

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

**July 1, 2023 - June 30, 2024**

**ANNUAL REPORT**



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



**Department of Homeland Security  
Mark A. Sorsaia, Cabinet Secretary**



**Division of Administrative Services  
Justice and Community Services Section  
1124 Smith Street, Suite 3100  
Charleston, West Virginia 25301  
Tina Desmond, Director  
Michael W. Cutlip, Deputy Director  
Marty Hatfield, Assistant Director  
Jess W. Gundy, LEPS Program Director**

## 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 **3,941** 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 2023-2024 Training Year reporting period of July 1, 2023 through June 30, 2024 the LEPS Subcommittee met eleven (11) times as per its regular annual schedule for monthly meetings, with no meeting held during the month of December as per its regular schedule. Each meeting was conducted as prescribed by the West Virginia Secretary of State Office guidelines concerning public meetings.

Retired Chief Steve Walker, now the West Virginia Fraternal Order of Police representative on the LEPS Subcommittee, has served as the Chair for the LEPS Subcommittee since November 18, 2021. The eleven (11) 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 Homeland Security (DHS) Secretary Mark Sorsaia. The roster of the members comprising the LEPS Subcommittee is provided under Attachment 1 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 Jess W. Gundy, at (304) 766-5847, or [Jess.W.Gundy@wv.gov](mailto:Jess.W.Gundy@wv.gov). Questions concerning the LEPS Subcommittee may be directed to Retired Chief Steve Walker, LEPS Subcommittee Chair, at [hwalker71.SW@gmail.com](mailto:hwalker71.SW@gmail.com) or (304) 539-3670.

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 DAS/JCS at <https://das.wv.gov/JCS/Pages/default.aspx> on the Law Enforcement Professional Standards page of that website at <https://das.wv.gov/JCS/law-enforcement/Pages/default.aspx> or may be requested from Jess W. Gundy, LEPS Program Director.

## **Summary of training activities – FY 2023-2024 Training Year Period**

1. Number of law enforcement officers awarded law enforcement certification by the LEPS Subcommittee:
  - A. City, County, State, College/University, Airport and Natural Resources Police
    1. Completed full Basic Program - **193**  
194th, 195th, 196th, 197<sup>th</sup> Basic Class set to graduate on October 4, 2024; and the 198<sup>th</sup> set to graduate on November 22, 2024.
    2. Completed Equivalent Certification Program - **28**  
held during FY2023-FY2024
    3. Completed Fairmont State Basic Class - **37**
  - B. State Police -72<sup>nd</sup> Cadet Class - **14**
2. Number of officers who completed training requirements for recertification as West Virginia law enforcement officers held during FY23-FY24 following a break in serving as an officer in this state of more than twenty-four (24) months. **15**
3. Number of law enforcement certifications suspended, pending completion of required training, by the LEPS Subcommittee **15**
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. **4**
5. Number of law enforcement certifications reviewed by the LEPS Subcommittee: **75**
  - A. Certification revoked **0**
  - B. Certification surrender accepted **2**
  - C. Certification left in place **73**
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 two (2) week training process:
  - A. Approved **14**
  - B. Denied **1**
  
8. Number of appeal requests for equivalent certification as a law enforcement officer considered by the LEPS Subcommittee: **30**
  - A. Approved **28**
  - B. Denied **2**
  
9. Number of appeals from individuals aggrieved by a decision of the LEPS Subcommittee: **3**
  - A. Appeal upheld at GCCDC level **2**
  - B. Appealed to Circuit Court **0**
  - C. Appealed to Supreme Court **0**
  - D. Withdrawn **0**
  
10. Number of applicants for admission to a basic entry level training program reviewed by the LEPS Subcommittee due to prior arrest. **4**
  - A. Reviewed and approved **3**
  - B. Reviewed and denied **1**
  - 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: **4**
  - A. Stop work order issued until **0**  
training started
  - B. Review tabled, medical **0**  
release required to attend
  
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. **1**
  
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.	0
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:	9
A. Required to complete three (3) week re-certification training.	8
B. Required to complete full entry level training	1
17. Number of individuals who were either granted law enforcement instructor certification or approved in additional areas of expertise by the LEPS Subcommittee.	170
A. Approved as new instructors	65
B. Approved with additional areas	105
18. Number of officer certification reactivation reviews completed as a result of officer employed at another agency:	27
A. Standard review and approved	7
B. Review required due to how separated	20
(1) Approved	26
(2) Denied	1
(3) Revoked certification	0
19. Number of current and active law enforcement instructors in the State	347
20. Number of reviews of instructor certifications:	0
A. Revoked, due to officer decertification	0
B. Suspended	0
C. No action taken	0

