

# DCJS Acadis Portal Guide for Fire Police Employers

October 2022



Division of Criminal  
Justice Services

New York State Division of Criminal Justice Services  
80 South Swan Street, Albany, New York 12110

[www.criminaljustice.ny.gov](http://www.criminaljustice.ny.gov)

# Introduction

## Background

The Division of Criminal Justice Services, Office of Public Safety is responsible for the maintenance of the Central State Registry of Police Officers and Peace Officers as well as the administration of training records for those individuals listed on the Registry. In the past, any registry or training program documentation received by or transmitted from DCJS was done through a paper-based process requiring data entry by both law enforcement agencies and DCJS staff.

To streamline the process, DCJS procured a comprehensive web-based training and certification management system, Acadis™ Readiness Suite, designed for law enforcement to accurately track personnel, training and certifications in one consolidated database. Acadis provides tangible benefits to law enforcement agencies in New York State by allowing agencies real time, electronic access to their officers' training, employment and certification information. More information about the Acadis Readiness Suite can be found at <http://www.envisagenow.com/solutions/the-acadis-readiness-suite/>.

## Purpose of Guide

Law enforcement agencies have access to Acadis via agency designated points of contact and the web-based Acadis portal. Through the Acadis portal, agencies can perform the validation process, which includes modifications and/or deletions of Registry data. Between November 1<sup>st</sup> and January 15<sup>th</sup> of each year, every agency is required to complete the annual validation process, pursuant to New York State Executive Law section 845. If the validation process is not completed by January 15<sup>th</sup>, the agency must contact DCJS directly.

## Access Requirements

Prior to accessing the Acadis system, each agency must:

- 1) Submit a signed Use and Dissemination Agreement to DCJS
- 2) Identify Acadis portal users
- 3) Obtain system permissions from DCJS for agency-identified users

## How to Utilize this Guide

This guide will assist agencies and assigned users in performing peace officer registry transactions and annual validation of registry data. First-time users can best utilize this guide by following the step-by-step instructions contained in this guide, which describe how to login to the Acadis portal and how to navigate through each process of the annual peace officer registry validation. For quick reference of a specific section of this guide, users can refer to the Table of Contents and select the hyperlink for the corresponding section. For questions regarding the system, users can contact [DCJSAcadis\\_Help@dcjs.ny.gov](mailto:DCJSAcadis_Help@dcjs.ny.gov) for assistance.

**DCJS Acadis Portal Guide  
for Fire Police Employers  
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# Section 1: Accessing the Acadis Portal

## In this section you will learn how to:

- ✓ Login to your Acadis account.
- ✓ Navigate your Acadis Portal Homepage.



**Note:** Using the “Back” button in your browser could cause you to lose any unsaved progress. When using Acadis it is best to always utilize the buttons and key prompts within Acadis, not those on your web browser.

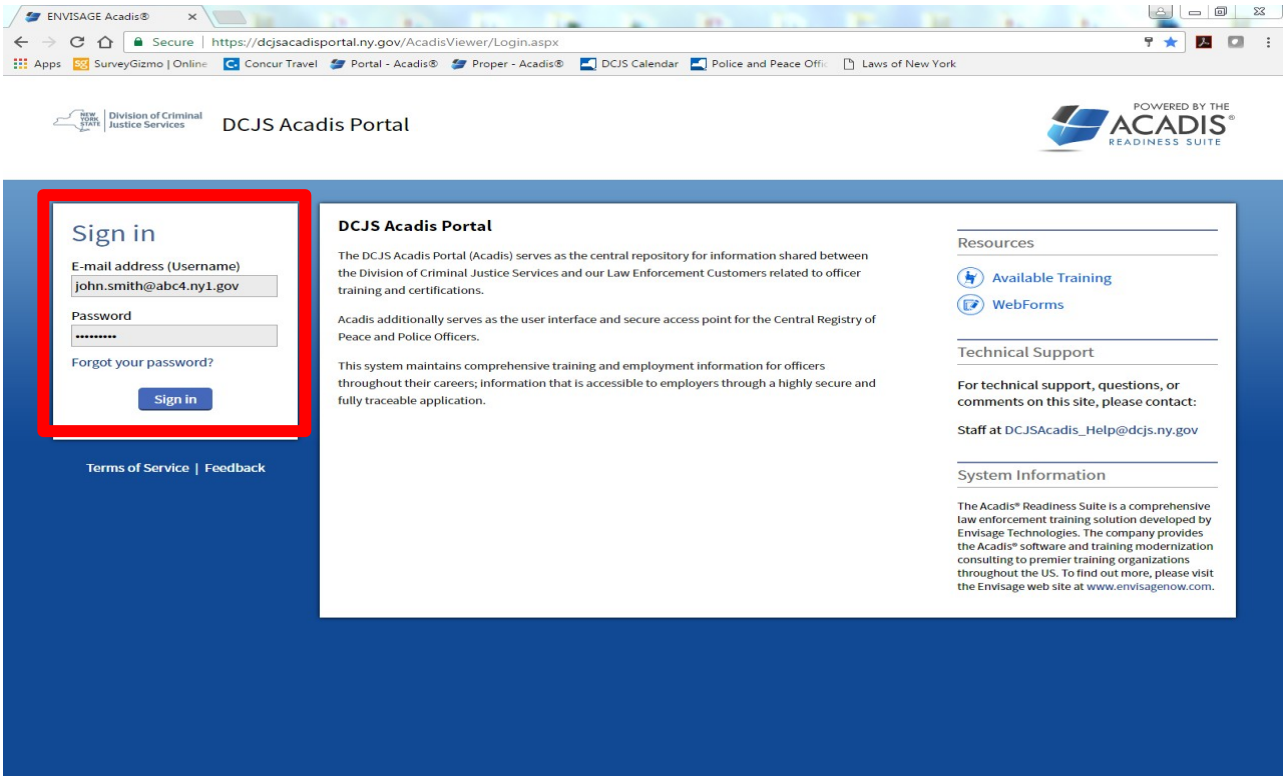


**Reminder:** It is important to remember before utilizing Acadis to either disable your web browser’s pop-up blocker or add Acadis to your list of exceptions for pop-ups.

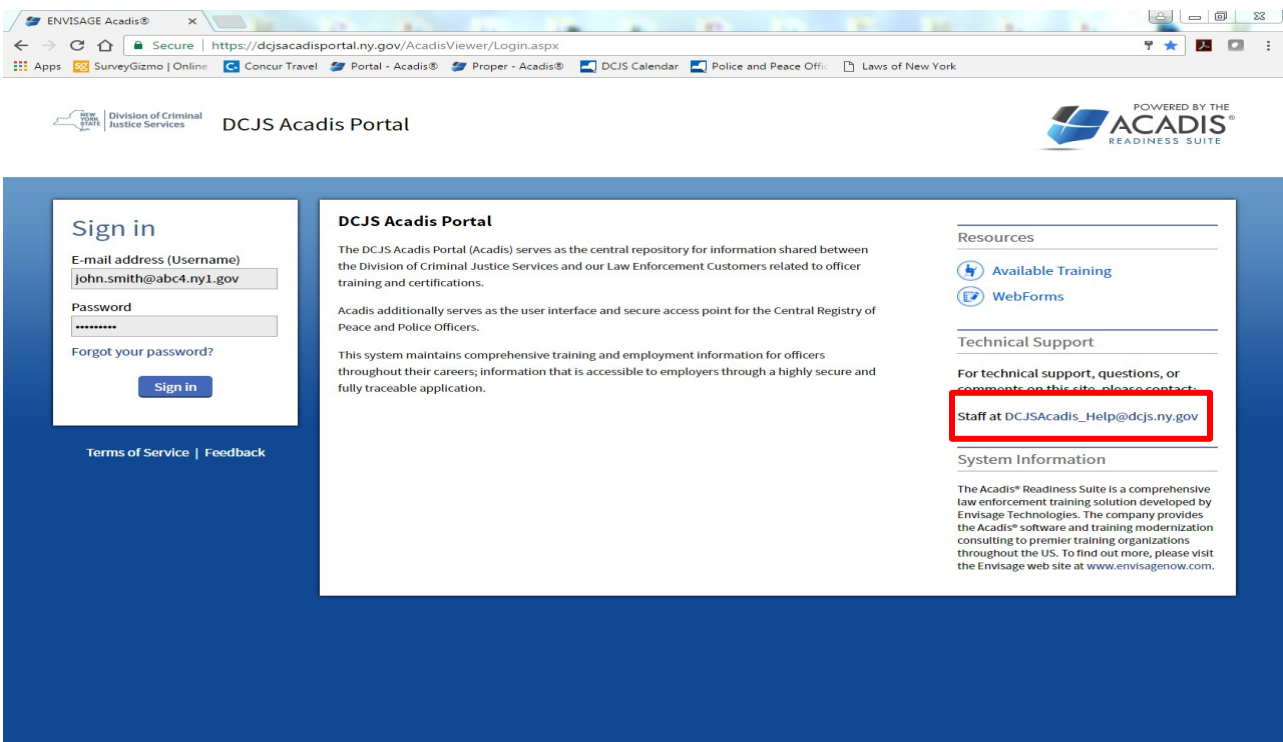
## Logging into your Acadis account

Navigate to <https://dcjsacadisportal.ny.gov>

Enter your Acadis login credentials that were provided to you by DCJS and select “Sign In”.



If you are an agency identified user and do not yet have your login information, please contact DCJS at [DCJSAcadis\\_Help@dcjs.ny.gov](mailto:DCJSAcadis_Help@dcjs.ny.gov). Otherwise, please move on to the next page.



After selecting the Acadis application button, you will be automatically directed to your Acadis home screen. Here you can view and edit your personal profile and view your certifications and employment history.

**DCJS Acadis Portal** Smith, John

Home Training & Events Registration Organization Personnel Academy Resources

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**Smith, John**

**My Profile** Email my Professional History Report | Manage Profile

**Person ID** smith-01171942-6274  
**Mailing Address** Alfred E. Smith State Office Building  
 80 South Swan Street  
 Albany, NY 12210  
**Primary Phone** (518) 457-5837 Emergency  
**Primary Email** john.smith@abc4.ny1.gov

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**Certifications**

Name	Type	Issue Date	Expiration	Status
Advanced Police Sniper/Observer Course	Non-Card Display	09/07/2015	Never	Active
Basic Course for Police Officers or Equivalent	Expiring	09/02/2013	Never	Active

---

**Employment** Show History

Previous employment records exist. Click here or "Show History" to view all records.

Organization	Employment Type / Appointment Type	Supervisor	Last Hired
<b>Test UAT 110101T</b> ★ Assistant Chief Active	Police / CPL §1.20 (34)		09/19/2012
<b>Albany County Sheriff's Office 410101R</b> Assistant Chief Active	Police / CPL §2.10 (37)	Nagula, Vipul	01/17/1982

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**Training** View By  Fiscal Year  Calendar Year Reports

None Specified



If you experience any issues while logging into the Acadis Portal, please contact DCJS at [DCJSAcadis\\_Help@dcjs.ny.gov](mailto:DCJSAcadis_Help@dcjs.ny.gov). Otherwise, please move on to the next page.

## Navigating Your Acadis HomeScreen

Once you have signed in to the Acadis Portal you should become familiar with your Acadis profile home screen. First, review your profile information and ensure it is correct. If the information is incorrect, further instructions on how to edit this information will be provided on page 10.

The screenshot shows the 'My Profile' section of the DCJS Acadis Portal. The profile information is highlighted with a red box. Below the profile information are sections for Certifications, Employment, and Training.

**My Profile**

Person ID: smith-01171942-6274  
 Mailing Address: Alfred E. Smith State Office Building, 80 South Swan Street, Albany, NY 12210  
 Primary Phone: (518) 457-5837 Emergency  
 Primary Email: john.smith@abc4.ny1.gov

**Certifications**

Name	Type	Issue Date	Expiration	Status
Advanced Police Sniper/Observer Course	Non-Card Display	09/07/2015	Never	Active
Basic Course for Police Officers or Equivalent	Expiring	09/02/2013	Never	Active

**Employment**

Previous employment records exist. Click here or "Show History" to view all records.

Organization	Employment Type / Appointment Type	Supervisor	Last Hired
Test UAT 110101T Assistant Chief Active	Police / CPL §1.20 (34)		09/19/2012
Albany County Sheriff's Office 410101R Assistant Chief Active	Police / CPL §2.10 (37)	Naguta, Vipul	01/17/1982

**Training**

None Specified

If you would like to share a copy of your professional history, select "Email my Professional History Report".

