



The University of Kansas
Kansas Law Enforcement Training Center

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 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