

# WI Acadis Administrative Portal Guide

Last Revised 10/18/2017



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Questions, Comments?  
Contact Richard Williams, RMS Administrator  
[williamsrp@doj.state.wi.us](mailto:williamsrp@doj.state.wi.us)

Guide based on Acadis version 4.9.6

Wisconsin Department of Justice Training and Standards Bureau  
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# Section 1

## Organization Information

Authorized personnel can add and maintain agency contact information such as address(s), phone numbers, and email address(s).



An agency can have multiple addresses, phone numbers, and e-mail addresses in the Acadis system. However, only the mailing address, primary phone number, and primary e-mail address will show in the Organization Profile.



The primary email address listed under Organization should be the agency administrator's (Chief, Sheriff, etc.) e-mail address.



The contact information listed in the Law Enforcement Directory will include the person marked as the primary contact; the address marked as the mailing address; and the phone number marked primary. **The primary contact should be the agency administrator for your organization (Chief, Sheriff, etc.).** NOTE: Email addresses are not published in the Law Enforcement Directory.

Wisconsin Department of Justice - Training & Standards Bureau

Home Training & Events Registration Organization Personnel Web Forms

Sample, Ma B

### Organization

#### Organization Profile

[Manage Profile](#)

**Name** Sampleton Police Department

**Mailing Address** 1 Justice Ave  
Sampleton, WI 53888-8888  
(Adams County)

**Primary Phone** (555) 555-1234 (Organization)

**Email Address** [tsb@doj.state.wi.us](mailto:tsb@doj.state.wi.us)

#### Points of Contact (POC)

[Add a contact](#)

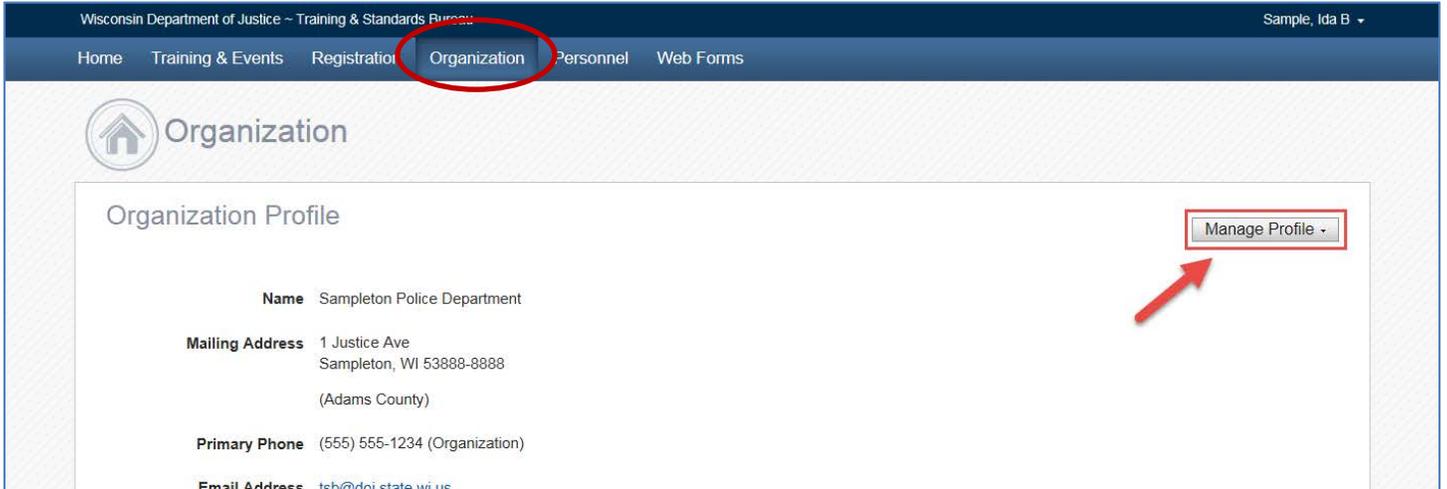
Contact Role	Name (Last, First)	Email Address	Phone	
Chief	John Doe	john.doe@sampleton.wi.us	(555) 555-1234	<a href="#">More</a>   <a href="#">Edit</a>

#### Certifications

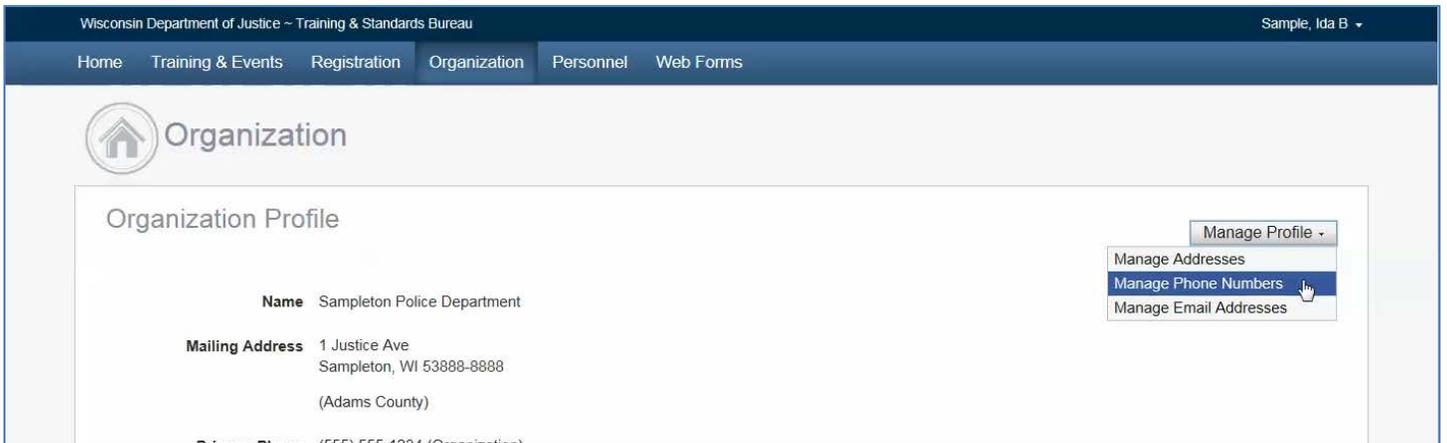
Name	Type	Issue Date	Expiration	Status
Recertification Training Compliance	Organization	07/01/2015	07/01/2016	Inactive
T&S Recognized LE Employer	Organization	01/01/2015	Never	Active

## 1.1 Add or Maintain Organization Information

To add or maintain organizational contact information, click on the “Organization” tab and then Click on the “Manage Profile Button”.



From the dropdown menu, choose the option that you wish to maintain.



Depending on the area you decide to manage, you will get one of the pop-ups shown on the next page allowing you to edit your current information or add additional information to your profile.

### Manage Addresses

If provided, the primary and mailing addresses will be visible on the profile page.

Address	Address Type	Primary Address	Mailing Address
1 Justice Ave <input type="text"/>	Organiz... <input type="text"/>	Primary	Mailing <input type="checkbox"/>
Address 2 <input type="text"/>			
Sampleton <input type="text"/>			
Wisconsin <input type="text"/> 53888-8888 <input type="text"/>			
Adams <input type="text"/>			
Description <input type="text"/>			

[+ Add another address](#)

Cancel

### Manage Phone Numbers

If provided, the primary phone number will be visible on the profile page.

Phone	Phone Type	Primary Phone
(555) 555-1234 x_____ <input type="text"/>	Organization <input type="text"/>	<input checked="" type="radio"/>
(545) 454-5454 <input type="text"/>	Dispatch <input type="text"/>	<input type="radio"/>

[+ Add another phone number](#)

Cancel

### Manage Email Addresses

If provided, the primary email address will be visible on the profile page.

Email	Primary Email
_____ <input type="text"/>	Primary <input checked="" type="checkbox"/>

[+ Add another email address](#)

Cancel

To edit current information just click on the field that you wish to update and enter in the information. Then click "Save".

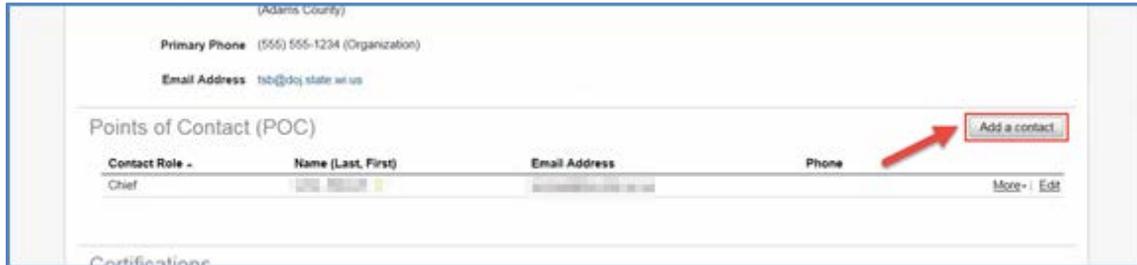
To add an additional address, phone number, or e-mail address, click on the **+** button. A new field(s) will display in the pop-up for you to complete. Once you have added the information, click "Save".

To delete information in a field(s), click on the **×** button. Once you have completed the update, click on "Save".

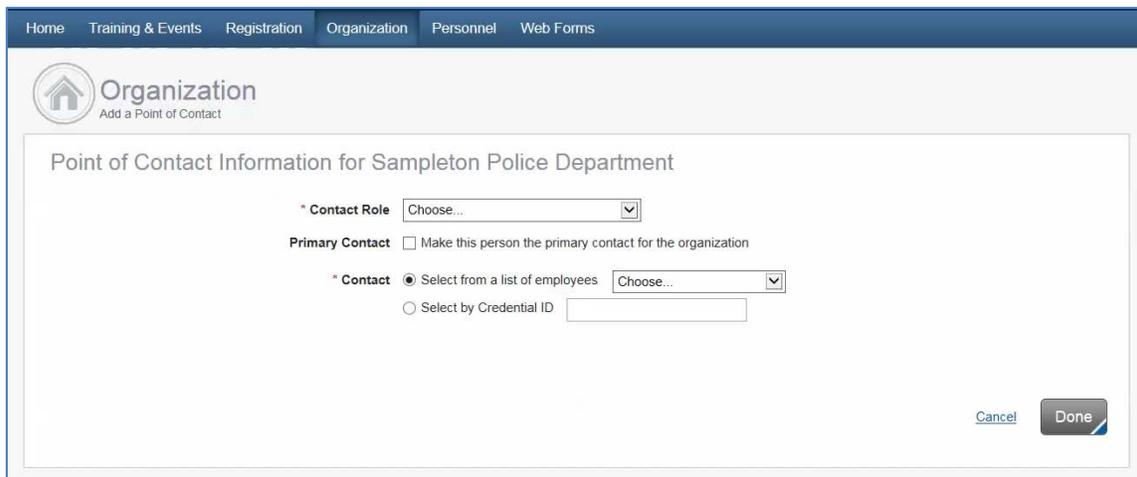
All changes to the information are automatically updated in the system.

## 1.2 Add or Maintain Points of Contact

To add a Point of Contact, click on the Organization tab and then click on the “Add a contact” button.

