



Meeting
02-29-2024



Program Manager Update



Updates:

- 58 Agencies enrolled;
- 39 Interested agencies;
- KLEAP Merchandise is coming soon! (Challenge Coins and Stickers)
- St. Mary's Police Department is working through their Mock Assessment.

Kansas Law Enforcement Accreditation



Program Manager Update

Welcome



NEW AGENCIES – since last meeting.



Kansas City Kansas Police Department – DUAL Accreditation

[Asst. Chief Shane Turner]



Fort Hays State University Police Department

[AM Lt. Kelly Bradshaw]



Ottawa Police Department – DUAL Accreditation

[AM Stacey Allen]



Olathe Police Department

[Capt. Ryan Henson]

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Program Manager Update



WITHDRAWN AGENCIES – since last meeting.

Haskell County Sheriff's Office

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NEW KLEAP Resource

NOW AVAILABLE ON THE KLEAP WEBSITE

- Manuals, Forms, and Resources / Accreditation Manager Resources



KLEAP Documents

Manuals



Forms



Accreditation Manager Resources



[Checklist & Timeline - Initial Accreditation](#)

[Checklist & Timeline - Reaccreditation](#)

[KLEAP Standards - File Folders \(ZIP FILE\)](#)

[Proof Tracker - File Construction Guide INITIAL ACRED. - 1st Edition Standards \(LOCKED\)](#)

[Proof Tracker - File Construction Guide RE-ACRED. - 1st Edition Standards \(LOCKED\)](#)

[Self-Assessment Progress Tracker - 1st Edition Standards](#)

[Administrative Report Tracking Log](#)

[Statistical Data Tables](#)

[Accredited Agencies Example Policies - CALEA/KLEAP Crosswalk](#)



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NEW KLEAP Resource



BREAKING NEWS!

Proof Tracker - File Construction Guide

Let's talk
about what's
NEW!



**See Standards
from an
Assessor's view!**

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NEW KLEAP Resource



BREAKING NEWS!

Please help us protect our program and our willingness to continue to provide resources at no additional cost to our participating agencies.

The content displayed on the Proof Tracker - File Construction Guide© published in 2024 is the intellectual property of the Kansas Law Enforcement Accreditation Program (KLEAP) facilitated by the Kansas Law Enforcement Training Center (KLETC). Authorized users may not republish, share, or reprint any content without written consent from the KLEAP Manager. Any illegal reproduction of this content will result in immediate legal action.



**You must contact the
Program Manager
to get the Password!**

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NEW KLEAP Resource



BREAKING NEWS!

- ✓ The entire standard with all bullets is always provided.
- ✓ The applicable bullet for proving compliance is **bolded**.
- ✓ Other bullets are displayed, but faded out.
- ✓ **Required elements** are identified in **blue font**.

Non-Bulleted Standard

1.1.1 Oath of Office: [M]

A written directive requires **all** sworn and non-sworn **personnel**, before entering upon the duties of their office or employment, subscribe in writing to an oath of office to support the Constitution of the United States and the Constitution of the State of Kansas. A copy of the oath shall be maintained by the agency.

Bulleted Standard

1.2.2 Constitutional Compliance: [M]

A written directive governs *procedures* for assuring compliance with all applicable constitutional requirements that includes the following:

- a. Access to counsel;
- b. Interviews, (including field interviews); and**
- c. Interrogations.



Use the **required element** wording displayed in **blue font** when labeling your proofs or written directives during file construction.



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NEW KLEAP Resource



BREAKING NEWS!



Guidance is now provided on how many Proofs are needed in each file, by year during the accreditation cycle.

This will look very different in the Reaccreditation Proof Tracker!

1.1.3 Consular Notification: [M]

A written directive governs *procedures* for assuring compliance with all **consular** notification and **access** requirements in accordance with international treaties when **arresting** or detaining **foreign nationals**.

YR1 | 1 Per Cycle

STANDARD STATEMENT - Required Element(s):
Consular access, arresting foreign nationals

Guidance:

Proof(s) provided shall correspond with the agency's written procedures for consular access when arresting foreign nationals.

