



The Kansas Accreditation Coalition Regular Meeting Minutes

Date: Thursday, April 3rd, 2025

Time: 1:00 P.M.- 3 P.M.

Location: TEAMS only

Meeting Called to Order: 1:02 pm by Chair, Undersheriff Scott Brenner

Minutes Recorded by: Secretary, Heather Williams

In Attendance: AGENCY / ATTENDEES	ATTENDANCE STATUS
Abilene Police Department	Virtual
Andover Police Department	Not Present
Arkansas City Police Department	Virtual
Auburn Police Department	Not Present
Augusta Department of Public Safety	Not Present
Bourbon County Sheriff's Office	Not Present
Carbondale Police Department	Not Present
Cheney Police Department	Not Present
Cherokee County Sheriff's Office	Not Present
Columbus Police Department	Not Present
Cowley County Sheriff's Office	Not Present
Derby Police Department	Not Present
Dickinson County Sheriff's Office	Virtual
Dodge City Police Department	Not Present
Edwardsville Police Department	Not Present
Emporia Police Department	Virtual
Fort Hays State University Police Dept.	Not Present
Franklin County Sheriff's Office	Not Present
Great Bend Police Department	Not Present
Hays Police Department	Not Present
Hutchinson Police Department	Virtual
Johnson County Sheriff's Office	Virtual
Kansas City Kansas Police Department	Not Present
Kansas Law Enforcement Training Center	Virtual
Larned Police Department	Not Present
Lawrence Police Department	Not Present
Leavenworth Sheriff's Office	Not Present
Leawood Police Department	Not Present
Liberal Police Department	Virtual
Linn County Sheriff's Office	Not Present
Lyndon Police Department	Not Present
Marshall County Sheriff's Office	Virtual
Marysville Police Department	Not Present
McPherson Police Department	Virtual
Merriam Police Department	Not Present
Norton Police Department	Not Present
Olathe Police Department	Virtual
Osage City Police Department	Not Present
Osage County Sheriff's Office	Virtual
Ottawa Police Department	Not Present
Overbrook Police Department	Not Present
Overland Park Police Department	Not Present
Parsons Police Department	Virtual

Prairie Village Police Department	Not Present
Riley County Police Department	Not Present
Scott City Police Department	Not Present
Shawnee Police Department	Not Present
Spring Hill Police Department	Not Present
St. Mary's Police Department	Not Present
Topeka Public Schools Police Department	Not Present
University of Kansas Medical Center Police Department	Not Present
University of Kansas Police Department	Virtual
Valley Center Department of Public Safety	Not Present
Valley Falls Police Department	Not Present
Wakeeney Police Department	Not Present
Wellington Police Department	Not Present
Wellsville Police Department	Virtual
Wichita Police Department	Not Present
Wyandotte County Sheriff's Office	Not Present
Yates Center Police Department	Not Present
Guest Agencies in attendance, not yet enrolled in the process:	None Present

1. **Approve December meeting minutes:** Captain Jason Cummins moved to approve minutes as presented, Second by Captain Courtney Totte-Boyd (15/15 in favor)
2. **Report from KLEAP Program Director:** See KLEAP page on the [KLETC website](#).
3. **Reports from KSAC Board:**
 - **Chair:** Nothing at this time.
 - **Vice Chair:** Led Ambassador conversation.
 - If Ambassadors would like to help promote KSAC and KLEAP at the Kansas Association of Chiefs of Police (KSACP) Leadership Conference in Mulvane April 14-7, 2025, please let Program Manager Brian Mock know.
 - Officer Jay Willey of University of Kansas Medical Center Police Department made known their interest in being an Ambassador. Motion was made by Undersheriff Scott Brenner to approve this addition, Second was made by Lieutenant Jason Cummins. (16/16 in favor)
 - **Secretary:** Nothing at this time.
4. **Reports from Committees:** Nothing at this time.
5. **Agency Updates:** Nothing at this time.
6. **Unfinished Business:** Nothing at this time.
7. **New Business:**
 - **Training Recap:**
 - Input for next year (more practical/hands-on exercises, seeing real agency files reviewed, building files, more teachers, bigger training space, more instructors, more classes diverse for KLEAP/CALEA specific...)
 - Looking for more volunteers for instructors and Subject Matter Experts (SMEs). Please contact a KSAC Board Member or File Building SME for more information or to make aware your interest.
 - **AM job description requested by agency**
 - Please send all responses and shares to KSAC Secretary, Heather Williams at heather.williams@liberalpd.org
 - **Policy share for Chapter 14 Temporary Detention**
 - Please send responses directly to VIN Inspector/Accreditation Manager Doug Barlet, with the Linn County Sheriff's Office, at dbarlet@linncountyso.com or to KSAC Secretary, Heather Williams, at heather.williams@liberalpd.org
 - This brought up a good discussion on what constitutes "temporary detention". Determination came