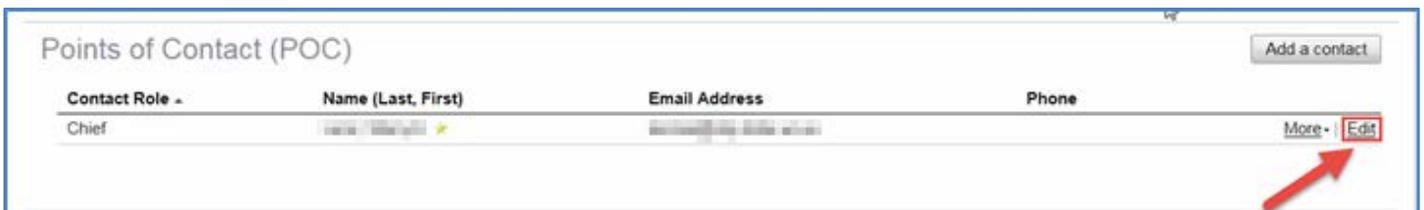


Enter the new contact information. Click **Done**.



The information is automatically updated and you will be redirected to the Organization page.

To update information for a Point of Contact, click on “Edit” next to the person you want to update.



Point of Contact Information for Sampleton Police Department

\* Contact Role

Primary Contact  Make this person the primary contact for the organization

\* Contact  (change)

Only the Chief, Sheriff, or Agency Administrator should be listed as a PC. This is not for a PC for Acadis.

Cancel Done

Update the information and click “Done”.

To delete a Point of Contact, click on “More” next to the person you want remove.

Points of Contact (POC) Add a contact

Contact Role	Name (Last, First)	Email Address	Phone	
Chief	Lester, Brian II	tsb@doj.state.wi.us		More - Edit

Certifications

Click on “Remove”.

Points of Contact (POC) Add a contact

Contact Role	Name (Last, First)	Email Address	Phone	
Chief	Lester, Brian II	tsb@doj.state.wi.us		More - Edit Remove

Confirm that you want to remove the point of contact.

(Adams County)

Primary Phone (555) 555-1234 (Org)

Email Address tsb@doj.state.wi.us

Points of Contact (POC)

Message from webpage

Are you sure you want to remove this Point of Contact?

OK Cancel



Deleting a Point of Contact does not remove the employee from your personnel roster, it just removes them from your agency’s “Points of Contact (POC)” list. Go to page 24, to learn how to remove an employee from your personnel roster.

## Section 2 Training & Events

Acadis allows portal administrators to submit training and events for basic record keeping and to show that officers have met the annual recertification training required by Wisconsin statute. In order to maintain certification, all certified law enforcement, tribal law enforcement, jail, and juvenile detention officers must complete a minimum of 24 hours of annual recertification training each state fiscal year (July 1st - June 30th).

A minimum of four (4) hours of Vehicle Pursuit training based on model standards established by the Board is required for certified law enforcement and tribal law enforcement officers biennially. The biennium starts and ends during odd numbered state fiscal years (i.e., July 1, 2013 to June 30, 2015, etc.).

Additionally, certified law enforcement and tribal law enforcement officers must complete an annual Handgun Qualification Course from curricula based upon model standards established by the Board.

The remaining content of each certified officer's recertification training is left to the discretion of their primary employer.



Agency reimbursement of recertification training funds is dependent upon annual recertification training being entered into Acadis. All officer training completed during a fiscal year must be entered into Acadis by no later than July 31<sup>st</sup> following the end of the fiscal year.

Wisconsin Department of Justice ~ Training & Standards Bureau
Sample, Ida B ▾

Home
Training & Events
Registration
Organization
Personnel
Web Forms

Training

**Browse**  
Or Sign Up  
for Training

**Submit**  
Completed  
Training for  
Approval

**View**  
Submitted Training

**Print**  
A Report of  
Completed  
Training

**Recent & Ongoing Training Submissions (last 30 days)**

Last Status Change ▾	Status	Course Title	Course No.	Start	End	People Pending Approval	Students
08/04/2016	Rejected	LESB Biennial Vehicle Pursuit Training FY 16-17 (7/1/15 - 6/30/17)		07/25/2016	07/25/2016	0	4
08/04/2016	Approved	Department Policy & Procedure Review	16-0213	08/01/2016	08/01/2016	0	4
08/04/2016	Submitted	Cardiopulmonary resuscitation (CPR)		08/04/2016	08/04/2016	0	7

## 2.1 In-service Training Entry Guidelines

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Training providers (technical colleges, employer-based academies, law enforcement agencies, etc.) enter officer attendance for training that they host into the Acadis Portal as soon as possible after the training event, and no more than 30 days after the event date.

### **Course Title (mandatory)**



For the annual LESB Handgun Qualification Course and the LESB Biennial Vehicle Pursuit Training, choose the appropriate course title from the dropdown menu.

For all other training, please provide a unique title. Put a brief description in title. Otherwise there are a lot of false positives when auditing for duplicates.

*If you have a repetitive training that covers the same training subject matter and you would like to see the course title included in the Course Title dropdown menu for your organization, please contact T&S.*

Example of a Bad Title- In-service

Example of a Good Title- In-service - Department Policy Review/Update

### **Course No.**

Optional - could be used to reference an internal department training tracking system.

### **Description**

A description of the training event, subject matter reviewed, or an agenda is always helpful especially if the training is questioned.

### **Dates (mandatory)**

Do not use expansive date ranges that cover multiple state fiscal years (July 1<sup>st</sup>- June 30<sup>th</sup>) (e.g. June 21, 2014 through August 1, 2015). Trainings that cover multiple fiscal years will be rejected.

### **Training Category**

Optional

*If you have a common training category that would be beneficial to all agencies that you would like to see in the Training Category dropdown please contact T&S.*

### **Hours (mandatory)**

Minutes are in fractional hours. See conversion table:

Minutes	Fraction of an hour						
1	0.017	16	0.267	31	0.517	46	0.767
2	0.033	17	0.283	32	0.533	47	0.783
3	0.05	18	0.3	33	0.55	48	0.8
4	0.067	19	0.317	34	0.567	49	0.817
5	0.083	20	0.333	35	0.583	50	0.833
6	0.1	21	0.35	36	0.6	51	0.85
7	0.117	22	0.367	37	0.617	52	0.867
8	0.133	23	0.383	38	0.633	53	0.883
9	0.15	24	0.4	39	0.65	54	0.9
10	0.167	25	0.417	40	0.667	55	0.917
11	0.183	26	0.433	41	0.683	56	0.933
12	0.2	27	0.45	42	0.7	57	0.95
13	0.217	28	0.467	43	0.717	58	0.967
14	0.233	29	0.483	44	0.733	59	0.983
15	0.25	30	0.5	45	0.75	60	1

**Event Comments**

Optional- Good place to add a list of additional instructors or comments regarding what occurred during the training.

**Instruction Provider (mandatory)**

It is recommended that the host agency be listed in this field.

**Instructor Contact**

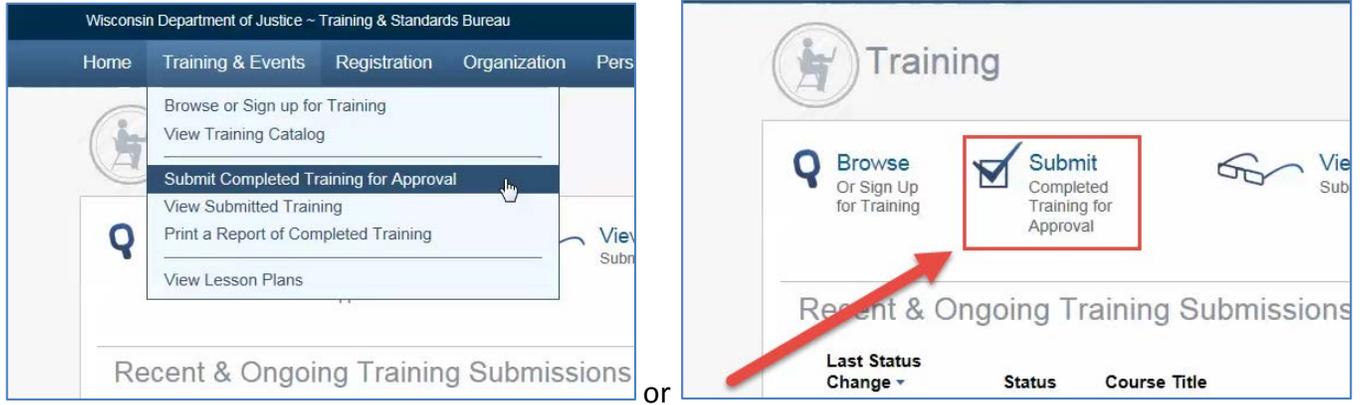


Optional except for when it is for the LESB Handgun Qualification Course or the LESB Vehicle Pursuit Training. You must include the name of the lead instructor for the LESB Handgun Qualification Course and the LESB Vehicle Pursuit Training requirement. Include the instructor’s full name and their employer (e.g., Jason M. Johnson, Samleton PD).

LESB Handgun Qualification Course entries and LESB Vehicle Pursuit Training entries will be audited to verify that the lead instructor is LESB-certified in the appropriate topic/s.

## 2.2 Submit Completed Training for Approval

To submit In-Service training, click on the “Training & Events” tab, and from the dropdown or the icons on the page, click on “Submit Completed Training for Approval”.



The screenshot shows the 'Training Event Information' form. At the top, it says 'Wisconsin Department of Justice - Training & Standards Bureau' and 'Sample, Ida B'. The navigation tabs are Home, Training & Events, Registration, Organization, Personnel, and Web Forms. The form title is 'Training Event Information' with a sub-link 'Submit a Roster'. Below the title, it asks '\* I will submit my event by:'. There are two radio button options: 'Starting with a pre-approved course or course material' (which is selected) and 'Entering my own course information'. Under the selected option, there is a dropdown menu with the text 'Select a course title or class'. At the bottom right of the form, there are 'Cancel' and 'Continue' buttons.

On the “Training Event Information” page, either select a course from the approved course titles in the dropdown (if present) or enter your own course information.



If you are entering a LESB Handgun qualification course or LESB Vehicle Pursuit Training, select the training title from the dropdown menu. This will allow us to easily identify and audit these training events.

Proceed to enter all required information (indicated by a red asterisk \*), along with any optional information you would like to include within each section: Training Description, Instruction Provider, and Event Comments.

Wisconsin Department of Justice - Training & Standards Bureau

Home Training & Events Registration Organization Personnel Web Forms

Sample, Ida B.

**Training**  
Submit Completed Training for Approval

**Training Description**

\* Course Title

Course No.

Description

Characters: 0 of 4000 allowed.

\* Start Date

\* End Date

Training Category  All attendees will have the same training category

Each attendee may have a different training category

Training Hours  All attendees will have the same number of hours  
\* Hours

Each attendee may have a different number of hours

\* Report Training To WisDOJ Training and Standards Bureau

Event Comments

Characters: 0 of 800 allowed.

**INSTRUCTION PROVIDER**

\* Type  Official Provider/Certified Instructor

Other

**INSTRUCTOR CONTACT**

Instructor Name

Email

Phone Choose... ( ) - Ext.

Cancel Save As Draft Add Students

After entering all of your course information, click “Add Students” or “Save as Draft”. If you click “Add Students”, the training is automatically saved as a draft.

**INSTRUCTION PROVIDER**

\* Type  Official Provider/Certified Instructor

Other

**INSTRUCTOR CONTACT**

Instructor Name

Email

Phone Choose... ( ) - Ext.

Cancel Save As Draft Add Students

Attendees can be added to the roster by one of two entry methods or a combination of the two methods.