Proof Example(s):

1) Arrest Report, narrative stating consular access granted.



Let's look at a couple more examples!



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NEW KLEAP Resource



BREAKING NEWS!



Required element language is now provided for agencies to use when labeling written directives and proofs, during file construction.

1.1.1 Oath of Office: [M] A written directive requires all sworn and non-sworn personnel , before entering upon the duties of their office or employment, subscribe in writing to an oath of office to support the Constitution of the United States and the	YR1 1 Per Cycle STANDARD STATEMENT - Required Element(s): All personnel.
8.2.1 Responding Procedures: [M] A written directive governs <i>procedures</i> for police response to calls for service that includes at a minimum: a. Defining emergency and non-emergency calls; b. Prioritization of police responses by call type; and c. Use of authorized emergency equipment.	YR1 1 Per Cycle BULLET B - Required Element(s): Police response by call type. Guidance: Proof(s) provided shall correspond with the agency's written procedures that govern

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NEW KLEAP Resource



BREAKING NEWS!

Time Sensitive
Report Reminder!



6.2.3 Annual Analysis of Use of Force Reporting: [M] [TS]	YR1 1 Per Cycle
The agency conducts an annual analysis of its use of force reports, completed in accordance with standard 6.2.1, and the agency policies and procedures. The annual analysis at a minimum should identify:	BULLET A - Required Element(s): Annual Analysis - Time incident occurred.
a. Date and time incident occurred;	Guidance:
b. Types of incidents resulting in the use of force;	Proof(s) provided shall correspond with the agency's written directive requiring an Annual Use of Force Analysis be completed that identifies the time incidents occurred.
c. Trends or patterns related to race, age, gender, crimes, and location of subjects involved;	Time incidents occurred can be a range of time as determined by the agency. (i.e., AM/PM, by shifts, by hour, etc.)
d. Trends or patterns of injuries to any subjects or employees involved; and	It is highly recommended that the agency include the Annual Use of Force Analysis to their Administrative Report Tracking Log to ensure it is assigned and completed as required by agency policy.
e. Any influence of findings on policies, procedures, training, and equipment.	
	Proof Example(s): 1) Annual Use of Force Analysis - time occurred. (by range)



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NEW KLEAP Resource



Proof Example
with specific
details provided!

BREAKING NEWS!



20.1.4 Report Accounting: [M] A written directive establishes <i>procedures</i> to account for the status of reports, including at a minimum: a. Assigning a unique control number to each report; b. Complaint control recording; and c. Field reporting system.	YRI 1 Per Cycle <u>BULLET B - Required Element(s):</u> <u>Complaint control recording.</u> <u>Guidance:</u> Proof(s) provided shall correspond with the agency's written directive that establishes procedures to account for the status of reports, including complaint control recording. Complaint control recording refers to calls received that did not require a police report be completed, but the agency recorded information received and disposition if applicable. <u>Proof Example(s):</u> 1) RMS CAD Print Screen - Complaint received and recorded - Call/Incident number assigned (i.e., Stop Sign damaged - note entered that City crews were notified). 2) RMS CAD Print Screen - Complaint received and recorded - Call/Incident number assigned (i.e., Loud Music complaint - Officer arrived on scene, advised subjects of the complaint, music was turned down - no report filed). 3) RMS CAD Print Screen - Complaint received and recorded - Call/Incident number assigned (i.e., Suspicious Subject - Officer checked the area no suspicious subject located - no report filed, officer went back in-service).
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Program Manager Update

2024 Annual Assessor Training



ONLY 3 SLOTS LEFT!

We will be conducting a “real” mock assessment for LCSO.

Previously trained KLEAP assessor are encouraged to attend to assist with the training class and get on-the-job training.



Dates: Wednesday, May 29th and Thursday, May 30th

Times: 0800 – 1700 hrs.

Location: Leavenworth County Sheriff's Office

Applications being accepted now!

