



## Kansas Law Enforcement Accreditation Program

# Program Manual

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## Disclaimer

This program includes voluntary standards for law enforcement agencies within the State of Kansas. The standards have been developed and approved by the Board Members appointed to the Kansas Accreditation Council (KAC). The standards are not meant as a substitute or replacement for any legal requirement that may apply to agencies involved in law enforcement services in the State of Kansas. The KAC recognizes that federal, state, and local law, collective bargaining agreements, administrative regulations, and local ordinances take precedence over these standards.





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## Chapter 1 – Program Overview

### Acknowledgments

The Kansas Law Enforcement Training Center (KLETC) wishes to express appreciation to the Kansas Association of Police Chiefs (KACP) and the Kansas Sheriffs' Association (KSA). Their encouragement and cooperation were greatly appreciated in the development of the Kansas Law Enforcement Accreditation Program (KLEAP).

The Commission on Accreditation from Law Enforcement Agencies (CALEA), the Washington Association of Sheriffs & Police Chiefs, the Oklahoma Association of Chiefs of Police, and the Arizona Association of Chiefs of Police accreditation programs and standards, as well as programs and standards from several other states, served as models in the development of this project. However, the program reflects statutes and processes unique to Kansas and designed specifically for Kansas Law Enforcement Agencies. Many of the standards are consistent with or drawn from those developed by the above-mentioned organizations, which further validates the ongoing professionalization efforts of the law enforcement community.

The Kansas Law Enforcement Accreditation Program (KLEAP) was developed by and is directed by Kansas Law Enforcement Executives for Kansas Law Enforcement Agencies. The Kansas Law Enforcement Training Center (KLETC) serves as the facilitator of the KLEAP and appoints the Program Director to lead in the development and administrative management of the process. Bylaws were developed and approved to create the Kansas Accreditation Council (KAC) and appoint Board Members to sit on the council. The KLEAP is managed and directed by the KAC. KLEAP is managed and directed by the KAC. The Program and Standards Manual represent the efforts and contributions of countless Council members' voluntary hours. The development and timely completion of this program would have not been possible without the combined hard work and unselfish dedication from Kansas Accreditation Council Members.



A listing of current KAC members is available on the [KLEAP Website](#).





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## Founding Council Members

Appointed by KACP	KAC Chair - Chief Buck Buchanan Andover Police Dept.	Chief Robert Spinks Parsons Police Dept.	Chief Ashley Garza WaKeeney Police Dept.
			
Appointed by KSA	KAC Vice Chair – Sheriff Dave Falletti Cowley County Sheriff's Ofc.	Sheriff Jeffrey Richards Franklin County Sheriff's Ofc.	Sheriff Dan Jackson Geary County Sheriff's Ofc.
			
Appointed by KLETC	Chief Stuart Hite Univ. Pittsburg State Police Dept.	Deputy Executive Director Ron Gould KLETC	Program Director Suellyn Hooper KLETC
			





## Program Introduction

The Kansas Law Enforcement Accreditation Program (KLEAP) is a voluntary process that provides law enforcement agencies in the State of Kansas an avenue to prove they meet commonly accepted standards and best practices for professional and effective policing operations. The KLEAP Standards that agencies must comply with have been developed by the Kansas Accreditation Council comprised of law enforcement executives representing a variety of Kansas policing agencies.

Through the dedication to service and professionalism evidenced by obtainment of accredited status, law enforcement agencies can greatly enhance the services they deliver to the communities they serve. Law Enforcement executives who seek accreditation under the KLEAP will have every phase of their agency's operations reviewed, as they pertain to program standards.

Being accredited means that the agency meets or exceeds all of the standards for the KLEAP. The standards cover all aspects of law enforcement operations including use of force, employee conduct, protection of citizen rights, pursuits, property and evidence management, patrol and investigative operations, internal affairs investigations, and social services operations. While being accredited does not guarantee an agency will not make a mistake, it does ensure that the agency has carefully thought about these critical issues, has developed policy and procedures to address them, and has systems in place to identify and correct problems.

There are several benefits to becoming an accredited law enforcement agency. Law enforcement officers exercise the government's most awesome powers – the power to stop and question a citizen, the power to arrest a citizen, to seize their person and/or property, and the power to use force in that process if necessary. Officers often operate alone without direct supervision. Law enforcement agencies direct and control their officer's activity through supervision, training, and written policies and procedures. Since supervisors cannot always be present, the training and the policies and procedures of an agency are critical to ensure proper performance. Appropriate equipment is also necessary. The accreditation program ensures an agency has addressed the most critical law enforcement issues in both policies, as well as actual operation, and continual review. The accreditation program does not tell an agency what its policy must say but rather ensures that the policy, procedure, or operation addresses all of the critical aspects of an issue.

The accreditation program provides assurance to City or County management and also the citizens of the policing community that their policing agency is operating in a manner that reflects the current best practices of law enforcement. It reduces both officer and agency risks.







## **Mission Statement**

To assist candidate agencies by providing the framework for a voluntary, very affordable accreditation program that is comprehensive, obtainable, and based on standards that reflect professional service delivery specifically for Kansas Law Enforcement Agencies.

In developing the program, the Kansas Law Enforcement Training Center and the Kansas Accreditation Council recognized the limited financial and manpower resources of a great many Kansas Law Enforcement Agencies and developed standards that would not place overwhelming demands on those resources.

## **Vision Statement**

To be a compass on the journey towards law enforcement excellence in Kansas.







## Chapter 2 - Benefits Of Accreditation

### **Improves Agency Metrics**

Following accreditation best practices in your daily activities will make your agency more effective. When a law enforcement agency commits to the accreditation process, they target excellence in all aspects of policing, including leadership, training, and resource management. They are also committing to maintaining the accreditation benchmarks on a recurring bases to retain their accreditation status over time.

### **Enhanced Transparency and Accountability**

Accountability to your community is another benefit of law enforcement accreditation. When town councils or oversight boards have questions involving training, use-of-force incidents, or evidence handling, the accreditation process ensures easy access and sharing of information, which helps make an agency both accountable and transparent.

Improved transparency and accountability lead to more community trust. Community leaders that know their police force is focused and working diligently towards adopting “gold standards” created by an accrediting body will better appreciate their law enforcement agency’s dedication and service to the communities they serve.

### **Reduced Lawsuits and Insurance Costs**

Accreditation status can make it easier for departments to purchase liability insurance at a reduced cost. Taxpayers also benefit from an adequately insured law enforcement agency. Accredited agencies, by verified compliance of agency policies and procedures, are better able to defend themselves against costly litigations and citizen complaints. Many departments have reported a decline in actions filed against them.

### **Professional Excellence**

Accredited agencies have an outside, objective "stamp of approval" that is earned through the internal and then the external evaluation based on the best law enforcement practices and standards available. Accreditation establishes pride and satisfaction in the agency and the confidence that accompanies success.





## Chapter 3 - KLEAP History

**July 2021**, the Kansas Law Enforcement Training Center (KLETC) applied for and was awarded a grant through the Office of Community Oriented Policing Services (COPS Office) with the goal of establishing a voluntary state level accreditation program for law enforcement agencies in Kansas. KLETC serves as the facilitator and is uniquely positioned to meet the deliverables because it is not a law enforcement agency thus avoiding any possible conflicts of interest. At the time of application, Kansas was one of only 14 states that did not have a state-level law enforcement accreditation program.