## To add attendees by entering a name:



Through the “Enter name” process, you have access to all Wisconsin certified officers. If you have an officer with a common name (e.g. Jacob Johnson), please verify that you have the correct officer by verifying associated data such as Credential ID, middle initial, and/or the primary organization. The primary organization will appear after you add the officer to the training roster.

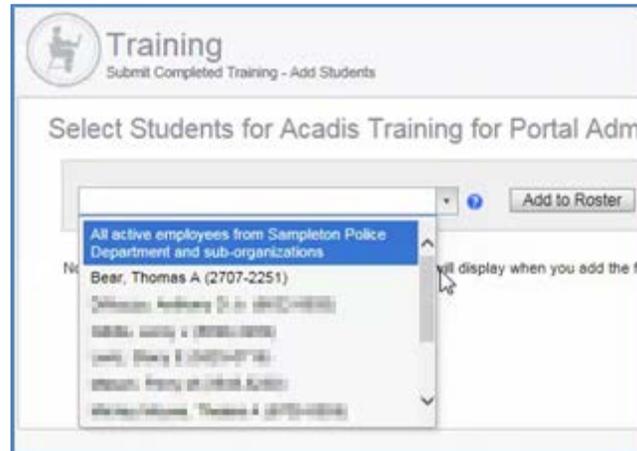
Enter Last Name followed by a comma, and the first character of the student’s First Name. The system will suggest matches. Choose the correct person who attended training and click “Add to Roster”.

The name will populate on the Roster along with Credential ID and Primary Organization.

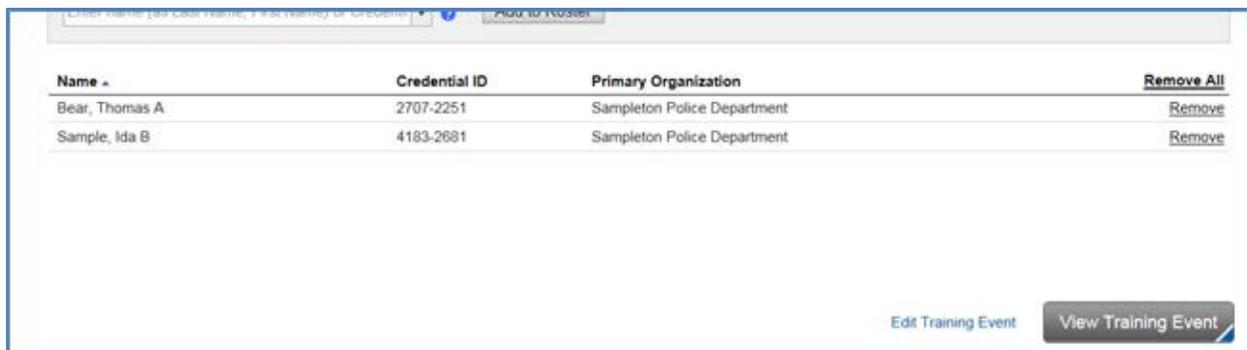
Name	Credential ID	Primary Organization	Remove All
Bear, Thomas A	2707-2251	Sampleton Police Department	Remove
Sample, Ida B	4183-2681	Sampleton Police Department	Remove

## To add attendees by selecting from a list:

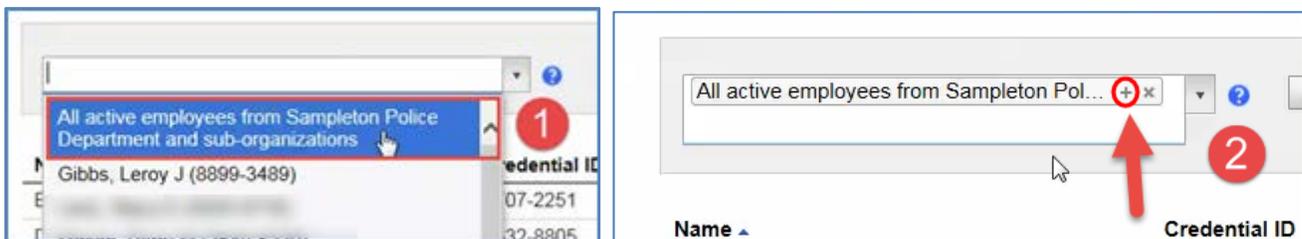
Click on the entry field or the down arrow to bring up all active employees on your agency's roster. Choose the employee(s) from the list that you want to add. Click "Add to Roster" to add all employees.



To remove an employee, you may click "Remove" next to the employee's name after they have been added to the roster.



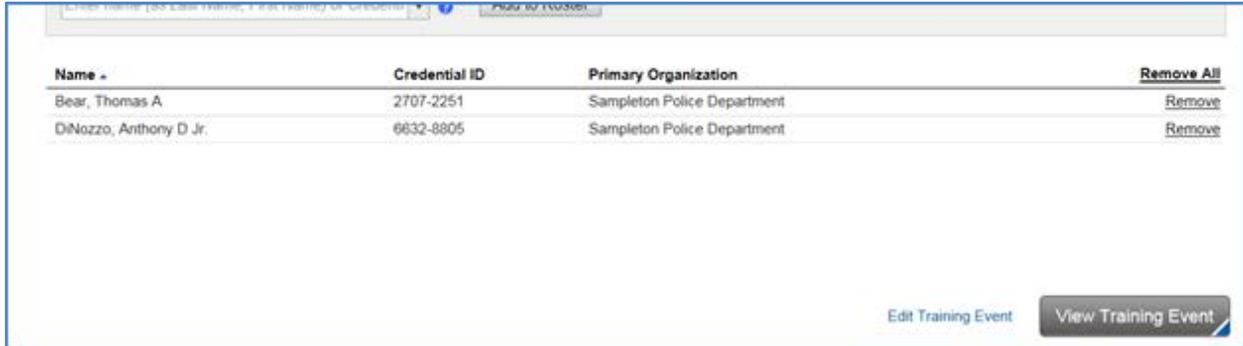
Another option to remove select employees is to click on the "+" sign that appears next to the wording: "All active employees from..."



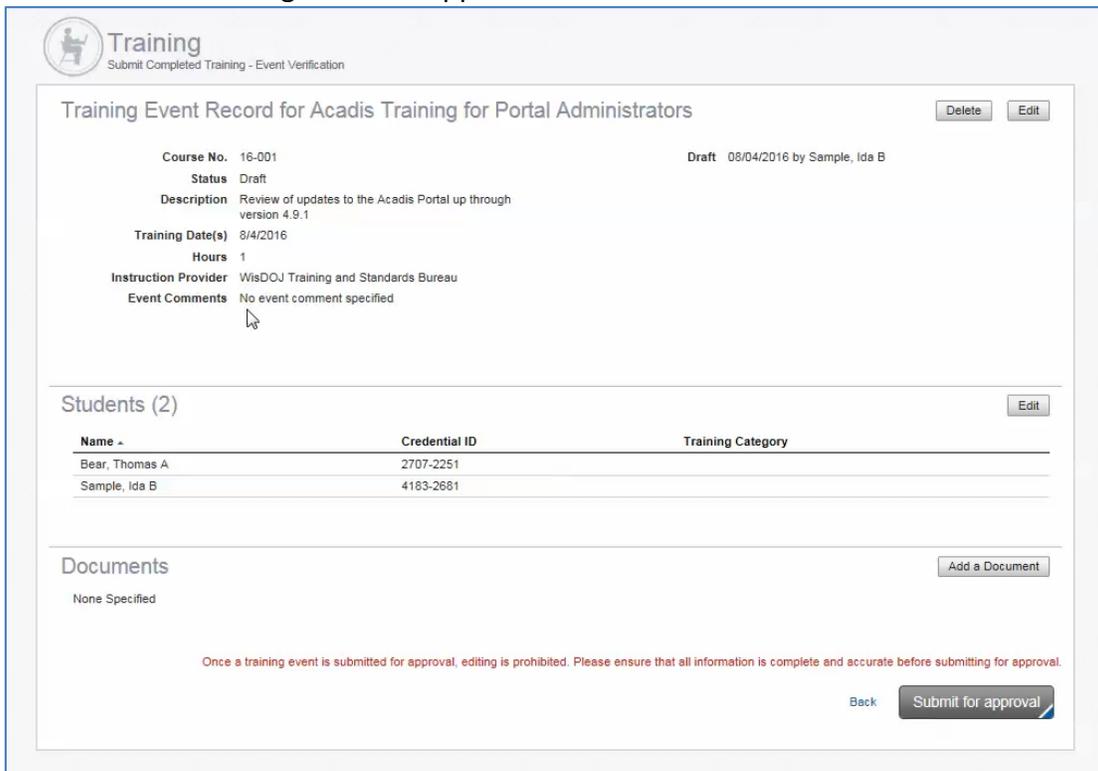
This will expand and display all of your agency's employees.



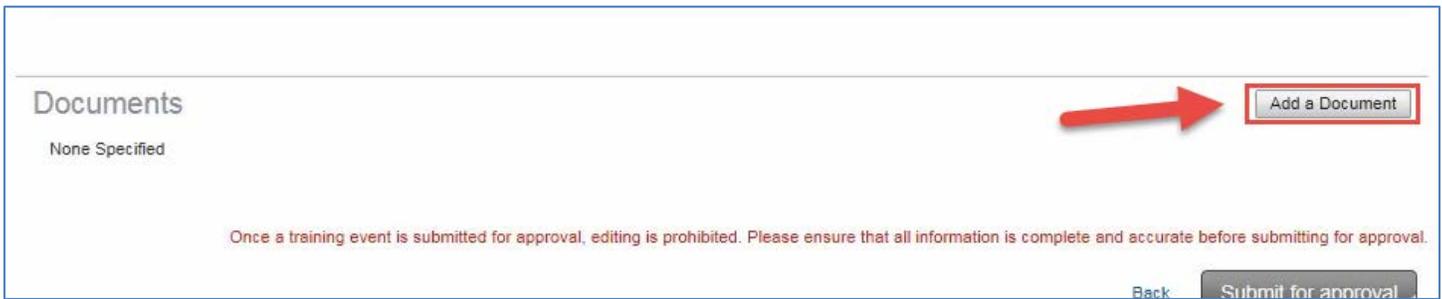
To remove employees who did not attend the training, just click on the "X" next to their name. When you are done, click "Add to Roster", and the remaining employees will be added to the training roster.



