

KANSAS COMMISSION ON PEACE OFFICERS' STANDARDS & TRAINING

Policy: 301 Demographic and Employment Information

Issue/Rev: 12/14/2018

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Issuing Authority: Gary E. Steed

I. Purpose: This policy will outline the procedures for entering and maintaining Demographic and Employment Information forms.

II. Policy Statement: Upon receipt of a Demographic and Employment Information form, authorized personnel with the Kansas Commission on Peace Officers' Standards and Training will add the appropriate information to the Central Registry.

III. Scope:

IV. Definitions:

- A. KSCPOST** –The office of the Kansas Commission on Peace Officers' Standards and Training.
- B. Peace Officer** - Kansas police or law enforcement officers.
- C. KLETC** – The Kansas Law Enforcement Training Center

V. Procedures

- A.** In accordance to K.S.A. 74-5611a(c), KSCPOST will receive the Demographic and Employment Information form upon employment of a new peace officer with a Kansas law enforcement agency.
- B.** KSCPOST personnel may time stamp any form upon receipt.
- C.** KSCPOST personnel will review the Demographic and Employment Information form for accuracy and completeness.
- D.** If the Demographic and Employment Information form is incomplete or inaccurate, KSCPOST personnel may return the form for correction.
- E.** KSCPOST personnel may call the law enforcement agency with any questions regarding the information provided on the Demographic and Employment Information form.
- F.** KSCPOST personnel will search for a match in the National Decertification Index (NDI).
- G.** If a NDI match is found, KSCPOST personnel may notify the hiring law enforcement agency and request that agency follow up on the match.

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- H.** Once the Demographic form is verified as complete, KSCPOST personnel will enter the information provided on the Demographic and Employment Information form into the Online Central Registry.
- I.** If the applicant on the form requires provisional certification, KSCPOST personnel will print a provisional letter. This letter will be sent to the law enforcement agency and officer as a notice of provisional certification. The provisional certification will be active beginning on the employment date provided on the Demographic form.
- J.** KSCPOST personnel will notify the KLETC Basic Training Registrar of any peace officer that needs to be scheduled for a basic training program.
- K.** After the form is entered into the Online Central Registry, the form will be included in the officers Central Registry file.

VI. References and related policies/forms:

- A. Demographic and Employment Information form (CR301)**
- B. The Kansas Law Enforcement Training Act**