The screenshot shows the 'My Profile' section of the DCJS Acadis Portal. The 'Email my Professional History Report' link is highlighted with a red box. The rest of the page content is identical to the previous screenshot.

**My Profile**

Person ID: smith-01171942-6274  
 Mailing Address: Alfred E. Smith State Office Building, 80 South Swan Street, Albany, NY 12210  
 Primary Phone: (518) 457-5837 Emergency  
 Primary Email: john.smith@abc4.ny1.gov

**Certifications**

Name	Type	Issue Date	Expiration	Status
Advanced Police Sniper/Observer Course	Non-Card Display	09/07/2015	Never	Active
Basic Course for Police Officers or Equivalent	Expiring	09/02/2013	Never	Active

**Employment**

Previous employment records exist. Click here or "Show History" to view all records.

Organization	Employment Type / Appointment Type	Supervisor	Last Hired
Test UAT 110101T Assistant Chief Active	Police / CPL §1.20 (34)		09/19/2012
Albany County Sheriff's Office 410101R Assistant Chief Active	Police / CPL §2.10 (37)	Naguta, Vipul	01/17/1982

**Training**

None Specified



A Professional History Report is your personal training transcript. Acadis will provide you with the ability to share this transcript for a set period of time with others. To share your professional history report, add the email address of the person you would like to share your report with and how long you would like the report to be viewable for. Then, select “Email”.

**Email My Professional History Report**

Grant access to your professional history report by entering at least one email address below. For multiple recipients, please separate each address with a comma. You may change how long the profile can be viewed and add a custom message, if desired.

\* Email Address

CC  Send me a copy for each recipient

**Subject** Professional History for John Smith

Enclosed is the requested professional history report for officer(s) as listed.

**Name** Smith, John (Smith-01171942-6274)

**Viewable For** 1 Month

[View Professional History Report](#)

**Custom Message (Optional)**

This report details the employment and training history as reported to the NYS Division of Criminal Justice Services. Persons appointed as municipal police officers or peace officers must complete a course of basic training approved by the Municipal Police Training Council (MPTC) within one year of appointment. Where it is determined exigent circumstances prohibited the completion of training within one year of appointment, both police officer and peace officer employers may apply for a one-time, one-year extension of this time frame not to exceed twenty four months from the police or peace officer's original date of appointment.

NYS does not certify its law enforcement personnel; rather, it certifies the mandated training programs officers complete have met the minimum standards as prescribed by the MPTC. The durational validity of municipal police officer training certificates is enumerated in General Municipal Law §209-n while the durational validity of peace officer training certificates is

[Print](#)

[Print](#)

[Print](#)

All of your current certifications will be displayed under the “Certifications” heading on your home screen.

DCJS Acadis Portal | Home | Training & Events | Registration | Organization | Personnel | Academy Resources | Smith, John

**My Profile** | Email my Professional History Report | Manage Profile

Person ID: smith-01171942-6274  
 Mailing Address: Alfred E. Smith State Office Building, 80 South Swan Street, Albany, NY 12210  
 Primary Phone: (518) 457-5837 Emergency  
 Primary Email: john.smith@abc4.ny1.gov

**Certifications**

Name	Type	Issue Date	Expiration	Status
Advanced Police Sniper/Observer Course	Non-Card Display	09/07/2015	Never	Active
Basic Course for Police Officers or Equivalent	Expiring	09/02/2013	Never	Active

**Employment** | Show History

Previous employment records exist. Click here or "Show History" to view all records.

Organization	Employment Type / Appointment Type	Supervisor	Last Hired
Test UAT 110101T Assistant Chief Active	Police / CPL 51.20 (34)		09/19/2012
Albany County Sheriff's Office 410101R Assistant Chief Active	Police / CPL 52.10 (37)	Nagula, Vipul	01/17/1982

**Training** | View By: Fiscal Year | Calendar Year | Reports

None Specified

Under the “Employment” heading you will be able to view your current place of employment. To view all of your employment history, select the “Show History” button.

**My Profile** Email my Professional History Report | Manage Profile

Person ID: smith-01171942-6274  
 Mailing Address: Alfred E. Smith State Office Building, 80 South Swan Street, Albany, NY 12210  
 Primary Phone: (518) 457-5837 Emergency  
 Primary Email: john.smith@abc4.ny1.gov

**Certifications**

Name	Type	Issue Date	Expiration	Status
Advanced Police Sniper/Observer Course	Non-Card Display	09/07/2015	Never	Active
Basic Course for Police Officers or Equivalent	Expiring	09/02/2013	Never	Active

**Employment** Show History

Previous employment records exist. Click here or "Show History" to view all records.

Organization	Employment Type / Appointment Type	Supervisor	Last Hired
Test UAT 110101T Assistant Chief Active	Police / CPL §1.20 (34)		09/19/2012
Albany County Sheriff's Office 410101R Assistant Chief Active	Police / CPL §2.10 (37)	Nagula, Vipul	01/17/1982

**Training** View By: Fiscal Year | Calendar Year | Reports

None Specified

The “Training” heading will show any training you have completed.

**My Profile** Email my Professional History Report | Manage Profile

Person ID: smith-01171942-6274  
 Mailing Address: Alfred E. Smith State Office Building, 80 South Swan Street, Albany, NY 12210  
 Primary Phone: (518) 457-5837 Emergency  
 Primary Email: john.smith@abc4.ny1.gov

**Certifications**

Name	Type	Issue Date	Expiration	Status
Advanced Police Sniper/Observer Course	Non-Card Display	09/07/2015	Never	Active
Basic Course for Police Officers or Equivalent	Expiring	09/02/2013	Never	Active

**Employment** Show History

Previous employment records exist. Click here or "Show History" to view all records.

Organization	Employment Type / Appointment Type	Supervisor	Last Hired
Test UAT 110101T Assistant Chief Active	Police / CPL §1.20 (34)		09/19/2012
Albany County Sheriff's Office 410101R Assistant Chief Active	Police / CPL §2.10 (37)	Nagula, Vipul	01/17/1982

**Training** View By: Fiscal Year | Calendar Year | Reports

- Upcoming, Ongoing, & Unconfirmed
- Current Period to Date (01/01/2016 - 11/21/2016)
- Previous Period (01/01/2015 - 12/31/2015)
- Other Periods (through 12/31/2014)

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

Training for Period: 0h 0m  
 Training for Period: 0h 0m  
 Training for Period: 0h 0m  
 Training for Period: 0h 0m

To view a printable training history report, select "Reports".

### Employment Show History

Previous employment records exist. Click [here](#) or "Show History" to view all records.

Organization	Employment Type / Appointment Type	Supervisor	Last Hired
<b>NYS DCJS 999983Z</b> Civilian Active	Civilian / No appointment type		01/12/2015
<b>Albany County Sheriff's Office 410101R</b> Civilian Instructor Active	Civilian / No appointment type		11/03/2008
<b>Test UAT 110101T</b> ★ Director Active	Peace / No appointment type		11/02/2006

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### Training View By Fiscal Year Calendar Year Reports ▾

- Upcoming, Ongoing, & Unconfirmed
- Current Period to Date (01/01/2016 - 12/02/2016)
- Previous Period (01/01/2015 - 12/31/2015)
- Other Periods (through 12/31/2014)

Training for Period: 0h 0m

Training for Period: 0h 0m

Training for Period: 0h 0m

Training for Period: 0h 0m

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

Next, select "Training History" from the drop down list.

### Employment Show History

Previous employment records exist. Click [here](#) or "Show History" to view all records.

Organization	Employment Type / Appointment Type	Supervisor	Last Hired
<b>NYS DCJS 999983Z</b> Civilian Active	Civilian / No appointment type		01/12/2015
<b>Albany County Sheriff's Office 410101R</b> Civilian Instructor Active	Civilian / No appointment type		11/03/2008
<b>Test UAT 110101T</b> ★ Director Active	Peace / No appointment type		11/02/2006

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### Training View By Fiscal Year Calendar Year Reports ▾

- Upcoming, Ongoing, & Unconfirmed
- Current Period to Date (01/01/2016 - 12/02/2016)
- Previous Period (01/01/2015 - 12/31/2015)
- Other Periods (through 12/31/2014)

Training History

Training for Period: 0h 0m

Training for Period: 0h 0m

Training for Period: 0h 0m

Training for Period: 0h 0m

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

Selecting "Training History" will open a PDF document containing your Training History Report.

### Training History Report

State of New York Division of Criminal Justice Services  
DCJS

Reported by Acadis® Readiness Suite: 12/02/2016

For: \_\_\_\_\_

Person ID: \_\_\_\_\_

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#### Certifications

Name	Issued	Expiration	Status
Adult Protective Services and LE (ONLINE)	05/31/2015	Never Expires	Active
Aquatic Death & Homicidal Drowning Investigations	12/17/2015	Never Expires	Active
Emotional Survival for Law Enforcement	06/15/2015	Never Expires	Active
Forensic Statement Analysis Course	11/20/2014	Never Expires	Active
Instructor Development Course - General Topics	05/22/2015	Never Expires	Active
Missing Persons Investigations & Alert Protocol	09/19/2012	Never Expires	Active
Search Warrant Training Course	03/10/2015	Never Expires	Active
Social Networking Investigations	10/03/2014	Never Expires	Active
Basic Course for Police Officers or Equivalent	06/27/2011	10/10/2018	Active

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#### Training

**Upcoming, Ongoing, & Unconfirmed**

No upcoming & ongoing training data exists.

**Current Period to Date (01/01/2016 - 12/02/2016)**

No current year training data exists.

**Previous Period (01/01/2015 - 12/31/2015)**

Course/Title (Course No.)	Training Dates	Grade	Status	Training Category	Hours
Aquatic Death & Homicidal Drowning Investigations - 21:140980615	12/16/2015 - 12/17/2015	0.00%	Graduated - 12/17/2015		
Emotional Survival for Law Enforcement - 21:50985715	06/15/2015 - 06/15/2015	0.00%	Graduated - 06/15/2015		
Instructor Development Course - General Topics - 250:140430115	05/11/2015 - 05/22/2015	0.00%	Graduated - 05/22/2015		

Selecting any of the buttons in the training field will expand the field to show training received during the selected timeframe.

DCJS Acadis Portal
Smith, John

Home Training & Events Registration Organization Personnel Academy Resources

Smith, John

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### My Profile

Person ID: smith-01171942-6274

Mailing Address: Alfred E. Smith State Office Building, 80 South Swan Street, Albany, NY 12210

Primary Phone: (518) 457-5837 Emergency

Primary Email: john.smith@abc4.ny1.gov

[Email my Professional History Report](#) | [Manage Profile](#)

---

### Certifications

Name	Type	Issue Date	Expiration	Status
Advanced Police Sniper/Observer Course	Non-Card Display	09/07/2015	Never	Active
Basic Course for Police Officers or Equivalent	Expiring	09/02/2013	Never	Active

---

### Employment

[Show History](#)

Previous employment records exist. Click here or "Show History" to view all records.

Organization	Employment Type / Appointment Type	Supervisor	Last Hired
Test UAT 110101T Assistant Chief Active	Police / CPL \$1.20 (34)		09/19/2012
Albany County Sheriff's Office 410101R Assistant Chief Active	Police / CPL \$2.10 (37)	Nagula, Vipul	01/17/1982

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### Training

Upcoming, Ongoing, & Unconfirmed

Current Period to Date (01/01/2016 - 11/21/2016)

Previous Period (01/01/2015 - 12/31/2015)

Other Periods (through 12/31/2014)

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

View By:  Fiscal Year  Calendar Year

[Reports](#)

Training for Period: 0h 0m  
 Training for Period: 0h 0m  
 Training for Period: 0h 0m  
 Training for Period: 0h 0m

## Editing Your Profile Information

If you need to edit or update your profile information, select “Manage Profile” button.

The screenshot shows the 'My Profile' page for John Smith. At the top right, there is a 'Manage Profile' button highlighted with a red box. Below the profile information, there are sections for Certifications and Employment.