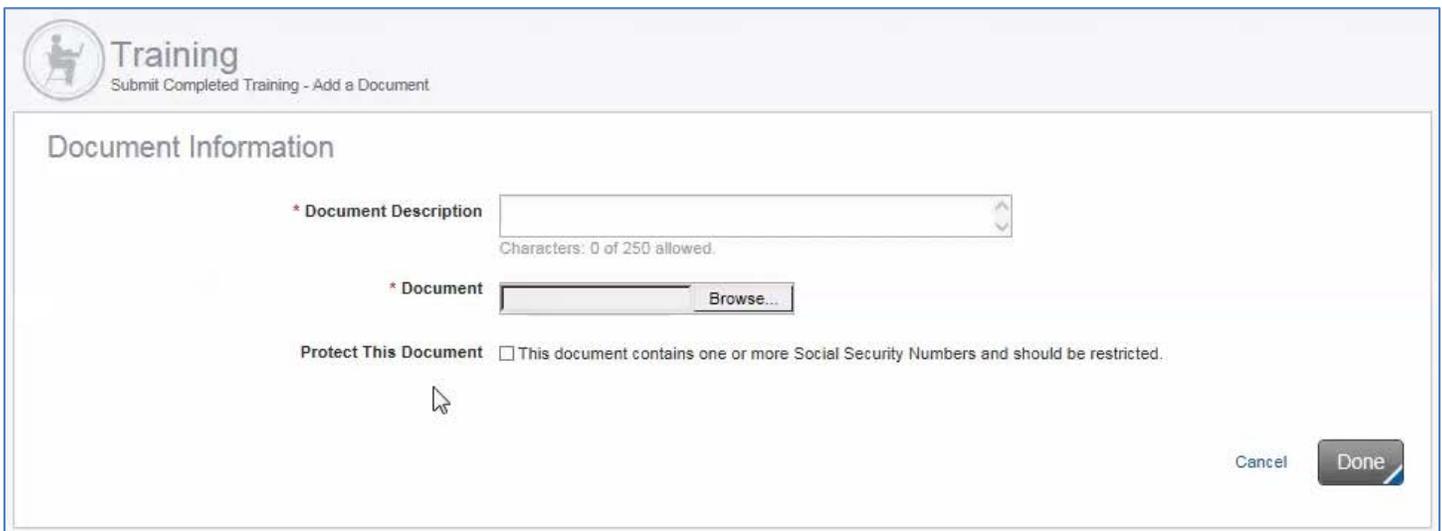
Click "View Training Event". You will be taken to a screen similar to the one shown below where you can add documents and submit the training event for approval.



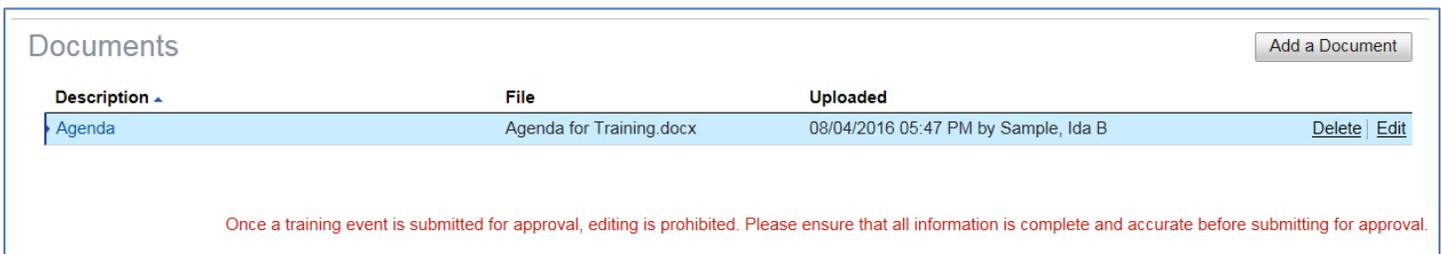
To “Add a Document” to your training record, click “Add a Document”. Some acceptable document types are: text files (.txt), pdf, Excel (xlsx, xls), and Word (doc, docx). Please check with the Database Administrator, Richard Williams, if there is a document type you are unsure about.



Enter a Document Description. Attach a document and mark the appropriate checkboxes that relate to your document. Click “Done”.



All attached documents are listed under the “Documents” section.



You can attach multiple documents to your training.

You may save and edit any part of your training event before you submit the training for approval. To edit, click on the "Edit" button in the section that you wish to change.

### Training Event Record for Acadis Training for Portal Administrators

**Course No.** 16-001 **Draft** 08/04/2016 by Sample, Ida B

**Status** Draft

**Description** Review of updates to the Acadis Portal up through version 4.9.1

**Training Date(s)** 8/4/2016

**Hours** 1

**Instruction Provider** WisDOJ Training and Standards Bureau

**Event Comments** No event comment specified

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### Students (2)

Name	Credential ID	Training Category
Bear, Thomas A	2707-2251	
Sample, Ida B	4183-2681	

---

### Documents

None Specified

Once a training event is submitted for approval, editing is prohibited. Please ensure that all information is complete and accurate before submitting for approval.



Warning! Once a training event is submitted for approval, you will no longer be able to make changes. Please ensure that all information is complete and accurate before submitting.



If you do submit a training event for approval that has errors or omissions, please send an email to [tsb@doj.state.wi.us](mailto:tsb@doj.state.wi.us). We can edit the training record for you and add or remove personnel from the training roster.

## 2.3 View Drafts and Submit Training

If saved as a “Draft” or “Submitted for approval”, the training entry can be viewed in the “Recently Submitted Training (last 30 days or less)” section on the main Training & Events page...

The screenshot shows the 'Training' page with navigation icons: 'Browse Or Sign Up for Training', 'Submit Completed Training for Approval', 'View Submitted Training', and 'Print A Report of Completed Training'. Below these is a section titled 'Recent & Ongoing Training Submissions (last 30 days)' with a red arrow pointing to it. A table lists training entries with columns for Last Status Change, Status, Course Title, Course No., Start, End, People Pending Approval, and Students.

Last Status Change	Status	Course Title	Course No.	Start	End	People Pending Approval	Students
08/04/2016	Draft	LESB Biennial Vehicle Pursuit Training FY 16-17 (7/1/15 - 6/30/17)		07/25/2016	07/25/2016	0	5
08/04/2016	Submitted	Acadis Training for Portal Administrators	16-001	08/04/2016	08/04/2016	0	2
08/04/2016	Approved	Department Policy & Procedure Review	16-0213	08/01/2016	08/01/2016	0	4
08/04/2016	Submitted	Cardiopulmonary resuscitation (CPR)		08/04/2016	08/04/2016	0	7

...or under the “Training Submission Monitor”.

This close-up shows the navigation icons: 'Submit Completed Training for Approval', 'View Submitted Training' (circled in red), and 'Print A Report of Completed Training'.

The screenshot shows the 'Training Submission Monitor' page. It has a sidebar with expand/collapse boxes for 'Draft', 'Submitted', 'Approved', and 'Rejected'. The main area contains a table with columns for Course Title, Course No., Starting, Ending, People Pending Approval, and Tot. Attendees. A 'Done' button is at the bottom right.

Status	Events	Attendees
<input type="checkbox"/> Draft	2	8
<input type="checkbox"/> Submitted	3	11
<input type="checkbox"/> Approved	5	25
<input type="checkbox"/> Rejected	0	0

Course Title	Course No.	Starting	Ending	People Pending Approval	Tot. Attendees
WI Chiefs Winter Conference		02/08/2016	02/10/2016	0	3 Delete
LESB Biennial Vehicle Pursuit Training FY 16-17 (7/1/15 - 6/30/17)		07/25/2016	07/25/2016	0	5 Delete
Principles of Subject Control (POSC)		06/28/2016	06/28/2016	1	2
Cardiopulmonary resuscitation (CPR)		08/04/2016	08/04/2016	0	7
Acadis Training for Portal Administrators	16-001	08/04/2016	08/04/2016	0	2

Click on the expand/collapse box next to Status descriptions to see training.  
Click on the “Course Title Name” to open the training event.

## 2.4 Edit a Rejected Training

When a training event is rejected, you will receive an e-mail with the reason for the rejection. The status of the training on the “Training” page will indicate “Rejected” under the “Status” column. On the “View Submitted Training” page, the training will be listed under the “Rejected” subheading.

The left screenshot shows a navigation bar with 'Browse', 'Submit', 'View', and 'Print' options. Below it is a table titled 'Recent Ongoing Training Submissions (last 30 days)'. A red arrow points to the 'Rejected' status in the first row.

Last Status Change #	Status	Course Title	Course No.	Start	End	People Pending Approval	Students
08/09/2016	Rejected	Acadis Training for Portal Administrators	16-001	08/04/2016	08/04/2016	0	2
08/04/2016	Draft	LESS Biennial Vehicle Pursuit Training FY 16-17 (7/1/15-6/30/17)		07/25/2016	07/25/2016	0	5
08/04/2016	Approved	Department Policy & Procedure Review	16-0213	08/01/2016	08/01/2016	0	4
08/04/2016	Submitted	Cardiopulmonary resuscitation (CPR)	08/04/2016	08/04/2016	08/04/2016	0	7

The right screenshot shows 'View Submitted Training' with a 'Training Submission Monitor' table. A red arrow points to the 'Rejected' status in the first row.

Status	Events	Attendees
<input type="checkbox"/> Draft	2	8
<input type="checkbox"/> Submitted	2	9
<input type="checkbox"/> Approved	5	25
<input checked="" type="checkbox"/> Rejected	1	2

Below this is a table with columns: Course Title, Course No., Starting, Ending, People Pending Approval, Tot. Attendees. A red arrow points to the 'Acadis Training for Portal Administrators' row.

Course Title	Course No.	Starting	Ending	People Pending Approval	Tot. Attendees
Acadis Training for Portal Administrators	16-001	08/04/2016	08/04/2016	0	2

To edit a rejected training event, click on the “Course Title” from either page.

Training Submission Monitor

Status  
 Draft  
 Submitted  
 Approved  
 Rejected

Course Title	Course No.
Acadis Training for Portal Administrators	16-001

The rejected training event will open. Click “Edit”.

Training  
Submit Completed Training - Event Verification

Training Event Record for Acadis Training for Portal Administrators

Course No. 16-001  
Status Rejected  
Description Review of updates to the Acadis Portal up through version 4.9.1  
Training Date(s) 8/4/2016  
Hours 1  
Instruction Provider WisDOJ Training and Standards Bureau  
Event Comments No event comment specified

Rejected Please add specific instructor and re-submit 08/09/2016 by Williams, Richard P.  
Submitted 08/04/2016 by Sample, Ida B  
Draft 08/04/2016 by Sample, Ida B

Students (2)

Name	Credential ID	Training Category
Bear, Thomas A	2707-2251	
Sample, Ida B	4183-2681	

Documents  
None Specified

Once a training event is submitted for approval, editing is prohibited. Please ensure that all information is complete and accurate before submitting for approval.

Back Submit for approval

Edit the training as needed and then choose “Save as Draft”, “Add Student”, or “Submit for Approval”.

The screenshot shows a web form titled "Training" with the subtitle "Submit Completed Training for Approval". The form is divided into several sections:

- Training Description:** Includes fields for Course Title (Acadis Training for Portal Administrators), Course No. (16-001), and a Description (Review of updates to the Acadis Portal up through version 4.9.1). It also has Start Date (08/04/2016) and End Date (08/04/2016) fields.
- Training Category:** A radio button selection for "All attendees will have the same training category" (selected) and "Each attendee may have a different training category".
- Training Hours:** A radio button selection for "All attendees will have the same number of hours" (selected) and "Each attendee may have a different number of hours". A field for "Hours" is set to 1.
- Report Training To:** A dropdown menu set to "WisDOJ Training and Standards Bureau".
- Event Comments:** A large text area for comments.
- INSTRUCTION PROVIDER:** A radio button selection for "Official Provider/Certified Instructor" (selected) and "Other". A dropdown menu for "Type" is set to "WisDOJ Training and Star".
- INSTRUCTOR CONTACT:** Fields for Instructor Name, Email, and Phone.

