

**LAW ENFORCEMENT PROFESSIONAL STANDARDS (LEPS)  
SUBCOMMITTEE/PROGRAM**

**July 1, 2019 - June 30, 2020**

**ANNUAL REPORT**



**State of West Virginia  
Jim Justice, Governor**



**Department of Military Affairs and Public Safety  
Jeff S. Sandy CAMS, CFE, Cabinet Secretary**



**Division of Administrative Services  
Justice and Community Services  
1124 Smith Street, Suite 3100  
Charleston, West Virginia 25301  
Joseph C. Thornton, Deputy Director, Division of Administrative Services  
Jeffrey D. Estep, Operations Manager  
Retired Captain Chuck Sadler, LEPS Program Manager**

## West Virginia Law Enforcement Training

§30-29-3, sub-part (a) (15) of the West Virginia Code stipulates that the Law Enforcement Professional Standards (LEPS) Subcommittee will:

*“Submit, on or before the thirtieth day of September of each year, to the governor, and upon request to individual members of the Legislature, a report on its activities during the previous year and an accounting of funds paid into and disbursed from the special revenue account establish[ed] pursuant to section four of this article.”*

In furtherance of this requirement, the Law Enforcement Professional Standards (LEPS) Program of the West Virginia Division of Administrative Services’ Justice and Community Services (JCS) is submitting the following information concerning the **3,600** plus individuals who are working as sworn law enforcement officers within the State of West Virginia as certified by the Law Enforcement Professional Standards (LEPS) Subcommittee of the Governor’s Committee on Crime, Delinquency and Correction (GCCDC).

During the 2020 Training Year reporting period of July 1, 2019 through June 30, 2020 the LEPS Subcommittee met nine (9) times as per its regular annual schedule for monthly meetings, with no meeting held during the month of November as per its regular schedule and none during March and April 2020 due to the COVID-19 virus. Each meeting was conducted as prescribed by the West Virginia Secretary of State Office guidelines concerning public meetings. Those held since May 2020 have been held in compliance with virus safeguard procedure in place for the members and individuals attending.

Sheriff Steve Stephens, now the West Virginia Sheriffs Association representative on the LEPS Subcommittee, served as the Chair for the LEPS Subcommittee during this period. The eleven positions, as set by statute, which make up the LEPS Subcommittee were filled over the course of the year as vacancies occurred because of changes in leadership at the member organizations through the action of Department of Military Affairs (DMAPS) Secretary Jeff Sandy, CAMS, CFE, except for the position occupied by the West Virginia Human Rights Commission during this reporting period. That position has been vacant since the spring of 2017 with the retirement of their representative who had been a long-time member. That vacancy has now been filled as of the July 2020 meeting. The roster of the members comprising the LEPS Subcommittee is provided under Attachment 2 of this report.

A summary of the actions of the LEPS Subcommittee during this reporting period is provided on the following pages. Questions concerning the LEPS Program should be directed to Retired Captain Chuck Sadler, LEPS Program Manager, at (304) 766-5847 (w), (304) 941-9644 (cell) or [Charles.A.Sadler@wv.gov](mailto:Charles.A.Sadler@wv.gov). Questions concerning the LEPS Subcommittee may be directed to Retired Captain Sadler as well or to Sheriff Stephens, LEPS Subcommittee Chair, at [sstephens@woodcountywv.com](mailto:sstephens@woodcountywv.com) or (304) 424-1834.

General information, to include copies of the minutes and agendas of LEPS Subcommittee meetings, related to the LEPS Program may be found on the website of the West Virginia Division of Justice and Community Services at [www.djcs.wv.gov](http://www.djcs.wv.gov) on the Law Enforcement Professional Standards page of that website at <http://www.djcs.wv.gov/law-enforcement-professional-standards/Pages/default.aspx> or may be requested from Retired Captain Sadler.

**Summary of training activities – FY 2020 Training Year Period**

1. Number of law enforcement officers awarded law enforcement certification by the LEPS Subcommittee: **156**
  - A. City, County, State, College/University, Airport and Natural Resources Police
    1. Completed full Basic Program **152**  
178<sup>th</sup>, 179<sup>th</sup> and 180<sup>th</sup> Basic Classes. 181<sup>st</sup> Basic set to graduate April 2020 delayed to FY21 delayed to FY21 period due to virus.
    2. Completed Equivalent Certification Program **4**  
held during September 2019
  - B. State Police – No graduating class during period, 68<sup>th</sup> Cadet Class will graduate during FY21 period.
2. Number of officers who completed training requirements for recertification as West Virginia law enforcement officers held during September 2019 following a break in serving as an officer in this state of more than twenty-four (24) months. **10**
3. Number of law enforcement certifications suspended, pending completion of required training, by the LEPS Subcommittee **4**
4. Number of stop work orders issued to officers seeking certification as a West Virginia law enforcement officer who had not met or complied with requirements to gain such certification. **5**
5. Number of law enforcement certifications reviewed by the LEPS Subcommittee: **3**
  - A. Certification revoked **2**
  - B. Certification surrender accepted **0**
  - C. Certification left in place **1**
6. Number of requests for training/certification as a private citizen reviewed by the LEPS Subcommittee: **0**

NOTE: While this type of approval process remains in place individuals who would have previously been approved under this process are now directed to wait two years following their resignation from the entry-level training program to be able to be hired once more by a West Virginia law enforcement agency and to be sponsored by the agency to the entry-level training program.