**My Profile** Email my Professional History Report **Manage Profile**

**Person ID** smith-01171942-6274  
**Mailing Address** Alfred E. Smith State Office Building  
 80 South Swan Street  
 Albany, NY 12210  
**Primary Phone** (518) 457-5837 Emergency  
**Primary Email** john.smith@abc4.ny1.gov

**Certifications**

Name	Type	Issue Date	Expiration	Status
Advanced Police Sniper/Observer Course	Non-Card Display	09/07/2015	Never	Active
Basic Course for Police Officers or Equivalent	Expiring	09/02/2013	Never	Active

**Employment** [Show History](#)

Previous employment records exist. Click here or "Show History" to view all records.

Organization	Employment Type / Appointment Type	Supervisor	Last Hired
Test UAT 110101T Assistant Chief Active	Police / CPL §1.20 (34)		09/19/2012
Albany County Sheriff's Office 410101R Assistant Chief Active	Police / CPL §2.10 (37)	Nagula, Vipul	01/17/1982

By clicking on the “Manage Profile” button you will be able to edit or update your general information, addresses, phone numbers and emergency contacts.

The screenshot shows the 'My Profile' page with the 'Manage Profile' button dropdown menu open. The menu options are: Manage General Information, Manage Addresses, Manage Phone Numbers, and Manage Email Addresses. The 'Manage Profile' button is highlighted with a red box.

**My Profile** Email my Professional History Report **Manage Profile**

**Person ID** smith-01171942-6274  
**Mailing Address** Alfred E. Smith State Office Building  
 80 South Swan Street  
 Albany, NY 12210  
**Primary Phone** (518) 457-5837 Emergency  
**Primary Email** john.smith@abc4.ny1.gov

**Certifications**

Name	Type	Issue Date	Expiration	Status
Advanced Police Sniper/Observer Course	Non-Card Display	09/07/2015	Never	Active
Basic Course for Police Officers or Equivalent	Expiring	09/02/2013	Never	Active

**Employment** [Show History](#)

Previous employment records exist. Click here or "Show History" to view all records.

Organization	Employment Type / Appointment Type	Supervisor	Last Hired
Test UAT 110101T Assistant Chief Active	Police / CPL §1.20 (34)		09/19/2012
Albany County Sheriff's Office 410101R Assistant Chief Active	Police / CPL §2.10 (37)	Nagula, Vipul	01/17/1982

**Training** View By  Fiscal Year  Calendar Year [Reports: 1](#)

None Specified



On the “My Profile” drop down, if you select “Manage General Information” you will be prompted to provide your Driver’s License Number, **DCJS does not require this information and the section should remain blank**. The “Person ID” and “Full Name” will be automatically filled by DCJS staff with the information provided to DCJS by your agency. To edit this information you will need to contact DCJS staff at DCJSAcadis\_HelpDesk@dcjs.ny.gov



**DCJS does not require this information and the section should remain blank.**

**My Profile**

Person ID Smith-01171942-6274  
 Mailing Address 123 Albany  
 Primary Phone (444) 4  
 Primary Email john.smith

**Manage General Information**

Please keep your records up to date. Some information may appear on your profile as well as your person record, but any sensitive information will be partially obscured when displayed to authorized people.

Person ID Smith-01171942-6274  
 Full Name John Smith  
 Driver's License No. / State ID Card No.   
 Issuing State   
 Date of Birth 01/17/1942

Cancel Save

**Certifications**

Advanced Police Sniper/Observer Course  
 Annual Firearms Course  
 Basic Course for Peace Officers with In Firearms and Deadly Physical Force  
 Basic Course for Police Officers or Equ

**Employment**

Organization Test UAT 110101T Assistant Chief Active  
 Last Hired 09/19/2012

On the “My Profile” drop down, if you select “Manage Addresses,” you will be provided with the opportunity to add additional addresses for your organization.

**My Profile**

Person ID smith-01171942-6274  
 Mailing Address  
 Primary Phone  
 Primary Email

**Manage Addresses**

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

Address	Address Type	Primary Address	Mailing Address
+ Add another address			

Cancel Save

**Certifications**

Advanced Police Sniper/Observer Course  
 Basic Course for Police Officer

**Employment**

Organization	Employment Type / Appointment Type	Supervisor	Last Hired
Test UAT 110101T Assistant Chief Active	Police / CPL §1.20 (34)		09/19/2012
Albany County Sheriff's Office 410101R Assistant Chief Active	Police / CPL §2.10 (37)	Nagula, Vipul	01/17/1982

**Training**

None Specified

On the “My Profile” drop down, if you select “Manage Phone Numbers,” you will be provided with the opportunity to add additional phone numbers for your organization.

The screenshot shows the 'My Profile' page for John Smith. A modal window titled 'Manage Phone Numbers' is open, allowing the user to add a new phone number. The modal includes a note: 'If provided, the primary phone number will be visible on the profile page.' Below this note is a table with columns for 'Phone', 'Phone Type', and 'Primary Phone'. There is a green plus icon and the text 'Add another phone number' to the left of the table. 'Cancel' and 'Save' buttons are at the bottom right of the modal. In the background, the 'Manage Profile' dropdown menu is visible, with 'Manage Phone Numbers' highlighted in red.

On the “My Profile” drop down, if you select “Manage Emergency Contacts,” you will be provided with the opportunity to add additional emergency contacts for your organization. **\*Please note this is not required by DCJS.**

The screenshot shows the 'My Profile' page for John Smith. The 'Manage Profile' dropdown menu is open, and 'Manage Emergency Contact' is highlighted in red. Below the profile information, there are sections for 'Applications', 'Certifications', and 'Employment'. The 'Certifications' section contains a table with the following data:

Name	Type	Issue Date	Expiration	Status
Annual Other Weapons Course - Baton	Expiring	07/17/2018	12/31/2019	Inactive
Basic Course for Peace Officers or Equivalent	Expiring	07/24/2007	Contingent	Active <a href="#">Print</a>
Initial Course in Firearms and Deadly Physical Force	Expiring	09/19/2012	Contingent	Active <a href="#">Print</a>
Instructor Development Course - General Topics	Instructor	05/16/2017	Never	Active <a href="#">Print</a>



Congratulations. You have completed Section 1: Logging into the Acadis Portal. You should now be able to successfully log into the Acadis Portal.

You should also have a basic understanding of the information available to you on your Acadis Portal home page. The next section of this guide will walk you through the Personnel tab and the process to complete registry personnel transactions.



# Section 2: Completing Registry Personnel Transactions

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Section 2 will teach you how to:

- ✓ View your department's personnel records
- ✓ Remove or update your department's employee records through registry transactions



**Please Note:** Pursuant to Executive Law §845, peace officer employers are required to register peace officers with the Division of Criminal Justice Services (DCJS). **The option to add an employee is disabled at this time in the Acadis portal as signed documentation is required by DCJS.**

To add a new employee, agencies must submit a Peace Officer Registry Entry – Certification of Initial Employment Form to DCJS. You may download this form by clicking [here](#).



**Important:** You must complete this section only if updates are needed for the personnel information listed in the Acadis Portal. If there are no deletions or updates to your personnel please continue to Section 3: Completing the Annual Validation Process.

## Viewing Your Personnel Records

From your Acadis Portal home screen, scroll over the “Personnel” tab to view the options available with this selection.

The screenshot shows the DCJS Acadis Portal interface. The navigation bar at the top includes 'Home', 'Training & Events', 'Registration', 'Organization', 'Personnel' (highlighted with a red box), and 'Academy Resources'. The user's name 'Smith, John' is visible in the top right. Below the navigation bar, the user's profile is displayed, including their name, person ID, mailing address, and primary phone/email. The 'Certifications' section contains a table with columns for Name, Type, Issue Date, Expiration, and Status. The 'Employment' section includes a 'Show History' button and a table with columns for Organization, Employment Type / Appointment Type, Supervisor, and Last Hired. The 'Training' section shows 'None Specified' and a 'View By' dropdown menu.

For this step, select “See List of Personnel” from the drop down menu.

This screenshot shows the same DCJS Acadis Portal interface, but with the 'Personnel' dropdown menu open. The menu options are 'See a List of Personnel' (highlighted with a red box), 'Check Personnel Certification Compliance', and 'Check Personnel Training Hours'. The background content, including the user profile, certifications, employment, and training sections, remains the same as in the previous screenshot.

You should now be able to view your department's personnel records for all currently employed staff.

Personnel (174) Filters Add Employee

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

Name	Person ID	Organization	Title/Rank	Employment Type	Appointment Type	Last Hired	Supervisor	Employment Status
Abigail, Sanjana	Abigail-15011985-6066	Test UAT 110101T	Correction Officer	Peace	CPL \$2.10 (25)	10/08/2004		Active (Active)
Adams, Alyssa	Adams-16011995-6046	Test UAT 110101T	Correction Officer	Peace	CPL \$2.10 (25)	01/04/1990		Active (Active)
Adams, Océane Jr.	Adams-16011995-6151	Test UAT 110101T	Deputy Sheriff	Police	CPL \$1.20 (34)	07/06/2007		Active (Active)
Adsod, Codor G	Adsod-15011985-6006	Test UAT 110101T	Correction Officer	Peace	CPL \$2.10 (25)	03/04/2005		Active (Active)
Adzolidá, Jeffrey Jr.	Adzolidá-16011995-6005	Test UAT 110101T	Deputy Sheriff	Police	CPL \$1.20 (34)	02/14/2003		Active (Active)
Agustín, Daniel	Agustín-16011995-6095	Test UAT 110101T	Correction Officer	Peace	CPL \$2.10 (25)	11/16/1991		Active (Active)
Aiden, Jacob	Aiden-16011995-6109	Test UAT 110101T	Correction Officer	Peace	CPL \$2.10 (25)	10/08/2004		Active (Active)

You can sort the number of officers who appear on a page by selecting “Results” at the bottom of the list.

Personnel (174) Filters Add Employee

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

Name	Person ID	Organization	Title/Rank	Employment Type	Appointment Type	Last Hired	Supervisor	Employment Status
Abigail, Sanjana	Abigail-15011985-6066	Test UAT 110101T				10/08/2004		Active (Active)
Adams, Alyssa	Adams-16011995-6046	Test UAT 110101T				01/04/1990		Active (Active)
Adams, Océane Jr.	Adams-16011995-6151	Test UAT 110101T				07/06/2007		Active (Active)
Adsod, Codor G	Adsod-15011985-6006	Test UAT 110101T				03/04/2005		Active (Active)
Adzolidá, Jeffrey Jr.	Adzolidá-16011995-6005	Test UAT 110101T				02/14/2003		Active (Active)
Agustín, Daniel	Agustín-16011995-6095	Test UAT 110101T				11/16/1991		Active (Active)
Aiden, Jacob	Aiden-16011995-6109	Test UAT 110101T	Correction Officer	Peace	CPL \$2.10 (25)	10/08/2004		Active (Active)

1 - 50 of 174 << Previous 1 2 3 4 Next >> Results

Select an employee from your personnel roster or you may search for a specific person by selecting "Filters". Once you have entered your search information, select "Apply" for the filter to be applied.

The screenshot shows the 'Personnel' section of the DCJS Acadis Portal. A 'Filter List of Personnel' modal is open, allowing users to search and filter the personnel list. The modal includes fields for Name, Person ID, Organization, Title/Rank, Supervisor, Employment Status, Employment Type, and Appointment Type. A red box highlights the 'Filters' button and the 'Apply' button. The background shows a list of personnel with columns for Name, Person ID, Organization, Supervisor, and Employment Status.

Name	Person ID	Organization	Supervisor	Employment Status			
Abigail, Sanjana	Abigail-15011985-6066	Test UAT		Active (Active)			
Adams, Alyssa	Adams-16011995-6046	Test UAT		Active (Active)			
Adams, Océane Jr.	Adams-16011995-6151	Test UAT		Active (Active)			
Adsod, Codor G	Adsod-15011985-6006	Test UAT 110101T	Correction Officer	Peace	CPL \$2.10 (25)	03/04/2005	Active (Active)
Adzolid, Jeffrey Jr.	Adzolid-16011995-6005	Test UAT 110101T	Deputy Sheriff	Police	CPL \$1.20 (34)	02/14/2003	Active (Active)
Agustín, Daniel	Agustín-16011995-6095	Test UAT 110101T	Correction Officer	Peace	CPL \$2.10 (25)	11/16/1991	Active (Active)
Aiden, Jacob	Aiden-16011995-6109	Test UAT 110101T	Correction Officer	Peace	CPL \$2.10 (25)	10/08/2004	Active (Active)

By selecting your employee's name, you will be brought to that employee's personnel page. Here you will be able to view the selected employee's certifications, employment history and generate training history reports.