**October 2021**, KLETC was notified they had been awarded a two-year grant to establish a state-level law enforcement accreditation program.

**November 2021**, KLETC, the facilitator of the KLEAP hired a Program Manager, Suellyn Hooper who drafted Bylaws for the establishment of the Kansas Accreditation Council (KAC).

**December 2021**, KLETC contacted the Kansas Association of Chiefs of Police (KACP) and the Kansas Sheriff's Association (KSA) requesting each organization appoint three Law Enforcement Executive Officers to sit on the Council as Board Members. KLETC requested agencies of all sizes and geographic representation be considered upon selection for appointment to the Council. One additional appointment of a chief executive officer from a law enforcement agency not led by a Sheriff or municipal Chief of Police was made by Vice Provost and Associate Dean, Director of Police Training, Darin Beck. The remaining two members, permanent appointments to the KAC, will be KLETC staff to assist in facilitating the program. These two council members will be non-voting members and will not be eligible to hold the seats of Chair or Vice Chair.

**February 2022**, KAC is the policy-making body established to develop and oversee the KLEAP the Kansas Accreditation Council was established and began the process to stand-up a VOLUNTARY State law enforcement accreditation program.

**August 2022**, KLEAP selected nine Kansas law enforcement agencies, designed as "Beta Test" agencies to begin their KLEAP accreditation journey. Those agencies included:

Cowley County Sheriff's Office - *Sheriff David A Falletti*  
Franklin County Sheriff's Office - *Sheriff Jeffrey Richards*  
Goodland Police Department - *Chief Frank Hayes*  
Haskell County Sheriff's Office - *Sheriff Troy Briggs*  
Hill City Police Department - *Chief Christopher Smee*  
Hutchinson Police Department - *Chief Jeffrey Hooper*  
Lawrence Police Department - *Chief Rich Lockhart*  
Scott City Police Department - *Chief David Post*  
St. Marys Police Department - *Chief Derek Cid*

**December 2022**, KLEAP opened for enrollment State-wide.

KLEAP

Meaningful  Affordable  Obtainable





## Chapter 4 - Code Of Ethics

The Code of Ethics governs relationships, professional conduct, and practices among all parties involved in the Kansas Law Enforcement Accreditation Program (KLEAP).

1. Members and representatives of the KLEAP will serve with appropriate concern for the integrity of the program with no purpose of personal gain.
2. Relationships between members or representatives of the KLEAP and the candidate agency will be of such character as to promote mutual respect within the police profession and toward the goal of improving the quality of police services.
3. No member or representative of the KLEAP will act in an official capacity in any matter in which personal interest could impair objectivity.
4. No member or representative of the KLEAP will use his/her position to promote any partisan political purposes.
5. No member or representative of the KLEAP will accept any gift or favor of any nature to imply an obligation that is inconsistent with the free and objective exercise of their professional responsibilities. After the on-site assessment, assessors may accept a gift from the candidate agency that is intended to serve as a remembrance of the assessment. The gift item shall be small in value and may only be presented on the last day of the on-site after the exit meeting. The final report will list any items given to the assessors.
6. Members and representatives of the KLEAP will report without reservation any corrupt or unethical behavior, which could affect the integrity of the accreditation process.
7. Members and representatives of the KLEAP will maintain the integrity of private information and will neither seek personal data beyond that needed to perform official responsibilities nor reveal information to anyone.
8. Assessors agree to serve as representatives of the KLEAP and understand that their relationship with the candidate agency must remain professional and non-adversarial while maintaining the detachment necessary for an objective assessment.
9. Assessors will be diligent in their responsibility to thoroughly review an agency's compliance documentation and accurately report their findings in the final report.
10. Assessors will ensure that statements in the final report critical of the candidate agency will be made only as they are verifiable and constructive in purpose.





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11. Assessors agree that both during and after the on-site assessment, any information obtained about the candidate agency will not be disclosed to any person, firm or entity, nor will it be used in any way for personal benefit to the assessor or that of another. Assessors acknowledge that all information concerning the KLEAP and the candidate agency to be accredited is strictly confidential and not subject to any disclosure, expressed or implied.
12. Conflicts of interest, especially those that are obvious or personal, will be avoided. Conflicts refer to those circumstances or relationships that might affect an assessor's objectivity or the appearance of objectivity if selected for the assessment.
13. Assessors must remember they officially represent the Kansas Law Enforcement Training Center, the Kansas Law Enforcement Accreditation Program, the Kansas Accreditation Council, their own agency, and the law enforcement profession as a whole.
14. Assessors shall dress in business professional attire. Jeans, shorts, tee shirts, and athletic-type shoes are not appropriate.
15. Alcohol consumption is discouraged while assessors are in any public place. Assessors shall not report for duty with the odor of alcohol on their person or while impaired by alcohol or other substance.
16. Use of any Candidate Agency vehicles in connection with an on-site assessment should be limited to official KLEAP business.





## Chapter 5 - Chief Law Enforcement Officer's Role

### Preparing for the Accreditation Process

The Chief Law Enforcement Officer (CLEO) of an agency that is pursuing accreditation has a critical role in the process. Their support and enthusiasm are essential if the agency is to become accredited. It is strongly recommended the CLEO publicly announce accreditation as a goal early in self-assessment and continue to reassert that goal as self-assessment progresses.

Let there be no doubt, accreditation WILL change your agency. The Accreditation Manager is a key agent in this process. The CLEO should be aware that accreditation is a task in which the entire agency participates.

Prior to applying, the CLEO should review the entire program carefully. Specifically, the CLEO is encouraged to:

1. Become thoroughly informed about the program standards, policies, and requirements. This information should be shared with all agency personnel in written form;
2. Estimate the impact that the implementation of the standards will have on agency administration, training, and operations. This can be accomplished by comparing program requirements with existing policies and procedures;
3. Generate the necessary political interest and support;
4. Calculate the expenses and budget accordingly. Potential costs include purchasing items needed to comply with program standards (e.g., high visibility clothing for directing traffic) and in-service training, etc.;
5. Typically, agency employees are skeptical and distrusting of most programs with which they have limited or no knowledge. Therefore, it is imperative that good two-way communication be established to address program concerns. This step is critical to generate interest and support among the rank and file;
6. Keep the process on track (i.e., set and enforce deadlines);
7. Explain the benefits of accreditation to your staff and direct them to cooperate with the agency Accreditation Manager in developing new or revised written directives;
8. Keep command staff informed on the program's progress.





## Selecting the Agency Accreditation Manager

A good agency Accreditation Manager is essential and can greatly facilitate the agency's efforts to become accredited. The Accreditation Manager can be any sworn or non-sworn member of the agency. The more familiar the Accreditation Manager is with departmental operations, the easier the task will be. There are several factors to consider when choosing an Accreditation Manager. The Chief Law Enforcement Executive Officer (CLEO) should appoint an individual who:

- Has a genuine and long-term commitment to the accreditation process;
- The ability and time to serve as an assessor;
- Ability to communicate effectively both orally and in writing;
- Ability to establish and maintain effective working relationships;
- Proficient in coordination and organizational skills;
- Ability to manage multiple projects with accuracy, while focusing on details;
- Knowledge of departmental policies;
- Knowledge of the principles of management and the ability to apply these principles;
- Ability to analyze problems, develop alternatives, and apply these principles to situations;
- Ability to flex schedule and or priorities in order to meet department needs; and
- Ability to learn, understand, and utilize computer software.