7. Number of equivalent certification reviews, certified officers from other states/federal entities, seeking to gain certification as a West Virginia law enforcement officer through the three (3) week training process: **6**
- A. Approved 4
  - B. Denied 2
8. Number of appeal requests for equivalent certification as a law enforcement officer considered by the LEPS Subcommittee: **0**
- A. Approved 0
  - B. Denied 0
9. Number of appeals from individuals aggrieved by a decision of the LEPS Subcommittee: **0**
- A. Appeal upheld at GCCDC level 0
  - B. Appealed to Circuit Court 0
  - C. Appealed to Supreme Court 0
10. Number of applicants for admission to a basic entry level training program reviewed by the LEPS Subcommittee due to prior arrest. **3**
- A. Reviewed and approved 3
  - B. Reviewed and denied 0
  - C. Review tabled, not employed 0
11. Number of medical related reviews of officer's ability to enter and complete the training to gain certification as an officer: **2**
- A. Stop work order issued until training started 0
  - B. Review tabled, medical release required to attend 2
12. Number of requests for accommodations relating to the physical ability test (PAT) made to the LEPS Subcommittee. **0**
13. Number of requests for accommodations concerning the medical entry standards made to the LEPS Subcommittee. **0**
14. Number of requests for accommodations concerning the physical fitness training or other training standards during academy training made to the LEPS Subcommittee: **0**
- A. Approved 0
  - B. Denied 0

15. Number of requests for waiver of tuition fees for the entry level training program. Review completed and approved.	<b>0</b>
16. Number of reviews of officers who had been separated for more than sixty (60) months as a law enforcement officer in West Virginia to determine training required to bring certification current:	<b>11</b>
A. Required to complete three (3) week re-certification training.	<b>10</b>
B. Required to complete full entry level training	<b>1</b>
17. Number of officer certification reactivation reviews completed as a result of officer employed at another agency:	<b>118</b>
A. Standard review and approved	<b>103</b>
B. Review required due to how separated	<b>15</b>
(1) Approved	<b>15</b>
(2) Denied	<b>1</b>
(3) Revoked certification	<b>0</b>
18. Number of current and active law enforcement instructors in the State.	<b>490</b>
19. Number of individuals who were either granted law enforcement instructor certification or approved in additional areas of expertise by the LEPS Subcommittee:	<b>43</b>
A. Approved as new instructors	<b>27</b>
B. Approved with additional areas	<b>16</b>
20. Number of reviews of instructor certifications:	<b>0</b>
A. Revoked, due to officer de-certification	<b>0</b>
B. Suspended	<b>0</b>
C. No action taken	<b>0</b>

**In-Service Training Summary:**

21. Number of Supervisory In-Service Training Programs approved by the LEPS Subcommittee:	<b>79</b>
22. Number of Annual In-Service Training Programs approved by the LEPS Subcommittee:	

**346**

23. Number of Personal Training Programs approved by the LEPS Subcommittee.		<b>34</b>
A. Annual level in-service	<b>25</b>	
B. Supervisory level in-service	<b>8</b>	
24. Review of instructor level (Train the Trainer) classes.		<b>8</b>
A. Approved	<b>8</b>	
B. Denied	<b>0</b>	
25. Review of individual's eligibility to attend entry-level training required to gain certification as a West Virginia law enforcement officer.		<b>1</b>
A. Approved	<b>0</b>	
B. Denied	<b>1</b>	

Items carried out on behalf of, or by, the LEPS Subcommittee members or program staff:

26. Five (5) grant awards were recommended for approval to the Governor's Office and were subsequently awarded from the LEPS Fund to allow for the operation of the entry level training program at the West Virginia State Police Academy during the FY 20 period. Those awards were for the 179<sup>th</sup>, 180<sup>th</sup> and 181<sup>st</sup> Basic Classes, an ammunition purchase award for the 181<sup>st</sup> through 184<sup>th</sup> Basic Classes and the Academy Civilian Support Staff award for the FY20 period.
27. Due to public and training gathering restrictions put in place by the Governor because of the COVID-19 virus secured a waiver from the West Virginia Secretary of State's Office as to in-service and firearms qualification requirements for the FY20 period. Those officers who were unable to meet these requirements during the period because of the restrictions in place did not have any action concerning the status of their certification as a law enforcement officer.
28. With the decision by the West Virginia Supreme Court of Appeals to allow for the operation of an entry-level training program at Fairmont State University (FSU) took the following actions:
  - A. Worked with FSU representatives concerning the startup of that program. That startup was delayed because of the virus.
  - B. Developed and secured approval of required changes to CSR 149-2 during the 2020 legislative session required as a result of the FSU decision concerning the training and certification of officers, to include the implementation during the FY22 period of a state certification examination for all officers graduating from an entry-level training program.
29. Identified officers not in compliance as to required in-service completion for the 2019 Training Year, July 1, 2018 to June 30, 2019. These officers were brought before the Subcommittee during the September 2019 meeting. Requirements were set for them to complete to bring their certification current. Followed up to verify that required training and/or firearms qualifications were completed. Four officers' certification were suspended during the period because of failure to complete required training by designated date.