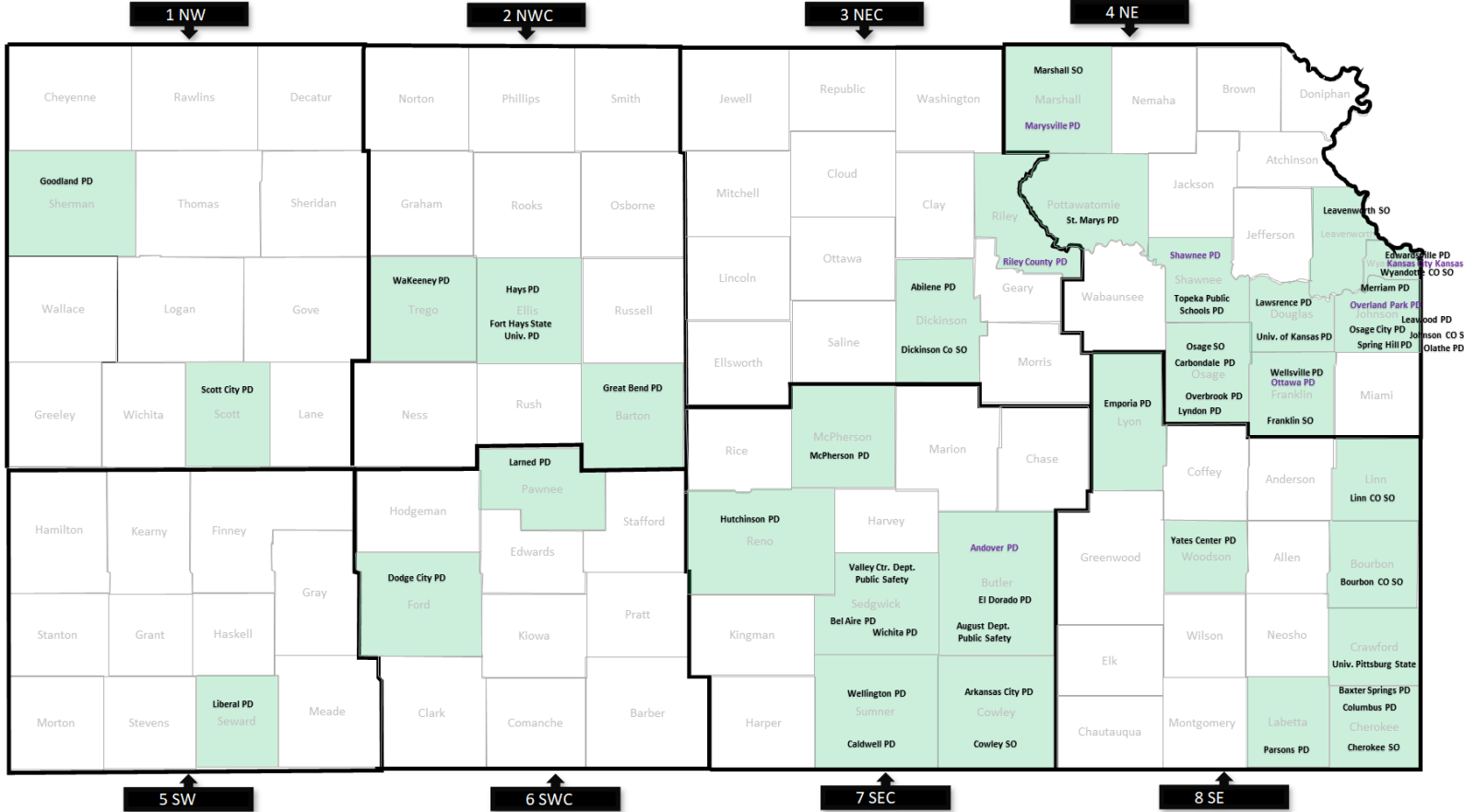
Limited spaces available!

Participants are selected based on qualifications!

