



## Kansas Law Enforcement Accreditation Program

# Program Manual

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## Disclaimer

This program includes voluntary standards for law enforcement agencies within the State of Kansas. The standards have been developed and approved by the Board Members appointed to the Kansas Accreditation Council (KAC). The standards are not meant as a substitute or replacement for any legal requirement that may apply to agencies involved in law enforcement services in the State of Kansas. The KAC recognizes that federal, state, and local law, collective bargaining agreements, administrative regulations, and local ordinances take precedence over these standards.





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## Chapter 1 – Program Overview

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### Acknowledgments

The Kansas Law Enforcement Training Center (KLETC) wishes to express appreciation to the Kansas Association of Police Chiefs (KACP) and the Kansas Sheriffs' Association (KSA). Their encouragement and cooperation were greatly appreciated in the development of the Kansas Law Enforcement Accreditation Program (KLEAP).

The Commission on Accreditation from Law Enforcement Agencies (CALEA), the Washington Association of Sheriffs & Police Chiefs, the Oklahoma Association of Chiefs of Police, and the Arizona Association of Chiefs of Police accreditation programs and standards, as well as programs and standards from several other states, served as models in the development of this project. However, the program reflects statutes and processes unique to Kansas and designed specifically for Kansas Law Enforcement Agencies. Many of the standards are consistent with or drawn from those developed by the above-mentioned organizations, which further validates the ongoing professionalization efforts of the law enforcement community.

The Kansas Law Enforcement Accreditation Program was developed by and is directed by Kansas Law Enforcement Executives for Kansas Law Enforcement Agencies. The Kansas Law Enforcement Training Center (KLETC) serves as the facilitator of the KLEAP and appoints the Program Manager to lead in the development and administrative management of the process.

Bylaws were developed and approved to create the Kansas Accreditation Council (KAC) and appoint Board Members to sit on the council. The KLEAP is managed and directed by the KAC. The Program and Standards Manual represent the efforts and contributions of countless Council members' hours. The development and timely completion of this program would have not been possible without the combined hard work and unselfish dedication from Kansas Accreditation Council Members.





# PROGRAM MANUAL

## KLEAP Directing Body

### Kansas Accreditation Council (KAC) Members



**Chief Buck Buchanan, Chair**

Andover Police Department

KACP Appointment



**Sheriff Dave Falletti, Vice Chair**

Cowley County Sheriff's Office

KSA Appointment



**Chief Robert Spinks**

Parsons Police Department

KACP Appointment



**Sheriff Dan Jackson**

Geary County Sheriff's Office

KSA Appointment



**Chief Christopher Smee**

Hill City Police Department

KACP Appointment



**Sheriff Jeff Richards**

Franklin County Sheriff's Ofc.

KSA Appointment



**Chief Stuart Hite**

University Police Pittsburg State University

At Large Appointment



**Ron Gould**

Deputy Executive Director

KLETC Staff



**Suellyn Hooper**

Program Manager, KLEAP

KLETC Staff

*\*KLETC Staff are Non-Voting Members*





## Program Introduction

The Kansas Law Enforcement Accreditation Program (KLEAP) is a voluntary process that provides law enforcement agencies in the State of Kansas an avenue to prove they meet commonly accepted standards and best practices for professional and effective policing operations. The KLEAP Standards that agencies must comply with have been developed by the Kansas Accreditation Council comprised of law enforcement executives representing a variety of Kansas policing agencies.

Through the dedication to service and professionalism evidenced by obtainment of accredited status, law enforcement agencies can greatly enhance the services they deliver to the communities they serve. Law Enforcement executives who seek accreditation under the KLEAP will have every phase of their agency's operations reviewed, as they pertain to program standards.

Being accredited means that the agency meets or exceeds all of the standards for the KLEAP. The standards cover all aspects of law enforcement operations including use of force, employee conduct, protection of citizen rights, pursuits, property and evidence management, patrol and investigative operations, internal affairs investigations, and social services operations. While being accredited does not guarantee an agency will not make a mistake, it does ensure that the agency has carefully thought about these critical issues, has developed policy and procedures to address them, and has systems in place to identify and correct problems.

There are several benefits to becoming an accredited law enforcement agency. Law enforcement officers exercise the government's most awesome powers – the power to stop and question a citizen, the power to arrest a citizen, to seize their person and/or property, and the power to use force in that process if necessary. Officers often operate alone without direct supervision. Law enforcement agencies direct and control their officer's activity through supervision, training, and written policies and procedures. Since supervisors cannot always be present, the training and the policies and procedures of an agency are critical to ensure proper performance. Appropriate equipment is also necessary. The accreditation program ensures an agency has addressed the most critical law enforcement issues in both policies, as well as actual operation, and continual review. The accreditation program does not tell an agency what its policy must say but rather ensures that the policy, procedure, or operation addresses all of the critical aspects of an issue.

The accreditation program provides assurance to City or County management and also the citizens of the policing community that their policing agency is operating in a manner that reflects the current best practices of law enforcement. It reduces both officer and agency risks.







## **Accreditation Process Overview**

An agency that has been awarded “accredited” status has undertaken a careful internal review of all of its policies and procedures, equipment, facilities, and operations and has then requested an external review to prove their compliance with the standards. A team of trained assessors conducts an on-site assessment which includes a review of the agency’s written policies, proofs of compliance, interviews with staff, and a review of the agency’s operations and facilities. A Final Report outlining the assessment team’s findings is sent to the KLEAP Manager. The Kansas Accreditation Council (KAC) reviews the findings and votes to award “accredited” status.

The “accredited” status is awarded for four years. During the four-year period, the agency must submit Annual Reports showing they have continued to maintain compliance with all applicable standards. The report is submitted to the KLEAP Manager and reviewed by the KAC to verify continued compliance. During the last year, of the four-year period, the agency must prepare updated documentation on all of the standards, and another on-site assessment is conducted. The findings are submitted to the KAC by the KLEAP Manager for consideration to approve reaccredited status for the next four years.

## **Mission**

To assist candidate agencies by providing the framework for a voluntary, very affordable accreditation program that is comprehensive, obtainable, and based on standards that reflect professional service delivery specifically for Kansas Law Enforcement Agencies.

In developing the program, the Kansas Law Enforcement Training Center and the Kansas Accreditation Council recognized the limited financial and manpower resources of a great many Kansas Law Enforcement Agencies and developed standards that would not place overwhelming demands on those resources.

## **Vision**

To be a compass on the journey towards law enforcement excellence in Kansas.





## Chapter 2 – Benefits of Accreditation

### **Improves Agency Metrics**

Following accreditation best practices in your daily activities will make your agency more effective. When a law enforcement agency commits to the accreditation process, they target excellence in all aspects of policing, including leadership, training, and resource management. They are also committing to maintaining the accreditation benchmarks on a recurring bases to retain their accreditation status over time.

### **Enhanced Transparency and Accountability**

Accountability to your community is another benefit of law enforcement accreditation. When town councils or oversight boards have questions involving training, use-of-force incidents, or evidence handling, the accreditation process ensures easy access and sharing of information, which helps make an agency both accountable and transparent.

Improved transparency and accountability lead to more community trust. Community leaders that know their police force is focused and working diligently towards adopting “gold standards” created by an accrediting body will better appreciate their law enforcement agency’s dedication and service to the communities they serve.

### **Reduced Lawsuits and Insurance Costs**

Accreditation status can make it easier for departments to purchase liability insurance at a reduced cost. Taxpayers also benefit from an adequately insured law enforcement agency. Accredited agencies, by verified compliance of agency policies and procedures, are better able to defend themselves against costly litigations and citizen complaints. Many departments have reported a decline in actions filed against them.

### **Professional Excellence**

Accredited agencies have an outside, objective "stamp of approval" that is earned through the internal and then the external evaluation based on the best law enforcement practices and standards available. Accreditation establishes pride and satisfaction in the agency and the confidence that accompanies success.





## Chapter 3 – Code of Ethics

The Code of Ethics governs relationships, professional conduct, and practices among all parties involved in the Kansas Law Enforcement Accreditation Program (KLEAP).