down to the standard language in Standard 14.1.2:

14.1.2 Detention Procedures: [M]

If the agency utilizes designated rooms or areas for temporary detention, the agency has written *procedures* addressing the following at a minimum:

- a. Documentation requirements;
- b. Supervisor notification requirements;
- c. Securing and monitoring unattended detainees within locked spaces, if any;
- d. Restraining detainees to fixed objects, if authorized;
- e. Sight and sound separation by gender;
- f. Sight and sound separation of juveniles from adults;
- g. Weapons control;
- h. Emergency alarm activation and response;
- i. Escape prevention control measures;
- j. Face-to-face visual observation at least every thirty (30) minutes;
- k. Use of audio and/or video devices; and
- l. Detainee access to water, restrooms, and other needs.

- If a verdict on compliance cannot be reached internally, reach out to local KLEAP Assessors. (See list of Assessors in the *KLEAP Assessment Team Members* tab on the KLEAP page of the [KLETC website](#))

8. Q&A/Additional Discussion Topics:

- **Whether or not to build a file on an elected 25% Standard?** (Accreditation Manager Kelsey Briand of Abilene Police Department)
 - Yes. There needs to be something built to show the standard has been elected for the 25% category. Just ensure it's a listed (O) standard, as mandatory standards (M) cannot be added to the 25% classification.
- **Mock file review?** (Accreditation Manager Kelsey Briand of Abilene Police Department)
 - Use KSAC as a resource for your mock file review! Reach out to anyone going through the process. Anyone in KSAC trained as an Assessor has resources to help look for file compliance (just because they've been to a training does not necessarily deem them as a KLEAP Assessment Team Member).
 - Best Practice is to have multiple mock file reviewers. It's less of a workload on you as an AM, and your mock file reviewers.
 - Best Practice timeline is "ASAP-As Soon As Done". When a chapter is completely built, send it to your resources for mock file review. This helps cut down on workload for the reviewers and the AM panic of having to have everything reviewed at one time.
 - Best Practice is to keep a list of names of all your mock file reviewers for the KLEAP Program Director.
- **File Construction SME Expansion** (Accreditation Manager and File Construction SME, Deana Crabb)
 - Please reach out to a current SME (Deana Crabb, deana.crabb@jocogov.org, Ashley Behney, Ashley.behney@marshallcountyso.org, or Heather Williams, heather.williams@liberalpd.org) if you would like more information or are interested in joining the team of File Construction SMEs.
- **Proof of showing issued picture ID upon request, as stated in Standard 3.2.2** (Captain Courtney Totte-Boyd of Olathe Police Department)
 - Captain Totte-Boyd sent out an email asking if anyone in the agency had been faced with an instance of having someone request to see their agency issued picture ID during a certain date range. Captain Totte-Boyd used the response to that email (someone in the agency provided a date, case #, and brief statement of an occurrence they had) as proof for standard 3.2.2 bullet b.

9. Schedule next quarterly meeting: Second Quarter meeting set for Thursday, May 8th from 1pm-3pm. Please email a KSAC Board Member with agenda items you'd like to see added.

10. Motion to Adjourn: Captain Courtney Totte-Boyd moved to adjourn, Second by Lieutenant Jason Cummins at 1:53 pm. (16/16 in favor)