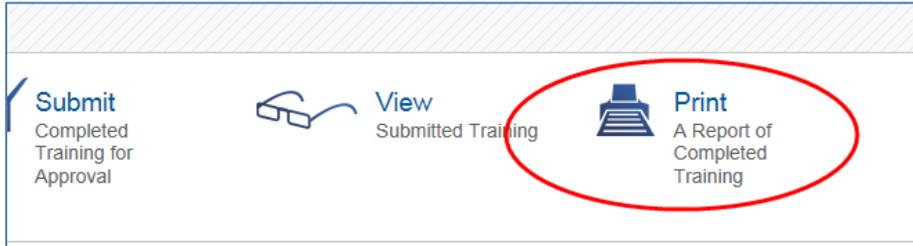
At the bottom right, there is a row of buttons: "Cancel", "Save As Draft", "Add Students", and "Submit for Approval". The "Submit for Approval" button is highlighted with a red box.

To add or remove a document click “Save as Draft”, then click “Add a Document”.

The screenshot shows the "Documents" section of the form. It displays "None Specified" and a red arrow pointing to an "Add a Document" button. Below this, there is a red warning message: "Once a training event is submitted for approval, editing is prohibited. Please ensure that all information is complete and accurate before submitting for approval." At the bottom right, there are "Back" and "Submit for approval" buttons.

## 2.5 Print a Report of Completed Training

The “Print A Report of Completed Training” Icon creates a PDF that shows training for all active employees on your agency’s roster for a time period that you define.



In the Report Preferences you can define the time frame that you are looking at and you also have option to include employees that have no training hours reported in Acadis.

**Report Preferences**

Report **Completed Training By Person Report**

Timeframe  to

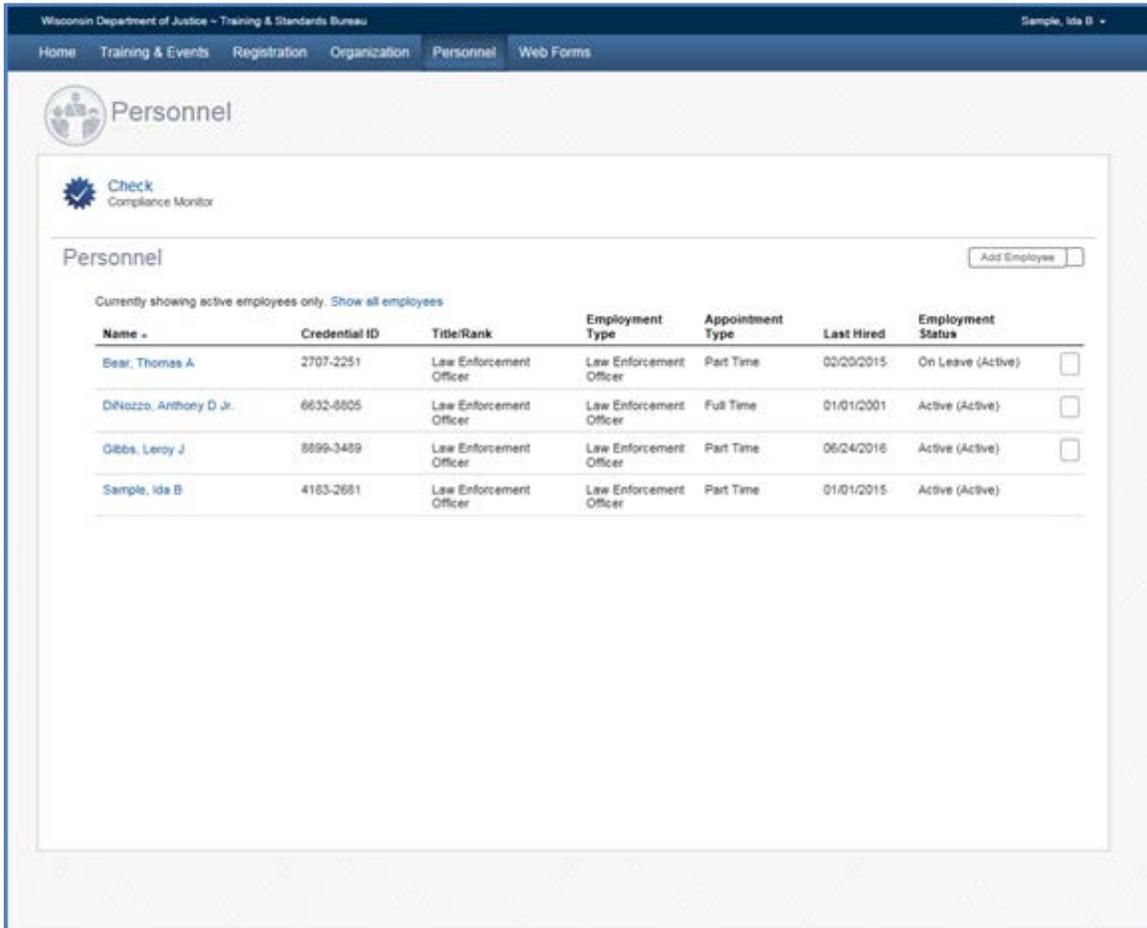
Options  Include people with no training hours

<b>Completed Training By Person Report</b>		<i>Reported by Acadis® Readiness Suite</i>			
Wisconsin Law Enforcement Standards Board WI DOJ - Training and Standards Bureau		09/29/2017 Name <b>John, John</b> Dates <b>06/04/2016 - 09/29/2017</b>			
Training	Start	End	Hours	Category	Student Status
3rd Quarter In-service	08/15/2017	08/23/2017	8h 0m	Basic	Event Complete
LESB Handgun qualification course FY17 (7/1/16 - 6/30/17)	11/22/2016	06/19/2017	1h 0m	Statutory Requirement - Annual Handgun Qualification	Event Complete
Firearms and EVOC	04/14/2017	04/25/2017	8h 0m	Basic	Event Complete

<b>Completed Training By Person Report</b>		<i>Reported by Acadis® Readiness Suite</i>	
Wisconsin Law Enforcement Standards Board WI DOJ - Training and Standards Bureau		09/29/2017 Name <b>John, John</b> Dates <b>06/04/2016 - 09/29/2017</b>	
No training in the specified timeframe has been recorded for this person.			

## Section 3 Personnel Portal

The “Personnel” tab allows portal administrators to view their agency’s active personnel, monitor officer training and certifications, and make limited changes to active personnel.



Some of the functions can be accessed from the dropdown menu under the “Personnel” tab. These include: “See a List of Personnel”, “Request to Add Employee”, “Check Personnel Certification Compliance”, and “Check Personnel Training Hours”.



### 3.1 View List of Active Personnel

To view a list of Active Personnel, click on the “Personnel” tab. A list of active personnel will be displayed. Name, Credential ID, Title/Rank, Employment Type, Appointment Type, Last Hired, and Employment Status columns are sortable by clicking on the title.

Check Compliance Monitor

Personnel Add Employee

Currently showing active employees only. [Show all employees](#)

Name	Credential ID	Title/Rank	Employment Type	Appointment Type	Last Hired	Employment Status
<a href="#">Bear, Thomas A</a>	2707-2251	Law Enforcement Officer	Law Enforcement Officer	Part Time	02/20/2015	On Leave (Active) <input type="checkbox"/>
<a href="#">DiNozzo, Anthony D Jr.</a>	6632-8805	Law Enforcement Officer	Law Enforcement Officer	Full Time	01/01/2001	Active (Active) <input type="checkbox"/>

To see both active and inactive employees, click “Show all employees”.

Check Compliance Monitor

Personnel

Currently showing active employees only. [Show all employees](#)

Name	Credential ID	Title/Rank
<a href="#">Bear, Thomas A</a>	2707-2251	Law Enforcement

Click on an employee’s name to be directed to their Personnel Profile.

Personnel

Currently showing active employees only. [Show all employees](#)

Name	Credential ID	Title/Rank	Emp Type
<a href="#">Bear, Thomas A</a>	2707-2251	Law Enforcement Officer	Law Offic
<a href="#">DiNozzo, Anthony D Jr.</a>	6632-8805	Law Enforcement	Law

Scroll down to see Personnel Profile, Certification(s), Employment(s), and Training for the employee.

**Personnel**  
Personnel Record

---

### Personnel Profile

**Full Name** DiNozzo, Anthony D Jr.  
**Credential ID** 6632-8805  
**Mailing Address** 1 Any Street  
 Testling, MA 14567-7777  
**Primary Phone** (555) 555-4545 Dispatch  
**Primary Email** 1@fakemail.com

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### Certifications

Name	Type	Issue Date	Expiration	Status
Child Maltreatment Instructor (520)	LE Instructor	07/29/2016	09/01/2016	Active
DAAT Instructor (720)	LE Instructor	07/29/2016	09/01/2016	Active
Law Enforcement Officer	Basic Officer	06/02/2001	Contingent	Active

---

### Employment

**Organization**

WisDOJ Training and Standards Bureau  
Civilian Employee  
Active

Sampleton Police Department  
Law Enforcement Officer  
Active

---

### Training

Upcoming, Ongoing, & Unconfirmed Training for Period: 4h 0m

Training	Start	End	Hours	Training Category	Student Status	Documents
Cardiopulmonary resuscitation (CPR)	08/04/2016	08/04/2016	4h 0m		Complete	
Specialized Training - Testling the 491	06/28/2016	07/28/2016	0h 0m	Basic	Enrolled	

Current Period to Date (01/01/2016 - 08/04/2016) Training for Period: 23h 0m

Training	Start	End	Grade	Hours	Training Category	Student Status	Documents
How to eat an Elephant or handling big issues in today's fast paced world	06/26/2016	06/29/2016	N/A	15h 0m	Supervisory	Complete	
Annual Review of Agency Strip Search Policy and Procedures	06/01/2016	06/01/2016	N/A	8h 0m		Complete	

Previous Period (01/01/2015 - 12/31/2015) Training for Period: 0h 0m  
 Other Periods (through 12/31/2014) Training for Period: 0h 0m

A grade of ## indicates that the weights for this class are not valid and grades cannot be calculated.

## 3.2 Export List of Active Personnel

To export a list of Active Personnel, click on the “Personnel” tab. A list of Active Personnel will be displayed. Click on the square **to the right** of the “Add Employee” button.

Personnel

Currently showing all employees. [Show only active employees](#)

Name	Credential ID	Title/Rank	Employment Type	Appointment Type	Last Hired	Employment Status
Bear, Thomas A	2707-2251	Law Enforcement Officer	Law Enforcement Officer	Part Time	02/20/2015	Active (Active)

Click on “Export All”.

The system will create a CSV file that can be saved and opened as a spreadsheet in Microsoft Excel, etc.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Last Name	First Name	Middle Name	Suffix	Full Name	Abbreviated Full Name	Credential ID	Gender	Organization	Employment Status	Title/Rank	Last Hired	Appointment Type	Employment Type
2	Bear	Thomas	A		Bear, Thomas A	Thomas A. Bear	2707-2251	Male	Sampleton Police Department	Active (Active)	Law Enforcement Officer	2/20/2015	Part Time	Law Enforcement Officer
3	DiNozzo	Anthony	D	Jr.	DiNozzo, Anthony D Jr.	Anthony D. DiNozzo, Jr.	6632-8805	Male	Sampleton Police Department	Active (Active)	Law Enforcement Officer	1/1/2001	Full Time	Law Enforcement Officer

The file includes the following fields: Last Name, First Name, Middle Name, Suffix, Full Name, Abbreviated Full Name, Credential ID, Gender, Organization, Employment Status, Title/Rank, Last Hired, Appointment Type, Employment Type, TS Classification, Primary Address 1, Primary Address 2, Primary City, Primary State, Primary Zip, Primary Phone, and Primary Email.