1. Members and representatives of the KLEAP will serve with appropriate concern for the integrity of the program with no purpose of personal gain.
2. Relationships between members or representatives of the KLEAP and the candidate agency will be of such character as to promote mutual respect within the police profession and toward the goal of improving the quality of police services.
3. No member or representative of the KLEAP will act in an official capacity in any matter in which personal interest could impair objectivity.
4. No member or representative of the KLEAP will use his/her position to promote any partisan political purposes.
5. No member or representative of the KLEAP will accept any gift or favor of any nature to imply an obligation that is inconsistent with the free and objective exercise of their professional responsibilities. After the on-site assessment, assessors may accept a gift from the candidate agency that is intended to serve as a remembrance of the assessment. The gift item shall be small in value and may only be presented on the last day of the on-site after the exit meeting. The final report will list any items given to the assessors.
6. Members and representatives of the KLEAP will report without reservation any corrupt or unethical behavior, which could affect the integrity of the accreditation process.
7. Members and representatives of the KLEAP will maintain the integrity of private information and will neither seek personal data beyond that needed to perform official responsibilities nor reveal information to anyone.
8. Assessors agree to serve as representatives of the KLEAP and understand that their relationship with the candidate agency must remain professional and non-adversarial while maintaining the detachment necessary for an objective assessment.
9. Assessors will be diligent in their responsibility to thoroughly review an agency's compliance documentation and accurately report their findings in the final report.
10. Assessors will ensure that statements in the final report critical of the candidate agency will be made only as they are verifiable and constructive in purpose.





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11. Assessors agree that both during and after the on-site assessment, any information obtained about the candidate agency will not be disclosed to any person, firm or entity, nor will it be used in any way for personal benefit to the assessor or that of another. Assessors acknowledge that all information concerning the KLEAP and the candidate agency to be accredited is strictly confidential and not subject to any disclosure, expressed or implied.
12. Conflicts of interest, especially those that are obvious or personal, will be avoided. Conflicts refer to those circumstances or relationships that might affect an assessor's objectivity or the appearance of objectivity if selected for the assessment.
13. Assessors must remember they officially represent the Kansas Law Enforcement Training Center, the Kansas Law Enforcement Accreditation Program, the Kansas Accreditation Council, their own agency, and the law enforcement profession as a whole.
14. Assessors shall dress in business professional attire. Jeans, shorts, tee shirts, and athletic-type shoes are not appropriate.
15. Alcohol consumption is discouraged while assessors are in any public place. Assessors shall not report for duty with the odor of alcohol on their person or while impaired by alcohol or other substance.
16. Use of any Candidate Agency vehicles in connection with an on-site assessment should be limited to official KLEAP business.





## Chapter 4 – Program Definitions

The following terminology is used throughout the Program Manual.

### A

**Accredited:** The candidate agency is in full compliance with all applicable mandatory standards.

**Accreditation Certificate:** A formal document or set of documents issued by the KLEAP declaring that the Agency meets the requirements of the KLEAP.

**Accreditation Denied:** The candidate agency failed to demonstrate substantial compliance with applicable standards and/or there is compelling evidence of noncompliance.

**Accreditation Files:** Files created for each KLEAP standard that contains the candidate agency's proofs of compliance with that standard.

**Accreditation Lapsed:** The candidate agency decides to allow its accreditation award period to expire. The KAC regards the agency as no longer accredited. The agency is required to remove from view any indications of KLEAP accredited status.

**Accreditation Logo:** Logo used by an accreditation body to identify itself.

**Accreditation Manager:** An individual appointed by the CLEO to coordinate the accreditation process. The Accreditation Manager usually serves as the contact person regarding any accreditation issue.

**Accreditation Program:** The bestowing of credentials symbolizing approval from a professional organization upon practitioners or specific institutions. Complying with specific accepted Standards established for an institution or occupation.

**Accreditation Withdrawn:** An agency may decide to discontinue its participation in the KLEAP accreditation program. If so requested, KAC will designate the agency as "withdrawn." In such a case, the agency must remove from view any indications of KLEAP accredited status.

**Accreditation Training:** Training provided by KLETC staff to educate candidate agency personnel in the KLEAP processes.





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**Agency Participation Agreement:** A formal agreement between the KLEAP and a Candidate Agency voluntarily entering into the state accreditation program.

**Appeal:** A request from an agency's CLEO to the KAC for an alternate decision on an issue.

**Annual:** Happening once a year.

**Annual Compliance Report:** Report(s) filed by accredited agencies in all non-assessment years. The precise content of the Annual Compliance Report is determined by the KAC and shall be submitted on the Annual Compliance Report form.

**Assessor, Apprentice (AA):** An individual who is assigned to an on-site Assessment team but has not previously served in that capacity. The Apprentice Assessor Program is an on-the-job training plan to cultivate new assessors and provide Accreditation Managers with a hands-on view of the assessment process. The KLEAP Program Manager is responsible for selecting Apprentice Assessors.

**Assessment:** A review conducted by trained assessors that determine an agency's ability to meet best practice standards through a process of reviewing policy, reports, interviews with agency personnel, and observations of the agency's facilities and operations.

**Assessment Plan:** Description of the activities and arrangements for an on-site assessment.

**Assessor, Lead (LA):** CLEO, Command Level Officer (Second in Command), or an experienced assessor that has conducted a minimum of five on-site assessments. The Lead Assessor serves as the team leader and is given the overall responsibility for the management of an assessment. Lead Assessors are selected by the KLEAP Program Manager.

**Assessor:** Chiefs of Police, Sheriffs, Command Level Officers, or Accreditation Managers that have been trained specifically in the review process and have been carefully selected by the KLEAP Program Manager to conduct on-site assessments of candidate agencies.

**Assessor Training:** Training conducted by designated staff of KLETC. The training is required for all KLEAP assessors prior to conducting an on-site assessment.

## B

**Board Member:** A Law Enforcement Executive appointed to serve as a volunteer and is a voting member on the KAC.





## C

**Candidate Agency:** A Kansas Law Enforcement Agency that has contracted with the KLETC to assess their compliance with the Kansas Law Enforcement Accreditation Program. The agency has completed the enrollment process and paid applicable fees.

**Chief Law Enforcement Officer (CLEO):** The duly authorized top administrator of the law enforcement agency and is the highest-ranking executive for the law enforcement agency who possesses ultimate command authority for the operation of the agency.

**Code of Ethics:** Principals of conduct or moral values that govern individual or group behaviors. The KLEAP guiding philosophy for proper conduct and prohibitions, of Candidate Agency, Accreditation Managers, Assessors, Apprentice Assessors, and Kansas Accreditation Council Board Members.

**Complaint:** An allegation of misconduct, violation of law, or agency directives, against any member of the agency. This does not include a complainant's misunderstanding or disagreement with the application of law or agency policy or procedures.

## D

**Deferred Accreditation:** The candidate agency has not achieved the required compliance with applicable standards. This may result from circumstances beyond the agency's immediate control. The KAC's decision shall be based on the totality of relevant circumstances.

## I

**Impartial:** Presence of objectivity, meaning that conflict of interest does not exist or is resolved so as not to adversely influence activities of KLEAP.

**Internal Review Process:** The process where a candidate agency reviews its policies, procedures, and operations to ensure it meets the Standards. Proofs of compliance are collected and placed in standard files.







## K

**Kansas Accreditation Council (KAC):** KAC is the directing and guiding body in the KLEAP process. Established by Bylaws, the KAC is comprised of (7) voting board members serving as KAC Board Members, and (2) non-voting council members who are KLETC staff.

**Kansas Accreditation Council (KAC) Elected Officers:** The Kansas Accreditation Council will annually elect a Chair and Vice-Chair.

**Kansas Association of Chiefs of Police (KACP):** The Kansas Association of Chiefs of Police is comprised of and represents law enforcement leaders from agencies of all sizes throughout the state. The KACP's 500+ members, who are Kansas Chiefs of Police, Sheriffs, and Command Law Enforcement Officers, are ever-striving toward identifying and implementing more-effective, increasingly-reliable approaches to fighting new and growing crime challenges and providing community safety and protection while doing so with the highest level of professionalism.

**Kansas Law Enforcement Training Center (KLETC):** The parent organization responsible for facilitating the Kansas Law Enforcement Accreditation Program (KLEAP).

**Kansas Law Enforcement Accreditation Program (KLEAP):** The Kansas law enforcement accreditation program is facilitated by KLETC and governed by Board Members appointed to the KAC.

**Kansas Sheriffs' Association (KSA):** The Kansas Sheriffs' Association is comprised of Sheriffs from across the state who proudly serve and protect the citizens of Kansas. The Association was incorporated in 1957 for the purpose of uniting the 105 County Sheriffs of Kansas as well as to educate fellow officers and the public regarding law enforcement issues.

## M

**Major Repair:** Corrective action to an agency's written directive or procedure that is required of an agency to come into compliance with a Standard in which a serious error or errors appears to violate constitutional guarantees. A repair of this category requires the involvement of the CLEO of the candidate agency or other authorized policy maker to enact correction(s) or effect change.

**Minor Repair:** Correction to an agency's written directive or procedure that does not meet the seriousness of a major repair. Repairs of this nature are consistent with inaccurate or insufficient proofs of compliance and/or minor revisions to a written directive or procedure.







