

KANSAS COMMISSION ON PEACE OFFICERS' STANDARDS & TRAINING

Policy: 360 Procedure to Request Access to the Online Central Registry Database

Issue/Rev: 9-17-2018

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Issuing Authority: Gary E. Steed

I. Purpose: This policy defines the procedure for requesting access to the Online Central Registry Database to ensure that access is only granted to authorized personnel.

II. Policy Statement: Personnel employed with law enforcement agencies may request access to the Online Central Registry. Officers may request access to their own training history. All other roles must be authorized by the agency head.

III. Scope: Any personnel requesting access to the Online Central Registry

IV. Definitions:

A. Agency Head – The appointing authority of a law enforcement agency. This would include but is not limited to a Police Chief, Sheriff, or Executive Director.

B. Law enforcement personnel – Personnel employed at an active law enforcement agency registered with the Kansas Commission on Peace Officers' Standards and Training.

C. Peace officer – Kansas police or law enforcement officers.

D. KSCPOST – The office of the Kansas Commission on Peace Officers' Standards and Training.

E. KLETC – The Kansas Law Enforcement Training Center

V. Procedures:

A. Peace Officer Role – Peace officers who are employed with an agency may request access to his or her online record provided by the Online Central Registry. To request access, they must send a written statement to KSCPOST. This statement may be received by fax, mail, or email. The statement should include the officer's name, place of current law enforcement employment, and email address. After such documentation is received, KSCPOST may enter the user into the database. Any personnel changes regarding database access should be submitted to KSCPOST on the Data Entry Status Change form by the agency head.

B. Agency Role – Law enforcement agencies may designate personnel to enter training records into the Online Central Registry. To be granted access, personnel must take the Online Data Entry course provided through KLETC's

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Blackboard continuing education program. After completion of the course, the Request for Online Access form must be submitted to KSCPOST with the agency head's signature along with that employee's certificate of completion of the course. After such documentation is received, KSCPOST may enter the user into the database. Any personnel changes regarding database access should be submitted to KSCPOST on the Data Entry Status Change form by the agency head.

- C. KSCPOST Admin Role** – The Executive Director of KSCPOST may authorize any employee of KSCPOST to have administrative privileges to the Online Central Registry. Such employee should have adequate training on data entry. At the discretion of the Executive Director, the Central Registry Manager will train the authorized personnel.
- D. KSCPOST Employee Role** - The Executive Director of KSCPOST may authorize any employee of KSCPOST to have data entry privileges to the Online Central Registry. Such employee should have adequate training on data entry. At the discretion of the Executive Director, the Central Registry Manager will train the authorized personnel.
- E. Investigator Role** - The Executive Director of KSCPOST may authorize any employee of KSCPOST or KLETC to have read-only privileges to the Online Central Registry.
- F. Agency Only Reports Role** – An agency head may authorize an employee of the law enforcement agency to have read-only access to reports in the Online Central Registry Database. This access should be requested by sending a brief statement to KSCPOST on that agency's letter head. The statement must be signed by the agency head. The statement may be mailed, faxed, or emailed. After such documentation is received, KSCPOST may enter the user into the database. Any personnel changes regarding database access should be submitted to KSCPOST on the Data Entry Status Change form by the agency head.

VI. References and related policies/forms:

- A. Request for Online Access form** – This form is available only through the Online Data Entry training provided by KLETC's Blackboard training program. This is to limit the form to people who have registered to take the Online Data Entry program.

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- B. Data Entry Status Change Form (CR307)** – The agency head is to submit this form to remove an employee's access to the Online Central Registry Database when an employee separates from employment or changes responsibilities that do not require access to the Online Central Registry Database.