



Kansas Law Enforcement Accreditation Program KLEAP



Assessor Application

Thank you for your interest in becoming an Assessor with the Kansas Law Enforcement Accreditation Program (KLEAP). To qualify to become an Assessor you must complete this application, attach a resume, and meet the following criteria:

Applicant Information

Section 1

Last Name First Name Middle Name

Home Street Address City State Zip Code

Title/Rank Years of Law Enforcement Affiliation

Department/Agency Current Status

Active Retired

Department/Agency Street Address City State Zip Code

Work Phone Number Home Phone Number Cell Phone Number

Is your Agency currently CALEA Accredited? Is your Agency in the process of becoming CALEA Accredited?

Yes No Yes No

Is your Agency currently KLEAP Accredited? Is your Agency in the process of becoming KLEAP Accredited?

Yes No Yes No

Have you been a CALEA Assessor? Have you conducted a MOCK Assessment?

Yes No Yes No

Have you been an Accreditation Manager (AM)? As an AM, did you go through a successful assessment?

Yes No Yes No

Agency Size (Sworn LE)

0 - 10 11 - 25 26 - 100 101 - 300 301 +

Which Assessor position are you applying for? **

Assessor Lead Assessor

Applicants lacking sufficient qualifications may be accepted into the **Apprentice Assessor program. Apprentice Assessors are unpaid law enforcement professionals who are training to become Assessors. Apprentice Assessors are assigned to an Assessor to observe and shadow during interviews, observations, and file review during an on-site. Apprentices are encouraged to participate in the discussions, but do not have decision making authority. The Assessor with which the Apprentice works will note the performance of the Apprentice to help determine whether the Apprentice is suitable for Assessor responsibilities. The Apprentice Assessor is responsible for his/her expenses incurred during the on-site assessment. Apprentice Assessors are required to attend the KLETC Accreditation Manager Training and Assessor Training classes prior to conducting their first on-site assessment.

Please include a resume describing your assignments and responsibilities throughout your law enforcement career.

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



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Assessor Qualifications

Section 2

- Applicant shall be a resident of Kansas.
- Applicant shall have three years, preferably five, full-time managerial/supervisory experience within a law enforcement agency within the past five years, or experience as an Accreditation Manager at any rank or position.
- Applicant shall have appropriate experience, as determined by KLEAP Staff, with a law enforcement accreditation program.
- Applicant shall have relevant education, training and/or experience as determined by KLEAP Staff.
- Applicant shall have recommendation and approval of the Chief Law Enforcement Officer of the applicant's agency, or if not currently employed by a law enforcement agency, the recommendation of a CLEO of a Kansas law enforcement agency affiliated with the KLEAP. If the applicant is the CLEO the recommendation is waived.
- Attend the KLEAP Assessor Training Class.
- Available to conduct at least one on-site assessment every 18-months.
- Other qualifications as determined by the KLEAP Staff.

Assessor Responsibilities

Section 3

- Facilitate and verify Candidate Agency compliance with all KLEAP Standards.
- Confirm Council granted waivers from compliance, as well as any non-applicable standards related to the agency.
- Communicate and interact professionally with other members of the Assessment Team and all agency personnel.
- Review and inspect agency facilities and equipment, both on- and off-site.
- Conduct interviews with agency personnel and other citizens or officials as needed to confirm standard compliance.
- Complete any required written critiques, forms or reports.
- Represent the Kansas Law Enforcement Accreditation Program (KLEAP), the Kansas Accreditation Council (KAC), and the Kansas Law Enforcement Training Center (KLETC) as an on-site ambassador for the KLEAP.
- Conduct at least one On-Site Assessment in an 18-month period, if scheduled to do so.
- Conduct at least one MOCK Assessment in a 24-month period.
- Sign a Conflict of Interest Declaration & Confidentiality Agreement.

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Assessor Training

Section 4

Upon approval of your qualifications, you will be contacted to attend the next Assessor Training class. There is no charge for the training or materials Any travel costs, lodging or meals for the training are your responsibility.

The training class is a two-day class.

A refresher training course is periodically required to continue your status as a KLEAP Assessor.

Assessors are required to attend the training prior to conducting their first On-Site Assessment.

Assessor Payment

Section 5

During the Assessor Training class, all Assessors will complete a W-9 form so payment can be made to the Assessor from the University of Kansas/Kansas Law Enforcement Training Center (KLETC).

Upon being contacted by the KLEAP Manager, and agreeing to conduct an on-site assessment, the Assessor will complete either the Lead Assessor Service Agreement or the Assessor Service Agreement that outlines the compensation being paid for professional services rendered. The amount paid is determined by the number of assessors assigned and the size of the agency being assessed.

Apprentice Assessors are not compensated during their apprenticeship.

Applicant Signature:

Date:

CLEO/Approving Authority:

Date:

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