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**Member:** A generic term utilized in our state accreditation manuals to describe all agency personnel, including volunteers, auxiliary officers, and part-time personnel.

**Mock Assessment:** An on-site evaluation conducted by individuals involved in accreditation to assist an agency in preparation for an On-Site Assessment. This informal review is completely controlled and paid for by the Candidate Agency.

## O

**On-Site Assessment:** The process of reviewing standard file folders, conducting interviews and observations at the candidate agency to obtain proof of compliance. An on-site evaluation by Assessors not associated with the candidate agency.

## P

**Participation Agreement:** An agreement signed between a Candidate Agency and the Kansas Law Enforcement Accreditation Program whereby ongoing evaluation of a candidate agency's compliance with KLEAP standards is provided.

**Procedure:** A written directive that is a guideline for carrying out agency activities. A procedure may be made mandatory in tone through the use of "shall" rather than "should", or "must" rather than "may." Procedures sometimes allow some latitude and discretion in carrying out an activity.

**Program Manager:** An individual designated by the Kansas Law Enforcement Training Center to administer and oversee the State Accreditation program and serve as a resource for the candidate agencies.

**Proofs of Compliance:** Any written or visual evidence which proves the agency is complying with the standard(s). This can be written documentation, copies of reports, logs, photos and internal memorandums, interviews with agency employees, visual observation of activities, operations, facilities, equipment, or any other evidence which tends to prove the agency's compliance with standards.

## S

**Standards:** A compilation of law enforcement practices and requirements determined by the Kansas Accreditation Council to be the most appropriate for Kansas Law Enforcement agencies.

## W





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**Waiver:** A request from a candidate agency to the KAC for an exception from compliance with a standard or policy.

**Wet Ink:** A term used to describe an agency's abrupt enactment of policy or official change in practice as a requirement for compliance.

**Withdrawal of Accreditation:** Process of canceling accreditation in full initiated by Agency.

**Written Directive:** Any document used to guide or affect the performance or conduct of agency employees. The term includes policies, procedures, rules & regulations, general orders, special orders, memoranda, and instructional material...any document binding on agency personnel.





## Chapter 5 – Chief Law Enforcement Officer’s Role (CLEO)

### Preparing for the Accreditation Process

The Chief Law Enforcement Officer (CLEO) of an agency that is pursuing accreditation has a critical role in the process. Their support and enthusiasm are essential if the agency is to become accredited. It is strongly recommended the CLEO publicly announce accreditation as a goal early in self-assessment and continue to reassert that goal as self-assessment progresses.

Let there be no doubt, accreditation WILL change your agency. The Accreditation Manager is a key agent in this process. The CLEO should be aware that accreditation is a task in which the entire agency participates.

Prior to applying, the CLEO should review the entire program carefully. Specifically, the CLEO is encouraged to:

1. Become thoroughly informed about the program standards, policies, and requirements. This information should be shared with all agency personnel in written form;
2. Estimate the impact that the implementation of the standards will have on agency administration, training, and operations. This can be accomplished by comparing program requirements with existing policies and procedures;
3. Generate the necessary political interest and support;
4. Calculate the expenses and budget accordingly. Potential costs include purchasing items needed to comply with program standards (e.g., high visibility clothing for directing traffic) and in-service training, etc.;
5. Typically, agency employees are skeptical and distrusting of most programs with which they have limited or no knowledge. Therefore, it is imperative that good two-way communication be established to address program concerns. This step is critical to generate interest and support among the rank and file;
6. Keep the process on track (i.e., set and enforce deadlines);
7. Explain the benefits of accreditation to your staff and direct them to cooperate with the agency Accreditation Manager in developing new or revised written directives;
8. Keep command staff informed on the program’s progress.





## Selecting the Agency Accreditation Manager

A good agency Accreditation Manager is essential and can greatly facilitate the agency's efforts to become accredited. The Accreditation Manager can be any sworn or non-sworn member of the agency. The more familiar the Accreditation Manager is with departmental operations, the easier the task will be. There are several factors to consider when choosing an Accreditation Manager. The Chief Law Enforcement Executive Officer (CLEO) should appoint an individual who:

- Has a genuine and long-term commitment to the accreditation process;
- The ability and time to serve as an assessor;
- Ability to communicate effectively both orally and in writing;
- Ability to establish and maintain effective working relationships;
- Proficient in coordination and organizational skills;
- Ability to manage multiple projects with accuracy, while focusing on details;
- Knowledge of departmental policies;
- Knowledge of the principles of management and the ability to apply these principles;
- Ability to analyze problems, develop alternatives, and apply these principles to situations;
- Ability to flex schedule and or priorities in order to meet department needs; and
- Ability to learn, understand, and utilize computer software.

If possible, the Accreditation Manager should be assigned for the duration of the current assessment period. The amount of time devoted to the accreditation process is directly proportional to the time it will take to complete the self-assessment. While some agencies appoint an Accreditation Manager on a permanent basis, providing continuity and ownership in the outcome of each assessment, others rotate them from time to time, based on the award cycle.

Remember to contact the KLEAP Manager anytime the CLEO or Accreditation Manager changes. When an agency has a new CLEO (permanent or interim) the executive authority for existing written directives may be perceived to no longer exist. Questions related to the validity of these directives to guide and inform agency employees may be questioned. To address this issue, the new or interim CLEO should issue a bridging document to all agency personnel, which is a memorandum or other written directive, stating all written directives issued by the previous CLEO will remain in effect until otherwise amended, revised, or rescinded. This document should also be forwarded to the KLEAP Manager. Contact the KLEAP Manager to receive a "sample" Bridging Document".

In some cases, such as smaller agencies, the CLEO may be the Accreditation Manager. The Accreditation Manager should attend Accreditation Manager training provided by the Kansas Law Enforcement Training Center within six months of submitting their application to start the KLEAP process. There is no cost for the training and more than one individual from the agency may attend.





## **CLEO's Relationship with the Agency Accreditation Manager**

1. Provide direct supervision of the Accreditation Manager on all matters pertaining to accreditation.
2. Meet with the agency Accreditation Manager frequently to discuss their progress.
3. Provide the agency Accreditation Manager with timely feedback on "draft" written directives.
4. Intervene if necessary to help the agency Accreditation Manager when they are requesting feedback from officers of a higher rank.
5. Provide access to technical and secretarial support when necessary.

## **CLEO's Relationship with Bargaining Unit Representatives**

Seek Collective Bargaining Unit support for the accreditation process. Consider assigning a member of the Collective Bargaining Unit to assist the agency Accreditation Manager. Assure members of the Collective Bargaining Unit that their agreement is still binding and the Accreditation Program will not conflict with it.





## Chapter 6 – The Accreditation Process

### Informational Presentation to Agency

A presentation by the KLEAP Manager is available to agencies considering accreditation. The presentation is a great way to clearly present the program details and allows an opportunity for questions to be asked and answered.

### Step 1: Agency Participation Agreement

When the CLEO decides to pursue accreditation, they will complete the Agency Participation Agreement from the [KLEAP website](#). When signed, this agreement implies that the CLEO of the candidate agency agrees to all KLEAP rules and regulations including, but not limited to:

1. Payment of Fees; an invoice will be emailed to the Agency when the signed Participation Agreement is received by the KLEAP Manager.
2. Submission of required documents in a timely manner; and
3. Proper use of the KLEAP logo.

The agency is now considered to be a “Candidate Agency”. The completed Agency Participation Agreement should be signed and emailed to the KLEAP Manager at [kleep@kletec.org](mailto:kleep@kletec.org).

### Step 2: Self-Assessment

#### The Journey

It is important to recognize that self-assessment is a process, not a destination. The process to attain the coveted status of an Accredited agency involves only a few steps. Some of those steps, however, are labor-intensive and time-consuming. The good news is, once the initial process is complete, maintenance becomes much less involved. The following processes are essential in providing a successful journey.

#### Introduction

When the [Agency Participation Agreement](#) has been finalized the KLEAP Manager will contact the candidate agency to get acquainted and provide them with their “official start date”. The candidate agency is now ready to begin self-assessment and should complete the [Checklist and Timeline – Initial Accreditation](#) form. (There is a [Checklist and Timeline – Reaccreditation](#) form also.) Individuals attending the Accreditation Manager training will be provided valuable tools for navigating the accreditation process. The [Self-Assessment Progress Tracker](#) is available and may be utilized to help Accreditation Managers work through the self-assessment phase. The KLEAP Manager will be the staff liaison for process questions, informal standard interpretations, support with navigating the processes, and any other issues the agency may have while in this stage of the process.





