

# KANSAS COMMISSION ON PEACE OFFICERS' STANDARDS & TRAINING

## Policy: 305 Terminated Officer Statement forms

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Issuing Authority: Gary Steed

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**I. Purpose:** This policy will outline the procedures for maintaining Terminated Officer Statement forms.

**II. Policy Statement:** Upon receipt of the Terminated Officer Statement form, KSCPOST will place the form in the officer's Central Registry file.

**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.

**V. Procedures**

**A.** In accordance to K.S.A. 74-5611a(d), peace officers may submit the Terminated Officer Statement in response to a separation from employment.

**B.** KSCPOST personnel may time stamp any form upon receipt.

**C.** KSCPOST personnel will review the Terminated Officer Statement form for accuracy and completeness.

**D.** If the Terminated Officer Statement form is incomplete, KSCPOST personnel may return the form for correction.

**E.** KSCPOST personnel will place the form in the officer's Central Registry file.

**VI. References and related policies/forms:**

**A. Terminated Officer Statement form (Form CR 305)**

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