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Program Manager Update

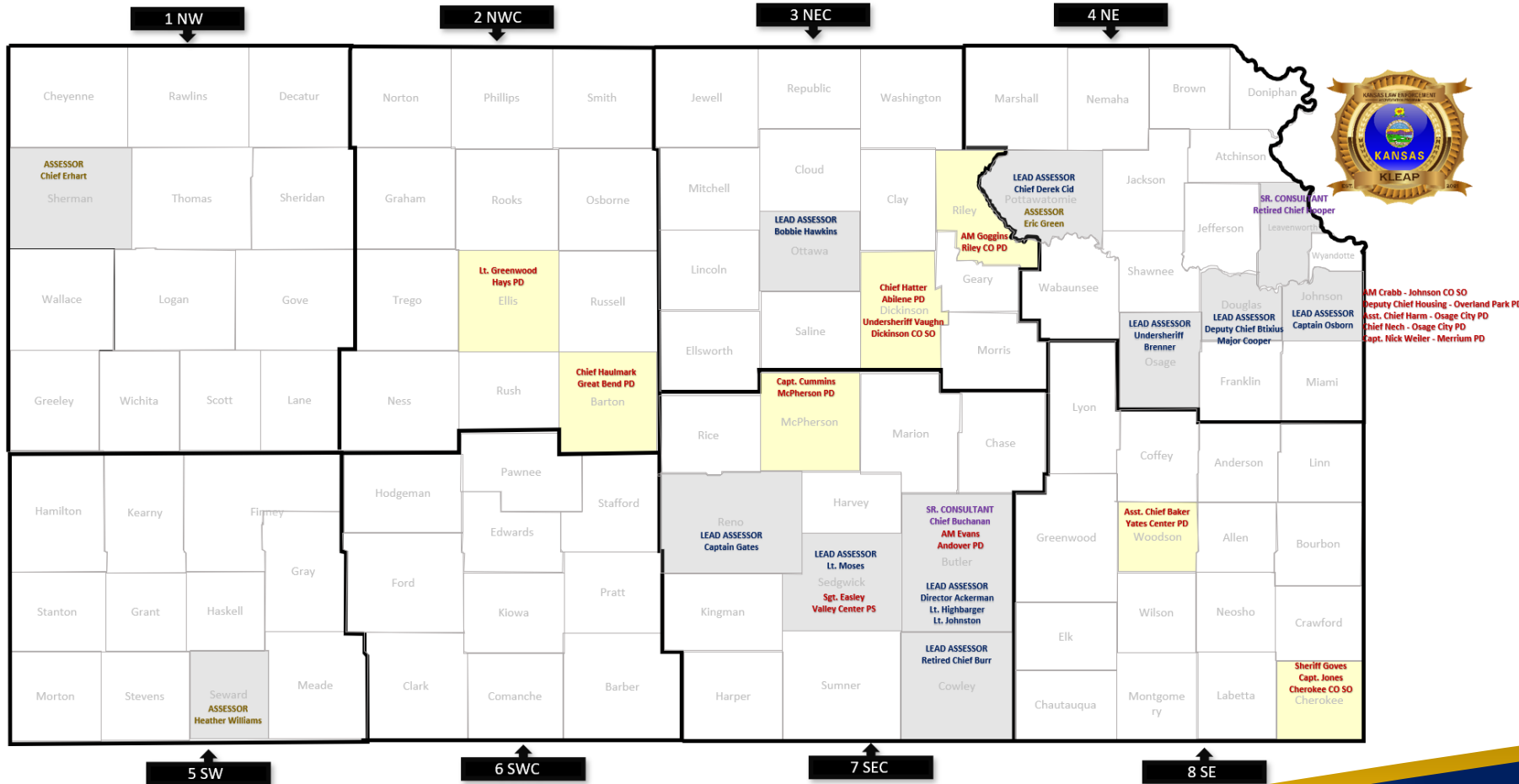


KLEAP Participating Agencies

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Program Manager Update



Assessors

Signed Up



AM Crabb - Johnson CO SO
Deputy Chief Housley - Overland Park PD
Asst. Chief Harm - Osage City PD
Chief Nech - Osage City PD
Capt. Nick Weller - Merriam PD

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Program Manager Update

Training Update:

Scheduled quarterly or more frequently as needed.



