

# KANSAS COMMISSION ON PEACE OFFICERS' STANDARDS & TRAINING

## Policy: 304(b) Termination or Separation 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 Termination or Separation forms.

**II. Policy Statement:** Upon receipt of a Termination or Separation 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 employment including:
  - a. Termination or separation from employment** – Separation from law enforcement employment.
  - b. 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 Termination or Separation 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 Termination or Separation form for accuracy and completeness.
- D.** If the Termination or Separation 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 Termination or Separation form.

# KANSAS COMMISSION ON PEACE OFFICERS' STANDARDS & TRAINING

## **Policy: 304(b) Termination or Separation form**

**Issue/Rev:** 4/28/2022

**Page 2 of 2**

---

- F.** Once the form is verified as complete, KSCPOST personnel will enter the information provided on the Termination or Separation 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. Termination or Separation (CR304(b))**

**B. The Kansas Law Enforcement Training Act**