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Gary Steed, Executive Director

Commission on Peace Officers'
Standards & Training
www.kscpost.org

Sam Brownback, Governor

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Dear Agency Head or Appointing Authority,

A trend among law enforcement agencies has come to the attention of KSCPOST regarding the completion of the Demographic and Employment Information form (CR301) and the Verification of Eligibility and Oath of Honor form (CR302). We have found that many agencies have been allowing applicants to sign the Oath of Honor after the date of employment as a law enforcement officer provided on the Demographic form. KAR 106-3-6 states:

As a condition to certification as an officer, each applicant shall swear or affirm the following: "On my honor, I will never betray my badge, my integrity, my character, or the public trust. I will always have the courage to hold myself and others accountable for our actions. I will always uphold the constitution of the United States and of the state of Kansas, my community, and the agency I serve."

Also, we have noticed that agencies have been verifying that applicants meet the minimum requirements to be a law enforcement officer after the date of employment provided on the Demographic form, as well. KSA 74-5605(b) states:

Prior to admission to a course conducted at the training center or at a certified state or local law enforcement agency, the applicant's appointing authority or agency head shall furnish to the director of police training and to the commission certifying that the applicant has been found to meet the minimum requirements of certification...The commission may rely upon the statement of the appointing authority or agency head as evidence that the applicant meets the minimum requirements for certification to issue a provisional certification.

In summary, the agency head or appointing authority must verify that the applicant meets the minimum requirements, and the applicant must sign the Oath of Honor in order to be provisionally certified. These requirements must be met on or before the date of the officer's employment.

To make things easier for agencies as well as to streamline this process, KSCPOST has developed an updated Demographic and Employment Information form – provided in this mailing. You will notice that some boxes have been moved and some have been consolidated. Box 5 (on page 2), now includes the applicant's employment information as well as the Oath of Honor and agency verification that the applicant meets the minimum requirements to be a law enforcement officer set forth in KSA 74-5605. It is our hope that this form will cut down on confusion and ease the flow of paper work for individual agencies.

If you have any questions regarding this form or its completion, please call (316) 832-9906.

Sincerely,

Gary E Steed
Executive Director