The screenshot shows the 'Personnel Profile' page for Alyssa Adams. The page is divided into sections for Certifications, Employment, and Training. The 'Certifications' section shows 'None Specified'. The 'Employment' section shows a table with columns for Organization, Employment Type / Appointment Type, Supervisor, and Last Hired. The 'Training' section shows 'None Specified'. A 'Reports' button with a dropdown arrow is visible, and the 'Training History' option is selected. A 'Back' button is at the bottom right.

Organization	Employment Type / Appointment Type	Supervisor	Last Hired
Test UAT 110101T Correction Officer Active	Peace / CPL \$2.10 (25)		01/04/1990

## Updating Personnel Information

This block of training will cover the process for which you can update the personnel records of those who work for your organization. Begin from the Personnel screen in the Acadis Portal.

The screenshot shows the 'Personnel' section of the Acadis Portal. At the top, there are navigation tabs: Home, Training & Events, Registration, Organization, Personnel, and Academy Resources. Below the navigation is a 'Personnel' header with a 'Check Compliance Monitor' icon. The main content area is titled 'Personnel (174)' and includes a 'Filters' button and an 'Add Employee' button. Below this, it states 'Currently showing all active employees. Show all employees'. A table lists the following employees:

Name	Person ID	Organization	Title/Rank	Employment Type	Appointment Type	Last Hired	Supervisor	Employment Status
Abigail, Sanjana	Abigail-15011985-6066	Test UAT 110101T	Correction Officer	Peace	CPL \$2.10 (25)	10/08/2004		Active (Active)
Adams, Alyssa	Adams-16011995-6046	Test UAT 110101T	Correction Officer	Peace	CPL \$2.10 (25)	01/04/1990		Active (Active)
Adams, Océane Jr.	Adams-16011995-6151	Test UAT 110101T	Deputy Sheriff	Police	CPL \$1.20 (34)	07/06/2007		Active (Active)
Adsod, Codor G	Adsod-15011985-6006	Test UAT 110101T	Correction Officer	Peace	CPL \$2.10 (25)	03/04/2005		Active (Active)
Adzolidia, Jeffrey Jr.	Adzolidia-16011995-6005	Test UAT 110101T	Deputy Sheriff	Police	CPL \$1.20 (34)	02/14/2003		Active (Active)
Agustín, Daniel	Agustín-16011995-6095	Test UAT 110101T	Correction Officer	Peace	CPL \$2.10 (25)	11/16/1991		Active (Active)
Aiden, Jacob	Aiden-16011995-6109	Test UAT 110101T	Correction Officer	Peace	CPL \$2.10 (25)	10/08/2004		Active (Active)


Locate the employee whose information needs to be updated on your organization’s roster. If needed you may scroll through your personnel roster by using the slider in Acadis or by selecting “Filters”.

The screenshot shows the 'Filter List of Personnel' dialog box open over the personnel list. The dialog box contains the following fields:

- Name:
- Person ID:
- Organization:
- Title/Rank:
- Supervisor:
- Employment Status:
- Employment Type:
- Appointment Type:

At the bottom of the dialog box are buttons for 'Cancel', 'Clear All filters', and 'Apply'. A red arrow points from the 'Filters' button in the main personnel list to the dialog box.



At the far right of the employee's name, select the  button

Name	Person ID	Organization	Title/Rank	Employment Type	Appointment Type	Last Hired	Supervisor	Employment Status	
Abigail, Sanjana	Abigail-15011985-6066	Test UAT 110101T	Correction Officer	Peace	CPL \$2.10 (25)	10/08/2004		Active (Active)	⋮
Adams, Alyssa	Adams-16011995-6046	Test UAT 110101T	Correction Officer	Peace	CPL \$2.10 (25)	01/04/1990		Active (Active)	⋮
Adams, Océane Jr.	Adams-16011995-6151	Test UAT 110101T	Deputy Sheriff	Police	CPL \$1.20 (34)	07/06/2007		Active (Active)	⋮
Adsod, Codor G	Adsod-15011985-6006	Test UAT 110101T	Correction Officer	Peace	CPL \$2.10 (25)	03/04/2005		Active (Active)	⋮
Adzolidá, Jeffrey Jr.	Adzolidá-16011995-6005	Test UAT 110101T	Deputy Sheriff	Police	CPL \$1.20 (34)	02/14/2003		Active (Active)	⋮
Agustín, Daniel	Agustín-16011995-6095	Test UAT 110101T	Correction Officer	Peace	CPL \$2.10 (25)	11/16/1991		Active (Active)	⋮
Aiden, Jacob	Aiden-16011995-6109	Test UAT 110101T	Correction Officer	Peace	CPL \$2.10 (25)	10/08/2004		Active (Active)	⋮

Select "Update Employment" from the drop down.

Name	Person ID	Organization	Title/Rank	Employment Type	Appointment Type	Last Hired	Supervisor	Employment Status	
Abigail, Sanjana	Abigail-15011985-6066	Test UAT 110101T	Correction Officer	Peace	CPL \$2.10 (25)	10/08/2004		Active (Active)	⋮
Adams, Alyssa	Adams-16011995-6046	Test UAT 110101T	Correction Officer	Peace	CPL \$2.10 (25)	01/04/1990		Active (Active)	⋮
Adams, Océane Jr.	Adams-16011995-6151	Test UAT 110101T	Deputy Sheriff	Police	CPL \$1.20 (34)	07/06/2007		Active (Active)	⋮
Adsod, Codor G	Adsod-15011985-6006	Test UAT 110101T	Correction Officer	Peace	CPL \$2.10 (25)	03/04/2005		Active (Active)	⋮
Adzolidá, Jeffrey Jr.	Adzolidá-16011995-6005	Test UAT 110101T	Deputy Sheriff	Police	CPL \$1.20 (34)	02/14/2003		Active (Active)	⋮
Agustín, Daniel	Agustín-16011995-6095	Test UAT 110101T	Correction Officer	Peace	CPL \$2.10 (25)	11/16/1991		Active (Active)	⋮
Aiden, Jacob	Aiden-16011995-6109	Test UAT 110101T	Correction Officer	Peace	CPL \$2.10 (25)	10/08/2004		Active (Active)	⋮

You will now be on the page where you can request updates or modifications to an individual employee record.

Home Training & Events Registration Organization Personnel Academy Resources

Personnel  
Request Employment Update

Adams, Alyssa (Adams-16011995-6046)  
DCJS Acadis Portal will receive this request for approval.

\* Update Action Choose...  
\* Effective Date 11/23/2016  
Employment Status Active (Active)  
Title/Rank Correction Officer  
Employment Type Peace  
Appointment Type CPL §2.10 (25)  
Supervisor Select a supervisor...  
Comments Provide any additional information relevant to this employment.  
Characters: 0 of 250 allowed.

\* Carries Firearm during course of official duties? Yes  
\* Carries Baton during course of official duties? Yes  
\* Carries CED during course of official duties? Yes  
\* Carries ASR during course of official duties? Yes  
\* Promotion to First-line Supervisory position? Yes

Cancel Submit Request

Start by selecting the drop down for “Update Action”.

Home Training & Events Registration Organization Personnel Academy Resources

Personnel  
Request Employment Update

Adams, Alyssa (Adams-16011995-6046)  
DCJS Acadis Portal will receive this request for approval.

\* Update Action Choose...  
\* Effective Date 11/23/2016  
Employment Status Active (Active)  
Title/Rank Correction Officer  
Employment Type Peace  
Appointment Type CPL §2.10 (25)  
Supervisor Select a supervisor...  
Comments Provide any additional information relevant to this employment.  
Characters: 0 of 250 allowed.

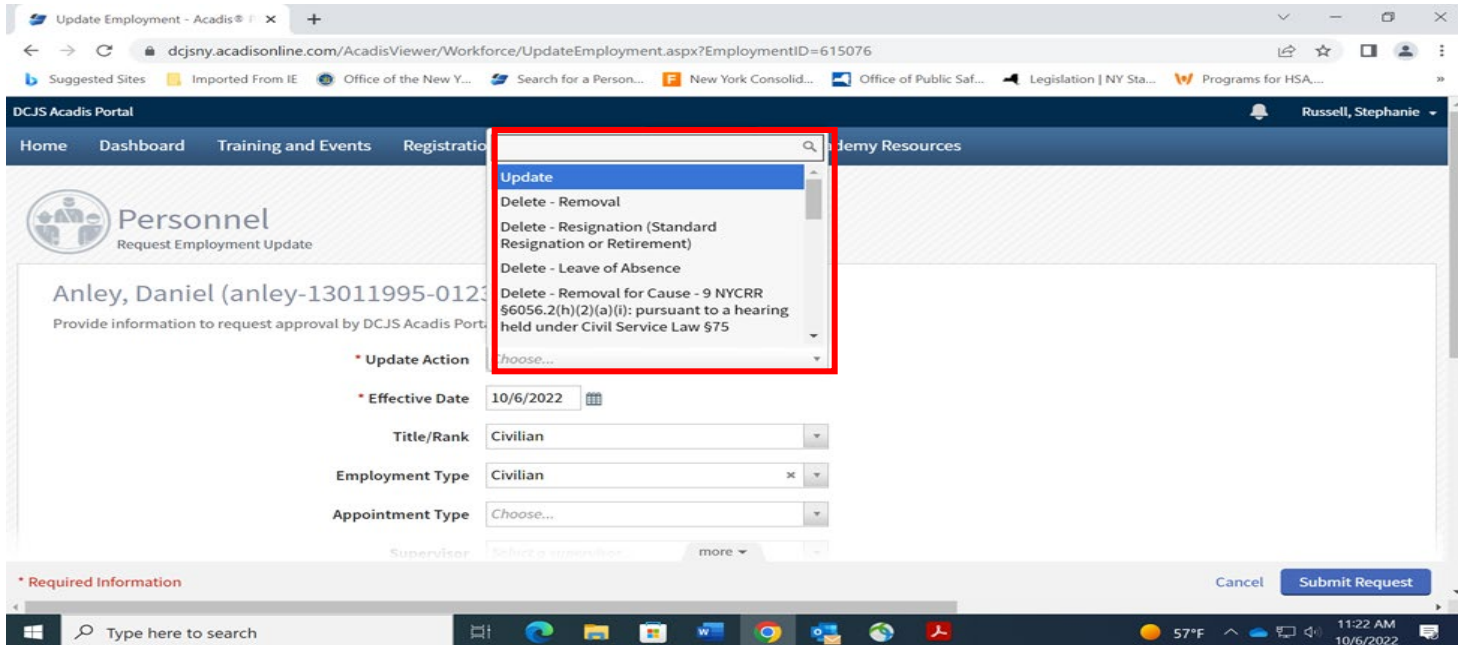
\* Carries Firearm during course of official duties? Yes  
\* Carries Baton during course of official duties? Yes  
\* Carries CED during course of official duties? Yes  
\* Carries ASR during course of official duties? Yes  
\* Promotion to First-line Supervisory position? Yes

Cancel Submit Request

After selecting “Update Action” you will be provided with a list of possible update actions. Explanations of each selection can be found below.