To include Inactive Personnel in the export, first click “Show all employees”, then follow the directions above.

Check Compliance Monitor

Personnel

Currently showing active employees only. [Show all employees](#)

Name	Credential ID	Title/Rank
Bear, Thomas A	2707-2251	Law Enforcement

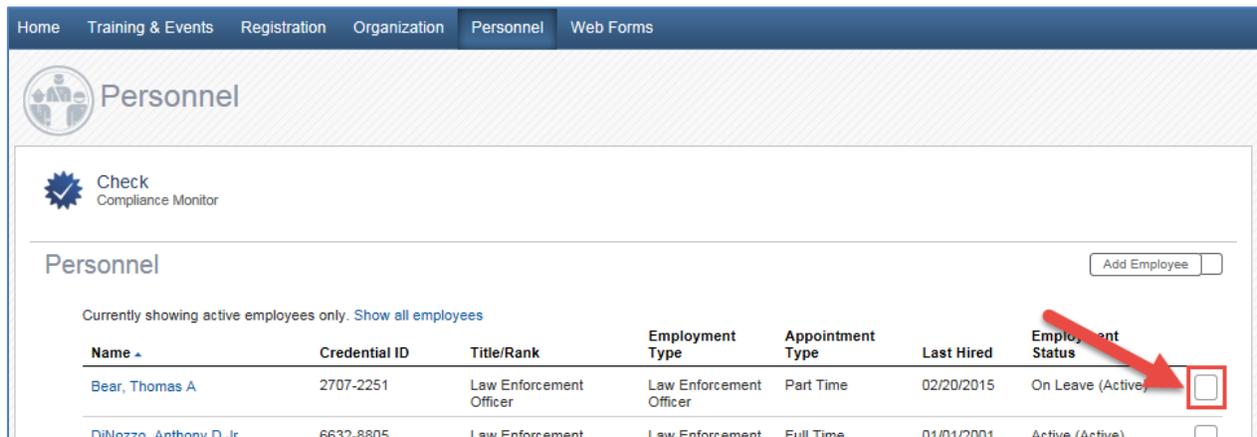
### 3.3 Update Personnel

Most changes to personnel who are currently employed with your agency will be made via the “Personnel” tab.

To update employee status, hover your cursor over the “Personnel” tab. Select “See a list of Personnel”, from the dropdown menu.



To update an employee’s status, click on the square to the right of the employee’s name.



Due to the reporting requirements for officer employment and certification, you are not permitted to use the “Add Employee” button. Any requests to add a new employee via the “Add Employee” button will be rejected. Please continue to use the “DJ-LE-303: Verification of Employment” web form to add new employees and/or to move civilian employees into law enforcement, jail, or secure juvenile detention positions.

The officer's current status with your agency will be shown. Make necessary changes based on the definitions and examples given below. **Please contact T&S (608/266-8800 or [tsb@doj.state.wi.us](mailto:tsb@doj.state.wi.us)), if you have any questions regarding this process.**

John, James A (1465-1110)

Training & Standards Bureau will receive this request for approval.

\* Update Action: Choose...

\* Effective Date: 2/22/2017

Employment Status: On Leave (Active)

Title/Rank: Law Enforcement Officer

Employment Type: Law Enforcement Officer

Appointment Type: Part Time

Supervisor: Select a supervisor...

Comments: Provide any additional information relevant to this employment

Characters: 0 of 250 allowed.

LEOSA/HR218 Eligible? (WI Stats 175.49(2)(b)(1-4)): Choose...

TS Classification: Choose...

Cancel Submit Request

### Update Actions:

Assignment Change	Use to change an officer's assignment within your agency (e.g., Jail to Law Enforcement)
Correction	For correcting a mistake in a previous submission to T&S.
Status Update (on/off LOA)	For updating employment status (on/off LOA)
Hire	<b>Do Not Use – Any submission with this update action will be rejected</b>
Re-Hire	<b>Do Not Use – Any submission with this update action will be rejected</b>
Separation	For terminating employment (Resigned in Good Standing, Resigned in Lieu of Termination, etc.)
TS Classification change (Pri-Sec)	For changing an officer's Primary/Secondary status

**Effective Date:** Date that the change takes effect

### Employment Status:

Active	Employee is considered to be actively employed
Active with Deficiencies (303)	<b>For T&amp;S use only</b>
Deceased	Employee has passed away
On Leave	Employee is considered to be on leave but still employed by the organization (e.g., military leave, medical leave, etc.)

Resigned in Good Standing	Employee has resigned from the agency in good standing, as opposed to resignation in lieu of termination or resignation prior to completion of an internal investigation
Resigned in Lieu of Termination	Employee has resigned, and had the employee not resigned, their employment would have been terminated by the employing agency (terminated for cause)
Resigned Prior to Completion of Internal Investigation	Employee resigned before the employing agency could complete an internal investigation based on allegations of misconduct or allegations of poor performance
Retired	Employee has retired
Separated	For civilian employee separation (not for officers)
Separated Due to Agy Budget Cuts or Disbandment	Employment has ended because of agency budget cuts or because the agency disbanded
Temporary Appointment Ended	Temporary appointment has ended
Terminated for Cause	Employment terminated due to employee misconduct or poor performance

**Title/Rank:** Make Same as Employment Type

**Employment Type:**

Administrator	For T&S use only
Civilian Employee	Personnel employed by the agency who do not meet the definition of an officer or is not a Telecommunicator/Dispatcher
Elected Constable	Elected constable whose employment does not meet the definition of Law Enforcement Officer as defined in §165.85, Wis. Stats.
Elected Sheriff	Elected Sheriff who has chosen not to become or remain LESB certified
Instructor	LESB certified instructor employed at an LESB Certified Academy or Agency
Jail Officer	Employee whose job duties meet the definition of Jail Officer as defined in §165.85, Wis. Stats.
Jailer/Secure Juvenile Detention	Employee whose job duties meets both definitions as defined in §165.85, Wis. Stats.
Law Enf/Jail/SecJuv Det	Employee whose job duties meets all 3 definitions as defined in §165.85, Wis. Stats.
Law Enforcement and Jail Officer	Employee whose job duties meets both definitions as defined in §165.85, Wis. Stats.
Law Enforcement and SJD Officer	Employee whose job duties meets both definitions as defined in §165.85, Wis. Stats.
Law Enforcement Officer	Employee whose job duties meet the definition of Law Enforcement Officer as defined in §165.85, Wis. Stats.
School Director	For T&S use only
Secure Detention Officer	Employee whose job duties meet the definition of Secure Juvenile Detention Officer as defined in §165.85, Wis. Stats.

Tribal Law Enforcement Officer	Employee whose job duties meet the definition of Tribal Law Enforcement Officer as defined in §165.85, Wis. Stats.
Under Cover Law Enforcement	Employee whose job duties meet the definition of Law Enforcement Officer as defined in §165.85, Wis. Stats., and who serves in an undercover status
Telecommunicator/Dispatcher	Employee whose primary job is dispatching
Student	For T&S or LESB Certified Academy use only

**Appointment Type:**

Full-time	2,080 or more hours per year
Part-time	Less than 2,080 hours per year

**Supervisor:** Optional - This field/ information is **NOT REQUIRED** by Training and Standards. Your department is welcome to use this field to track supervisor/personnel connections and enable sorting personnel records in the Acadis Portal.

**Comments:** Provide any additional information relevant to this employment

**LEOSA/HR218 Eligible? {WI Stats 175.49(2)(b)1-4}:**

Yes, officer meets requirements	<p>Law Enforcement Officer is LEOSA/HR218 eligible by meeting all of the following requirements:</p> <ol style="list-style-type: none"> <li>1. Law enforcement officer separated from service as a law enforcement officer with the law enforcement agency that employed him or her in good standing.</li> <li>2. Law enforcement officer held law enforcement employment for an aggregate of at least 10 years, or separated from law enforcement service due to a service-connected disability, as determined by the employing agency from which he or she separated from service, after completing any applicable probationary period.</li> <li>3. Both of the following: <ol style="list-style-type: none"> <li>a. A qualified medical professional employed by the law enforcement agency from which the officer separated from service has not found the officer to be unqualified to be a law enforcement officer for reasons related to the officer’s mental health.</li> <li>b. The law enforcement officer has not entered into an agreement with the law enforcement agency from which he or she separated from service in which the officer acknowledges that he or she is not qualified to be a law enforcement officer for reasons related to his or her mental health and in which he or she declines the photographic identification for that reason.</li> </ol> </li> <li>4. The law enforcement officer is not prohibited under federal law from possessing a firearm.</li> </ol>
---------------------------------	---

No, officer does not meet requirements	<p>Law Enforcement Officer is LEOSA/HR218 ineligible due to any or all of the following reasons:</p> <ul style="list-style-type: none"> <li>• Law enforcement officer did not separate from service as a law enforcement officer in good standing.</li> <li>• A qualified medical professional employed by the law enforcement agency from which the officer separated from service has found the officer to be unqualified to be a law enforcement officer for reasons related to the officer's mental health.</li> <li>• The law enforcement officer has entered into an agreement with the law enforcement agency from which he or she separated from service in which the officer acknowledges that he or she is not qualified to be a law enforcement officer for reasons related to his or her mental health and in which he or she declines the photographic identification.</li> <li>• The law enforcement officer is prohibited under federal law from possessing a firearm.</li> </ul>
Not Applicable	LEOSA/HR218 eligibility does not apply to jail officers or secure juvenile detention officers. LEOSA/HR218 also does not apply to law enforcement officers separating from employment after holding law enforcement employment for an aggregate of less than 10 years.

**T&S Classification:**

Primary Employment	The employer of a full-time officer or the initial employer of a part-time officer.
Secondary Employment	The second employer of an officer. The officer will already be employed by another employer within an employment category (law enforcement, jail, or secure detention)

## Examples:

### Leave of Absence to Active Employment

Training & Standards Bureau will receive this request for approval.

**\* Update Action** Status Update (on/off LOA) x ▾ *Choose "Status Update"*

**\* Effective Date** 2/22/2017

**Employment Status** Active (Active) ▾ *Choose "Active"*

**Title/Rank** Law Enforcement Officer ▾

**Employment Type** Law Enforcement Officer x ▾

**Appointment Type** Part Time x ▾

**Supervisor** Select a supervisor...

**Comments** Back from military duty.  
Characters: 24 of 250 allowed.

LEOSA/HR218 Eligible? [WI Stats 175.49(2)(b)(1-4)] Choose...

TS Classification Choose...

*Click to Submit*

Cancel Submit Request

### Assignment Change

Training & Standards Bureau will receive this request for approval.

**\* Update Action** Assignment Change x ▾ *Choose "Assignment Change"*

**\* Effective Date** 2/22/2017

**Employment Status** Active (Active) ▾

**Title/Rank** Law Enforcement and Jail Officer ▾ *Mark "Title/Rank" the same as Employment Type*

**Employment Type** Law Enforcement and Jail Officer x ▾ *Choose officer's new assignment*

**Appointment Type** Part Time x ▾

**Supervisor** Select a supervisor...

**Comments** Provide any additional information relevant to this employment  
Characters: 0 of 250 allowed.

LEOSA/HR218 Eligible? [WI Stats 175.49(2)(b)(1-4)] Choose...

