

KANSAS COMMISSION ON PEACE OFFICERS' STANDARDS & TRAINING

Policy: 304(a) Officer Status Change form

Issue/Rev: 4/28/2022

Page 1 of 2

Issuing Authority: Executive Director Doug Schroeder

I. Purpose: This policy will outline the procedures for entering and maintaining Officer Status Change forms.

II. Policy Statement: Upon receipt of a Officer Status Change form, authorized personnel with the Kansas Commission on Peace Officers' Standards and Training will add the appropriate information to the Central Registry. In part, this form replaces the Notice of Termination or Status Change form.

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 status including:
 - a. Change in employment status** – From full-time to part-time employment or vise-versa.
 - b. Change of Name**
 - c. Change in Rank or Title**
 - d. Return from Medical, Military, or Other Leave**
 - e. 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 Officer 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 Officer Status Change form for accuracy and completeness.
- D.** If the Officer Status Change form is incomplete, KSCPOST personnel may return the form for correction.

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Page 2 of 2

- E.** KSCPOST personnel may call the law enforcement agency with any questions regarding the information provided on the Officer Status Change form.
- F.** Once the form is verified as complete, KSCPOST personnel will enter the information provided on the Officer Status Change form into the Online Central Registry.
- G.** 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. Officer Status Change (CR304(a))**
- B. The Kansas Law Enforcement Training Act**