**Please Note: Updates to an employee’s initial appointment date cannot be submitted through the Acadis Portal. If an employee’s initial appointment date is not accurate in the Acadis Portal, please contact DCJS staff at [OPS.RecordsMgt@dcjs.ny.gov](mailto:OPS.RecordsMgt@dcjs.ny.gov) for assistance.**

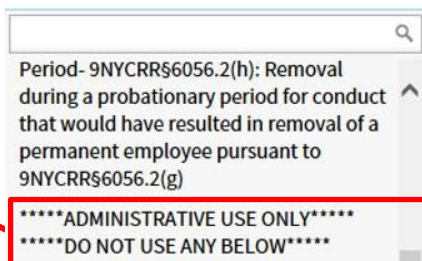


**Update Actions:**

- **Update:** Personnel transaction is an update to the existing employee record. Example: the employee is now certified to carry a CED.
- **Delete-Removal:** Employee has left the organization without a formal resignation, or the employee is deceased.
- **Delete-Resignation- (Standard resignation or retirement)** Employee has formally resigned or has retired.
- **Delete - Removal for Cause - 9 NYCRR §6056.2(h)(2)(a)(i):** pursuant to a hearing held under Civil Service Law §75
- **Delete - Removal for Cause - 9 NYCRR §6056.2(h)(2)(a)(ii):** pursuant to a collective bargaining agreement, or any general, special or local law, or charter provision in accordance with Civil Service Law §76
- **Delete - Removal for Cause - 9 NYCRR §6056.2(h)(2)(a)(iii):** pursuant to any other applicable law
- **Delete - Removal for Cause - 9 NYCRR §6056.2(h)(2)(b):** an employee’s resignation or retirement
- **Delete - Removal for Cause - 9 NYCRR §6056.2(h)(2) (c):** an employee’s waiver of any rights available pursuant to one of the processes described in 9 NYCRR §6056.2(h)(2)(a)
- **Delete - Removal during a Probationary Period - 9 NYCRR §6056.2(i):** Removal during a probationary period means a probationary period not successfully completed due to conduct defined in 9 NYCRR §6056.2(h)(1)

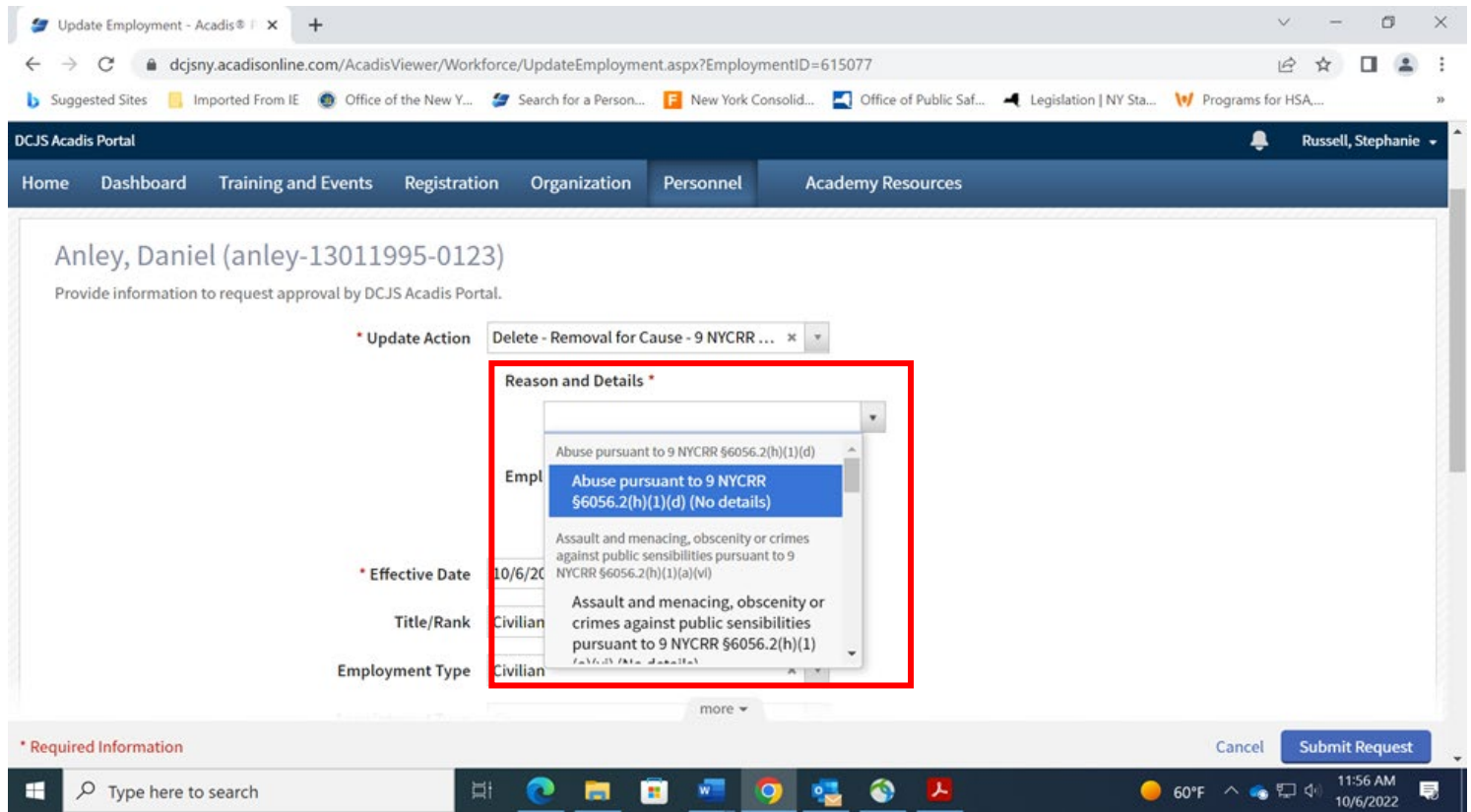


**Note:** Administrative update action of “Re-Hire” and “Separation” is to be used only by DCJS Office of Public Safety Staff.





If reporting an individual as a removal for cause, you must also choose a Reason and Details in the drop-down list of that category. Please note more than one reason may be selected. Available choices are listed below.



### Removal for Cause Reason and Details

- Abuse pursuant to 9 NYCRR §6056.2(h)(1)(d)
- Assault and menacing, obscenity or crimes against public sensibilities pursuant to 9 NYCRR §6056.2(h)(1)(a)(vi)
- Conflicts of interest pursuant to 9 NYCRR §6056.2(h)(1)(e)
- Dishonesty pursuant to 9 NYCRR §6056.2(h)(1)(b)
- Felony offense pursuant to 9 NYCRR §6056.2(h)(1)(a)(i)
- Forgery, false written statements, or fraud pursuant to 9 NYCRR §6056.2(h)(1)(a)(v)
- Official misconduct and obstruction, perjury or offense related to judicial proceedings pursuant to 9 NYCRR §6056.2(h)(1)(a)(iv)
- Serious offense pursuant to 9 NYCRR §6056.2(h)(1)(a)(iii)
- Sex offense or sexually violent offense pursuant to 9 NYCRR §6056.2(h)(1)(a)(ii)
- Use of excessive force pursuant to 9 NYCRR §6056.2(h)(1)(c)

If “Update Action” has been selected, ensure that the effective date of the change is correct.

Personnel Request Employment Update

Adams, Alyssa (Adams-16011995-6046)  
DCJS Acadis Portal will receive this request for approval.

\* Update Action: Choose...

\* Effective Date: 11/23/2016

Employment Status: Active (Active)

Title/Rank: Correction Officer

Employment Type: Peace

Appointment Type: CPL 92.10 (25)

Supervisor: Select a supervisor...

Comments: Provide any additional information relevant to this employment.

Characters: 0 of 250 allowed.

\* Carries Firearm during course of official duties? Yes

\* Carries Baton during course of official duties? Yes

\* Carries CED during course of official duties? Yes

\* Carries ASR during course of official duties? Yes

\* Promotion to First-line Supervisory position? Yes

Cancel Submit Request

The field of “Employment Status” will auto-populate based on the current status of that employee.

**PLEASE NOTE: If the employee ceases to work for the agency, you must use the drop-down list to update the employee’s status to Revoked (Inactive) OR Separated (Inactive) to indicate the officer is no longer affiliated with the agency. If the status is not changed to “inactive” the officer will remain affiliated with the agency.**

DCJS Acadis Portal Smith, John

Personnel Request Employment Update

Adams, Alyssa (Adams-16011995-6046)  
DCJS Acadis Portal will receive this request for approval.

\* Update Action: Choose...

\* Effective Date: 11/23/2016

Employment Status: Active (Active)  
Revoked (Inactive)  
Separated (Inactive)  
Full Time (Active)  
Separated (Inactive)

Title/Rank: Active (Active)

Employment Type: Separated (Inactive)

Appointment Type: Full Time (Active)

Supervisor: Separated (Inactive)

Comments: Provide any additional information relevant to this employment.

\* Carries Firearm during course of official duties? Yes

\* Carries Baton during course of official duties? Yes

\* Carries CED during course of official duties? Yes

\* Carries ASR during course of official duties? Yes

\* Promotion to First-line Supervisory position? Yes

Cancel Submit Request

The fields of “Title-Rank”, “Employment Type” and “Appointment Type” will also auto-populate based on the current status of that employee. If a change is needed, use the drop-down lists of each selection.

DCJS Acadis Portal

Home Training & Events Registration Organization Personnel Academy Resources

Smith, John

**Personnel**  
Request Employment Update

Adams, Alyssa (Adams-16011995-6046)  
DCJS Acadis Portal will receive this request for approval.

\* Update Action Choose...  
\* Effective Date 11/23/2016  
Employment Status Active (Active)  
**Title/Rank Correction Officer**  
Employment Type Peace  
**Appointment Type CPL 52.10 (25)**  
Supervisor Select a supervisor...  
Comments Provide any additional information relevant to this employment

\* Carries Firearm during course of official duties? Yes  
\* Carries Baton during course of official duties? Yes  
\* Carries CED during course of official duties? Yes  
\* Carries ASR during course of official duties? Yes  
\* Promotion to First-line Supervisory position? Yes

Cancel Submit Request

The field of “Supervisor” will be blank. Utilize the drop down to select the employee’s supervisor within your organization.

DCJS Acadis Portal

Home Training & Events Registration Organization Personnel Academy Resources

**Personnel**  
Request Employment Update

Adams, Alyssa (Adams-16011995-6046)  
DCJS Acadis Portal will receive this request for approval.

\* Update Action Choose...  
\* Effective Date 11/23/2016  
Employment Status Active (Active)  
Title/Rank Correction Officer  
Employment Type Peace  
Appointment Type CPL 52.10 (25)  
**Supervisor Select a supervisor...**  
Comments Provide any additional information relevant to this employment

Characters: 0 of 250 allowed.

\* Carries Firearm during course of official duties? Yes  
\* Carries Baton during course of official duties? Yes  
\* Carries CED during course of official duties? Yes  
\* Carries ASR during course of official duties? Yes  
\* Promotion to First-line Supervisory position? Yes

Cancel Submit Request

If necessary, utilize the “Comments” box to provide any other information that is relevant to the requested update to the employee record.

Home Training & Events Registration Organization Personnel Academy Resources

**Personnel**  
Request Employment Update

Adams, Alyssa (Adams-16011995-6046)  
DCJS Acadis Portal will receive this request for approval.

\* Update Action: Choose...  
 \* Effective Date: 11/23/2016  
 Employment Status: Active (Active)  
 Title/Rank: Correction Officer  
 Employment Type: Peace  
 Appointment Type: CPL §2.10 (25)  
 Supervisor: Select a supervisor...  
 Comments: Provide any additional information relevant to this employment.  
 Characters: 0 of 250 allowed.

\* Carries Firearm during course of official duties? Yes  
 \* Carries Baton during course of official duties? Yes  
 \* Carries CED during course of official duties? Yes  
 \* Carries ASR during course of official duties? Yes  
 \* Promotion to First-line Supervisory position? Yes

Cancel Submit Request

The final steps to completing an employee update is ensuring the five yes or no questions are answered properly for your employee. All five questions will auto-fill to match what DCJS has on record for that officer. If any of the information needs to change, simply select “Yes” or “No” and then “Submit Request”.

Home Training & Events Registration Organization Personnel Academy Resources

**Personnel**  
Request Employment Update

Adams, Alyssa (Adams-16011995-6046)  
DCJS Acadis Portal will receive this request for approval.

\* Update Action: Choose...  
 \* Effective Date: 11/23/2016  
 Employment Status: Active (Active)  
 Title/Rank: Correction Officer  
 Employment Type: Peace  
 Appointment Type: CPL §2.10 (25)  
 Supervisor: Select a supervisor...  
 Comments: Provide any additional information relevant to this employment.  
 Characters: 0 of 250 allowed.

\* Carries Firearm during course of official duties? Yes  
 \* Carries Baton during course of official duties? Yes  
 \* Carries CED during course of official duties? Yes  
 \* Carries ASR during course of official duties? Yes  
 \* Promotion to First-line Supervisory position? Yes

Cancel Submit Request

Once you have ensured all the information for the employee is correct and the updated action has been selected, select “Submit Request” to submit the personnel update to DCJS for approval.

**Personnel**  
Request Employment Update

Adams, Alyssa (Adams-16011995-6046)  
DCJS Acadis Portal will receive this request for approval.