KLEAP Orientation - What you NEED to know!

This course is an introduction to the Kansas Law Enforcement Accreditation Program (KLEAP). It provides a very broad overview of the program to include:

- Meet the Program Manager
- KLEAP's Goals, Vision, & Mission
- KLEAP History
- The Kansas Accreditation Council (KAC)
- KLEAP vs. CALEA
- Why Accreditation
- Overview of the Assessment Process
- A Review of KLEAP Resources
- Selecting the Right Accreditation Manager

This training provides a forum for asking questions. If your agency is considering accreditation, but has questions or concerns, this class will help you get the answers you are looking for. We urge anyone that will be involved at any level in the process to attend this training.



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Program Manager Update

Training Update:

Scheduled quarterly or more frequently as needed.

Accreditation Manager Training

The Kansas Law Enforcement Accreditation Program (KLEAP) follows a progressive and time-proven way of assisting Kansas Law Enforcement agencies to improve their overall performance. Agencies participating in the accreditation program will conduct a self-assessment utilizing a Gap Analysis approach to determine how existing operations, policies, and procedures can be adapted to meet the 167 KLEAP Program Standards. The agency will develop electronic accreditation files to document their compliance. When the process is completed, a team of trained assessors will conduct a remote file review and visit the agency to verify compliance.

Training Objectives Include:

- Policy Development and Management
- An Introduction to KLEAP Standards
- Successful Accreditation Management
- Mock Assessment
- On-Site Assessment
- Mastering KLEAP Resources

This training will provide a forum for asking questions and create a peer-to-peer network. Newly appointed Accreditation Managers are encouraged to attend this beneficial training as they begin the accreditation process. This class is specifically geared toward training Accreditation Managers or anyone working on the Accreditation Team.



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Program Manager Update



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Program Manager Update



Mastering KLEAP File Construction - Course Outline

Learning
Adobe
Acrobat Pro
Functions.

Modules 1 - 6

Adding
Written
Directives
to the File.

Modules 7 - 12

Adding
Proofs
of Compliance
to the File.

Modules 13 - 19

Adding
File Notes
&
File Sharing.

Modules 19 - 24



Four Topic Areas

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Program Manager Update

Learning Adobe Acrobat Pro Functions - Training Modules



Each Topic Area
Is presented in
6 Training Modules

-  Module 1 - Overview of Toolbars
-  Module 2 - Customize the Quick Action Toolbar
-  Module 3 - Combine Documents into one File
-  Module 4 - Move, Rotate, and Delete Pages
-  Module 5 - Customize Your Drawing Tool
-  Module 6 - Redacting in Adobe Acrobat









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Program Manager Update



Each Topic Area
Is presented in
6 Training Modules

-  Module 7 - Highlighting Written Directives
-  Module 8 - Labeling Written Directive
-  Module 9 - Tagging Written Directives
-  Module 10 - Handling Text Displayed on Split Pages
-  Module 11 - Sorting File Comments
-  Module 12 - Consistency with Written Directives