## Four (4) Basic Purposes

1. To achieve compliance with applicable standards;
2. To establish proofs of compliance with those standards;
3. To prepare for the assessment review;
4. Institutionalize the processes and best practices for the current operations and future growth of the agency.

## Time Periods

Agencies accepted into the program are expected to complete their self-assessment review and have their on-site assessment visit within two (2) years from their date of acceptance.

## Exercise in Comparison

The self-assessment will typically begin as an exercise in comparison, a Gap Analysis process. The Accreditation Manager (AM) starts comparing current agency policy to the accreditation standards. Accreditation Managers may quickly conclude that the agency is closer to compliance than anticipated. Law enforcement typically adapts to the ebb and flow of legislative changes and most agencies quickly adopt policies that is consistent with the law. As the AM compares what must be covered for the accreditation process, they will probably find that some fine-tuning is necessary.

## Planning

For the best results, the agency should have a written plan which includes setting short- and long-term goals in steps or stages; conducting a comprehensive review of applicable standards; ranking the self-assessment activities according to importance; and identifying any associated costs or cost savings. The establishment of specific priorities is an individual decision, varying from agency to agency. Experience has shown, however, that the following considerations should be given to any written self-assessment plan.

1. Standards that affect the agency's written directive system.
2. Standards that affect organizational structure.
3. Standards for which an extended amount of time may be required for compliance.
4. Standards requiring internal agency change.
5. Standards for which compliance documentation is straightforward.
6. Statistical Table Information.







## Budget Implications

Early in self-assessment, the Accreditation Manager should review the applicable standards that may have budget implications. Occasionally, an agency will determine a shortfall due to facility or equipment issues. The agency should determine as early as possible if this will be the case and budget accordingly. Some common items or issues that cause agencies to incur additional expenditures might include:

1. Facility changes in central Records, Property/Evidence, Communications, or a Loc- Up Facility;
2. Equipment such as body armor, playback recording capabilities, or other agency needs;
3. Recruitment activities or brochures; and
4. Increased training requirements.

## Resourcefulness is a Key Ingredient

When in doubt about the necessity of additional expenditures for equipment or facility changes, a call to the KLEAP Manager can usually clarify the issue or identify alternative compliance solutions.

## Dealing with Disagreements

Change rarely occurs without disagreement. The successful Accreditation Manager manages this disagreement and recognizes it as a positive force. Managing disagreement results in:

1. Fostering an environment of high expectations;
2. Creating unity among agency personnel;
3. Creating open communication;
4. Promoting professional growth;
5. Encouraging new ideas and techniques; and
6. Providing solutions to ineffective/outdated methods or procedures.

## Waiver Request

Law Enforcement agencies seeking accreditation shall be expected to comply with all applicable standards. Any agency seeking accreditation may apply for a Waiver of compliance for a standard. The [Request for Waiver](#) form is available on the KLEAP Website.

1. Waivers will not be granted for economic reasons or the agency's inability to fund or permit a required change.
2. The Request for Waiver form must be filled out completely, forms submitted with incomplete information will not be considered.







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3. Agency must request a waiver prior to the on-site assessment.
4. Waivers are provisionally granted by the KAC, pending the on-site assessment by the assessment team, who are instructed to confirm the agency's representations about the Waiver request and report their findings to the KLEAP Manager.
5. Waivers are provisionally granted for one accreditation cycle only.

Waivers are not required for “IF” standards when the agency is not performing the function or for other-than-mandatory standards.

### Final Quality Review

When the agency has completed the self-assessment, it is time to conduct a final quality review of all files. The final quality control should include a review of each accreditation standard file to ensure:

1. The format is consistent.
2. The standard level of compliance is correct (N/A by function, Elected 25%, etc.).
3. Files are highlighted and labeled in accordance with best-practice standards outlined in KLEAP Standards Manual Addendum D.
4. Internal and external directives are not conflicting.
5. Notes/memos explain any lack of activity.
6. File materials clearly demonstrate compliance to an outside reader.
7. Overall the accreditation files use a multi-dimensional approach for demonstrating compliance (documentation, interview, observation, resource table, and multi-media.)
8. All data tables completed. – Refer to the Standards Manual – Addendum G for additional guidance.

### Extension Needed

The candidate agency should contact the KLEAP Manager to discuss their progress in self-assessment. If the candidate agency and the KLEAP Manager determine more time is needed for self-assessment, the candidate agency may request an extension. Refer to Chapter 9 – Extension Requests.

### **Step 3: Pre-Assessment (Mock)**

A Mock Assessment is a valuable tool and **mandatory for initial accreditation**. The mock assessor(s) will review files to ensure that they are organized, highlighted, and complete. If the assessor(s) discovers concerns that may interfere with the normal flow or compliance during the actual on-site assessment, you should address those issues before scheduling an on-site assessment date.





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Depending on circumstances, the KLEAP Manager may opt to require a Pre-Assessment (Mock) for reassessments based on the agency's Annual Report of Compliance submitted and/or high liability issues faced by the candidate agency since their last on-site assessment. The candidate agency must use Adobe Acrobat Pro DC for electronic file construction.

The structure, timing, and costs for the pre-assessment (mock) review are the responsibility of the candidate agency. For initial accreditation, a mock assessment is required (6) months prior to your on-site assessment, allowing adequate time to address any noted discrepancies.

The Kansas Accreditation Council strongly encourages all agencies seeking accreditation to undergo a mock assessment. Analysis has shown that the assessment process for agencies that did not have a mock assessment was more difficult and lengthier than those that did. While findings and recommendations made pursuant to a mock assessment must be regarded as advisory and may NOT be used to challenge a negative finding in an official assessment, the mock remains one of the best tools available to ensure that an agency is fully prepared for the rigors of the accreditation assessment process.

*NOTE: Final judgment concerning agency compliance with applicable standards is reserved for the Kansas Accreditation Council in cooperation with the KLEAP Manager and assessment team. Their decision will not be influenced by the results of a mock assessment.*

## Step 4: On-Site Assessment

### Introduction

KLEAP provides on-site assessment services as a critical component of the accreditation process. The assessment includes remote file review and an on-site visit by trained assessors to confirm compliance and ensure policy is being placed into practice.

### Accreditation Manager Pre-On-Site Preparation

Accreditation Managers are highly encouraged to utilize the [Checklist & Timeline – Initial Accreditation](#) or the [Checklist & Timeline – Reaccreditation](#) form.

1. **6 months** prior to on-site assessment: Complete a pre-assessment (MOCK) – required for initial accreditation.
2. **4 months** prior to on-site assessment: Ensure all fees for accreditation have been paid. On-site assessments will not be scheduled if the candidate agency has not submitted their annual fees.
3. **3 months** prior to on-site assessment: Complete and submit the [Accreditation Assessment Agreement](#). The on-site assessment is requested by the candidate agency by completing and submitting this form to the KLEAP Manager.





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## 4. **2 months** prior to on-site assessment:

- a. Ensure all files are completed in anticipation that they may be selected for remote file review, which may occur 30 – 45 days prior to your on-site assessment.
- b. Prepare agency personnel for on-site activities.

## 5. **1 month** prior to on-site assessment:

- a. Complete the [Logistical Plan](#). This provides recommendations for area restaurants and hotels if needed for the assessment team.
- b. The [Agency Profile](#) and [Statistical Data Tables](#). This report is to be completed by the Chief Law Enforcement Officer or Accreditation Manager and emailed to the KLEAP Manager.
  - i. For initial accreditation, only one (1) year of data is required in the Statistical Data Tables.
  - ii. For reaccreditation four (4) years of data is required in the Statistical Data Tables.
- c. Complete the [Agency Tour – Standards Checklist](#) form in preparation for the assessor's arrival.
  - i. All agencies are required to provide a tour for the assessment team on day one. Refer to the KLEAP Standards Manual – Addendum E to identify **OBSERVABLE** standards. The tour of the agency may include, but is not limited to: (if applicable)
    1. Temporary detention/holding areas;
    2. Processing (booking) areas;
    3. Property and evidence repositories;
    4. Communications Center (dispatch);
    5. Holding Cells,
    6. Armory and weapons storage areas; and
    7. Interview and interrogation rooms.

## 6. **2 weeks** prior to on-site assessment: Remote meeting with the Lead Assessor and KLEAP Manager to finalize all on-site assessment activities.

## 7. **1 day** prior to on-site assessment:

- a. Set up the work area for the Assessment Team. The assessment team work area is a critical consideration. The area should be free of extraneous noise and distractions. Set up a file review area for the assessment team that provides easy access to the Accreditation Manager. Other amenities include:
  - i. **Spacious:** Room large enough to accommodate 2 or 3 assessors.
  - ii. **Office Supplies:** Two computer monitors per assessor should be provided.





