

# Kansas Commission on Peace Officers' Standards and Training (KS-CPOST)

## Individual Request Form

(To Request Information on File in the Central Registry)

Pursuant to KSA 74-5611a this form must be completed by any person when requesting information from the Central Registry.

### Information Requested

Box 1

Pursuant to KSA 74-5611a, I hereby request that the information on file for the individual identified in Box 3 of this form be provided to me.

- In-service training history       Letter of Good standing       Copy of Commission Certificate
- Copies of all employment forms contained in the officer's Central Registry file, including copies of all Demographic, Status Change, and Terminated Officer Statements.
- Copies of all employment forms submitted by the most recent employing agency
- Printout of the computer record summarizing the officer's employment history as maintained in the Central Registry

### Reason for Release

Box 2

- Employment background check       Personal Records
- Other \_\_\_\_\_

### Officer Information

Box 3

File Number / Certification No. \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

### Address to send records

Box 4

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

### Certification

Box 5

By signing below, I certify that I am authorized to request these records.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Mail Completed Copy To:  
Central Registry Manager  
KSCPOST  
1999 N Amidon Ste 350  
Wichita KS 67203

Or fax:  
(316) 832-9679

**"Defenders of  
Integrity and Truth"**

(a) The director shall establish and maintain a central registry of all Kansas police officers or law enforcement officers. The purpose of the registry is to be a resource for all agencies who appoint or elect police or law enforcement officers to use when reviewing employment applications of such officers. The registry shall be made available only to those agencies who appoint or elect police or law enforcement officers.

(b) The director shall provide forms for registration and shall refuse any registration not submitted on such form in full detail.

(c) Within 30 days of appointment, election or termination, every city, county and state agency, every school district and every community college shall submit the name of any person appointed or elected to or terminated from the position of police officer or law enforcement officer within its jurisdiction.

(d) Upon termination, the agency head shall include a report explaining the circumstances under which the officer resigned or was terminated. Such termination report shall be available to the terminated officer and any law enforcement agency to which the terminated officer later applies for a position as a police officer or law enforcement officer. The terminated officer may submit a written statement in response to the termination and any such statement shall be included in the registry file concerning such officer. The director shall adopt a format for the termination report.

(e) The agency, agency head and any other officer or employee of the agency shall be absolutely immune from civil liability: (1) For the report made in accordance with subsection (d); and (2) when responding in writing to a written request concerning a current or former officer from a prospective law enforcement agency of that officer for the report made in accordance with subsection (d) and for the disclosure of such report.



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