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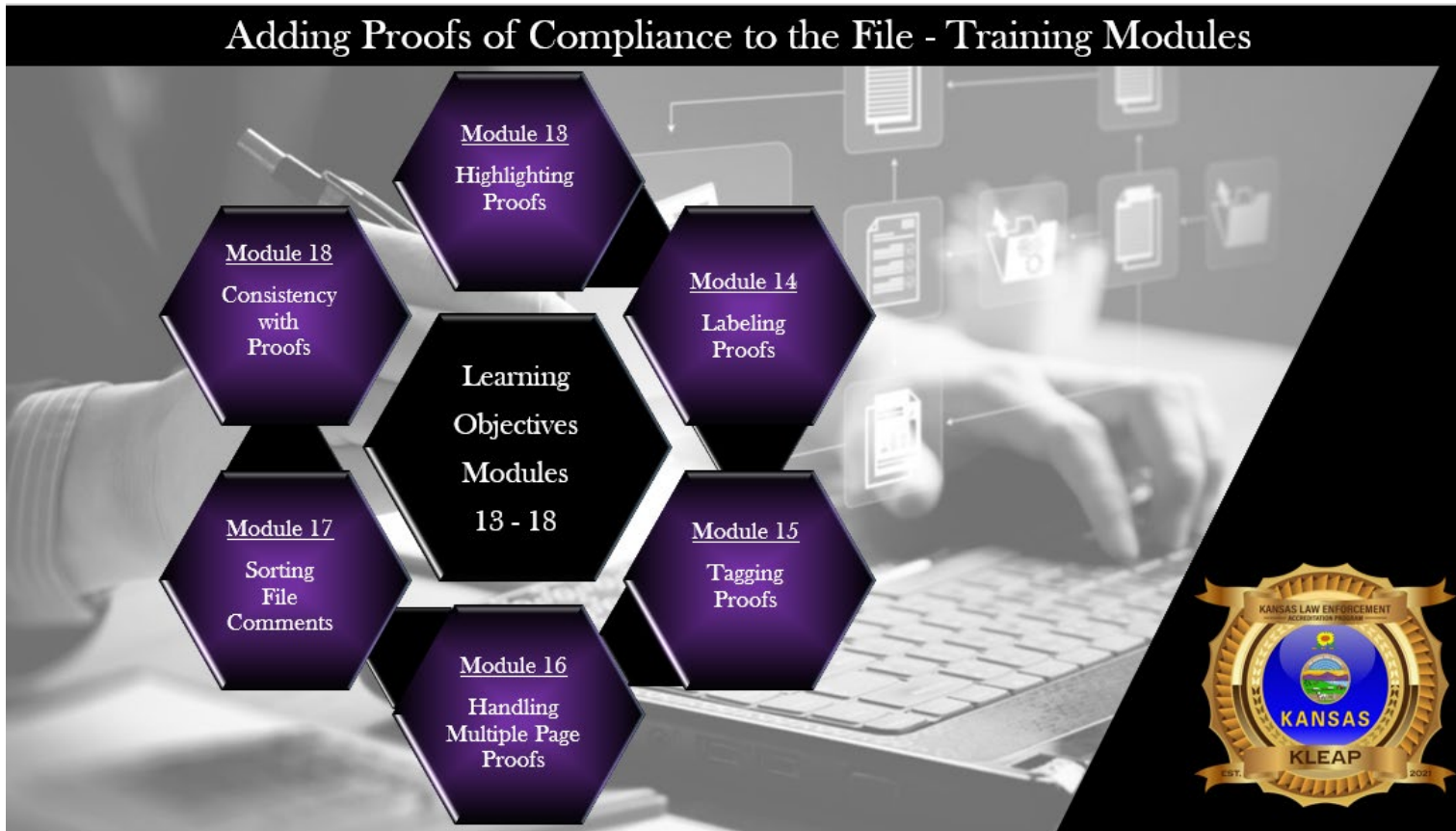


Program Manager Update



Each Topic Area
Is presented in
6 Training Modules

-  Module 13 - Highlighting Proofs
-  Module 14 - Labeling Proofs
-  Module 15 - Tagging Proofs
-  Module 16 - Handling Multiple Page Proofs
-  Module 17 - Best Practice with Proofs
-  Module 18 - Consistency with Proofs