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- iii. **Convenience:** Access to multiple electrical outlets is a must.
- iv. **Communication:** A telephone should be made available along with an agency contact list.
- v. **Wi-Fi:** Access to the internet and password provided, if needed.
- vi. **Resource Table:** Table for reference materials, books, pamphlets, etc. This can also be an electronic "resource file."
- vii. **Hospitality:** Provide snacks and refreshments for the assessors.
- viii. **Accessibility:** Easy access to Accreditation Manager.

### Scheduling Date

The KLEAP Manager will schedule the on-site assessment review on a mutually agreed on date with the assessors and the candidate agency. The on-site assessment team will be selected by the KLEAP Manager from another area in Kansas that has no personal connection with the candidate agency. The candidate agency may challenge the appointment of any team member with cause. Challenges should be in writing and addressed to the KLEAP Manager and include details of the cause.

### Remote File Review

The remote file review for compliance may begin 30 – 45 days prior to the on-site assessment. This review is conducted by assessors and/or the KLEAP Manager. Providing proof of compliance is the responsibility of the candidate agency. However, the assessors and/or KLEAP Manager will provide reasonable assistance to the candidate agency in arriving at a solution without sacrificing the integrity of the accreditation process. Agencies are encouraged to use multiple proofs of compliance, providing the proofs are relevant to the standard.

Once the assessment team has been established, the KLEAP Manager will provide the Accreditation Manager with a list of files that have been selected for remote file review. The form will contain email addresses for files to be sent to. File sharing instructions are provided in the Standards Manual – Addendum I – File Sharing.

- **Initial accreditation:** The agency should be focusing on the systems they have in place to address the standards. Agencies seeking initial accreditation will be required to provide one (1) proof of compliance, at a minimum, per standard, per individual bullet. The proof shall be recent and within the timeframe of the effective date of the governing written directive if a written directive is required by the standard. Agencies choosing to exceed the minimum number of proofs per standard/bullet shall not be penalized by the assessment team.

### Assessment Team Arrival

The on-site assessment team will typically be at the candidate agency for two (2) days to conduct the assessment. An apprentice assessor(s) may accompany the team with the approval of the candidate agency.





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## Day 1:

### Pre-On-Site Assessment Meeting

This is typically an informal meeting to meet the Chief Law Enforcement Officer (CLEO), Accreditation Manager, Commander Staff, and any other key personnel the CLEO chooses to include.

### Agency Tour

The agency tour provides the assessment team with an opportunity to observe many proofs of compliance. The assessment team will have an opportunity to interview agency employees while they are working. Agency tours should be conducted early in the assessment. Respect the Assessors' time and keep the tour moving. Assessors will utilize the [Agency Tour – Standards Checklist](#) to check off compliance with observable standards as they are observed during the tour.

### File Review

Assessors start the file review before they arrive at the candidate agency; however, this is a big part of their duties while at the agency.

Standards that, in the opinion of the entire on-site assessment team and determined by the Lead Assessor, are not compliant will be discussed with the CLEO and/or agency Accreditation Manager as soon as they are discovered. The agency will have the opportunity to provide the necessary proofs of compliance during the on-site visit or later by supplying the necessary documents or other proofs of compliance to the KLEAP Manager. The time to submit the proofs of compliance may vary but efforts should be made to complete the task within sixty (60) days of the on-site visit.

The Lead Assessor (LA) will be the contact person for all assessors on the team. The LA shall moderate all discussions regarding compliance issues. The Accreditation Manager will be expected to be available to discuss issues anytime the team is working.

Accreditation Managers should be aware that the on-site team may not be restricted in their access to agency facilities or personnel nor are they required to use only the means recommended by the agency to determine compliance.

### Interviews

Interviews are an important part of what the on-site assessment team uses to measure the accountability of policies, procedures, and systems that the agency uses for compliance with the standards. Agencies should not use an interview as the sole proof of compliance, since most standards lend themselves to documentation.





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The on-site assessment team may interview personnel individually or in groups for better time management. There should be continuing dialog among the team and the agency as interviews are completed.

### Ride-Along

The assessors will let the Accreditation Manager know if/when they would like to participate in a ride-along.

### Shift Briefing

The assessors will let the Accreditation Manager know if/when they would like to sit in on a shift briefing.

### **Day 2:**

### Wrap up duties

Further file review, additional interviews, and completion of reporting requirements.

### Exit Interview

The Accreditation Manager is briefed daily concerning the assessment team's progress and has a general idea about what the agency exit interview may disclose. The assessment team will conduct an exit interview prior to their departure. The CLEO of the agency will determine who should attend this exit interview. Each assessor will discuss points of interest or concerns. The Lead Assessor will discuss adjustments or recommendations. The on-site team will **NOT** confirm "Pass/Fail" status of the on-site.

### Gifts and Gratuities

It is common practice to present assessors with gifts or gratuities in appreciation of the work conducted. If such gifts or gratuities are bestowed, they must be minor in value and presented only after the exit interview. Assessors cannot accept cash in any amount or any other item of significant value. Typical gifts or gratuities are agency logoed items such as coffee cups, challenge coins, patches, or promotional items from a local event, industry, convention bureau, etc. As mentioned in the Code of Ethics, the integrity of the program is foremost and the slightest implication that assessors were biased due to expensive gifts is unacceptable.

### Agency Critique

After the on-site assessment is completed the KLEAP Manager will email the agency requesting they complete an [Agency Critique](#). The completed Agency Critique form will be submitted directly to the KLEAP Manager within 10 business days after the assessment visit, if possible.

The team then travels back to their respective agencies that afternoon or evening.







## Step 5: Post Assessment

### Assessment Report

Upon completion of the on-site assessment, the Lead Assessor drafts a written report to document the assessment team's findings. The Assessment Report goes beyond simple compliance, it identifies areas for future improvement, weaknesses that could impact the agency's risk levels, and points out areas of exceptional organizational strength. The Lead Assessor submits all on-site assessment forms completed to the KLEAP Manager.

### Kansas Accreditation Council Review

The KLEAP Manager will provide the Kansas Accreditation Council (KAC) with the Final Assessment report. This report is used by the KAC during its deliberations to determine if accredited status will be awarded. If necessary, the KLEAP Manager will arrange for the CLEO to be present in person or remotely to speak with the KAC, if necessary. The KAC is the directing and guiding body for KLEAP and the Council's decision is final.

### Accredited Status

Accredited status is granted for 4 years.

## Step 6: Certificate Presentation

### Accreditation Awards

Congratulations!!!! You have done it. Now enjoy the benefits!

The Kansas Law Enforcement Training Center will issue the candidate agency the following documents:

1. Accreditation Award Letter – sent via email in PDF format.
2. A framed Certificate of Accreditation; - presented in person.
3. A Certificate of Achievement for the Accreditation Manager sent via email in PDF format.
4. A Final Assessment Report – sent via email in PDF format.

*Note: If an agency would like more than one Agency Accreditation Certificate, the KLEAP Manager will email the agency a file they may use to print off additional copies.*

### Local Ceremony

Agencies desiring to have a KLEAP Representative attend a local ceremony for the formal presentation of their Certificate of Accreditation award need to complete the [Request Representative Appearance for Accreditation Award Presentation](#) form and email it to the KLEAP Manager at [kleep@kletec.org](mailto:kleep@kletec.org). As noted on the form a 30-day's notice is preferred for scheduling purposes.





## Chapter 7 – Maintaining the Status & Program Integrity

### Integrity Reporting Requirements

Other issues to report to the KLEAP Manager are Department of Justice Investigations, Consent Decrees, Chief Law Enforcement Officer's removal from office, and any significant internal issues that may affect the integrity of the accreditation process. These issues should be reported to the KLEAP Manager when they occur. The agency should submit a letter describing the issues that may affect the integrity of the process. The KAC will be informed of the situation prior to the agency's review for accreditation.

### Maintaining the Status

The initial undertaking to attain the status of accreditation is labor-intensive and time-consuming. The Accreditation Manager will compile required proofs of compliance, conduct interviews with their own agency personnel, and build each individual electronic file folder. Once the initial process is complete and the agency attains accredited status, the role of the Accreditation Manager becomes much less labor-intensive and time-consuming. It is to the benefit of the agency, CLEO, employees, government entities and the program to maintain accredited status.

The maintenance of standard files is an ongoing endeavor. The agency Accreditation Manager should review each file on a regular basis, and constantly be on the watch for proofs of compliance that can be used for the reaccreditation process. The agency should always have a designated Accreditation Manager to ensure that all new written directives and practices adopted by the agency are compliant with applicable standards. This in turn provides for a successful reaccreditation process.