If possible, the Accreditation Manager should be assigned for the duration of the current assessment period. The amount of time devoted to the accreditation process is directly proportional to the time it will take to complete the self-assessment. While some agencies appoint an Accreditation Manager on a permanent basis, providing continuity and ownership in the outcome of each assessment, others rotate them from time to time, based on the award cycle.

Remember to contact the KLEAP Program Director anytime the CLEO or Accreditation Manager changes. When an agency has a new CLEO (permanent or interim) the executive authority for existing written directives may be perceived to no longer exist. Questions related to the validity of these directives to guide and inform agency employees may be questioned. To address this issue, the new or interim CLEO should issue a bridging document to all agency personnel, which is a memorandum or other written directive, stating all written directives issued by the previous CLEO will remain in effect until otherwise amended, revised, or rescinded. This document should also be forwarded to the KLEAP Program Director. Contact the KLEAP Program Director to receive a "sample" Bridging Document".

In some cases, such as smaller agencies, the CLEO may be the Accreditation Manager. The Accreditation Manager should attend Accreditation Manager training provided by the Kansas Law Enforcement Accreditation Program within six months of submitting their application to start the KLEAP process. There is no cost for the training and more than one individual from the agency may attend.





## **CLEO's Relationship with the Agency Accreditation Manager**

1. Provide direct supervision of the Accreditation Manager on all matters pertaining to accreditation.
2. Meet with the agency Accreditation Manager frequently to discuss their progress.
3. Provide the agency Accreditation Manager with timely feedback on “draft” written directives.
4. Intervene if necessary to help the agency Accreditation Manager when they are requesting feedback from officers of a higher rank.
5. Provide access to technical and secretarial support when necessary.

## **CLEO's Relationship with Bargaining Unit Representatives**

Seek Collective Bargaining Unit support for the accreditation process. Consider assigning a member of the Collective Bargaining Unit to assist the agency Accreditation Manager. Assure members of the Collective Bargaining Unit that their agreement is still binding and the Accreditation Program will not conflict with it.







## Chapter 6 – The Accreditation Process



### Step 1: Participation Agreement

When the CLEO decides to pursue accreditation, they must complete and submit an **Agency Participation Agreement** available on the [KLEAP website](#). When signed, this agreement implies that the CLEO of the candidate agency agrees to all KLEAP rules and regulations including, but not limited to:

1. Payment of Fees; an invoice will be emailed to the agency when the signed Participation Agreement is received by the KLEAP Accreditation Unit. Annual invoices are sent on the anniversary date of the agency's Participation Agreement.
2. Submission of required documents in a timely manner; and
3. Proper use of the KLEAP logo and merchandise.

The agency is now considered to be a “Candidate Agency.” The completed Agency Participation Agreement should be signed and emailed to [kleap@kletec.org](mailto:kleap@kletec.org).

### Step 2: Self-Assessment

It is important to recognize that self-assessment is a process, not a destination. Expect the process of developing effective policies and procedures to be labor intensive. The process to attain the coveted status of an Accredited agency involves only a few steps. Some of those steps, however, are labor- intensive and time-consuming. The good news is, once the initial process is complete, maintenance becomes much less involved. The following processes are essential in providing a successful journey.

When the Agency Participation Agreement has been finalized the KLEAP Director, or designee will contact the candidate agency to confirm their enrollment. All candidate agencies contact information and official start date is posted on [KLEAP Website: Members – Self Assessment](#).

Download resources from the KLEAP Website:

1. KLEAP Standards Manual: *Ensure you are utilizing the correct Edition.*
2. KLEAP Program Manual:
3. KLEAP Tracker – Initial Accreditation: An all-inclusive, customizable, tracking system to manage all aspects of your accreditation process.





Individuals attending the Accreditation Manager training will be provided detailed instruction for navigating the accreditation process. The KLEAP Program Direction will be the liaison for all agencies during their initial self-assessment process for questions, informal standard interpretations, support with navigating the processes, and any other issues the agency may have.

## Four (4) Basic Purposes

1. To achieve compliance with applicable standards;
2. To establish proofs of compliance with those standards;
3. To prepare for the assessment review;
4. Institutionalize the processes and best practices for the current operations and future growth of the agency.

## Time Periods

Agencies accepted into the program are expected to complete their self-assessment review and have their on-site assessment visit within three (3) years from their date of acceptance.

## Exercise in Comparison

The self-assessment will typically begin as an exercise in comparison, a Gap Analysis process. The Accreditation Manager (AM) starts comparing current agency policy to the accreditation standards. Accreditation Managers may quickly conclude that the agency is closer to compliance than anticipated. Law enforcement typically adapts to the ebb and flow of legislative changes and most agencies quickly adopt policies that is consistent with the law. As the AM compares what must be covered for the accreditation process, they will probably find that some fine-tuning is necessary.

## Planning

For the best results, the agency should have a written plan which includes setting short- and long-term goals in steps or stages; conducting a comprehensive review of applicable standards; ranking the self-assessment activities according to importance; and identifying any associated costs or cost savings. The establishment of specific priorities is an individual decision, varying from agency to agency. Experience has shown, however, that the following considerations should be given to any written self-assessment plan.

1. Standards that affect the agency's written directive system.
2. Standards that affect organizational structure.
3. Standards for which an extended amount of time may be required for compliance.
4. Standards requiring internal agency change.
5. Standards for which compliance documentation is straightforward.





### 6. Statistical Data Table information.

#### Budget Implications

Early in self-assessment, the Accreditation Manager should review the applicable standards that may have budget implications. Occasionally, an agency will determine a shortfall due to facility or equipment issues. The agency should determine as early as possible if this will be the case and budget accordingly. Some common items or issues that cause agencies to incur additional expenditures might include:

1. Facility changes in central Records, Property/Evidence, Communications, or a Lock-Up Facility;
2. Equipment such as body armor, playback recording capabilities, or other agency needs;
3. Recruitment activities or brochures; and
4. Increased training requirements.

#### Resourcefulness is a Key Ingredient

When in doubt about the necessity of additional expenditures for equipment or facility changes, a call to the KLEAP Program Director can usually clarify the issue or identify alternative compliance solutions.

#### Dealing with Disagreements

Change rarely occurs without disagreement. The successful Accreditation Manager manages this disagreement and recognizes it as a positive force. Managing disagreement results in:

1. Fostering an environment of high expectations;
2. Creating unity among agency personnel;
3. Creating open communication;
4. Promoting professional growth;
5. Encouraging new ideas and techniques; and
6. Providing solutions to ineffective/outdated methods or procedures.

#### Waiver Request

Law Enforcement agencies seeking accreditation shall be expected to comply with all applicable standards. Any agency seeking accreditation may apply for a Waiver of compliance for a mandatory standard. The Request for Waiver form is available on the [KLEAP Website](#).

1. Waivers may only be requested for Mandatory standards.





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2. Waivers will not be granted for economic reasons or the agency's inability to fund or permit a required change.
3. The Request for Waiver form must be filled out completely, forms submitted with incomplete information will not be considered.
4. The agency must request a waiver prior to the on-site assessment.
5. Waivers are provisionally granted by the KAC, pending the on-site assessment by the assessment team, who are instructed to confirm the agency's representations about the Waiver request and report their findings to the KLEAP Program Director.
6. Waivers are provisionally granted for one accreditation cycle only.