TS Classification Choose...

*Click to Submit*

Cancel Submit Request

## Employment Termination

Training & Standards Bureau will receive this request for approval.

\* Update Action: Separation Choose "Separation"

\* Effective Date: 2/22/2017 Enter Date Effective

Employment Status: Resigned in Good Standing (Inactive) Choose status

Title/Rank: Law Enforcement Officer

Employment Type: Law Enforcement Officer

Appointment Type: Full Time

Supervisor: Select a supervisor...

Add a comment (optional) Comments  
 Provide any additional information relevant to this employment

Characters: 0 of 250 allowed.

LEOSA/HR218 Eligible? (WI Stats 175.49(2)(b)(1-4)): Yes, officer meets requirements. If Law Enforcement or Tribal Law Enforcement determine HR218 eligibility and choose appropriate answer.

TS Classification: Choose...

Click to Submit

Cancel Submit Request

Once submitted you will see "Pending Personnel Changes" above your Active Personnel Roster until the changes are approved by Training and Standards.

Personnel

Check Compliance Monitor

### Pending Personnel Changes

Requested For ^	Title/Rank	Hire Date	Change Requested	Requested By	Requested	Request Status
Bear, Thomas A	Law Enforcement Officer	02/20/2015	Update existing employee	Sample, Ida B	08/15/2016	Submitted

## 3.4 Check Personnel Training Hours

Check Personnel Training Hours allows you to review a summary, by category and hours, of training completed by Agency Personnel.

Click on the “Personnel” tab and then on “Check Personnel Training Hours” from the dropdown menu. From this screen you can filter the data, view and print the results.

Home
Training & Events
Registration
Organization
Personnel
Web Form


Personnel  
Check Personnel Training Hours

### Completed Training Hours

Filters
Refresh Data
Print

With no filters applied, training for the Current Calendar Year is shown for currently active employees. Completed training hours were last updated on 10/18/2017 at 12:29 PM and can be refreshed by clicking "Refresh Data."

Employee <span style="font-size: 10px;">▲</span>	Credential ID	Organization	Employment Type	Appointment Type	Total Hours	Category	Category Hours
Bass, Kelly A	4670-4895	Sampleton Police Department	Law Enforcement and Jail Officer	Full Time	14.00	Basic	6.00
						Mandatory Retraining	2.00
						Statutory Requirement - Annual Handgun Qualification	2.00
						Statutory Requirement - Vehicle Prusuit Training	4.00
Bluegill, Samuel A	9893-7829	Sampleton Police Department	Law Enforcement Officer	Full Time	42.00	Advanced Skills	40.00
						Statutory Requirement - Annual Handgun Qualification	2.00
Shark, Brandon A	9445-1961	Sampleton Police Department	Jail Officer	Part Time	8.00	Basic	6.00
						Mandatory Retraining	2.00
Tuna, King A	4221-9026	Sampleton Police Department	Law Enforcement Officer	Full Time	42.00	Advanced Skills	40.00
						Statutory Requirement - Annual Handgun Qualification	2.00
Williams, Richard P	2932-1703	Sampleton Police Department	Administrator	Full Time	160.57	Advanced Skills	40.00
						Career Development	120.00
						SFST/ AAD Detection	0.57
Wolf, Thomas A	3189-4875	Sampleton Police Department	Law Enforcement Officer	Full Time	56.00 <sup>1</sup>	Advanced Skills	50.00 <sup>1</sup>
						Statutory Requirement - Annual Handgun Qualification	2.00
						Statutory Requirement - Vehicle Prusuit Training	4.00

<sup>1</sup> Additional training is currently in progress and is not included.

There are multiple filters that you can apply to the results.

**Filters**

Employment Status  Show People Without Active Employment

Employment Type *All Employment Types*

Appointment Type *All Appointment Types*

Total Completed Hours  to

Training was Completed  Fiscal Year(s)  and

and

Cancel | Clear All Filters **Apply**

For example if you want to see a summary of all employees who have not completed 24 hours of training within the current FY 2018 (July 1, 2017 – June 30, 2018), click on “Filters” and set “Total Completed Hours” from “0” to “23.99”, then under “Training was Completed”, choose specific dates and enter July 1, 2017, and Today’s Date. Click on the “Apply” button.

**Filters**

Employment Status  Show People Without Active Employment

Employment Type *All Employment Types*

Appointment Type *All Appointment Types*

Total Completed Hours **0** to **23.99**

Training was Completed  Fiscal Year(s)  and

**07/01/2017** and **10/18/2017**

Cancel | Clear All Filters **Apply**

In the heading you will see the filters that have been applied and the results of filtering below.

**Completed Training Hours** Filters Refresh Data Print

Total Completed Hours = 0-23.99 x 07/01/2017-10/18/2017 x

Completed training hours were last updated on 10/18/2017 at 01:52 PM and can be refreshed by clicking "Refresh Data."

Employee	Credential ID	Organization	Employment Type	Appointment Type	Total Hours	Category	Category Hours
Bass, Kelly A	4670-4895	Sampleton Police Department	Law Enforcement and Jail Officer	Full Time	14.00	Basic	6.00
						Mandatory Retraining	2.00
						Statutory Requirement - Annual Handgun Qualification	2.00
						Statutory Requirement - Vehicle Prusuit Training	4.00
Shark, Brandon A	9445-1961	Sampleton Police Department	Jail Officer	Part Time	8.00	Basic	6.00
						Mandatory Retraining	2.00
Wolf, Thomas A	3189-4875	Sampleton Police Department	Law Enforcement Officer	Full Time	6.00	Statutory Requirement - Annual Handgun Qualification	2.00
						Statutory Requirement - Vehicle Prusuit Training	4.00

Clicking on "Print" button will create a PDF of your results that you can save or print.

**Completed Training Hours by Person** Reported by Acadis® Readiness Suite 10/18/2017

Sampleton Police Department (SPD) Training Completed In: 07/01/2017 to 10/18/2017  
Total Completed Hours: 0-23.99

Employee	Credential ID	Organization	Employment Type	Appointment Type	Total Hours	Category	Category Hours
Bass, Kelly A	4670-4895	Sampleton Police Department	Law Enforcement and Jail Officer	Full Time	14.00	Basic	6.00
						Mandatory Retraining	2.00
						Statutory Requirement - Annual Handgun Qualification	2.00
						Statutory Requirement - Vehicle Prusuit Training	4.00
Shark, Brandon A	9445-1961	Sampleton Police Department	Jail Officer	Part Time	8.00	Basic	6.00
						Mandatory Retraining	2.00
Wolf, Thomas A	3189-4875	Sampleton Police Department	Law Enforcement Officer	Full Time	6.00	Statutory Requirement - Annual Handgun Qualification	2.00
						Statutory Requirement - Vehicle Prusuit Training	4.00

## 3.5 Print Personnel Training History Reports

Navigate to a personnel profile by following Section 3.1. Under the Training section, click on the “Reports” button and then choose “Training History”.

**Training** Reports -

Upcoming, Ongoing, & Unconfirmed Training for Period: 748h 0m

Training	Start	End	Hours	Training Category	Student Status	Documents
Secure Juv Det Officer Basic	06/02/2016	05/01/2017	24h 0m		Enrolled	

**Training** Training History

Upcoming, Ongoing, & Unconfirmed Training for Period: 748h 0m

Training	Start	End	Hours	Training Category	Student Status	Documents
Secure Juv Det Officer Basic	06/02/2016	05/01/2017	24h 0m		Enrolled	

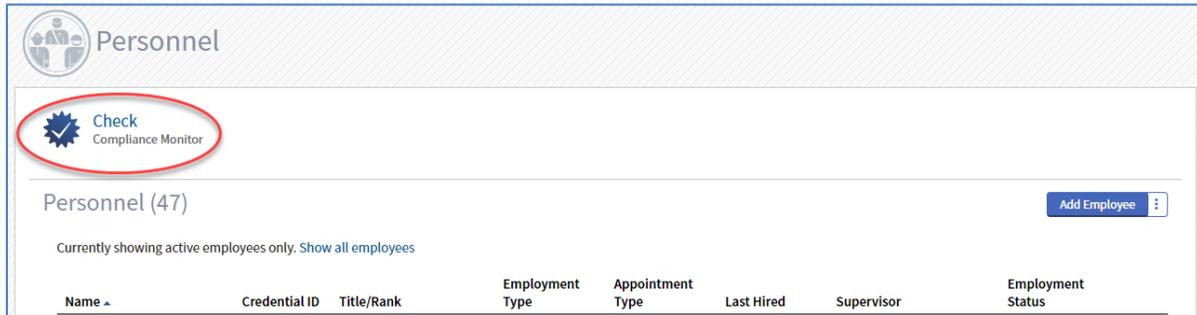
The Training History Report will populate a PDF document. You can print and/or save the report.

Training History Report		Reported by Acadis® Business Suite		08/15/2016		
Wisconsin Law Enforcement Standards Board WI DOJ - Training and Standards Bureau		For: Bear, Thomas A		Credential ID: 2707-2251		
<b>Bear, Thomas A</b>						
<b>Certifications</b>						
Name	Issued	Expiration	Status			
Jail Officer	03/25/2016	06/30/2017	Active			
Law Enforcement Officer	03/03/2015	Never Expires	Active			
LE Officer (Contingent Cert)	06/16/2016	Never Expires	Active			
<b>Training</b>						
<b>Upcoming, Ongoing, &amp; Unconfirmed</b>						
Course/Title (Course No.)	Training Dates		Grade	Status	Training Category	Hours
Cardiopulmonary resuscitation (CPR)	08/04/2016	08/04/2016	N/A	Complete		4h 0m
Secure Juv Det Officer Basic Training 160 Hr - Testing 486	06/02/2016	05/01/2017	0.00%	Enrolled		24h 0m
Law Enforcement Officer Basic Training 720 Hr - LE720 16-256	04/21/2016	12/11/2016	0.00%	Enrolled		720h 0m
<b>Total Hours</b>						<b>(748h 0m)</b>
<b>Current Period to Date (07/01/2016 - 08/15/2016)</b>						
Course/Title (Course No.)	Training Dates		Grade	Status	Training Category	Hours
Department Policy & Procedure Review (16-0213)	08/01/2016	08/01/2016	N/A	Complete		2h 30m
<b>Total Hours</b>						<b>(2h 30m)</b>
<b>Previous Period (07/01/2015 - 06/30/2016)</b>						
Course/Title (Course No.)	Training Dates		Grade	Status	Training Category	Hours
How to eat an Elephant or handling big issues in todays fast paced world	06/28/2016	06/28/2016	N/A	Complete	Supervisory	15h 0m
Specialized Training - 16-001	04/21/2016	04/21/2016	0.00%	Graduated - 04/21/2016		
LESB Handgun qualification course FY'16 (7/1/15 - 6/30/16)	04/04/2016	04/04/2016	N/A	Complete	Statutory Requirement	2h 0m
Basic Evidence Technician Course	03/25/2016	03/30/2016	N/A	Complete	Advanced Skills	5h 0m
SWAT Conference	03/07/2016	03/09/2016	N/A	Complete		16h 0m

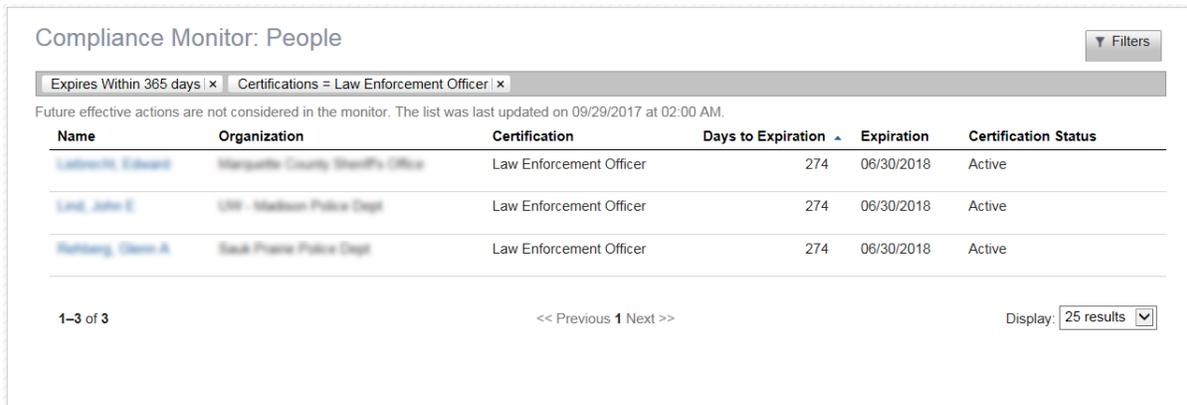
## 3.6 Check Compliance Monitor

The Compliance Monitor allows you to review personnel whose certifications are going to expire within a certain time period.