After receiving notification that you have successfully completed initial accreditation or reaccreditation you should archive a copy of all your files. Using a "copy" of the files you can begin incorporating more recent proofs into your files. The new year proofs should replace the oldest year proofs, always having 4-years' worth of proofs in the file.

The timely payment of annual fees and submission of the [Annual Report of Compliance](#) is required to sustain accredited status. Because the [Annual Report of Compliance](#) is instrumental in keeping the KLEAP Manager and the Kansas Accreditation Council up-to-date on the status of accredited agency's compliance with program standards, it is imperative that they are submitted on time each year. The [Annual Report of Compliance](#) should be submitted, on the anniversary start date of the agency's original accreditation status, on years 1, 2, and 3 of the reaccrediting timelines. A report on the fourth year is not needed as the agency will experience another on-site assessment.

Equally as important is that the information provided in the [Annual Report of Compliance](#) portrays the agency's experience with regard to complying with accreditation program standards. An accredited agency will rarely be penalized for disclosing areas of non-compliance, provided they can demonstrate a good faith effort to implement a corrective action plan that will bring the agency back into compliance. Early







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identification and reporting of problems will allow both the agency Accreditation Manager and the KLEAP Manager to address and resolve them. On the contrary, failure to report problems with compliance may mean a difficult reaccreditation process or the potential for being denied reaccreditation.





## Chapter 8 - Assessors

### General

#### Role

On-site assessors are law enforcement professionals who are familiar with the accreditation process and standards. They are fully qualified to review file folders, observe the operations of the candidate agency, and conduct interviews to determine whether compliance exists. Assessors are expected to conduct at least one on-site assessment every 18-months if requested.

#### Training

Assessors must have attended the Kansas Law Enforcement Training Centers Accreditation Assessor Training class prior to conducting their first on-site assessment. Assessors will ideally be employees of an accredited agency or served as an Accreditation Manager.

Re-certification training may be required for assessors.

#### Equipment

Assessors are responsible for providing their own laptop computer.

### Assessor Titles

#### Apprentice Assessor

A law enforcement professional who is training to be an assessor. An apprentice assessor is assigned to an assessor to observe and shadow during interviews, observations, and file reviews. An apprentice assessor is encouraged to participate in the discussions but does not have decision-making authority. The assessor signed to mentor the apprentice 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.

#### Assessor

A law enforcement professional who is experienced in accreditation. They work with the lead assessor to perform all requirements of an assessment. They may be assigned as a mentor to an apprentice assessor.

#### Lead Assessor

A Lead Assessor must have previous accreditation experience in one or more of the following areas:

1. Served as an assessor on two or more on-site assessments;





2. Has previous Accreditation Manager experience of four (4) or more years;
3. Has a comprehensive understanding of the law enforcement accreditation process and has previously served as a mock assessor.

The lead assessor is selected by the Program Manager to be the “manager” of the on-site assessment team. The lead assessor is selected within a time frame that will allow them to coordinate the many aspects of the on-site assessment including pre- and post-activities.

## **Assessor On-Site Team Selection**

The KLEAP Manager is responsible for selecting the on-site assessment team Lead Assessor. The KLEAP Manager will coordinate with the Lead Assessor to construct the team including any apprentice assessors. Apprentice assessors may be assigned only with the permission of the CLEO of the candidate agency.

## **Pre-On-Site Responsibilities - Lead Assessor**

### Lead Assessor

(30-day lead time preferred)

1. Review and share the Logistics Plan with the assessment team.
2. Review and approve the on-site itinerary with the cooperation of the candidate agency's Accreditation Manager and forward a copy to the assessment team and the KLEAP Manager.
3. Review information received from the KLEAP Manager regarding assessment team members and the candidate agency.
4. In coordination with the KLEAP Manager, make chapter file review assignments to the assessment team.
5. Review assessment protocols with the agency's Accreditation Manager.
6. Identify any standard-related issues.
7. Maintain contact with the KLEAP Manager.

## **On-Site Responsibilities - Lead Assessor**

1. Facilitate and verify the candidate agency's compliance with applicable standards.
2. Confirm KAC granted Waiver(s) from compliance, as well as any non-applicable standards related to the candidate agency.
3. Review and inspect candidate agency facilities and equipment, both on and off-site.
4. Conduct interviews with candidate agency personnel and other citizens or officials as needed to confirm standard compliance.





5. Primary spokesperson at the pre-on-site meeting and exit interview.
6. Liaison with the KLEAP Manager, agency personnel, and assessment team members.
7. Ensures all assessment team members are utilizing current KLEAP materials and guidance.
8. Acts as KLEAP's formal representative to the media or others during the assessment.
9. Establishes a working relationship among team members, agencies, and others.
10. Ensures the assessment team agrees on compliance issues.
11. Manages the assessment's team's schedule and assignments keeping the on-site on schedule.
12. Mentor on-site assessment team members and identify potential lead assessors.
13. As the most knowledgeable team member, the Lead Assessor is responsible to render decisions on issues brought forward. As needed, the Lead Assessor should consult with a Senior Assessor Consultant or the KLEAP Manager to resolve compliance issues.
14. Ensure completion of all assessor's notes on the designated Assessor On-Site Assessment Report.

## **Post-On-Site Responsibilities - Lead Assessor**

The Lead Assessor completes the Lead Assessor On-Site Assessment Report incorporating all applicable notes from the assessment team reports and submits all reports to the KLEAP Manager within 15 business days of the on-site assessment visit. The KLEAP Manager will incorporate the information into the Final Assessment Report which is presented to the KAC for determination of the candidate agency's accreditation status.

The Lead Assessor will ensure all assessment team members complete an [Assessors Critique of the On-Site Process](#) that addresses concerns or issues with standards, forms, the assessment process, etc. The completed critiques will be sent to the KLEAP Manager within 10 days after the on-site visit is completed.

## **Ethics and Confidentiality**

### Minimize Conflicts

Prior to assessors being assigned to conduct an on-site assessment, the KLEAP Manager takes several actions to minimize the chances that a conflict of interest will arise.

1. Assessors will not receive an assignment to an agency within their hometown or county unless there are no other qualified assessors available.
2. Assessors must identify any potential conflict with the candidate agency or other members of the assessment team.
3. Assessors are not assigned to the same agency for successive assessments.





4. Assessors are not assigned to assess an agency of a former assessment team member within five years.

Assessors must be alert to any conflict of interest or ethical situation that might influence a fair, impartial assessment of the agency. Assessors must notify the KLEAP Manager as soon as possible of any perceived issues.

All assessors are required to complete and are bound by a Conflicts of Interest Declaration & Confidentiality Agreement form that is retained on file with the KLEAP Manager. All information obtained during the assessment, whether or not included in the Assessment Report, must be held in confidence and discussed only with the other assessment team members, KLEAP staff, or KAC members.

Assessor will follow the KLEAP Program Manual – Chapter 03 – Code of Ethics which governs relationships, professional conduct, and practices for assessors and candidate agencies.

### **Complaints Against Assessors**

Complaints against Assessors that arise during an on-site assessment should be documented by the candidate agency on the Agency Critique form.





## Chapter 9 – Extension Requests

### General

Extensions may be granted in ninety (90) day increments for a maximum of one-hundred eighty (180) days. The [Assessment Extension Request](#) form must be received by the KLEAP Manager before the end of the current accredited period and submitted at least sixty (60) days prior to the agency's assessment date for processing. The request must include the specific reason for the extension request. Agencies that request extensions are encouraged to request in ninety (90) day increments only and not the full one-hundred eighty (180) days on a single application. If the extension request is granted, the candidate agency must remain current on payment of fees.

### Start Date

Regardless of the agency's actual assessment date and KAC review, its start date remains the same. Report submission and future assessments are scheduled based on the agency's start date.

Your start date will never change unless your agency withdrawals and then re-enters the program.

#### Example 1

	<b>DATES:</b>	<b>ACTIVITY:</b>
	09-09-2022	Agency accepted into the KLEAP Program.
1-month window prior to	09-09-2024	Initial On-site assessment
	09-09-2025	1 <sup>st</sup> Annual Report is due, data includes 09-2024 thru 09-2025
	09-09-2026	2 <sup>nd</sup> Annual Report is due, data includes 09-2025 thru 09-2026
	09-09-2027	3 <sup>rd</sup> Annual Report is due, data includes 09-2026 thru 09-2027
1-month Window prior to	09-09-2028	1 <sup>st</sup> reaccreditation on-site assessment

#### Example 2

	<b>DATES:</b>	<b>ACTIVITY:</b>
	09-09-2022	Agency accepted into the KLEAP Program.
	06-30-2024	Agency requests and is granted a 90-day extension
1-month window prior to	01-09-2025	Initial On-site assessment
	09-09-2025	1 <sup>st</sup> Annual Report is due, data includes 09-2024 thru 09-2025
	09-09-2026	2 <sup>nd</sup> Annual Report is due, data includes 09-2025 thru 09-2026
	09-09-2027	3 <sup>rd</sup> Annual Report is due, data includes 09-2026 thru 09-2027
1-month Window prior to	09-09-2028	1 <sup>st</sup> reaccreditation on-site assessment





## Failure to Meet Deadlines

Agencies that do not submit to the on-site assessment within the extension period may be placed in the category of Accreditation-Lapsed status by the Kansas Accreditation Council.