\* Update Action: Choose...  
 \* Effective Date: 11/23/2016  
 Employment Status: Active (Active)  
 Title/Rank: Correction Officer  
 Employment Type: Peace  
 Appointment Type: CPL \$2.10 (25)  
 Supervisor: Select a supervisor...  
 Comments: Provide any additional information relevant to this employment.  
 Characters: 0 of 250 allowed.

\* Carries Firearm during course of official duties? Yes  
 \* Carries Baton during course of official duties? Yes  
 \* Carries CED during course of official duties? Yes  
 \* Carries ASR during course of official duties? Yes  
 \* Promotion to First-line Supervisory position? Yes

Cancel **Submit Request**

After selecting “Submit Request”, the update or modification will show in the “Pending Personnel Changes” section on your Personnel homepage. All personnel changes must be reviewed and approved by DCJS staff. Once the pending change is approved, the personnel request will no longer be visible at the top of your personnel page.

**Personnel**

Check Compliance Monitor

**Personnel (2)**

Requested For	Title/Rank	Hire Date	Change Requested	Requested By	Requested	Request Status
Adams, Alyssa	Correction Officer	01/04/1990	Update existing employee	Nedwell, Daniel T	11/23/2016	Submitted
Amey, Daniel	Deputy Sheriff	07/07/2008	Update existing employee	Nedwell, Daniel T	11/23/2016	Submitted

**Personnel (187)** Add Employee

Currently showing active employees only. Show all employees

Name	Person ID	Title/Rank	Employment Type	Appointment Type	Last Hired	Supervisor	Employment Status
Abigail, Sanjana	Abigail-15011985-6066	Correction Officer	Peace	CPL \$2.10 (25)	10/08/2004		Active (Active)
Adams, Alyssa	Adams-16011995-6046	Correction Officer	Peace	CPL \$2.10 (25)	01/04/1990		Active (Active)
Adams, Océane Jr.	Adams-16011995-6151	Deputy Sheriff	Police	CPL \$1.20 (34)	07/06/2007		Active (Active)
Addinall, Brian	addinall-16011995-6142	Correction Officer	Peace	CPL \$2.10 (25)	05/21/2004		Active (Active)
Adsod, Codor G	Adsod-15011985-6006	Correction Officer	Peace	CPL \$2.10 (25)	03/04/2005		Active (Active)



If the requested change is not approved by DCJS, you will see a prompt requesting further information to explain the requested personnel change.

The screenshot shows the 'Personnel' section of the DCJS Acadis Portal. At the top, there is a navigation bar with 'Home', 'Training & Events', 'Registration', 'Organization', 'Personnel', and 'Academy Resources'. Below the navigation bar, there is a 'Personnel' header with a gear icon and a 'Check Compliance Monitor' button. The main content area is divided into two sections: 'Personnel (2)' and 'Personnel (188)'. The 'Personnel (2)' section contains a table with the following data:

Requested For	Title/Rank	Hire Date	Change Requested	Requested By	Requested	Request Status
Adams, Alyssa	Correction Officer	01/04/1990	Update existing employee	Nedwell, Daniel T	11/23/2016	Rejected - Please furnish further information regarding the update
Baker, Alexis	Investigator	10/31/2003	Update existing employee	Nagula, Vipul	12/01/2016	Submitted

The 'Request Status' for Alyssa Adams is highlighted with a red box. Below this section is the 'Personnel (188)' section, which includes an 'Add Employee' button and a note: 'Currently showing active employees only. Show all employees'. The table below shows active employees:

Name	Person ID	Title/Rank	Employment Type	Appointment Type	Last Hired	Supervisor	Employment Status
Abigail, Craig Sr.	adelson-12051928-7443	Civilian Instructor	Civilian		11/25/2011		Active (Active)
Abigail, Sanjana	Abigail-15011985-6066	Correction Officer	Peace	CPL §2.10 (25)	10/08/2004		Active (Active)
Adams, Alyssa	Adams-16011995-6046	Correction Officer	Peace	CPL §2.10 (25)	01/04/1990		Active (Active)

The "Add Employee" button in Acadis cannot be used to add a new employee at this time. The process of adding a new employee can be found below the screenshot.

This screenshot shows the 'Personnel' section of the DCJS Acadis Portal. The navigation bar and 'Personnel (2)' table are identical to the previous screenshot. The 'Personnel (187)' section is also present, with a note: 'Currently showing active employees only. Show all employees'. The 'Add Employee' button is highlighted with a red box and has a red 'X' over it, indicating it is disabled. The table below shows active employees:

Name	Person ID	Title/Rank	Employment Type	Appointment Type	Last Hired	Supervisor	Employment Status
Adams, Alyssa		Correction Officer			01/04/1990		
Anley, Daniel		Deputy Sheriff			07/07/2006		



**Reminder! - Adding a New Employee** – Pursuant to Executive Law §845, peace officer employers are required to register peace officers with the Division of Criminal Justice Services (DCJS). **The option to add an employee is disabled at this time in the Acadis portal as signed documentation is required by DCJS.**

In order to add a new employee agencies must submit a Peace Officer Registry Entry – Certification of Initial Employment Form to DCJS. You may download this form by clicking [here](#).

## Printing Personal Training History

On your Portal home screen, at the bottom of the page, you will see a list of Training. This is where you can access your Training History. In the Training category, click on the button to the right titled 'Reports.'

The screenshot shows the DCJS Acadis Portal interface. At the top, there is a navigation bar with tabs for Home, Training & Events, Registration, Organization, Personnel, and Academy Resources. Below this, the 'Employment' section displays a table with the following data:

Organization	Employment Type / Appointment Type	Supervisor	Last Hired
Albany County Sheriff's Office 410101R Correction Officer Active	Peace / CPL \$2.10 (25)		06/12/1986

Below the Employment section is the 'Training' section. It contains a list of training categories with checkboxes and corresponding training periods:

- Upcoming, Ongoing, & Unconfirmed  
None Specified  
Training for Period: 0h 0m
- Current Period to Date (01/01/2017 - 07/28/2017)  
None Specified  
Training for Period: 0h 0m
- Previous Period (01/01/2016 - 12/31/2016)  
None Specified  
Training for Period: 0h 0m
- Other Periods (through 12/31/2015)  
None Specified  
Training for Period: 128h 0m


A note at the bottom of the Training section states: "A grade of ## indicates that the weights for this class are not valid and grades cannot be calculated." A red box highlights the 'Reports' button in the top right corner of the Training section.

When you click 'Reports,' you will see a drop-down option titled 'Training History.' Select 'Training History' to access your personal training history.

This screenshot shows the same DCJS Acadis Portal interface as the previous one, but with the 'Reports' button in the Training section clicked. A dropdown menu is now visible, showing the 'Training History' option selected. The 'Training' section data remains the same as in the previous screenshot.

Upon selecting 'Training History,' you will now see your Training History Report, which lists your current certifications, upcoming training, and dates of completion. To print this report, select the printer icon at the top right of the page.

PdfReportViewer.aspx 1 / 2



**Training History Report**  
 State of New York Division of Criminal Justice Services  
 DCJS

Reported by Acadis® Readiness Suite 07/28/2017  
 For: **Smith, John R**  
 Person ID: smith-09251960-8687

**Smith, John R**

**Certifications**

Name	Issued	Expiration	Status
Basic Course for Peace Officers Supplement	11/28/2000	Never Expires	Active
Direct Supervision for Line Staff Course	02/10/2010	Never Expires	Active
Initial Firearms Course in Firearms and Deadly Physical Force	09/12/1986	Never Expires	Active
Annual Firearms Course	11/20/2007	12/31/2014	Inactive
Annual Other Weapons Course - Aerosol Subject Restraint	11/20/2007	12/31/2014	Inactive
Annual Other Weapons Course - Baton	11/20/2007	12/31/2014	Inactive

**Training**

**Upcoming, Ongoing, & Unconfirmed**  
 No upcoming & ongoing training data exists.

**Current Period to Date (01/01/2017 - 07/28/2017)**  
 No current year training data exists.

**Previous Period (01/01/2016 - 12/31/2016)**  
 No previous year training data exists.

**Other Periods (through 12/31/2015)**

Course/Title (Course No.)	Training Dates		Grade	Status	Training Category	Hours
Annual Firearms Course - 996-50242513	05/10/2013	05/10/2013	0.00%	Graduated - 05/10/2013		6h 0m
Annual Other Weapons Course - Aerosol Subject Restraint - 993-50245613	05/10/2013	05/10/2013	0.00%	Graduated - 05/10/2013		2h 0m
Annual Other Weapons Course - Baton - 993-50245713	05/10/2013	05/10/2013	0.00%	Graduated - 05/10/2013		2h 0m
Annual Firearms Course - 996-50242012	09/13/2012	09/13/2012	0.00%	Graduated - 09/13/2012		6h 0m



**Congratulations!** You have now completed Section 2: Completing Registry Personnel Transactions. You should now be able to successfully submit requests to DCJS for modifications and deletions to your organization's roster.

While Acadis does not at this time have the functionality to add employees to your roster, this guide has explained the process necessary to add new employees to your organization's roster.

If you experience any difficulties during this section, contact DCJS for further assistance.

Now that you have learned how to update your personnel records, the next section will discuss the annual validation process.



# Section 3: Completing the Validation Renewal Requirements

---

Here, you will complete the Annual Validation Renewal process:

- ✓ Navigate and update your Organization page.
- ✓ Complete the four steps of the annual renewal process.
- ✓ Finalize and submit the annual validation for approval.

The annual validation process is broken into 4 processes:

- Step 1: Personnel Information
- Step 2: Organization Information
- Step 3: Guidelines
- Step 4: Affirmation

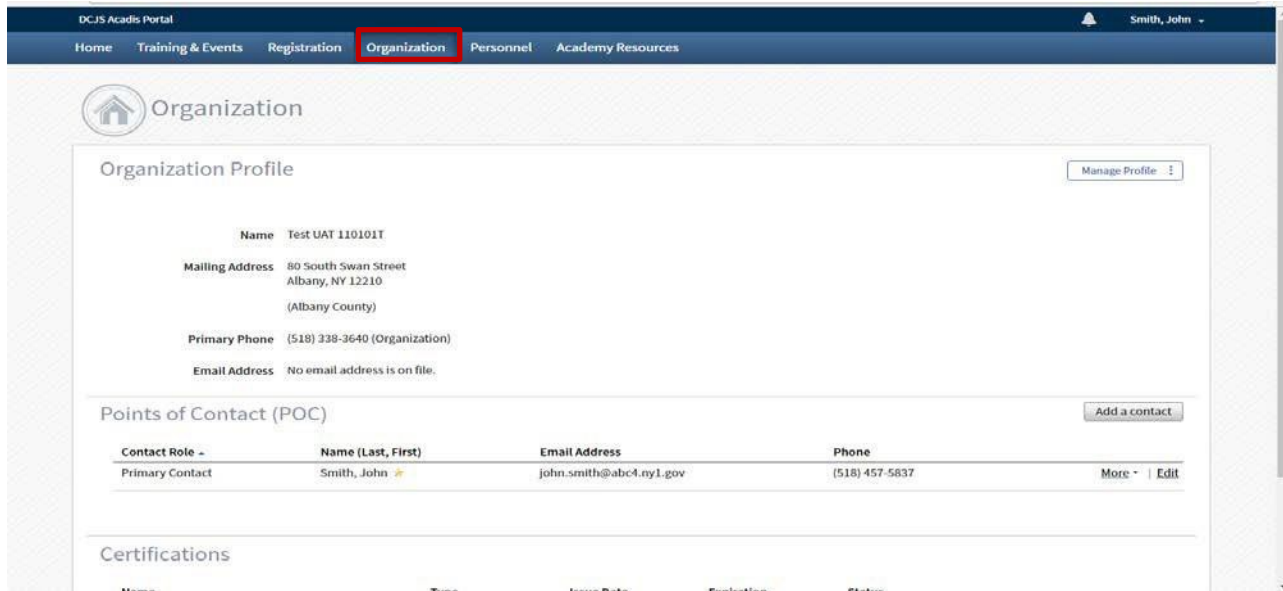


At any time during the validation process if you need to leave the screen you are working on, you should select the *"I want to finish later"* option, then click *"Save"*. This will ensure any progress made on the validation will not be lost while navigating to a different page.