30. Worked with the staff of the West Virginia State Police's Professional Development Center (PDC) for the approval and dissemination of information concerning the calendar year 2020 in-service class schedule.
31. Continued to address funding levels within the LEPS Fund by seeking to identify new funding sources. The passage of SB100 during the 2019 legislative session increasing the LEPS Fund court cost contribution from \$2 to \$12 has caused the fund to be better prepared to meet entry level training costs but additional funding sources still do need to be identified.
32. Worked with associations, organizations, training entities and individuals to ensure that West Virginia law enforcement officers received instruction and training in subject areas to allow them to continue to perform the job skills/tasks of a law enforcement officer in this state.
33. Worked with the staff of the West Virginia State Police Academy concerning program and schedule changes for the entry level training program.
34. Continued the implementation of the Law Enforcement Professional Standards Information System (LEPSIS) database through awareness and education programs to officers and administrators within the state.
35. Responded to seven (8) Freedom of Information Act (FOIA) requests and two (2) subpoenas for officer training records by providing the requested information.

**Report Attachments:**

36. **Attachment 1:** Law Enforcement Training Financial Summary
37. **Attachment 2:** Law Enforcement Training Subcommittee Membership

**Attachment 1**

**Law Enforcement Training Fund**

**Financial Summary**

**FY 2020**

**July 1, 2019 to June 30, 2020**



**LAW ENFORCEMENT PROFESSIONAL STANDARDS (LEPS) FUND  
BALANCE REPORT  
FY2020**

**Special Revenue  
FY 2019 LEPS Account #6801**

**June 30, 2020 Report**

Cash Balance Beginning Fiscal Year 2020, July 1, 2019                     \$412,867.37

ADD:

    Fees collected   \$742,449.30

    Tuition deposits   \$214,950.00

    Grant receipts   \$61,860.60

    Gross receipts FY2020   \$1,019,259.90

Total funds available FY2020   \$1,432,127.27

Less: Unexpended grant awards for FY2020                             - \$508,369.20

Disbursements for LEPS awards   - \$577,856.01

Cash Balance Ending Fiscal Year 2018, June 30, 2020                 \$854,271.26

**Unawarded balance as of June 30, 2020                     \$345,902.06**

**Attachment 2**

**Law Enforcement Professional Standards (LEPS) Subcommittee**

**Membership Roster**

**Law Enforcement Professional Standards (LEPS) Subcommittee Membership  
FY20 Period**

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Retired Corporal David Gentry  
President  
West Virginia Deputy Sheriffs  
Association  
Post Office Box 2746  
Charleston, WV 25330

Retired Chief Steve Walker  
President  
West Virginia Fraternal Order of  
Police  
5395 Partridge Drive  
Charleston, WV 25313

Colonel Jerry Jenkins  
Chief, Law Enforcement Division  
Division of Natural Resources  
324 4<sup>th</sup> Avenue  
South Charleston, WV 25309

Chief Joseph Martin  
President  
West Virginia Chiefs of Police  
Association  
102 South Street  
Ripley, WV 25271

Sheriff Steve Stephens  
Chair, LEPS Subcommittee  
Public-at-Large Member  
202 39<sup>th</sup> Street  
Vienna, WV 26105

Mr. Jonathan Adler  
Executive Director  
West Virginia Association of Counties  
2211 Washington Street, East  
Charleston, WV 25301

Colonel Jan Cahill  
Superintendent  
West Virginia State Police  
725 Jefferson Road  
South Charleston, WV 25309

VACANT – filled during July 2020  
West Virginia Human Rights  
Commission  
1321 Plaza East  
Room 104-206  
Charleston, WV 25301-1400

Retired Mayor John Manchester  
West Virginia Municipal League  
City of Lewisburg  
942 Washington Street West  
Lewisburg, WV 24901

Sheriff Steve Deweese  
President  
West Virginia Sheriffs Association  
Putnam County Sheriff's Office  
236 Courthouse Drive, Suite 8  
Winfield, WV 25213-7908

Corporal James Baker  
President  
West Virginia Trooper's Association  
210 Chesapeake Avenue  
Charleston, WV 25301