### Final Quality Review

When the agency has completed the self-assessment, it is time to conduct a final quality review of all files. The final quality control should include a review of each accreditation standard file to ensure:

1. The format is consistent.
2. The standard level of compliance is correct (N/A by function, Elected 25%, etc.).
3. Files are highlighted and labeled in accordance with best-practice instructions provided on the [KLEAP Website](#): Mastering KLEAP File Construction in Adobe Acrobat training modules.
4. Internal and external directives are not conflicting.
5. Notes/memos explain any lack of activity.
6. File materials clearly demonstrate compliance to an outside reader.
7. Overall the accreditation files use a multi-dimensional approach for demonstrating compliance (documentation, interview, observation, and resource table.)
8. All data tables completed.



### Extension Needed

The candidate agency should contact the KLEAP Program Director to discuss their progress in self-assessment. If the candidate agency and the KLEAP Program Director determine more time is needed for self-assessment, the candidate agency may request an extension. Refer to Chapter 9 – Extension Requests.





## Step 3: Mock Assessment

A Mock Assessment is a valuable tool and **mandatory for initial accreditation**. The mock assessor(s) will review files to ensure that they are organized, highlighted, and complete. If the assessor(s) discovers concerns that may interfere with the normal flow or compliance during the actual on-site assessment, you should address those issues before scheduling an on-site assessment date.

Depending on circumstances, the KLEAP Program Director may opt to require a Pre-Assessment (Mock) for re-assessments based on the agency's Annual Report of Compliance submitted and/or high liability issues faced by the candidate agency since their last on-site assessment. The candidate agency must use Adobe Acrobat Pro DC for electronic file construction.

The structure, timing, and costs for the pre-assessment (mock) review are the responsibility of the candidate agency. For initial accreditation, a mock assessment is required (6) months prior to your on-site assessment, allowing adequate time to address any noted discrepancies.

The Kansas Accreditation Council strongly encourages all agencies seeking accreditation to undergo a mock assessment. Analysis has shown that the assessment process for agencies that did not have a mock assessment was more difficult and lengthier than those that did. While findings and recommendations made pursuant to a mock assessment must be regarded as advisory and may NOT be used to challenge a negative finding in an official assessment, the mock remains one of the best tools available to ensure that an agency is fully prepared for the rigors of the accreditation assessment process.

Mock assessments may be conducted via remote file review, however, at least one assessor should visit the agency to help prepare agency personnel for the actual on-site activities, such as interviews, inspections, tours, etc. Agencies are encouraged to use KLEAP trained assessor to conduct their mock. A list of trained assessors and contact information is available on the [KLEAP Website](#). It is recommended to use 4 or more individuals to conduct your mock, using more assessors lessens the load and speeds up the mock assessment process! The more eyes the better!

*NOTE: Final judgment concerning agency compliance with applicable standards is reserved for the Kansas Accreditation Council in cooperation with the KLEAP Program Director and assessment team. Their decision will not be influenced by the results of a mock assessment.*

## Step 4: On-Site Assessment

KLEAP provides on-site assessment services as a critical component of the accreditation process. The assessment includes remote file review and an on-site visit by KLEAP trained assessors to confirm compliance and ensure policy is being placed into practice.





## Accreditation Manager Pre-On-Site Preparation

Accreditation Managers are highly encouraged to utilize the Checklist & Timeline provided in the Accreditation Tracker to ensure all requirements for a successful on-site assessment are completed.

The KLEAP Program Director will schedule the on-site assessment review on a mutually agreed date with the assessors and the candidate agency. The on-site assessment team will be selected by the KLEAP Program Director. The candidate agency may challenge the appointment of any assessment team member with cause. Challenges shall be in writing and addressed to the KLEAP Program Director and include details of the cause.

## Remote File Review

The remote file review for compliance will begin 30 – 45 days prior to the on-site assessment. This review is conducted by KLEAP File Review Specialists (KFRSs). Providing proof of compliance is the responsibility of the candidate agency. However, the assessment team and/or KLEAP Program Director will provide reasonable assistance to the candidate agency in arriving at a solution without sacrificing the integrity of the accreditation process. Agencies are encouraged to use multiple proofs of compliance, providing the proofs are relevant to the standard.

Once the assessment team has been established, the KLEAP Program Director will provide the agency's Accreditation Manager with a list showing which files will be sent to the each assigned KFRS. The form will contain email addresses of the KFRS. Files will be sent as PDF attachments to the email.

- **Initial accreditation:** The agency should be focusing on the systems they have in place to address the standards. Agencies seeking initial accreditation will be required to provide one-year worth of proofs. Proofs provided shall have occurred during the agency's self-assessment period. The proof shall be within the timeframe of the effective date of the governing written directive if a written directive is required by the standard.

## Lead Assessor's Arrival

The Lead Assessor will typically be at the candidate agency for two (2) days to conduct the on-site assessment. An apprentice assessor(s) may accompany the Lead Assessor with the approval of the candidate agency.

## **Day 1:**

### Pre-On-Site Assessment Meeting

This is typically an informal meeting to meet the Chief Law Enforcement Officer (CLEO), Accreditation Manager, Commander Staff, and any other key personnel the CLEO chooses to include.







## Agency Tour

The agency tour provides the Lead Assessor with an opportunity to observe many proofs of compliance. The Lead Assessor will have an opportunity to interview agency employees during the visit and may ask questions of agency employee's during the tour. Respect the Lead Assessors' time and keep the tour moving. The Lead Assessor will utilize the Agency Tour – Standards Checklist completed by the agency to check off compliance with observable standards as they are observed during the tour.

## File Review

The Lead Assessor will review any files that were flagged as non-compliant and were not corrected during the remote file review.

The Lead Assessor shall have access to the agency facilities and personnel needed to determine compliance. They are not required to use only the means recommended by the agency to determine compliance.

## Interviews

Interviews are an important part of what the on-site assessment team uses to measure the accountability of policies, procedures, and systems that the agency uses for compliance with the standards. Agencies should not use an interview as the sole proof of compliance, since most standards lend themselves to documentation.

The Lead Assessor may interview personnel individually or in groups for better time management. There should be continuing dialog among the Lead Assessor and the agency as interviews are completed.

## Ride-Along

The Lead Assessor will let the Accreditation Manager know if he/she would like to participate in a ride-along.

## Shift Briefing

The Lead Assessor will let the Accreditation Manager know if he/she would like to sit in on a shift briefing.

## **Day 2:**

### Wrap up duties

Further file review, additional interviews, and completion of reporting requirements.

### Exit Interview







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The Accreditation Manager is briefed daily concerning the Lead Assessor's progress and has a general idea about what the agency exit interview may disclose. The Lead Assessor will conduct an exit interview prior to their departure. The CLEO of the agency will determine who should attend the exit interview. The Lead Assessor will discuss adjustments or recommendations identified during the remote file review and during the on-site visit. The Lead Assessor will **NOT** confirm "Pass/Fail" status.