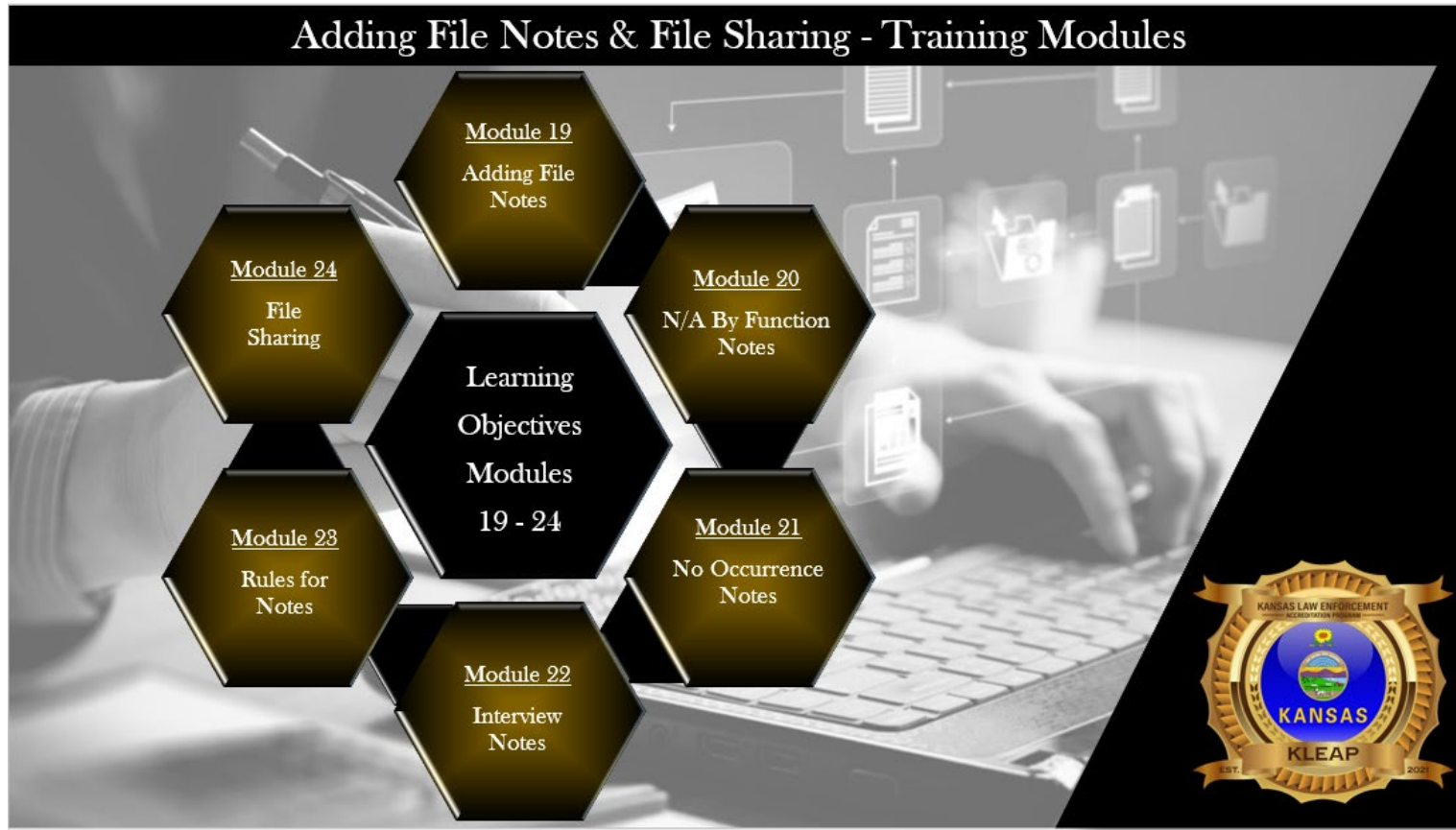
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Each Topic Area
Is presented in
6 Training Modules



- Module 19 - Adding File Notes
- Module 20 - NA By Function Notes
- Module 21 - No Occurrence Notes
- Module 22 - Interview Notes
- Module 23 - Rules for Notes
- Module 24 - File Sharing

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1. 4 NE – Ashley Behney, Marshall County SO
2. 4 NE – Deana Crabb, Johnson County SO
3. 7 SEC – Grace Schaefer, Augusta Dept. of Public Safety
4. 7 SEC – Michelle Patton, Hutchinson PD
5. 8 SE – Brittany Jones, Emporia PD

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Resource REMINDER



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