## Re-Entry Process

Once it becomes apparent to the agency that a successful reaccreditation will not be possible, whether prior to or during the reaccreditation assessment, the Accreditation Manager or CLEO should contact the KLEAP Manager as soon as possible. An agency has these options at this point:

1. Continue with the assessment as scheduled; or
2. Voluntarily withdraws from the process.

If the agency chooses to voluntarily withdraw, the agency will forfeit all accreditation history and will become an agency in self-assessment. The agency must submit another [Agency Participation Agreement](#) form, pay their fee and their 24-month self-assessment process begins again.

## Agency Status Decisions

Agencies may at any time voluntarily modify their accreditation status to the following categories:

- **Accreditation-Lapsed:** The agency decides to allow its accreditation award period to expire. The KAC regards the agency as no longer accredited. The agency is required to remove from view any indication of KLEAP accredited status.
- **Accreditation Withdrawn:** The agency decides to discontinue its participation in the accreditation program. In such a case, the agency is required to remove from view any indications of KLEAP accredited status.

All fees paid by the agency will be forfeited.





## Chapter 10 – Revocation of Accredited Status

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One of the major objectives is to ensure that agencies maintain their accredited status while protecting the integrity of the program. To help make sure this objective is met, the Kansas Accreditation Council (KAC) will render reasonable, equitable, and unbiased interpretations of program standards and rules. The KAC reserves the right to vote on the revocation of accredited status of any agency “for cause” which includes:

1. The agency fails to fulfill conditions of the [Agency Participation Agreement](#);
2. The agency repeatedly fails to submit annual fees and/or reports as required by the KLEAP;
3. Proof exists that an agency obtained accredited status fraudulently;
4. Proof exists that the agency deliberately violated a directive that is required by a standard; or
5. Any other deliberate non-compliance with program standards.

If an agency is under consideration for status revocation, they will be notified in writing of the reason for the pending action. Agencies whose accredited status is revoked will receive written notification. Such agencies may be eligible to apply as a new candidate agency after twelve months following the revocation date.







## Chapter 11 – Complaints Against Accredited Agencies

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Periodically, complaints from citizens or employees of an accredited agency may be received. Only written complaints that are signed and dated by the complainant will be accepted. Complaints should be filed with the KLEAP Manager, who will notify the KAC Chair immediately. Complaints will be forwarded to the CLEO of the applicable agency.





## Chapter 12 – Dispute & Interpretation Resolution

### General

It is important to remember the process of accreditation is designed to promote continuous improvement of the agency, mitigate risk, and ensure best practices are applied. Generally, the KLEAP Manager has significant experience working with the broader application of standards and clearly understands the intent of each standard.

Furthermore, agencies will find the KLEAP Manager and assessors to be professional and helpful while conducting themselves with a level of detachment appropriate for their designated role in making objective judgments about the agency. Their goal is to provide a thorough unbiased assessment.

Good listening skills, flexibility, and the ability of the Accreditation Manager to make agreed-upon changes expeditiously can set a positive tone on behalf of the entire agency.

### Dispute and Interpretation Resolution

Occasionally, a circumstance may arise where an agency disagrees with an assessment-related finding. Dispute resolution is a method designed to communicate clearly to resolve conflicts within the Kansas Law Enforcement Accreditation Program (KLEAP). The Kansas Accreditation Council (KAC) strongly encourages those with complaints or concerns regarding any program issue to obtain resolution through this process.

### During Remote File Review or On-Site Assessments

If the conflict is realized during an on-site assessment, early resolution is imperative, the following is recommended:

1. Step 1: Lead Assessor and Accreditation Manager work together to resolve the conflict.
2. Step 2: Lead Assessor and the CLEO work together to resolve the conflict.
3. Step 3: Lead Assessor and CLEO jointly contact one of the Senior Assessor Consultant.
4. Step 4: Lead Assessor, CLEO, and Senior Assessor Consultant contact the KLEAP Manager.

If the following steps do not resolve the issue, the CLEO can request to address the KAC during their review of the agency's assessment report either in person or remotely. Arrangements for appearance will be made by the KLEAP Manager.





## Chapter 13 – State Accreditation Program Manager

The Program Manager is a subordinate to the KLETC Executive Director and is responsible to ensure the efficient day-to-day operation, growth, and success of the Kansas Law Enforcement Accreditation Program. One key component of this position is to ensure that logistics for initial reviews and re-accreditation reviews are timely.

### Pre-On-Site Responsibilities

(45-day lead time preferred)

1. Confirm with the candidate agency that apprentice assessor(s) are approved and can be accommodated.
2. Provide the candidate agency Accreditation Manager and CLEO with the names of their assessment team members
3. Allow the CLEO an opportunity to challenge any of the assessment team members.
4. Send the Accreditation Manager and Lead Assessor a list of files selected for remote file review.
5. Confirm the candidate agency has paid all required fees.
6. Confirm the candidate agency has reviewed the Code of Ethics.
7. Review candidate agency website and social media platforms.
8. Review candidate agency's annual report, if provided.
9. Review candidate agency's previous on-site assessment, if applicable.
10. Ensure that the Lead Assessor has current standards, forms, and documents necessary to conduct the on-site assessment.
11. Communicate with the candidate agency Accreditation Manager and Lead Assessor 2 – 5 days prior to the site visit to ensure that everyone is up-to-date and that logistics and schedules are coordinated.

### General Administrative Duties

1. Ensure all KLEAP Manuals, documents, forms, and processes are updated and available to candidate agencies, assessors, and Board Members.
2. Manage the KLEAP web page to ensure it is updated and accurate.
3. Manage KLEAP dashboard of accredited agencies and their current status.
4. Maintain a list of qualified Lead Assessors, Assessors, and Apprentice Assessors.





5. Ensure all KLEAP Annual Reports of Compliance are submitted.
6. Handling all invoicing of agencies and payments to Assessors.

## **Training**

1. Develop training curriculum and teach classes for Accreditation Managers.
2. Develop training curriculum and teach Assessor Training.
3. Schedule program training classes as needed.

## **Ambassador**

1. Maintain contact with all candidate agencies.
2. Conduct KLEAP presentations to the agency requesting information.
3. Visits candidate agencies as needed to assist Accreditation Managers.
4. Attend K-PAC quarterly meetings to conduct training, provide program updates, and answer questions.

## **Kansas Accreditation Council Duties**

1. Develop and provide an agenda for all meetings.
2. Record minutes for all meetings.
3. Coordinate with the Chair to schedule meetings.
4. Prepare presentations and documents for the KAC.
5. Coordinate CLEO presences at KAC meetings for agency review.





## Chapter 14 – Kansas Accreditation Council

### General

In accordance with established by Bylaws, The Kansas Accreditation Council (KAC) will be directed by seven (7) voting members designated as Board Members. The KAC shall be the policy-making body to establish, approve, and oversee the Kansas Law Enforcement Accreditation Program (KLEAP). Additional information about the Kansas Accreditation Council can be found on the [KLEAP Website](#).

### Purpose

The Kansas Accreditation Council's overall purpose is to improve the delivery of law enforcement services, primarily through a state law enforcement accreditation program, organized and maintained in the public interest. The KAC's specific purposes include, but are not limited to:

1. Outreach Responsibilities/Activities;
2. Accreditation Process Implementation and Oversight;
3. Standard Review and Interpretations;
4. Agency Reviews;
5. Council Meetings;

### Meetings

The Kansas Accreditation Council shall meet at least quarterly on such dates and places as may be designated by the Chair. The annual meeting shall be the last scheduled quarterly meeting of the year. Such meetings may be conducted remotely if so directed by the Chair.

### Delinquent Annual Compliance Reports - Sanctions

Graduated sanctions are in place depending on how late an Annual Compliance Report (ACR) is submitted. Sanctions grow more severe the more delinquent the ACR is.