#### **In-Service Training Summary:**

21. Number of Annual In-Service Training Programs approved by the LEPS Subcommittee:	168
22. Number of Supervisory In-Service Training Programs approved by the LEPS Subcommittee:	11
23. Number of Combination In –Service Training Programs approved by the LEPS Subcommittee.	114

24. Total In-Service Training Programs approved by the LEPS Subcommittee **293**

25. Review of instructor level (Train the Trainer) classes. **3**

A. Approved	<b>3</b>
B. Denied	<b>0</b>

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

27. Seven (7) 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 FY2023 through FY2024 period. Those awards were for the 194<sup>th</sup>, 195<sup>th</sup>, 196<sup>th</sup>, 197<sup>th</sup> and 198<sup>th</sup> Basic Classes, an Ammunition grant and the Academy Civilian Support Staff award for the FY2023 through FY2024 period.

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 operation of that program with the certification of two training classes.
- B. FSU terminated their entry level training academy on May 31, 2024.

29. Developed and secured necessary legislation of required changes to CSR 149-2 during the 2023 legislative session.

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 2023-2024 in-service class schedule.

31. 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.

32. Worked with the staff of the West Virginia State Police Academy concerning program and schedule changes for the entry level training program.

33. Worked with Department of Homeland Security committee to revise and update the Child Abuse and Neglect Protocol for Law Enforcement found in CSR 149-8.

34. Implemented a training program for the Tactical EMT certification found in WV Code 30-29-3.

35. Worked with WVSP Academy staff to develop training for the qualification of WV Board of Pharmacy Investigators.

36. 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.

37. Responded to fourteen (8) Freedom of Information Act (FOIA) requests and one (1) subpoena for officer training records by providing the requested information.

**Report Attachments:**

38. **Attachment 1:** Law Enforcement Training Financial Summary
39. **Attachment 2:** Law Enforcement Training Subcommittee Membership

**Attachment 1**

**Law Enforcement Training Fund**

**Financial Summary**

**FY 2023-FY2024**

**July 1, 2023 to June 30, 2024**

**LAW ENFORCEMENT PROFESSIONAL STANDARDS (LEPS) FUND  
BALANCE REPORT  
FY2024**

**Special Revenue June 30, 2024 Report FY 2024 LEPS Account #6801**

Cash Balance Beginning Fiscal Year on, July 1, 2023,		\$1,697,444.71
ADD		
Fees collected	\$	977,288.80
Tuition deposits	\$	267,000.00
Grant receipts (CDDP)	\$	18,125.00
Gross receipts FY2024		\$1,261,939.44
Total funds available FY2024		\$2,959,384.15
Less: Unexpended grant awards for FY2024	-	\$1,210,667.92
Disbursements for LEPS awards	-	\$ 268,697.37
Cash Balance Ending Fiscal Year 2024, June 30, 2024		\$2,690,686.78
Unawarded balance as of June 30, 2024		<u><b>\$1,210,667.92</b></u>



## Attachment 2

### Law Enforcement Professional Standards (LEPS) Subcommittee Membership Roster FY 2023 -FY 2024 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 -**Chair**  
West Virginia Fraternal Order of  
Police  
5395 Partridge Drive  
Charleston, WV 25313

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

Chief Robert S. Schwertfeger  
West Virginia Chiefs of Police  
Association  
2115 Chapline Street  
Wheeling, WV 26003

Sheriff Rick Woodyard  
West Virginia Sheriffs Association  
202 39<sup>th</sup> Street  
Vienna, WV 26105

Sheriff Dave Gosa  
West Virginia Association of Counties  
117 Court Ave.  
Weston, WV 26452

Colonel Jack C. Chambers  
Superintendent  
West Virginia State Police  
725 Jefferson Road  
South Charleston, WV 25309

Ms. Tia Welch  
Executive Director  
West Virginia Human Rights  
Commission  
1321 Plaza East  
Room 104-206  
Charleston, WV 25301-1400

Mayor Randy Barrett  
West Virginia Municipal League  
City of Winfield  
P O Box 596  
Winfield, WV 25213

Sheriff Rob Matheny  
Public-at-Large Member  
Harrison County Sheriff's Office  
301 W. Main Street  
Clarksburg, WV 26301

Corporal Kevin Williams  
West Virginia Trooper's Association  
210 Chesapeake Avenue  
Charleston, WV 25301