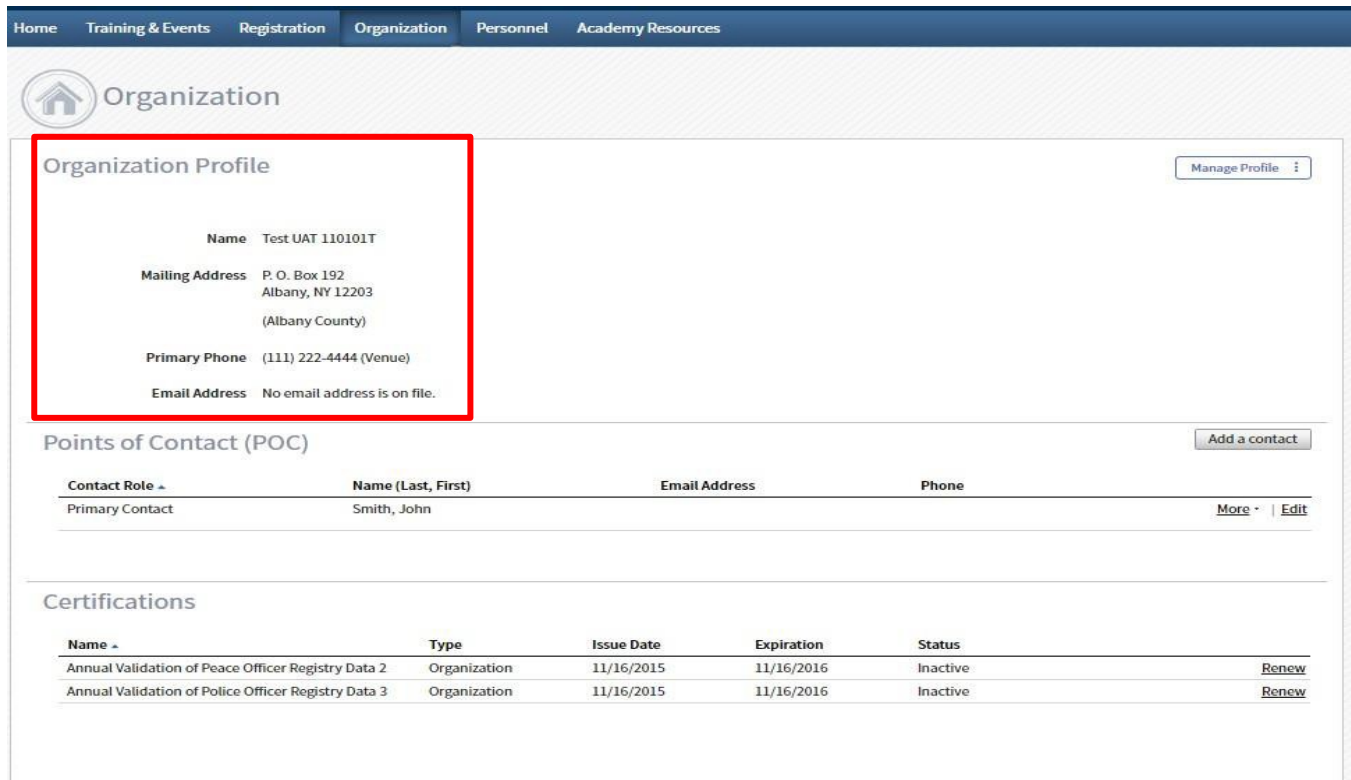
Now that you have updated any personnel changes, click on the "Organization" tab to begin.

## Navigating Your Organization Page

Select the “Organization” tab at the top of the page.



Once on the Organization page, you can view your Organization Profile. Ensure your organization’s contact information is correct.





**Reminder! – The information listed on your Organization page should be the general contact information for your organization.**

If any information needs to be updated, select “Manage Profile” to display a drop down list of options.

**Organization Profile**

**Name** Test UAT 110101T

**Mailing Address** P. O. Box 192  
Albany, NY 12203  
(Albany County)

**Primary Phone** (111) 222-4444 (Venue)

**Email Address** No email address is on file.

**Points of Contact (POC)**

Contact Role	Name (Last, First)	Email Address	Phone
Primary Contact	Smith, John		

**Certifications**

Name	Type	Issue Date	Expiration	Status
Annual Validation of Peace Officer Registry Data 2	Organization	11/16/2015	11/16/2016	Inactive
Annual Validation of Police Officer Registry Data 3	Organization	11/16/2015	11/16/2016	Inactive

To update your organization’s address, select “Manage Address”. Complete the necessary information and select “Save”.

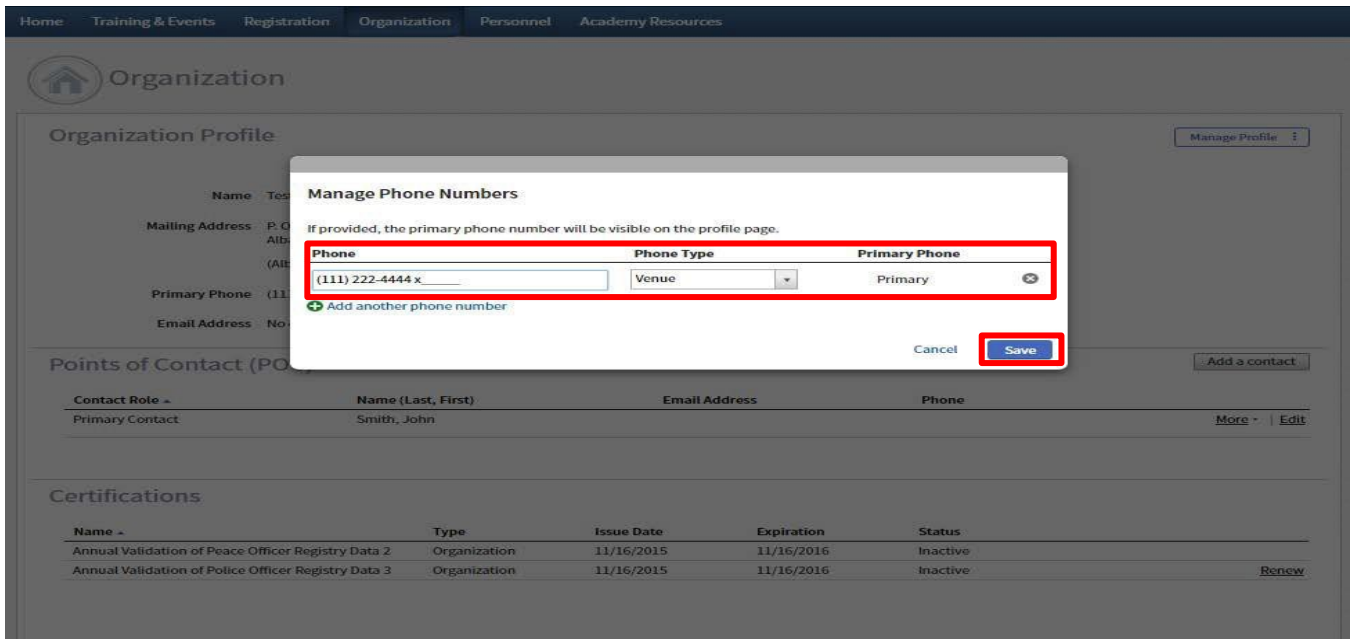
**Manage Addresses**

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

Address	Address Type	Primary Address	Mailing Address
P. O. Box 192 Address 2 Albany New York 12203 Albany Description	Organiz...	Primary	Mailing

Cancel **Save**

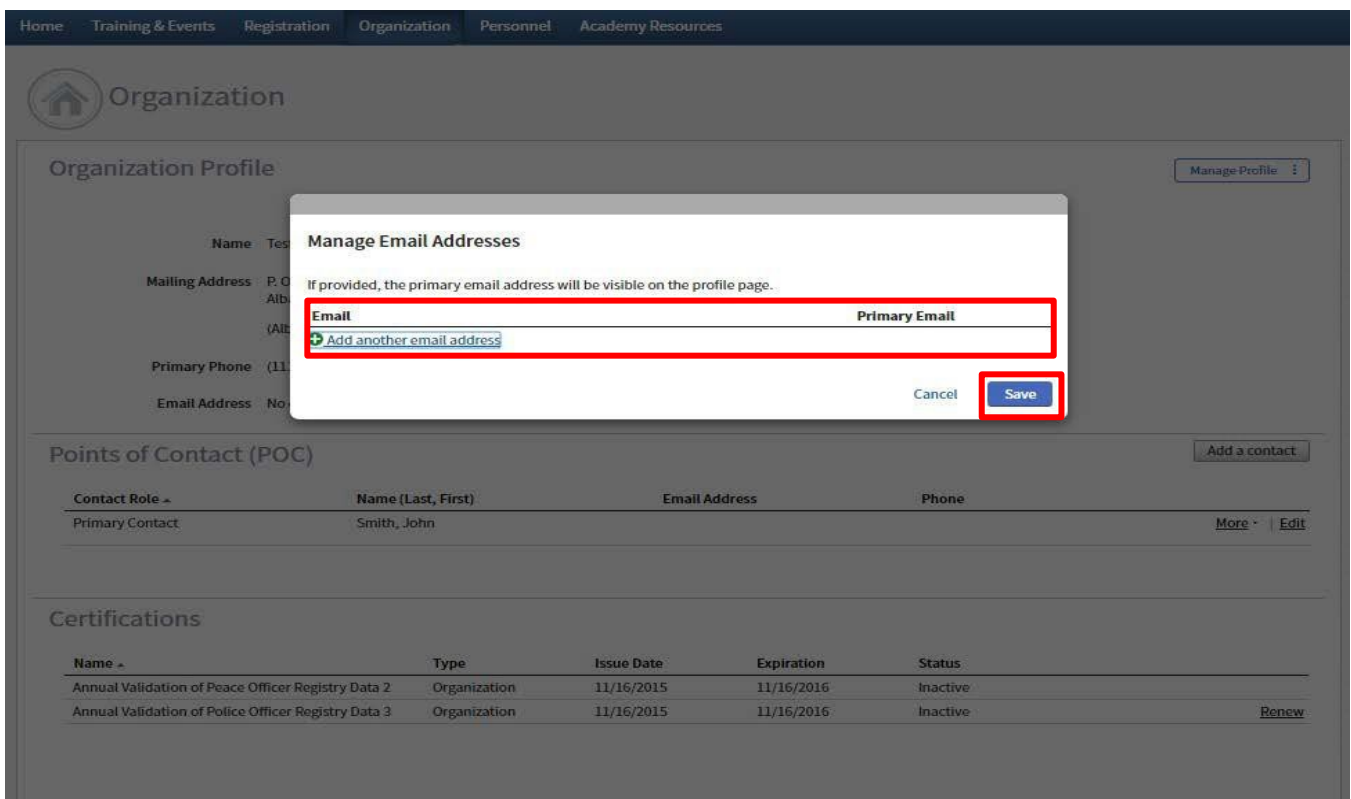
To update your organization's phone numbers select "Manage Phone Numbers". Complete the necessary information and select "Save".



To update your organization's email address select "Manage Email Addresses". Enter the necessary information and select "Save".



**Please provide the Chief's email address to ensure all future DCJS notifications and announcements are received via email.**



Once you have updated or confirmed your organization’s information, verify that you are listed as the Point of Contact (POC) for your organization.

The screenshot shows the 'Organization Profile' page. The 'Points of Contact (POC)' section is highlighted with a red border. It contains a table with one contact listed: John Smith, Primary Contact. An 'Add a contact' button is visible in the top right of this section.

Contact Role	Name (Last, First)	Email Address	Phone	
Primary Contact	Smith, John			More -   Edit

Your organization’s Chief or highest-ranking official should be listed as a secondary contact under the “Points of Contact” heading. If they are not listed, select the “Add a Contact” button.

This screenshot is identical to the previous one, but the 'Add a contact' button in the 'Points of Contact (POC)' section is highlighted with a red border.

Selecting the “Add a Contact” button will bring you to the “Point of Contact Information” page for your organization.

Home Training & Events Registration Organization Personnel Academy Resources

Organization Add a Point of Contact

Point of Contact Information for Test UAT 110101T

Contact Role Choose...

Primary Contact  Make this person the primary contact for the organization

Contact  Select from a list of employees Choose...  Select by Person ID

Cancel Done

Utilize the drop down box under the “Contact Role” field to select a “Secondary Contact”.

