



Kansas Law Enforcement Accreditation Program KLEAP



Annual Report of Compliance – STATE Accredited Agency

KLEAP Annual Report

A

Agencies accredited under the Kansas Law Enforcement Accreditation Program (KLEAP) must demonstrate continued compliance with all program standards. As such, the accurate completion and timely submission of this Annual Report of Compliance is required to maintain your agency's accredited status.

An agency unable to maintain compliance with any of the KLEAP Standards must notify the KLEAP Manager immediately. Once notified, the KLEAP Manager will work with the agency to determine if they have developed an effective correction plan to regain compliance and present the plan to the Kansas Accreditation Council (KAC).

The KAC, the directing and guiding body of the KLEAP, may at any time require a Chief Law Enforcement Officer (CLEO) of an accredited agency to submit documentation which clearly demonstrates the agency's ongoing compliance with selected standards. If the review of these files indicates in any way that the agency is out of compliance, the KLEAP Manager may meet with agency staff members to discuss ways to improve the agency's accreditation maintenance activities.

The CLEO should ensure that an Annual Report of Compliance is filed with the KLEAP Manager each year to maintain the agency's current accredited status. This report should be **submitted on the anniversary of your start date** on years 1, 2 and 3 **during re-accreditation**. Year 4, the agency does not need to complete the Annual Report of Compliance since the agency will undergo an on-site assessment.

Reporting Directions

B

When completing your Annual Report of Compliance please provide as much detail as possible regarding your agency.

Please answer all questions regarding your agency's status since your last Annual Report of Compliance or last on-site assessment.

Submission of the Annual Report of Compliance and any supporting documents shall be via email.

The CLEO may digital sign the Annual Report of Compliance or you may print the completed document, sign, and scan the signed document for submission.

Return Completed form to: KLEAP | 11009 S Hornet | Hutchinson, KS 67501 or Email to KLEAP@kletec.org
Contact the KLEAP Manager: (620) 694-1549



Kansas Law Enforcement Accreditation Program KLEAP



Agency Information

C

Agency Name:

Chief Executive Officer's Name:

Email:

Phone Number:

Accreditation Manager's Name:

Email:

Phone Number:

Sworn Authorized:

Sworn Actual:

Non-Sworn Authorized:

Non-Sworn Actual:

Organizational Changes

D

Has your Chief Executive Law Enforcement Officer changed?

Yes No If yes, please explain below:

Has your Accreditation Manager changed?

Yes No If yes, please explain below:

Return Completed form to: KLEAP | 11009 S Hornet | Hutchinson, KS 67501 or Email to KLEAP@kletc.org
Contact the KLEAP Manager: (620) 694-1549



Kansas Law Enforcement Accreditation Program
KLEAP



Facility Modifications

E

Have you changed facilities?

Yes No If yes, please explain below:

Have you made physical changes to your Evidence Property Room?

Yes No If yes, please explain below.

Have you made physical changes to Lock-Up Facility?

Yes No If yes, please explain below.

Have you made security changes to Records Area?

Yes No If yes, please explain below.

Return Completed form to: KLEAP | 11009 S Hornet | Hutchinson, KS 67501 or Email to KLEAP@kletc.org
Contact the KLEAP Manager: (620) 694-1549



Kansas Law Enforcement Accreditation Program
KLEAP



Critical Policy Changes

F

The standard in the section are considered “high liability.” Please indicate if your agency has made any changes to your written directive(s) related to the below listed standards and provide the last revision date for each written directive.

1.2.5 Strip and Body Cavity Searches: [M] [TIME SENSITIVE]

Written Directive Revised: Yes No Last Revision Date:

1.2.6 Biased Policing: [M] [TIME SENSITIVE]

Written Directive Revised: Yes No Last Revision Date:

6.1.1 Use of Force: [M]

Written Directive Revised: Yes No Last Revision Date:

6.1.5 Choke Holds and Carotid Restraints: [M]

Written Directive Revised: Yes No Last Revision Date:

6.3.3 Weapons Proficiency and Training Requirements: [M] [TIME SENSITIVE]

Written Directive Revised: Yes No Last Revision Date:

8.2.2 Motor Vehicle Pursuits: [M] [TIME SENSITIVE]

Written Directive Revised: Yes No Last Revision Date:

11.1.1 Critical Incident Plan: [M]

Written Directive Revised: Yes No Last Revision Date:

22.1.1 Evidence Property Management: [M]

Written Directive Revised: Yes No Last Revision Date:

Return Completed form to: KLEAP | 11009 S Hornet | Hutchinson, KS 67501 or Email to KLEAP@kletec.org
Contact the KLEAP Manager: (620) 694-1549



Kansas Law Enforcement Accreditation Program KLEAP



Performance Issues

G

The following KLEAP standards have a “performance issue” requirement. Confirm your agency’s continued compliance with the following standards.

1.1.1 Oath of Office: [M]

Signed Oath of Office for all personnel N/A by Function Compliant Non-Compliant

If N/A by Function or non-compliant, explain below:

2.6.1 Goals and Objectives: [M] [TIME SENSITIVE]

Annual updating, available to all personnel N/A by Function Compliant Non-Compliant

If N/A by Function or non-compliant, explain below:

3.1.1 Job Descriptions: [M]

Written job descriptions for each position N/A by Function Compliant Non-Compliant

If N/A by Function or non-compliant, explain below:

Return Completed form to: KLEAP | 11009 S Hornet | Hutchinson, KS 67501 or Email to KLEAP@kletec.org
Contact the KLEAP Manager: (620) 694-1549



Kansas Law Enforcement Accreditation Program
KLEAP



3.2.2 Employee Issued Identification: [M]

Identification w/photo provided, all personnel N/A by Function Compliant Non-Compliant

If N/A by Function or non-compliant, explain below:

3.5.1 Performance Evaluation System: [M] [TIME SENSITIVE]

Annual evaluations for all, except CLEO N/A by Function Compliant Non-Compliant

If N/A by Function or non-compliant, explain below:

4.1.1 Background Investigations: [M]

Completed on all candidates prior to appt. N/A by Function Compliant Non-Compliant

If N/A by Function or non-compliant, explain below:

5.2.1 Complaint Investigations: [M]

Investigation done, including anonymous N/A by Function Compliant Non-Compliant

If N/A by Function or non-compliant, explain below:

Return Completed form to: KLEAP | 11009 S Hornet | Hutchinson, KS 67501 or Email to KLEAP@kletc.org
Contact the KLEAP Manager: (620) 694-1549



Kansas Law Enforcement Accreditation Program
KLEAP



8.3.4 Body Armor: [M]

Made available for all sworn N/A by Function Compliant Non-Compliant

If N/A by Function or non-compliant, explain below:

15.3.1 System Inspections: [M] [TIME SENSITIVE]

Weekly inspections fire equipment N/A by Function Compliant Non-Compliant

Semi-annual testing fire equipment N/A by Function Compliant Non-Compliant

Daily inspection fire detection devices N/A by Function Compliant Non-Compliant

Documented testing as required by fire code N/A by Function Compliant Non-Compliant

If N/A by Function or non-compliant, explain below:

15.3.2 Weekly Inspections: [M] [TIME SENSITIVE]

Weekly inspections first aid kits N/A by Function Compliant Non-Compliant

Weekly sanitation inspections N/A by Function Compliant Non-Compliant

Weekly security inspections N/A by Function Compliant Non-Compliant

If N/A by Function or non-compliant, explain below:

Return Completed form to: KLEAP | 11009 S Hornet | Hutchinson, KS 67501 or Email to KLEAP@kletec.org
Contact the KLEAP Manager: (620) 694-1549



Kansas Law Enforcement Accreditation Program
KLEAP



15.6.3 Medication Dispensing: [M]

Dispensed by training personnel N/A by Function Compliant Non-Compliant

If N/A by Function or non-compliant, explain below:

18.2.2 Alternate Power Source: [M] [TIME SENSITIVE]

Monthly schedule inspections and tests N/A by Function Compliant Non-Compliant

Documented annual test under full load N/A by Function Compliant Non-Compliant

If N/A by Function or non-compliant, explain below:

20.1.1 Privacy and Security: [M]

Separation of juvenile and adult arrest records N/A by Function Compliant Non-Compliant

If N/A by Function or non-compliant, explain below:

22.1.1 Evidence Property Management: [M]

Extra security for storage of “high-risk” items N/A by Function Compliant Non-Compliant

If N/A by Function or non-compliant, explain below:

Return Completed form to: KLEAP | 11009 S Hornet | Hutchinson, KS 67501 or Email to KLEAP@kletc.org
Contact the KLEAP Manager: (620) 694-1549



Kansas Law Enforcement Accreditation Program
KLEAP



Required Reports

Please explain any NO answers in the explanation box provided.

