



LAW ENFORCEMENT



ACCREDITATION

3-Day Training Event

March 24th - 26th, 2025

Leawood Police Department

4201 Town Center Dr. Leawood, KS 66211

Limited Seating Available

Register Now!



Training Day Overview

7:30 AM - 8:00 AM Conference Check-In

Sign in, receive your name tag, grab some refreshments, and settle in before the morning sessions begin.

8:00 AM - 9:45 AM - Classroom 1

Accreditation Management Made Easy

Instructor: KLEAP Program Director Suellyn Hooper

8:00 AM - 9:45 AM - Classroom 2

Easy Analysis & Data Collection Revealed

Instructor: KHP Lt. Robyn Arnold

10:00 AM - 11:45 AM - Classroom 1

Accreditation Manager Hands-On Training

Instructor: KLEAP Program Director Suellyn Hooper

10:00 AM - 11:45 AM - Classroom 2

Mastering PowerDMS/CIMRS

Instructor: RCPD Accreditation Manager Julia Goggins

11:45 - 1:00 PM Lunch Break

1:00 PM - 2:45 PM - Classroom 1

Learning the Flow for KLEAP File Building

Instructor: MCSO Accreditation Manager Ashley Behney

1:00 PM - 2:45 PM - Classroom 2

A Road Map to a Successful Assessment

Instructor: RCPD Accreditation Manager Julia Goggins

3:00 PM - 4:45 PM - Classroom 1

On-Site Assessment - A Lead Assessor's Prospective

Instructor: OCSO Undersheriff Scott Brenner

3:00 PM - 4:45 PM - Classroom 2

Secrets of Policy Writing & Proof Collection

Instructor: MPD Captain Jason Cummins

5:00 PM - 7:00 PM After Hours Networking Event - Classroom 1

Don't miss your chance to join and network with other law enforcement agencies and subject matter experts to discuss all things related to accreditation.

Activities Will Include:

- Enjoy hot pizza and cold soda provided by the event coordinators!
- Play in the game show team competition to determine the **BEST ACCREDITATION TEAM**.
 - Does your agency have SWAG? Bring a Swag Bag to exchange with other agencies.
If you don't have SWAG but want to participate bring a bag of your favorite goodies!



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8:00 AM – 5:00 PM – Classroom 1

Assessor Refresher Training – Agency File Review

Instructors:

KLEAP Program Director Suellyn Hooper

OCSO Undersheriff Scott Brenner

KLEAP Assessors will undergo refresher training by reviewing agency accreditation files. The agency's Accreditation Manager/Team is encouraged to attend the training and sit with assessors assigned to review their files to receive feedback, discuss any issues or concerns discovered within the files, and ask questions. This is an excellent opportunity to set your agency up for success.

Agencies may submit up to 10 completed accreditation files for review. Files must be submitted via email to the KLEAP Program Director by Friday, March 14, 2025.

8:00 AM – 5:00 PM – Classroom 2

File Building Clinic – One-On-One Help

SME Instructors:

LPD AM Heather Williams

MCSO AM Ashley Behney

JCSO AM Deane Crabb

This is a GREAT opportunity to elicit one-on-one help with a trained subject matter expert in KLEAP file building. Select your one-hour time slot when you register. Bring a laptop with Adobe Acrobat Pro, agency written directives, proofs of compliance and/or any agency accreditation files currently built.



A Road Map to a Successful Assessment

The pressure for a successful assessment is real. This class provides guidance for agencies to follow to transform an ambiguous and tentative accreditation process into a successful on-site assessment. Discover why a properly planned Mock Assessment can be your agency's secret weapon. Learn how to develop a "triage" plan after your Mock. Methods to know when your agency is ready for their mock and on-site assessment.

Accreditation Management Made Easy

Accreditation management is an on-going process with a myriad of moving components that must be managed cohesively. This class breaks down each component, shows how components effect outcome, and provides a proven project plan for successful accreditation management.

Accreditation Manager Hands-On Training

This class focuses on hands-on training and gets straight to the point by immersing attendees in practical group exercises. The goal of the class is to enhance learning retention, tie skills to real-work accreditation application, and build confidence in accreditation managers to bring back into their everyday roles. Attendees are required to bring a laptop with Microsoft Excel and Adobe Acrobat Pro.

Assessor Refresher Training - Agency File Review

KLEAP Assessor refresher training is offered to help KLEAP Assessors review the process and practice file review. This class will consist of reviewing actual agency submitted files. Each KLEAP participating agency may submit 10 accreditation files to be review by a KLEAP Assessment Team. Accreditation Managers are invited to sit in on this class to hear assessor concerns, comments, and recommendations.

Easy Analysis & Data Collection Revealed

Accreditation requires Analysis reporting in several high-liability areas. Learn to harness the power of data collection and analysis report writing with the skills needed to transform data into actionable insights to drive your agency's success. Writing an analysis requires a particular structure and key components which this class will help you develop.

KLEAP File Building Clinic

Agency Accreditation Managers can sign up for a private one-on-one work session with one of the KLEAP Subject Matter Experts to get help on mastering the skills of KLEAP accreditation file building. Attendees are required to bring a laptop with Adobe Acrobat Pro, agency written directives, proofs of compliance, and any files you need help with.

Learning the Flow for KLEAP File Building

Your accreditation files provide the assessors their first opinion of your agency and will ultimately set the stage for your entire on-site assessment process. This class covers frequently asked questions, addresses commonly made mistakes, and provides helpful tips for accreditation file building to set your agency up for success.

Mastering PowerDMS/CIMRS

Learn to master PowerDMS and CIMRS key accreditation software features via this instructor-led course.

On-Site Assessment - A Lead Assessor's Prospective

Hear from a KLEAP Lead Assessor on what to expect during your agency's on-site assessment. Receive tips for preparing agency personnel for interviews and assessor questions. Learn what to expect during the remote file review, pre-on-site meeting, agency tour, file review, exit interview, and more.

Secrets of Policy Writing & Proof Collection

This class provides tips for concise policy writing while avoiding potential legal landmines and accreditation non-compliance issues. Learn how to provide proofs that reflect your agency's compliance methods.

Hotel Recommendation



**Aloft Leawood-Overland Park
(in Leawood)**
11620 Ash Street, Leawood, KS 66211
[Visit hotel website](#)
Call: 1(844)631-0595



**Element by Westin Kansas City/Overland Park
(in Leawood)**
5022 W 137th St., Leawood, KS 66224-4508
[Visit Hotel Website](#)
Call: 1(844) 941-1425



**The Inn at Meadowbrook
(3.1 miles from Leawood)**
4901 Meadowbrook Pkwy, Prairie Village, KS 66207
[Visit Hotel Website](#)
Call: 1(913)329-9000



**Courtyard Kansas City Olathe
(6.9 miles from Leawood)**
12151 South Strange Line Court, Olathe, KS 66062
[Visit Hotel Website](#)
Call: 1(844)631-0595