### Gifts and Gratuities

It is common practice to present assessors with gifts or gratuities in appreciation of the work conducted. If such gifts or gratuities are bestowed, they must be minor in value and **presented only after the exit interview**. Assessment Team members cannot accept cash in any amount or any other item of significant value. Typical gifts or gratuities are agency logoed items such as coffee cups, challenge coins, patches, or promotional items from a local event, industry, convention bureau, etc. As mentioned in the Code of Ethics, the integrity of the program is foremost and the slightest implication that assessors were biased due to expensive gifts is unacceptable.

### Agency Critique

After the on-site assessment is completed the KLEAP Program Director will email the agency requesting they complete an Agency Critique. The completed Agency Critique form will be submitted directly to the KLEAP Program Director within 10 business days after the assessment visit, if possible.

The team then travels back to their respective agencies that afternoon or evening.

### Step 5: Council Review

#### Assessment Report

Upon completion of the on-site assessment, the Lead Assessor drafts a written report to document the assessment team's findings. The Assessment Report goes beyond simple compliance, it identifies areas for future improvement, weaknesses that could impact the agency's risk levels, and points out areas of exceptional organizational strength. The Lead Assessor submits all on-site assessment forms completed to the KLEAP Program Director.

#### Kansas Accreditation Council Review

The KLEAP Program Director will provide the Kansas Accreditation Council (KAC) with the Final Assessment report. This report is used by the KAC during its deliberations to determine if accredited status will be awarded. If necessary, the KLEAP Program Director will arrange for the CLEO to be present in person or remotely to speak with the KAC, if necessary. The KAC is the directing and guiding body for KLEAP and the Council's decision is final.





## PROGRAM MANUAL

### Accredited Status

Congratulations!!!! You've done it. Now enjoy the benefits! Accredited status is granted for 4 years.

### Accreditation Awards

The Kansas Law Enforcement Accreditation Program will issue the candidate agency the following documents:

1. Accreditation Award Letter & Next 4 Year Schedule – sent via email in PDF format.
2. A framed Certificate of Accreditation; presented in person.
3. A Certificate of Achievement for the Accreditation Manager - sent via email in PDF format.
4. A Final Assessment Report – sent via email in PDF format.

*Note: If an agency would like more than one Agency Accreditation Certificate, the KLEAP Program Director will email the agency a file they may use to print off additional copies.*

### Local Ceremony

Agencies desiring to have a KLEAP Representative attend a local ceremony for the formal presentation of their Certificate of Accreditation award need to complete the Request Representative Appearance for Accreditation Award Presentation form, available on the [KLEAP Website](http://kleap.kleap.org), and email it to the KLEAP Program Director at [kleap@kleap.org](mailto:kleap@kleap.org). As noted on the form a 30-day's notice is preferred for scheduling purposes.





## Step 6: Reaccreditation

### Maintaining Accredited Status

The initial undertaking to attain the status of accreditation is labor-intensive and time-consuming. The Accreditation Manager will compile required proofs of compliance, conduct interviews with their own agency personnel, and build each individual electronic file folder. Once the initial process is complete and the agency attains accredited status, the role of the Accreditation Manager becomes much less labor-intensive and time-consuming. It is to the benefit of the agency, CLEO, employees, government entities and the program to maintain accredited status.

Reaccreditation is a 4-year period. Files will contain 4 years' worth of proofs. The Accreditation Manager should build files that focus on the "performance" of the agency. This is particularly true for any standards identified during the previous assessment as having compliance issues. Preparation of appropriate documentation for ALL time sensitive reports or activities is the key to a successful reaccreditation assessment. Agencies are highly encouraged to utilize the KLEAP Accreditation Tracker to help manage all aspects of the accreditation process.

After receiving notification that you have successfully completed initial accreditation or reaccreditation you should archive a copy of all your files. Using a "copy" of the files you can begin incorporating more recent proofs into your files. The new year proofs should replace the oldest year proofs, always having 4-years' worth of proofs in the file.

The maintenance of standard files is an ongoing endeavor. The agency Accreditation Manager should review each file on a regular basis, and constantly be on the watch for proofs of compliance that can be used for the reaccreditation process. Ideally, the agency should always have a designated Accreditation Manager to ensure that all new written directives and practices adopted by the agency are compliant with applicable standards. This in turn provides for a successful reaccreditation process.

**Extensions are not granted for reaccreditation.**





## Reaccreditation Compliance Reviews

Upon completion of an accreditation period, the agency receives a letter that designates dates for annual remote file review by the KLEAP Program Director, or designee, during the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup>, year of reaccreditation to ensure an agency's continued compliance. The number of files, and which files will be selected for review, will be determined by the KLEAP Program Director, or designee. The letter will also establish the dates for the agency's next on-site assessment and remote file review by the KLEAP File Review Specialists (KFRS) that will occur 30-45 prior to the agency's scheduled reaccreditation on-site assessment.

*See example letter below:*

September 19, 2024

Again, congratulations on your most recent KLEAP Accreditation. As your agency moves into the next four years, we are providing you with anticipated dates for your remote file reviews and on-site assessment.

The Harmony Sheriff's Office 1<sup>st</sup> Reaccreditation YR2 – YR4 are predicted to occur during the following weeks:

YR2: October 17 – 25, 2025      Review by KLEAP Program Director, or designee.

YR3: September 18 – 26, 2026      Review by KLEAP Program Director, or designee.

YR4: September 17 – 25, 2027      Review by KLEAP Program Director, or designee.

YR5: July 1 – August 11, 2028.      Review by Assessment Team.

The Harmony Sheriff's Office on-site assessment is anticipated for the week of August 7th, 2028. KLEAP reserves the right to modify assessment dates based on scheduling and/or staffing needs.

As a reminder, you should also be completing your Statistical Data Tables which may be requested for review. If you have any questions or need additional information, please contact the KLEAP Program Director.





## Chapter 7 – Program Integrity

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### **Integrity Reporting Requirements**

Other issues to report to the KLEAP Program Director are Department of Justice Investigations, Consent Decrees, Chief Law Enforcement Officer's removal from office, and any significant internal issues that may affect the integrity of the accreditation process. These issues should be reported to the KLEAP Program Director when they occur. The agency shall submit a letter describing the issues that may affect the integrity of the process. The Kansas Accreditation Council (KAC) will be informed of the situation prior to the agency's review for accreditation.





## Chapter 8 - Assessors

### General

#### Role

On-site assessors are law enforcement professionals who have received specialized training on the KLEAP accreditation process and standards. They are qualified to review file folders, observe the operations of the candidate agency, and conduct interviews to determine whether compliance exists. Assessors are expected to conduct at least one on-site assessment every 18-months if requested.

#### Training

Assessors must have attended the Kansas Law Enforcement Training Centers Accreditation Assessor 2-Day Certification Training class prior to conducting their first on-site assessment. Assessors will ideally be employees of an accredited agency or served as an Accreditation Manager.

Refresher training is scheduled as needed to keep Assessment Team members updated on assessment procedures and reporting requirements.

#### Equipment

Assessors are responsible for providing their own laptop computer with Microsoft Excel and Adobe software.