On the Personnel page, click the “Check Compliance Monitor” icon.



The program will show certifications that are going to expire within the time period specified by filters. Name, Certification, Days to Expiration, Expiration, and Certification Status columns in the blue bar are sortable by clicking on them.



To customize your view, click the “Filters” button.



With Filters, you can select a specific type of certification(s) that you wish to review, the number of days before the certification expires (up to 365 days), and certifications that have expired up to 30 days past. Click “Apply”, after options have been selected.

The screenshot shows a 'Filters' dialog box with the following elements:

- Filters** (Section Header)
- Certifications**: All certifications that expire (Change)
- Expires in the next**: 365 days (dropdown menu)
- Expired**:  Show certifications that expired in the last 15 days (dropdown menu)
- Buttons: Cancel | Clear All Filters | Apply

Under “Certifications” you can leave blank to see all certifications or select specific certification type(s) and then all or some of the certifications associated with that type.

This screenshot shows the 'Filters' dialog box with the 'Certification Type' dropdown menu open. The menu lists the following options:

- Academy Requirement
- Basic Officer
- Instructor
- Jail Instructor
- LE Instructor
- MIT Instructor
- Organization
- Qualification
- SJD Instructor
- Training Requirement

Below the dropdown menu, there are several checkboxes for certification types:

- All
- Jail Officer
- Law Enforcement
- Secure Detention
- Tribal Law Enforcement Officer

At the bottom right of the dialog box, there are 'Cancel' and 'Continue' buttons.

Below is a quick reference of certifications in Acadis and associated type.

Name	Type	Name	Type	Name	Type
60 College Crdt Reqmt Not Met	Qualification	Jail- Intro Corrections Instructor	Jail Instructor	OMVWI/SFST Instructor	LE Instructor
Agency Policy Instructor (520)	LE Instructor	Jail- Jail Security Instructor	Jail Instructor	PCS Instructor	Instructor
Child Maltreatment Instructor (520)	LE Instructor	Jail- POSC Instructor	Jail Instructor	Physical Evidence Instructor (520)	LE Instructor
Community Resource Instructor (520)	LE Instructor	Jail- Prepare Reports Instructor	Jail Instructor	Pol Free Society Instructor (520)	LE Instructor
Constitutional Law Instructor	LE Instructor	Jail- Sup & Beh Ctrl Instructor	Jail Instructor	Pol Strategies Instructor (520)	LE Instructor
CPR Instructor	Instructor	Jail- Sup Juv Inmates Instructor	Jail Instructor	Preservice - FP Results Recd	Academy Requirement
Crimes Instructor (520)	LE Instructor	Jail- Sup Special Inmate Instructor	Jail Instructor	Prof Orientation Instructor (520)	LE Instructor
Crisis Management Instructor (520)	LE Instructor	Juvenile Law Instructor (520)	LE Instructor	Report Writing Instructor (520)	LE Instructor
Critical Thinking Instructor (520)	LE Instructor	Law Enforcement Officer	Basic Officer	Scenario Instructor	LE Instructor
Cultural Comp Instructor (520)	LE Instructor	LE Officer Wellness Instructor	Instructor	Scene Management Instructor (520)	LE Instructor
DAAT Instructor (520)	LE Instructor	LE Physical Fitness Assessor	Instructor	Secure Detention Officer	Basic Officer
DAAT Instructor (720)	LE Instructor	LE Physical Fitness Instructor	Instructor	Sensitive Crimes Instructor	LE Instructor
Domestics Instructor (520)	LE Instructor	MIT- CJDC Instructor	MIT Instructor	Sexual Assault Instructor (520)	LE Instructor
Ethics Instructor (520)	LE Instructor	MIT- Constitutional Law Instructor	MIT Instructor	SJD Training Requirement Not Met	SJD Instructor
EVOC Instructor	LE Instructor	Tribal Law Enforcement Officer	Basic Officer	SJD- Admit Juveniles Instructor	SJD Instructor
Firearms Instructor (520)	LE Instructor	Vehicle Contacts Instructor	LE Instructor	SJD- Behavior Mgmt Instructor	SJD Instructor
First Aid, CPR/AED Instructor	LE Instructor	Victims Instructor (520)	LE Instructor	SJD- Facility Security Instructor	SJD Instructor
General Jail Instructor	Jail Instructor	MIT- CPCS Instructor	MIT Instructor	SJD- Fire Safety Instructor	SJD Instructor
General Law Enforcement Instructor	LE Instructor	MIT- DAAT Instructor	MIT Instructor	SJD- Health Care Instructor	SJD Instructor
General Secure Juv Det Instructor	SJD Instructor	MIT- EVOC Instructor	MIT Instructor	SJD- Intro Detention Ops Instructor	SJD Instructor
Handgun & Rifle Instructor	LE Instructor	MIT- Firearms Instructor	MIT Instructor	SJD- Legal Requirements Instructor	SJD Instructor
Handgun Instructor	LE Instructor	MIT- Handgun and Rifle Instructor	MIT Instructor	SJD- POSC Instructor	SJD Instructor
Hazardous Materials Instructor	LE Instructor	MIT- OMVWI/SFST Instructor	MIT Instructor	SJD- Report Writing Instructor	SJD Instructor
Interview & Inter Instructor (520)	LE Instructor	MIT- PCS Instructor	MIT Instructor	SJD- Stress Mgmt Instructor	SJD Instructor
Jail Officer	Basic Officer	MIT- Policing in America Instructor	MIT Instructor	SJD- Supervise Juv Instructor	SJD Instructor
Jail Training Requirement Not Met	Jail Instructor	MIT- POSC (J) Instructor	MIT Instructor	Tactical Response Instructor (520)	LE Instructor
Jail- Admit Inmates Instructor	Jail Instructor	MIT- POSC (SD) Instructor	MIT Instructor	Tactical Response Instructor (720)	LE Instructor
Jail- Correctional Law Instructor	Jail Instructor	MIT- SC- Sexual Assault Instructor	MIT Instructor	TECC Instructor	Instructor
Jail- Ethics Instructor	Jail Instructor	MIT- Scenarios	MIT Instructor	Testify in Court Instructor (520)	LE Instructor
Jail- Fire Safety Instructor	Jail Instructor	MIT- Tactical Response Instructor	MIT Instructor	Traffic Crash Instructor (520)	LE Instructor
Jail- Health Care Instructor	Jail Instructor	MIT- TECCLEO Instructor	MIT Instructor	Traffic LE Instructor (520)	LE Instructor
Jail- Hostage Response Instructor	Jail Instructor	MIT- Vehicle Contacts Instructor	MIT Instructor		

The new view will show the filters you have chosen in the grey bar. To remove a filter, click on the “X” next to the filter you wish to remove.

### Compliance Monitor: People Filters

Expires Within 365 days X
Certifications = Law Enforcement Officer X

Future effective actions are not considered in the monitor. The list was last updated on 09/29/2017 at 02:00 AM.

Name	Organization	Certification	Days to Expiration ▲	Expiration	Certification Status
<a href="#">Lubrecht, Edward</a>	Marquette County Sheriff's Office	Law Enforcement Officer	274	06/30/2018	Active
<a href="#">Lund, John E</a>	UM - Madison Police Dept	Law Enforcement Officer	274	06/30/2018	Active
<a href="#">Rothberg, Glenn A</a>	South Prairie Police Dept	Law Enforcement Officer	274	06/30/2018	Active

1-3 of 3
<< Previous 1 Next >>
Display: 25 results ▼

## Section 4 Web Forms

The following web forms are available in the Acadis Portal:

**Pre-service and Certification College Track Student Application** – This form is for new Pre-service or College Certification Track (CCT) students only. It is also accessible from the Acadis login page.

**DJ-LE-303N: Name and Education Change Form** - This form is used to submit updates to educational records for officers and any changes to their official name.

**DJ-LE-303: Verification of Employment** - For reporting employment/requesting certification of a Law Enforcement, Tribal Law Enforcement, Jail, or Secure Juvenile Detention Officer.

**Civilian only: Add New Personnel to Acadis/WILENET** – This form is used to add new personnel (civilians, dispatchers) to Acadis for purposes of tracking training and general WILENET access.

**Academy - Preparatory Training Class Declaration** – This form is for LESB Academy use only. It is used to notify T&S that a Certified Academy is planning to run a basic training class.



Some web forms are only to be submitted by an administrator or authorized person of the agency on behalf of the officer. Any submissions made by unauthorized users will not be accepted.

WEBFORM	DESCRIPTION
Pre-service and Certification College Track Student Application	Application for New Pre-service or College Certification Track (CCT) students. (Public)
DJ-LE-326 Acadis Portal Administrative Rights	For requesting access to WILENET and or Acadis administrative portal functions.
DJ-LE-303N: Name Change Form	This form is to be used to submit any changes to an officer, instructor, or civilian WILENET user's legal name. This form is to be submitted by an administrator of the agency on behalf of the officer. Any submissions made by unauthorized users will not be accepted by DOJ.
DJ-LE-303N: Education Change Form	This form is used to submit updates to educational records for officers. This form is to be submitted by an administrator of the agency on behalf of the officer. Any submissions made by unauthorized users will not be accepted by DOJ.
DJ-LE-303: Verification of Employment and Certification Application Form	For reporting employment /requesting for certification of a Law Enforcement, Tribal Law Enforcement, Jail, or Secure Juvenile Detention Officer. This form is to be submitted by an administrator of the agency on behalf of the officer. Any submissions made by unauthorized users will not be accepted by DOJ.
Civilian only: Add New Personnel to Acadis/WILENET	CIVILIANS ONLY. use to adding new personnel to Acadis for purposes of tracking training and general WILENET access.
Academy - Preparatory Training Class Declaration	Notification to T&S that a Certified Academy is planning to run a basic training class.

Thank you for taking the time to review this information.

Please contact us if you have any questions regarding Acadis.

Richard Williams, RMS Administrator

[williamsrp@doj.state.wi.us](mailto:williamsrp@doj.state.wi.us)

(608) 266-7883

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