

# KANSAS COMMISSION ON PEACE OFFICERS' STANDARDS & TRAINING

## Policy: 304 Notice of Termination or Status Change form

Issue/Rev: 8/21/2019

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Issuing Authority: Gary Steed

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**I. Purpose:** This policy will outline the procedures for entering and maintaining Notice of Termination or Status Change forms.

**II. Policy Statement:** Upon receipt of a Notice of Termination or Status Change 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
- D. Employment change** – Changes in law enforcement employment including:
  - a. Change in employment status** – From full-time to part-time employment or vise-versa.
  - b. Termination or separation from employment** – Separation from law enforcement employment. This also includes any leave from employment.
  - c. Change of Name**
  - d. Change in Rank or Title**
  - e. Return from Medical, Military, or Other Leave**
  - f. Any other change that may be specified by the law enforcement agency**

**V. Procedures**

- A.** In accordance to K.S.A. 74-5611a(d), law enforcement agencies will submit the Notice of Termination or Status Change form to KSCPOST upon an employment change of a peace officer with their agency within 30 days.
- B.** KSCPOST personnel may time stamp any form upon receipt.
- C.** KSCPOST personnel will review the Notice of Termination or Status Change form for accuracy and completeness.

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- D.** If the Notice of Termination or Status Change form is incomplete, 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 Notice of Termination or Status Change form.
- F.** Once the form is verified as complete, KSCPOST personnel will enter the information provided on the Notice of Termination or Status Change form into the Online Central Registry.
- G.** If the officer has not been full-time or part-time certified as a law enforcement officer before separation, KSCPOST personnel will notify the KLETC Basic Training Registrar of the separation.
- H.** The KSCPOST Executive Director may revoke a provisional certification in accordance with KSA 74-5607a(c)(1).
- I.** 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. Notice of Termination or Status Change (CR304)**
- B. The Kansas Law Enforcement Training Act**