### Assessor Titles

#### Apprentice Assessor

A law enforcement professional who is voluntarily training to become a Lead Assessor. An Apprentice Assessor is assigned to a Lead Assessor to observe and shadow during the on-site visit. An Apprentice Assessor is encouraged to participate in discussions but does not have decision-making authority. The Lead Assessor signed to mentor the Apprentice Assessor will note the performance of the apprentice to help determine whether he/she is suitable for Lead Assessor responsibilities. **The Apprentice Assessor is responsible for his/her expenses incurred during the on-site assessment.**

#### KLEAP File Review Specialist

Contracted individuals who have received specialized training and are provided access to assessment resources to guide them in the remote file review process. The Program Director will select 1 to 4 KLEAP File Review Specialist (KFRS) to complete an agency's remote file review.





## Lead Assessor

The Lead Assessor is responsible for overseeing the remote file review conducted by designated KFRSs and providing guidance on non-compliance matters or other issues identified during the accreditation file review.

1. Served as an assessor on two or more on-site assessments;
2. Has previous Accreditation Manager experience of four (4) or more years;
3. Has a comprehensive understanding of the law enforcement accreditation process and has previously served as a mock assessor.

The lead assessor is selected by the KLEAP Program Director to be the “manager” of the on-site assessment team. The lead assessor is selected within a time frame that will allow them to coordinate the many aspects of the on-site assessment including pre- and post-activities.

## **Assessment Team Selection**

The KLEAP Program Director, or designee, will select all KFRS, Apprentice Assessors and the Lead Assessor.

## **Ethics and Confidentiality**

### Minimize Conflicts

Prior to assessors being assigned to conduct an on-site assessment, the KLEAP Program Director takes several actions to minimize the chances that a conflict of interest will arise.

1. Assessment Team members will not receive an assignment to an agency within their hometown or county unless there are no other qualified assessors available.
2. Assessment Team members must identify any potential conflict with the candidate agency or other members of the assessment team.
3. Assessment Team members are not assigned to the same agency for successive assessments.

## **Complaints Against Assessors**

Complaints against Assessment Team members should be documented by the candidate agency on the Agency Critique form.







## Chapter 9 – Extension Requests

### General

During initial accreditation, extensions may be granted. The Assessment Extension Request, available on the [KLEAP Website](#) in the forms section, must be received by the KLEAP Program Director before the end of the current accredited period and submitted at least sixty (60) days prior to the agency's assessment date for processing. The request must include the specific reason for the extension request. There is no additional cost to the candidate agency for an extension, however candidate agency must remain current on payment of annual fees.

### Failure to Meet Deadlines

Agencies that do not submit to the on-site assessment within the extension period may be placed in the category of Accreditation-Lapsed status by the Kansas Accreditation Council.

### Re-Entry Process

Once it becomes apparent to the agency that a successful reaccreditation will not be possible, whether prior to or during the reaccreditation assessment, the Accreditation Manager or CLEO should contact the KLEAP Program Director as soon as possible. An agency has these options at this point:

1. Continue with the assessment as scheduled; or
2. Agency voluntarily withdraws from the process.

If the agency chooses to voluntarily withdraw, the agency will forfeit all accreditation history and will become an agency in self-assessment. The agency must submit another Agency Participation Agreement form, pay their annual fee, and their 36-month self-assessment process begins again.

### Agency Status Decisions

Agencies may at any time voluntarily modify their accreditation status to the following categories:

- **Accreditation-Lapsed:** The agency decides to allow its accreditation award period to expire. The KAC regards the agency as no longer accredited. The agency is required to remove from view any indication of KLEAP accredited status.
- **Accreditation Withdrawn:** The agency decides to discontinue its participation in the accreditation program. In such a case, the agency is required to remove from view any indications of KLEAP accredited status.

All fees paid by the agency will be forfeited.





## Chapter 10 – Revocation of Accredited Status

One of the major objectives is to ensure that agencies maintain their accredited status while protecting the integrity of the program. To help make sure this objective is met, the Kansas Accreditation Council (KAC) will render reasonable, equitable, and unbiased interpretations of program standards and rules. The KAC reserves the right to vote on the revocation of accredited status of any agency “for cause” which includes:

1. The agency fails to fulfill conditions of the Agency Participation Agreement;
2. The agency repeatedly fails to submit annual fees or fails to participate in scheduled remote file reviews as required by KLEAP;
3. Proof exists that an agency obtained accredited status fraudulently;
4. Proof exists that the agency deliberately violated a directive that is required by a standard; or
5. Any other deliberate non-compliance with program standards.

If an agency is under consideration for status revocation, they will be notified in writing of the reason for the pending action. Agencies whose accredited status is revoked will receive written notification. Such agencies may be eligible to apply as a new candidate agency after twelve months following the revocation date.





## Chapter 11 – Complaints Against Accredited Agencies

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Periodically, complaints from citizens or employees of an accredited agency may be received. Only written complaints that are signed and dated by the complainant will be accepted. Complaints shall be filed with the KLEAP Program Director, who will notify the KAC Chair immediately. Complaints will be forwarded to the CLEO of the applicable agency.





## Chapter 12 – Dispute & Interpretation Resolution

### General

It is important to remember the process of accreditation is designed to promote continuous improvement of the agency, mitigate risk, and ensure best practices are applied. Generally, the KLEAP Program Director has significant experience working with the broader application of standards and clearly understands the intent of each standard.

Furthermore, agencies will find the KLEAP Program Director and assessors to be professional and helpful while conducting themselves with a level of detachment appropriate for their designated role in making objective judgments about the agency. Their goal is to provide a thorough unbiased assessment.

Good listening skills, flexibility, and the ability of the Accreditation Manager to make agreed-upon changes expeditiously can set a positive tone on behalf of the entire agency.

### Dispute and Interpretation Resolution

Occasionally, a circumstance may arise where an agency disagrees with an assessment-related finding. Dispute resolution is a method designed to communicate clearly to resolve conflicts within the Kansas Law Enforcement Accreditation Program (KLEAP). The Kansas Accreditation Council (KAC) strongly encourages those with complaints or concerns regarding any program issue to obtain resolution through this process.

### During Remote File Review or On-Site Assessments

If the conflict is realized during an on-site assessment, early resolution is imperative, the following is recommended:

1. Step 1: Lead Assessor and Accreditation Manager work together to resolve the conflict.
2. Step 2: Lead Assessor and the CLEO work together to resolve the conflict.
3. Step 3: Lead Assessor and CLEO jointly contact one of the KLEAP Senior Assessor Consultant.
4. Step 4: Lead Assessor, CLEO, and Senior Assessor Consultant contact the KLEAP Program Director.





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If the following steps do not resolve the issue, the CLEO can request to address the KAC during their review of the agency's assessment report either in person or remotely. Arrangements for appearance will be made by the KLEAP Program Director.





## Chapter 13 – KLEAP Program Director

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The KLEAP Program Director is a subordinate to the KLETC Vice Provost, Director of Police Training and is responsible to ensure the efficient day-to-day operation, growth, and success of the Kansas Law Enforcement Accreditation Program. One key component of this position is to ensure that logistics for initial reviews and re-accreditation reviews are timely. Additionally, the KLEAP Program Director oversees all accreditation unit staff, performs general administrative duties, training, curriculum development, resource development and maintenance for KLEAP. Serves as the liaison with participating or interested agencies and the Kansas Accreditation Council.





## Chapter 14 – Kansas Accreditation Council

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### General

In accordance with established Bylaws, The Kansas Accreditation Council (KAC) will be directed by seven (7) voting members designated as Board Members and (2) non-voting members. The KAC shall be the policy-making body to establish, approve, and oversee the Kansas Law Enforcement Accreditation Program (KLEAP). Additional information about the Kansas Accreditation Council can be found on the [KLEAP Website](#).