<i>Delinquency</i>	<i>Sanction</i>
<i>Received 2 weeks delinquent</i>	<ul style="list-style-type: none"><li>• KAC notified.</li><li>• A note will be placed in the Agency's program file maintained by the KLEAP Manager.</li></ul>





## PROGRAM MANUAL

*Received 4 weeks delinquent*

- KAC notified.
- A letter will be sent to the CLEO acknowledging the delinquency.
- A copy of the letter will be placed in the Agency's program file maintained by the KLEAP Manager.

*Received one full quarter delinquent*

- KAC notified.
- A letter will be sent to the CLEO informing of the delinquency and warning of the potential consequences.
- A copy of the letter will be placed in the Agency's program file maintained by the KLEAP Manager.

*Received two full quarters delinquent*

- KAC notified.
- KAC may vote to rescind the Accreditation status from the delinquent Agency.
- Agency will be informed of the KAC's decision.

### KAC Review and Decision

The KAC conducts hearings regarding the agency's compliance with applicable standards. Designated agency representatives may be invited to the review, if necessary. If an agency's presence is requested and they are unable to participate, the KLEAP Manager should be notified immediately. The KAC votes on one of the following designations:

#### Accredited

The candidate agency is in full compliance with all applicable mandatory and other-than-mandatory standards.

#### Deferred Accreditation with Stipulations

The candidate agency has not achieved the required compliance with applicable standards. This may result from circumstances beyond the agency's control. The KAC's decision shall be based on the totality of relevant circumstances.

The KAC may impose stipulations to include, but are not limited to those specified below:

1. The agency can be required to develop a new plan for monitoring internal compliance with applicable program standards. The council may further require that this plan be submitted to the council for review and approval.





## PROGRAM MANUAL

2. The agency can be required to submit periodic reports in addition to the Annual Report requirement.
3. The agency can be required to periodically submit documentation to demonstrate continued compliance with selected program standards. This documentation shall be submitted to the KLEAP Manager for review.
4. The agency can be required to correct the deficiencies and schedule another on-site review of their agency. KAC can request one of the following to conduct the follow-up on-site review, the Lead Assessor who conducted the initial review, the KLEAP Manager, or another experienced Assessor.
  - It should be noted for the agency that any expenses incurred to complete a follow-up on-site review will be at the expense of the agency.

If the KAC votes to defer accreditation until certain conditions have been met, the KAC will provide the agency with written notice specifying the action that needs to be taken, the method that the KAC will use to verify that all appropriate action has been taken, and a timeframe in which the candidate agency must demonstrate full compliance.

### Accreditation Lapsed

The candidate agency has not achieved the required compliance with applicable standards. The KAC regards the agency as no longer accredited. The agency is required to remove from view any indications of state-accredited status.

### Accreditation Denied

The candidate agency failed to demonstrate substantial compliance with applicable standards and/or there is compelling evidence of noncompliance. If the KAC votes to deny accreditation status because of significant and repeated failures to comply with applicable standards, the candidate agency will not be assessed again until a specified period of time, established by the KAC, has elapsed. The length of this period shall be set by the KAC at the time of the denial, but will in no case exceed 4 years. If the agency chooses to reapply when it becomes eligible to do so, the assessment shall include a review of the agency's plan to ensure that the compliance problems encountered in the past will not be repeated.

### Accreditation Withdrawn

Apart from the aforementioned KAC action/disposition designations, a candidate agency may decide to discontinue its participation in the KLEAP. If so requested, KAC will designate the agency as "withdrawn." In such a case, the agency must remove from view any indications of accredited status.







## Chapter 15 – Fee Schedule

### Annual Fees

1. Annual fees are based on agency size, as indicated by the chart below.

Sworn Officers Authorized	Annual Fee
A [1 - 10]	\$300.00
B [11 - 25]	\$400.00
C [26 - 100]	\$500.00
D [101 – 300]	\$600.00
E [301 +]	\$700.00
CALEA Agency	\$250.00

2. Your annual fees include the cost of a regularly scheduled on-site assessment.
3. Annual fees are due on the anniversary of the candidate agency's start date. The KLEAP Manager will email annual invoices 60-days prior to the candidate agency's start date.
4. Agencies that withdraw during the accreditation process will not receive a refund of program fees paid.
5. Mock assessments are scheduled, conducted, and paid for by the candidate agency. They are NOT included in the annual fees.
6. To apply for funding assistance with the annual fee contact the KLEAP Manager.
7. Fees are subject to change.





## Chapter 16 – Logos & Symbols

Official logos and symbols of the KLEAP are for the use of the program and the candidate agencies that are officially accredited. Any other use of those official logos and symbols is prohibited without the written permission of the KLEAP.

If an agency allows its accredited status to expire, voluntarily withdraws from the program, or if the accredited status is revoked, the agency is prohibited from using, displaying, or referencing in any manner the official KLEAP logo in any manner. This includes any written reference to the agency being State Accredited, display of logos on website, letterheads, or other media.

Failure to comply promptly with this policy may prohibit the agency from further consideration for accreditation under the KLEAP.





## Chapter 17 – Data Retention for KLEAP Program Records

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The objectives of this data retention directive are to maintain the important information for future use or reference, historical significance, organize information so it can be searched and accessed later, and to dispose of information that is no longer necessary. Data will be retained in an electronic format.

### **Indefinite**

1. KAC meeting minutes, agendas, and official attachments.
2. All on-site assessment reports.
3. Payments and invoices.
4. Related correspondence/electronic mail, etc. shall be retained indefinitely.
5. Program Manuals.

### **Ten (10) Year**

Accreditation Program documents include but are not limited to:

1. Outdated form templates;
2. Outdated worksheets;

### **Three (3) Year**

Administrative and general office correspondence that does not apply to a higher retention category and other similar documents shall be retained for at least three (3) years.

### **Email**

To decrease the risk of electronic security vulnerability, emails should be retained only for the reasonable amount of time deemed appropriate by the receiver/sender. However, emails are considered written correspondence and therefore must be retained longer if it applies to a higher retention category.





## Chapter 18 – Kansas Accreditation Coalition (KSAC)

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Candidate agencies are encouraged to join and actively participate in the Kansas Accreditation Coalition (KSAC). The members of KSAC are dedicated to assisting all agencies in achieving and maintaining accreditation status. KSAC's primary functions include providing a network for member agencies in a way that will encourage communication, cooperation, support, and the sharing of valuable resources.

The Kansas Accreditation Coalition generally meets on a quarterly bases and the KLEAP Manager attends to provide program updates, training, and answer questions.

The KLEAP Manager provides contact information to the KSAC for new agencies that enroll in the KLEAP.

Mock assessments are a crucial and integral part of the accreditation process and membership in KSAC will provide a great resource to your agency in soliciting qualified mock assessors.





## Chapter 19 – Standards and Procedure Reviews

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The KLEAP Manager, Board Members, Accreditation Managers, Chief Law Enforcement Officers, and Assessors sometimes discover minor discrepancies in the text of standards. In addition, new or updated best practices, court decisions, and legislative changes may require revision of standards. Any person or agency may request a standard review by completing the [Standard Revision Request](#) form. Except for minor punctuation or grammatical changes that do not change the scope or meaning of the standard, the following process shall be used for revisions, additions, or deletions.

1. The KAC will be charged with reviewing one or multiple standards or other program documents or forms.
2. The KAC will discuss and vote on proposed changes.
3. Updated Manuals and/or forms will be posted on the Website.

**For changes related to KLEAP standards, please refer to the Standards Manual – Addendum H – Transition Policy.**





## Chapter 20 – KLEAP Manuals and Forms

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All manuals, forms, and resource documents are available on the KLEAP [Website](#). Instructions for completing and submitting forms is included on the individual form.

### Manuals

The [Program Manual](#) is a comprehensive guide to help agencies successfully navigate the KLEAP process and is available via the KLEAP Website.

The [Standards Manual](#) is a compilation of all KLEAP Standards and applicable addendums and is available via the KLEAP Website.

The [Assessor Manual](#) is a resource guide developed specifically for KLEAP Assessors and is available via the KLEAP Website. A password is required to access the manual, which is provided to Assessors after successfully completing their training.





## Chapter 21 - Training

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### **Accreditation Manager Training**

KLEAP offers a one-day Accreditation Manager training course specifically designed for new Accreditation Managers, individuals assigned to assist in the accreditation process, or as a refresher for existing staff. The training is provided at no cost to candidate agency employees and there is no limit on the number of people you may send.

Upcoming training classes will be posted on the [KLEAP Website](#)

### **Assessor Training**

KLEAP offers a two-day mandatory Assessor Training Course that employs a harmonized approach to accreditation requirements and assessor practices. There is no cost for the training. KLEAP may also deliver refresher training through other methods such as teleconferences, webinars, small group sessions, self-study, and one-on-one interactions with assessors as needed.

Upcoming training classes will be posted on the [KLEAP Website](#)

