |               |
|-----------------------|---------------------------|---------------|
| Cellular Phone Number | Business Telephone Number | Email Address |
|-----------------------|---------------------------|---------------|

|                   |  |
|-------------------|--|
| Department/Agency | Current Status   |
|                   | <input type="checkbox"/> Active <input type="checkbox"/> Retired |

|                                  |      |       |          |
|----------------------------------|------|-------|----------|
| Department/Agency Street Address | City | State | Zip Code |
|----------------------------------|------|-------|----------|

|            |                                      |                                   |
|------------|--------------------------------------|-----------------------------------|
| Title/Rank | Years of Law Enforcement Affiliation | Years of Command Level Experience |
|------------|--------------------------------------|-----------------------------------|

|  |     |    |
|--|-----|----|
| Is your agency CALEA accredited or in the process of becoming CALEA accredited?            | Yes | No |
| Is your agency KLEAP accredited or in the process of becoming KLEAP accredited?            | Yes | No |
| Have you completed KLEAP Accreditation Manager Training?                                   | Yes | No |
| Have you completed KLEAP Assessor Training?  | Yes | No |
| Have you reviewed the Mastering KLEAP File Construction in Adobe Acrobat training modules? | Yes | No |
| Have you been an Accreditation Manager?  | Yes | No |
| Are you currently a CALEA or KLEAP Accreditation Manager?                                  | Yes | No |
| Have you ever conducted a MOCK Assessment?   | Yes | No |

\*\*Applicants lacking sufficient qualifications may be accepted into the **Apprentice Assessor** program. Apprentice Assessors are unpaid law enforcement professionals who are training to become a Lead Assessor. Apprentice Assessors are assigned to a Lead Assessor to observe and shadow during interviews, observations, etc., during an on-site assessment. Apprentices are encouraged to participate in the discussions, but do not have decision making authority. The Lead Assessor with which the Apprentice works will note the performance of the Apprentice to help determine whether the Apprentice is suitable for Lead Assessor responsibilities. The Apprentice Assessor is responsible for his/her expenses incurred during the on-site assessment. Apprentice Assessors are required to attend KLEAP Accreditation Manager Training and Assessor Training prior to conducting their first on-site assessment.

Email completed application and resume to: [KLEAP@kletec.org](mailto:KLEAP@kletec.org)



### REQUIRED QUALIFICATIONS

- Affiliation with a KLEAP participating agency.
- A resident of Kansas.
- Ability to commute anywhere in the state of Kansas to conduct an on-site assessment.
- Three years of command level law enforcement experience.
- A comprehensive knowledge of law enforcement operations and administration.
- Ability to analyze and apply sound judgment when arriving at conclusions and providing recommendations.
- Skilled in communicating effectively, both orally and in writing, in a highly interactive team-oriented environment.
- Working knowledge of Adobe, Microsoft Word, and Excel.

### PREFERRED QUALIFICATIONS

- Five plus years of command level law enforcement experience at the rank of Captain or above.
- Previous law enforcement accreditation experience to include filing building, policy development, and experience conducting accreditation assessments.

### RESPONSIBILITIES

- Facilitate and verify candidate agency's compliance with all KLEAP standards.
- Confirm reasons for waivers provided to the Kansas Accreditation Council were factual and are still applicable.
- Confirm all non-applicable standards related to the agency.
- Communicate and interact professionally with all agency personnel.
- Review and inspect agency facilities and equipment, both on- and off-site.
- Conduct interviews with agency personnel and other citizens or officials as needed to confirm standard compliance and agency's adherence to their policies and procedures.
- Complete all assessment required forms and reports.
- Represent the Kansas Law Enforcement Accreditation Program (KLEAP), the Kansas Accreditation Council (KAC), and the Kansas Law Enforcement Training Center (KLETC) as a professional ambassador of KLEAP.
- Conduct at least one on-site assessment in an 18-month period, if scheduled to do so.
- Conduct at least one MOCK Assessment in a 24-month period.
- Sign a Conflict of Interest Declaration & Confidentiality Agreement.
- Complete a W-9 form so payment can be made to the KLEAP File Review Specialist from the University of Kansas/Kansas Law Enforcement Training Center (KLETC).

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### REQUIRED TRAINING

1. Upon approval of your application and qualifications, you will be contacted to attend the next Assessor Training class which must be successfully completed to qualify you as a Lead Assessor.
2. Complete periodic Lead Assessor refresher training required to continue your status as a Lead Assessor. There is no charge for the training or materials Any travel costs, lodging, or meals for the training are your responsibility.
3. Complete KLEAP Accreditation Manager Training and remain current with KLEAP compliance regulations.

### LEAD ASSESSOR PAYMENT

1. Upon being contacted by the KLEAP Program Director, and agreeing to conduct an on-site assessment, the Lead Assessor will complete the Lead Assessor Service Agreement that outlines the compensation being paid for professional contracted services rendered.
2. Payment is made in full upon successful completion of all requirements of the contracted work assigned.

### DISCLAIMER AND ACKNOWLEDGEMENT

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

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

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

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

### SUBMIT PAGE MESSAGE

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

\_\_\_\_\_  
*Applicant's Signature:*

\_\_\_\_\_  
*Date:*

\_\_\_\_\_  
Email completed application and resume to: [KLEAP@kletec.org](mailto:KLEAP@kletec.org)