## Chapter 15 – Fee Schedule

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### Annual Fees

1. Annual fees are posted on the [KLEAP Website](#).
2. Your **annual fees** include the cost of a regularly scheduled on-site assessment.
3. Annual fees are due on the anniversary of the candidate agency's start date. The KLEAP Program Director, or designee, will email annual invoices.
4. Agencies that withdraw during the accreditation process will not receive a refund of program fees paid.
5. Mock assessments are scheduled, conducted, and paid for by the candidate agency. They are NOT included in the annual fees.
6. To apply for funding assistance with the annual fee contact the KLEAP Program Director.
7. Fees are subject to change.





## Chapter 16 – Logos & Symbols

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Official logos and symbols of the KLEAP are for the use of the program and the candidate agencies that are officially accredited. Any other use of those official logos and symbols is prohibited without the written permission of the KLEAP.

If an agency allows its accredited status to expire, voluntarily withdraws from the program, or if the accredited status is revoked, the agency is prohibited from using, displaying, or referencing in any manner the official KLEAP logo in any manner. This includes any written reference to the agency being State Accredited, display of logos on website, letterheads, or other media.

Failure to comply promptly with this policy may prohibit the agency from further consideration for accreditation under the KLEAP.





## Chapter 17 – Data Retention for KLEAP Program Records

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The objectives of this data retention directive are to maintain the important information for future use or reference, historical significance, organize information so it can be searched and accessed later, and to dispose of information that is no longer necessary. Data will be retained in an electronic format.

### **Indefinite**

1. KAC meeting minutes, agendas, and official attachments.
2. All on-site assessment reports.
3. Payments and invoices.
4. Related correspondence/electronic mail, etc. shall be retained indefinitely.
5. Program Manuals.

### **Ten (10) Year**

Accreditation Program documents include but are not limited to:

1. Outdated form templates;
2. Outdated worksheets;

### **Three (3) Year**

Administrative and general office correspondence that does not apply to a higher retention category and other similar documents shall be retained for at least three (3) years.

### **Email**

To decrease the risk of electronic security vulnerability, emails should be retained only for the reasonable amount of time deemed appropriate by the receiver/sender. However, emails are considered written correspondence and therefore must be retained longer if it applies to a higher retention category.





## Chapter 18 – Kansas Accreditation Coalition (KSAC)

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Candidate agencies are encouraged to join and actively participate in the Kansas Accreditation Coalition (KSAC). The members of KSAC are dedicated to assisting all agencies in achieving and maintaining accreditation status. KSAC's primary functions include providing a network for member agencies in a way that will encourage communication, cooperation, support, and the sharing of valuable resources.

The Kansas Accreditation Coalition generally meets on a quarterly bases and the KLEAP Program Director attends to provide program updates, training, and answer questions.

The KLEAP Program Director, or designee, provides contact information to the KSAC for new agencies that enroll in the KLEAP.

Mock assessments are a crucial and integral part of the accreditation process and membership in KSAC will provide a great resource to your agency in soliciting qualified mock assessors.





## Chapter 19 – KLEAP Manuals and Forms

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**All manuals, forms, and resource documents are available on the [KLEAP Website](#). Instructions for completing and submitting forms is included on each individual form.**

### **Manuals**

The Program Manual is a comprehensive guide to help agencies successfully navigate the KLEAP process.

The Standards Manual is a compilation of all KLEAP Standards and applicable addendums.

The Assessor Manual is a resource guide developed specifically for KLEAP Assessors. A password is required to access the manual, which is provided to Assessors after successfully completing their training.





## Chapter 20 - Training

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### **Accreditation Manager Training**

KLEAP offers Accreditation Manager training course specifically designed for new Accreditation Managers, individuals assigned to assist in the accreditation process, or as a refresher for existing staff. The training is provided at no additional cost to candidate agency employees and there is no limit on the number of people you may send.

Upcoming training classes will be posted on the [KLEAP Website](#)

### **Assessor Training**

KLEAP offers a two-day mandatory Assessor Training Certification Course that employs a harmonized approach to accreditation requirements and assessor practices. There is no cost for the training. KLEAP may also deliver refresher training through other methods such as teleconferences, webinars, small group sessions, self-study, and one-on-one interactions with assessors as needed.

Upcoming training classes will be posted on the [KLEAP Website](#)





## Chapter 21 – DUAL Accreditation

The Kansas Law Enforcement Accreditation Program (KLEAP) is a standalone official accrediting body, facilitated by the Kansas Law Enforcement Training Center (KLETC) and governed by the Kansas Accreditation Council (KAC). CALEA accredited agencies within the State of Kansas are welcome and encouraged to participate in the KLEAP and will be identified as a DUAL accredited agency.

CALEA accredited agencies seeking dual accredited status must:

1. Submit a signed Agency Participation Agreement available on the [KLEAP Website](#).
2. Provide documentation proving their accredited status with CALEA. (i.e., last award letter, print screen of the CALEA Database reflecting their agency's status, etc.)
3. Upon receipt of the signed Agency Participation Agreement and proof of the agency's current accreditation status with CALEA the KLEAP Program Director will invoice the agency for their \$250 annual fee. The Kansas Accreditation Council (KAC) will vote, at the next regular meeting, to award the agency a DUAL Accredited status with KLEAP.
4. A frame certificate of DUAL Accredited status will be issued to the agency that runs concurrent with the agency's CALEA accredited status.
5. Since the agency's DUAL accredited status with KLEAP is contingent upon the agency's good standing with CALEA, annually the agency must submit a copy of their annual report provided to CALEA to the KLEAP Program Director to confirm the agency's continued compliance with CALEA accreditation standard requirements.







## Chapter 22 - Program Definitions

The following terminology is used throughout the Program Manual.

### A

**Accredited:** The candidate agency is in full compliance with all applicable mandatory standards.

**Accreditation Certificate:** A formal document or set of documents issued by the KLEAP declaring that the Agency meets the requirements of the KLEAP.

**Accreditation Denied:** The candidate agency failed to demonstrate substantial compliance with applicable standards and/or there is compelling evidence of noncompliance.

**Accreditation Files:** Files created for each KLEAP standard that contains the candidate agency's proofs of compliance with that standard.

**Accreditation Lapsed:** The candidate agency decides to allow its accreditation award period to expire. The KAC regards the agency as no longer accredited. The agency is required to remove from view any indications of KLEAP accredited status.

**Accreditation Logo:** Logo used by an accreditation body to identify itself.

**Accreditation Manager:** An individual appointed by the CLEO to coordinate the accreditation process. The Accreditation Manager usually serves as the contact person regarding any accreditation issue.

**Accreditation Program:** The bestowing of credentials symbolizing approval from a professional organization upon practitioners or specific institutions. Complying with specific accepted Standards established for an institution or occupation.

**Accreditation Withdrawn:** An agency may decide to discontinue its participation in the KLEAP accreditation program. If so requested, KAC will designate the agency as "withdrawn." In such a case, the agency must remove from view any indications of KLEAP accredited status.

**Accreditation Training:** Training provided by KLETC staff to educate candidate agency personnel in the KLEAP processes.