H

The following KLEAP standards having a reporting requirement making them “**Time Sensitive.**” Confirm your agency’s continue compliance with the following standards.

1.2.5 Strip and Body Cavity Searches: [M] [TIME SENSITIVE]

Documented when conducted N/A by Function Compliant Non-Compliant

If N/A by Function or non-compliant, explain below:

1.2.6 Biased Policing: [M] [TIME SENSITIVE]

Annual administrative review N/A by Function Compliant Non-Compliant

If N/A by Function or non-compliant, explain below:

2.7.1 Cash Account Maintenance: [M] [TIME SENSITIVE]

Quarterly financial statements for each N/A by Function Compliant Non-Compliant

If N/A by Function or non-compliant, explain below:

Return Completed form to: KLEAP | 11009 S Hornet | Hutchinson, KS 67501 or Email to KLEAP@kletec.org
Contact the KLEAP Manager: (620) 694-1549



Kansas Law Enforcement Accreditation Program
KLEAP



6.2.1 Use of Force Reporting: [M] [TIME SENSITIVE]

Documentation of each use of force incident N/A by Function Compliant Non-Compliant

If N/A by Function or non-compliant, explain below:

6.2.2 Administrative Review of Use of Force Reporting: [M] [TIME SENSITIVE]

Administrative review N/A by Function Compliant Non-Compliant

If N/A by Function or non-compliant, explain below:

6.2.3 Annual Analysis of Use of Force Reporting: [M] [TIME SENSITIVE]

Annual analysis N/A by Function Compliant Non-Compliant

If N/A by Function or non-compliant, explain below:

Return Completed form to: KLEAP | 11009 S Hornet | Hutchinson, KS 67501 or Email to KLEAP@kletc.org
Contact the KLEAP Manager: (620) 694-1549



Kansas Law Enforcement Accreditation Program
KLEAP



8.2.2 Motor Vehicle Pursuits: [M] [TIME SENSITIVE]

- Documentation of each vehicle pursuit N/A by Function Compliant Non-Compliant
- Administrative review N/A by Function Compliant Non-Compliant
- Annual analysis N/A by Function Compliant Non-Compliant

If N/A by Function or non-compliant, explain below:

20.1.5 Information Technology Security: [M] [TIME SENSITIVE]

- Annual security audit, central records system N/A by Function Compliant Non-Compliant
- Annual password audit N/A by Function Compliant Non-Compliant

If N/A by Function or non-compliant, explain below:

Return Completed form to: KLEAP | 11009 S Hornet | Hutchinson, KS 67501 or Email to KLEAP@kletec.org
Contact the KLEAP Manager: (620) 694-1549



Kansas Law Enforcement Accreditation Program
KLEAP



22.1.5 Evidence Quality Control Procedures: [M] [TIME SENSITIVE]

- Annual inspections N/A by Function Compliant Non-Compliant
- Per incident audit, head custodian change N/A by Function Compliant Non-Compliant
- Unannounced annual inventory N/A by Function Compliant Non-Compliant

If N/A by Function or non-compliant, explain below:

23.1.1 Risk/Assessment/Analysis: [M] [TIME SENSITIVE]

- Quadrennial risk assessment N/A by Function Compliant Non-Compliant

If N/A by Function or non-compliant, explain below:

23.1.6 Video Surveillance: [M] [TIME SENSITIVE]

- Quadrennial needs analysis N/A by Function Compliant Non-Compliant

If N/A by Function or non-compliant, explain below:

Return Completed form to: KLEAP | 11009 S Hornet | Hutchinson, KS 67501 or Email to KLEAP@kletec.org
Contact the KLEAP Manager: (620) 694-1549



Kansas Law Enforcement Accreditation Program KLEAP



Training

I

The following KLEAP standards having a training requirement. Confirm your agency's continued compliance with the following standards.