**Agency Participation Agreement:** A formal agreement between the KLEAP and a Candidate Agency voluntarily entering into the state accreditation program.

**Appeal:** A request from an agency's CLEO to the KAC for an alternate decision on an issue.

**Annual:** Happening once a year.

**Annual Compliance Report:** Report(s) filed by accredited agencies in all non-assessment years. The precise content of the Annual Compliance Report is determined by the KAC and shall be submitted on the Annual Compliance Report form.

**Assessor, Apprentice (AA):** An individual who is assigned to an on-site Assessment team but has not previously served in that capacity. The Apprentice Assessor Program is an on-the-job training plan to cultivate new assessors and provide Accreditation Managers with a hands-on view of the assessment process. The KLEAP Program Manager is responsible for selecting Apprentice Assessors.

**Assessment:** A review conducted by trained assessors that determine an agency's ability to meet best practice standards through a process of reviewing policy, reports, interviews with agency personnel, and observations of the agency's facilities and operations.

**Assessment Plan:** Description of the activities and arrangements for an on-site assessment.

**Assessor, Lead (LA):** CLEO, Command Level Officer (Second in Command), or an experienced assessor that has conducted a minimum of five on-site assessments. The Lead Assessor serves as the team leader and is given the overall responsibility for the management of an assessment. Lead Assessors are selected by the KLEAP Program Manager.

**Assessor:** Chiefs of Police, Sheriffs, Command Level Officers, or Accreditation Managers that have been trained specifically in the review process and have been carefully selected by the KLEAP Program Manager to conduct on-site assessments of candidate agencies.

**Assessor Training:** Training conducted by designated staff of KLETC. The training is required for all KLEAP assessors prior to conducting an on-site assessment.

## B

**Board Member:** A Law Enforcement Executive appointed to serve as a volunteer and is a voting member on the KAC.





## C

**Candidate Agency:** A Kansas Law Enforcement Agency that has contracted with the KLETC to assess their compliance with the Kansas Law Enforcement Accreditation Program. The agency has completed the enrollment process and paid applicable fees.

**Chief Law Enforcement Officer (CLEO):** The duly authorized top administrator of the law enforcement agency and is the highest-ranking executive for the law enforcement agency who possesses ultimate command authority for the operation of the agency.

**Code of Ethics:** Principles of conduct or moral values that govern individual or group behaviors. The KLEAP guiding philosophy for proper conduct and prohibitions, of Candidate Agency, Accreditation Managers, Assessors, Apprentice Assessors, and Kansas Accreditation Council Board Members.

**Complaint:** An allegation of misconduct, violation of law, or agency directives, against any member of the agency. This does not include a complainant's misunderstanding or disagreement with the application of law or agency policy or procedures.

## D

**Deferred Accreditation:** The candidate agency has not achieved the required compliance with applicable standards. This may result from circumstances beyond the agency's immediate control. The KAC's decision shall be based on the totality of relevant circumstances.

## I

**Impartial:** Presence of objectivity, meaning that conflict of interest does not exist or is resolved so as not to adversely influence activities of KLEAP.

**Internal Review Process:** The process where a candidate agency reviews its policies, procedures, and operations to ensure it meets the Standards. Proofs of compliance are collected and placed in standard files.





## K

**Kansas Accreditation Council (KAC):** KAC is the directing and guiding body in the KLEAP process. Established by Bylaws, the KAC is comprised of (7) voting board members serving as KAC Board Members, and (2) non-voting council members who are KLETC staff.

**Kansas Accreditation Council (KAC) Elected Officers:** The Kansas Accreditation Council will annually elect a Chair and Vice-Chair.

**Kansas Association of Chiefs of Police (KACP):** The Kansas Association of Chiefs of Police is comprised of and represents law enforcement leaders from agencies of all sizes throughout the state. The KACP's 500+ members, who are Kansas Chiefs of Police, Sheriffs, and Command Law Enforcement Officers, are ever-striving toward identifying and implementing more-effective, increasingly-reliable approaches to fighting new and growing crime challenges and providing community safety and protection while doing so with the highest level of professionalism.

**Kansas Law Enforcement Training Center (KLETC):** The parent organization responsible for facilitating the Kansas Law Enforcement Accreditation Program (KLEAP).

**Kansas Law Enforcement Accreditation Program (KLEAP):** The Kansas law enforcement accreditation program is facilitated by KLETC and governed by Board Members appointed to the KAC.

**Kansas Sheriffs' Association (KSA):** The Kansas Sheriffs' Association is comprised of Sheriffs from across the state who proudly serve and protect the citizens of Kansas. The Association was incorporated in 1957 for the purpose of uniting the 105 County Sheriffs of Kansas as well as to educate fellow officers and the public regarding law enforcement issues.

## M

**Major Repair:** Corrective action to an agency's written directive or procedure that is required of an agency to come into compliance with a Standard in which a serious error or errors appears to violate constitutional guarantees. A repair of this category requires the involvement of the CLEO of the candidate agency or other authorized policy maker to enact correction(s) or effect change.

**Minor Repair:** Correction to an agency's written directive or procedure that does not meet the seriousness of a major repair. Repairs of this nature are consistent with inaccurate or insufficient proofs of compliance and/or minor revisions to a written directive or procedure.





## PROGRAM MANUAL

**Member:** A generic term utilized in our state accreditation manuals to describe all agency personnel, including volunteers, auxiliary officers, and part-time personnel.

**Mock Assessment:** An on-site evaluation conducted by individuals involved in accreditation to assist an agency in preparation for an On-Site Assessment. This informal review is completely controlled and paid for by the Candidate Agency.

## O

**On-Site Assessment:** The process of reviewing standard file folders, conducting interviews and observations at the candidate agency to obtain proof of compliance. An on-site evaluation by Assessors not associated with the candidate agency.

## P

**Participation Agreement:** An agreement signed between a Candidate Agency and the Kansas Law Enforcement Accreditation Program whereby ongoing evaluation of a candidate agency's compliance with KLEAP standards is provided.

**Procedure:** A written directive that is a guideline for carrying out agency activities. A procedure may be made mandatory in tone through the use of "shall" rather than "should", or "must" rather than "may." Procedures sometimes allow some latitude and discretion in carrying out an activity.

**Program Manager:** An individual designated by the Kansas Law Enforcement Training Center to administer and oversee the State Accreditation program and serve as a resource for the candidate agencies.

**Proofs of Compliance:** Any written or visual evidence which proves the agency is complying with the standard(s). This can be written documentation, copies of reports, logs, photos and internal memorandums, interviews with agency employees, visual observation of activities, operations, facilities, equipment, or any other evidence which tends to prove the agency's compliance with standards.

## S

**Standards:** A compilation of law enforcement practices and requirements determined by the Kansas Accreditation Council to be the most appropriate for Kansas Law Enforcement agencies.

## W





**Waiver:** A request from a candidate agency to the KAC for an exception from compliance with a standard or policy.

**Wet Ink:** A term used to describe an agency's abrupt enactment of policy or official change in practice as a requirement for compliance.

**Withdrawal of Accreditation:** Process of canceling accreditation in full initiated by Agency.

**Written Directive:** Any document used to guide or affect the performance or conduct of agency employees. The term includes policies, procedures, rules & regulations, general orders, special orders, memoranda, and instructional material...any document binding on agency personnel.





# PROGRAM MANUAL