1.2.6 Biased Policing: [M] [TIME SENSITIVE]

Initial Training Compliant Non-Compliant

Annual Training Compliant Non-Compliant

If non-compliant, explain below:

6.3.3 Weapons Proficiency and Training Requirements: [M] [TIME SENSITIVE]

Annual Training Compliant Non-Compliant

In-Service Training Biennially, Less Lethal Compliant Non-Compliant

If non-compliant, explain below:

7.2.1 Initial Law Enforcement Training: [M]

Field Training before unaccompanied field duty. Compliant Non-Compliant

If non-compliant, explain below:

Return Completed form to: KLEAP | 11009 S Hornet | Hutchinson, KS 67501 or Email to KLEAP@kletec.org
Contact the KLEAP Manager: (620) 694-1549



Kansas Law Enforcement Accreditation Program
KLEAP



7.2.2 Annual Retraining: [M] [TIME SENSITIVE]

Annual minimum hours required Compliant Non-Compliant

If non-compliant, explain below:

7.3.1 Training Upon Promotion: [M]

Job related training upon promotion – all personnel Compliant Non-Compliant

If non-compliant, explain below:

8.1.2 Agency Animals: [M]

Training for controller/handler N/A by Function Compliant Non-Compliant

If N/A by Function or non-compliant, explain below:

8.3.6 Audio/Video Recording Devices: [M]

Training in accordance with policy N/A by Function Compliant Non-Compliant

If N/A by Function or non-compliant, explain below:

Return Completed form to: KLEAP | 11009 S Hornet | Hutchinson, KS 67501 or Email to KLEAP@kletec.org
Contact the KLEAP Manager: (620) 694-1549



Kansas Law Enforcement Accreditation Program
KLEAP



11.2.1 Hazardous Materials: [M]

Awareness level training for officers

Compliant

Non-Compliant

If non-compliant, explain below:

11.3.1 Critical Incident and Active Threat Training: [M] [TIME SENSITIVE]

Annual Training – Agency’s Critical Incident Plan

Compliant

Non-Compliant

Annual Training – Agency’s Active Threat Response Plan

Compliant

Non-Compliant

If non-compliant, explain below:

14.2.1 Personnel Training: [M] [TIME SENSITIVE]

Initial Training – Temporary Detention

N/A by Function

Compliant

Non-Compliant

In-Service Training – Once every four years

N/A by Function

Compliant

Non-Compliant

If N/A by Function or non-compliant, explain below:

Return Completed form to: KLEAP | 11009 S Hornet | Hutchinson, KS 67501 or Email to KLEAP@kletec.org
Contact the KLEAP Manager: (620) 694-1549



Kansas Law Enforcement Accreditation Program
KLEAP



15.9.1 Training Personnel: [M] [TIME SENSITIVE]

Initial Training – Lock-up facility operation N/A by Function Compliant Non-Compliant

Retraining – Once every four years N/A by Function Compliant Non-Compliant

If N/A by Function or non-compliant, explain below:

23.1.3 Security Escort Services: [M]

Training in accordance with policy N/A by Function Compliant Non-Compliant

If N/A by Function or non-compliant, explain below:

23.1.6 Video Surveillance: [M] [TIME SENSITIVE]

Training employees who monitor cameras N/A by Function Compliant Non-Compliant

If N/A by Function or non-compliant, explain below:

23.3.1 Research-Intensive Facility: [M]

Training for proper response and risks N/A by Function Compliant Non-Compliant

If N/A by Function or non-compliant, explain below:

Return Completed form to: KLEAP | 11009 S Hornet | Hutchinson, KS 67501 or Email to KLEAP@kletec.org
Contact the KLEAP Manager: (620) 694-1549



Kansas Law Enforcement Accreditation Program
KLEAP



Statistical Data Tables

J

Are the agency's statistical data tables updated with current information?

Yes No If no, please explain below.

Approval

K

Signature of CLEO

Date

Return Completed form to: KLEAP | 11009 S Hornet | Hutchinson, KS 67501 or Email to KLEAP@kletc.org
Contact the KLEAP Manager: (620) 694-1549