Home Training & Events Registration Organization Personnel Academy Resources

Organization Add a Point of Contact

Point of Contact Information for Test UAT 110101T

Contact Role Secondary Contact(s)

Primary Contact  Make this person the primary contact for the organization

Contact  Select from a list of employees Choose...  Select by Person ID

Cancel Done

Next select your organization’s Chief or highest-ranking official from the drop down list under the “Contact” field. Then select “Done”.

Home Training & Events Registration Organization Personnel Academy Resources

Organization Add a Point of Contact

Point of Contact Information for Test UAT 110101T

Contact Role Secondary Contact(s)

Primary Contact  Make this person the primary contact for the organization

Contact  Select from a list of employees Ambrose, Molly (ambrose-1)  Select by Person ID

Cancel Done

Your organization’s secondary contact should now appear on the organization page. **Ensure that the secondary contact is your organization’s Chief or highest-ranking official.**

Home Training & Events Registration **Organization** Personnel Academy Resources

Organization

Organization Profile Manage Profile

**Name** Test UAT 110101T

**Mailing Address** P. O. Box 192  
Albany, NY 12203  
(Albany County)

**Primary Phone** (111) 222-4444 (Venue)

**Email Address** No email address is on file.

**Points of Contact (POC)** Add a contact

Contact Role	Name (Last, First)	Email Address	Phone	
Primary Contact	Smith, John			<a href="#">More</a>   <a href="#">Edit</a>
Secondary Contact(s)	Ambrose, Molly			<a href="#">More</a>   <a href="#">Edit</a>

**Certifications**

Name	Type	Issue Date	Expiration	Status	
Annual Validation of Peace Officer Registry Data 2	Organization	11/16/2015	11/16/2016	Inactive	<a href="#">Renew</a>
Annual Validation of Police Officer Registry Data 3	Organization	11/16/2015	11/16/2016	Inactive	<a href="#">Renew</a>

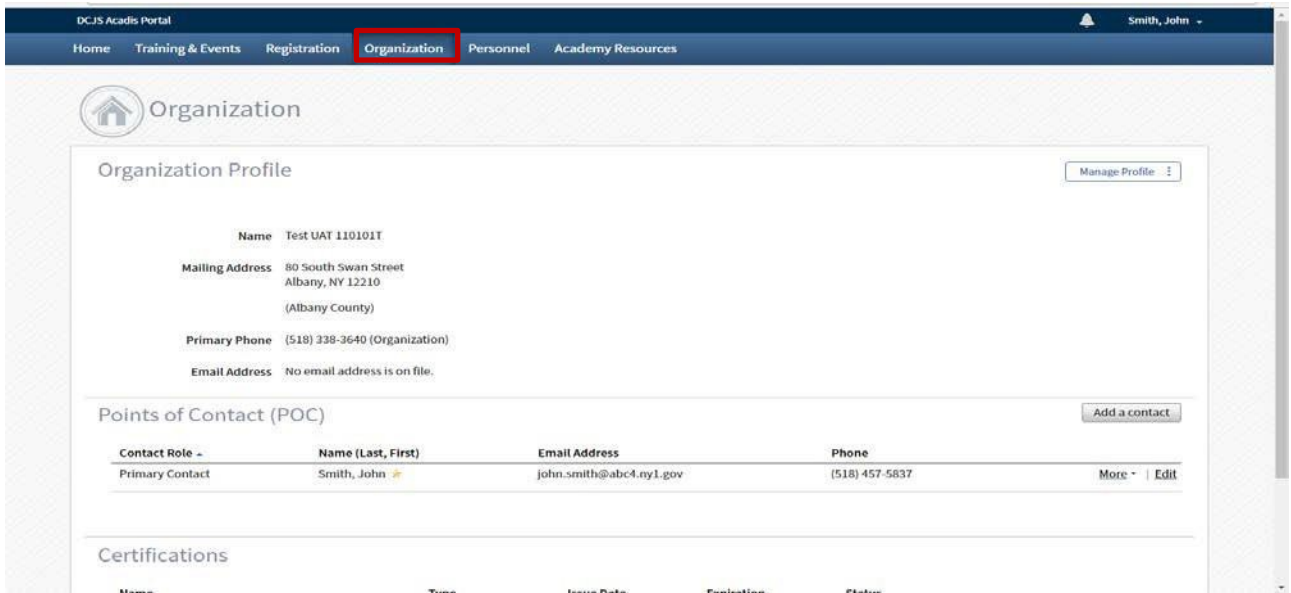


Congratulations! You have now updated or verified your organization’s profile information. Turn to the next page to begin the renewal process.

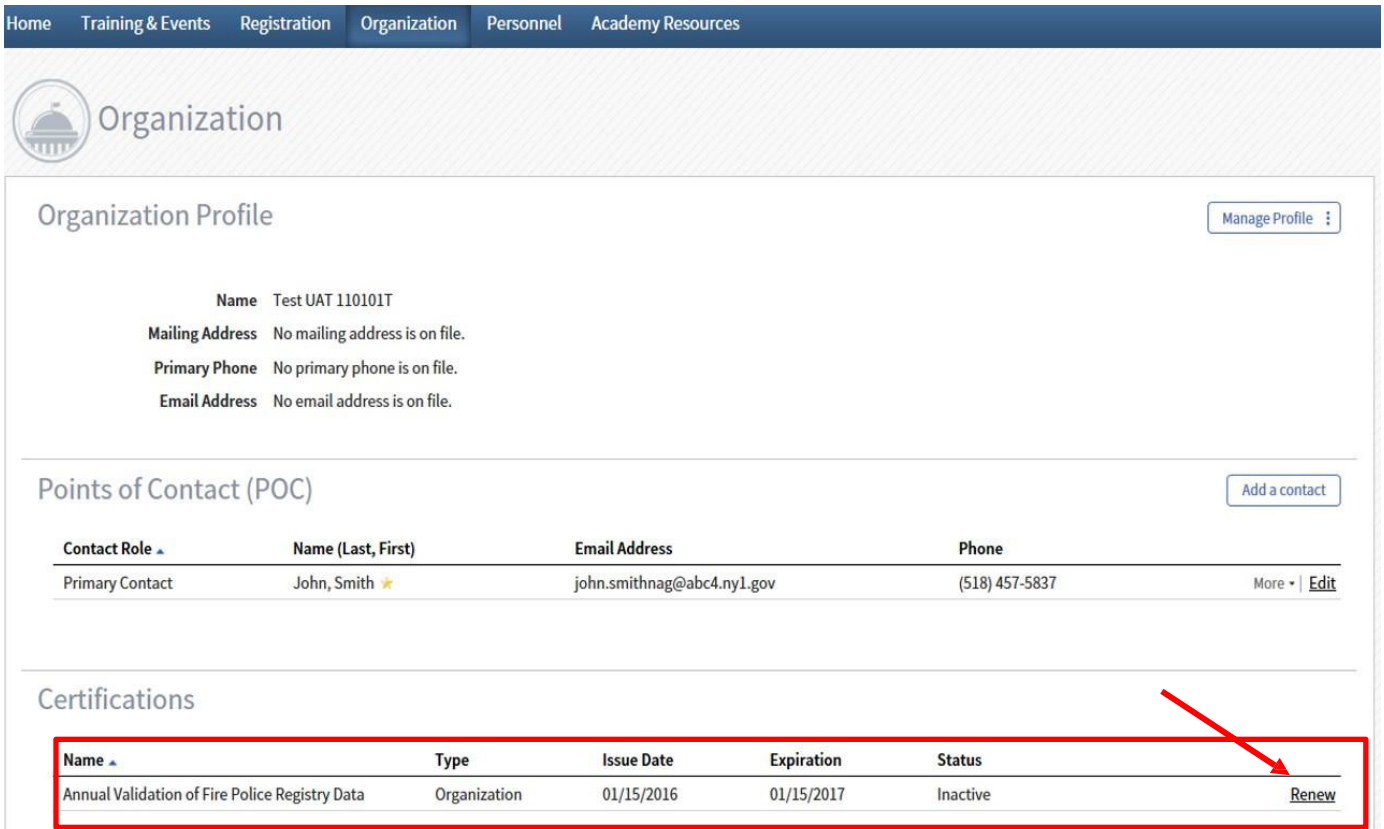


## Starting the Validation Renewal Process

You will start the renewal process from the “Organization” page.



To begin the annual validation process, scroll down to “Certifications” and select the “Renew” button on the right next to the Annual Validation of Fire Police Registry Data.





## Step 1: Personal Information

Once you select “Renew”, you will be brought to the Renewal Application for Annual Validation of Fire Police Registry Data page. This page displays the four steps of the validation process and the personal information for point of contact.

The screenshot shows the top navigation bar with links for Home, Training & Events, Registration, Organization, Personnel, and Academy Resources. Below the navigation is the 'Organization' logo and the text 'Renew a Certification'. The main heading is 'Renewal Application for Annual Validation of Fire Police Registry Data'. On the left, a vertical sidebar contains four numbered steps: 1. Personal Information (highlighted with a red box), 2. Organization Information, 3. Guidelines, and 4. Affirmation. The main content area contains the text: 'Verify the following personal information. Click "Update Information" to enter missing, incorrect, or additional information.' Below this is the 'APPLICANT' section with the following details:

Person ID	smith-01171942-6274
Applicant	John, Smith
Mailing Address	Alfred E. Smith State Office Building 80 South Swan Street Albany, NY 12210
Primary Phone	(518) 457-5837 (Organization)
Email	john.smithnag@abc4.ny1.gov
Driver's License No. or State Identification Card No.	None specified
Issuing State	None specified
Date of Birth	01/17/1942

At the bottom right, there are buttons for 'Cancel', 'Finish Later', 'Update My Information', and 'Continue'.

In Step 1 you will need to verify that all of your personal work information is correct. In the event the information is not correct, select “Update My Information”.

This screenshot is identical to the one above, but with a red box around the 'Update My Information' button and a red arrow pointing to it from the right side of the page. The rest of the page content, including the navigation bar, sidebar, and applicant information, remains the same.

Upon selecting "Update My Information" you will see a page that contains your personnel professional contact information. **The first section entitled "General Information" is not required by DCJS and should be left empty.**

Home Training & Events Registration Organization Personnel Academy Resources

Organization  
Renew a Certification - Personal Information

### Renewal Application for Annual Validation of Fire Police Registry Data

- 1 Personal Information
- 2 Organization Information
- 3 Guidelines
- 4 Affirmation

Enter missing, incorrect, or additional information. Any required fields must be filled in to proceed.

**GENERAL INFORMATION**

Person ID smith-01171942-6274

Driver's License No. / State ID Card No.

Issuing State Choose...

Date of Birth 01/17/1942

**CONTACT INFORMATION**

Mailing Address Type Home

Address Alfred E. Smith State Office Building

Address 2 80 South Swan Street

City Albany

State New York

Zip Code 12210 +

Country Select Country

The next section is your agency contact information. The preferred contact information is your organizational contact information. After entering this data select "continue."

Home Training & Events Registration Organization Personnel Academy Resources

Organization  
Renew a Certification - Personal Information

### Renewal Application for Annual Validation of Fire Police Registry Data

- 1 Personal Information
- 2 Organization Information
- 3 Guidelines
- 4 Affirmation

Enter missing, incorrect, or additional information. Any required fields must be filled in to proceed.

**GENERAL INFORMATION**

Person ID smith-01171942-6274

Driver's License No. / State ID Card No.

Issuing State Choose...

Date of Birth 01/17/1942

**CONTACT INFORMATION**

Mailing Address Type Home

Address Alfred E. Smith State Office Building

Address 2 80 South Swan Street

City Albany

State New York

Zip Code 12210 +

Country Select Country

The newly updated information will show under Step 1: Personal Information. The old information will be crossed out with the new information displayed to the side.

Home Training & Events Registration Organization Personnel Academy Resources

Organization  
Renew a Certification

### Renewal Application for Annual Validation of Fire Police Registry Data

1 Personal Information Verify the following personal information. Click "Update Information" to enter missing, incorrect, or additional information.

2 Organization Information

3 Guidelines

4 Affirmation

**APPLICANT**

Person ID	smith-01171942-6274
Applicant	John, Smith
Mailing Address	Alfred E. Smith State Office Building 80 South Swan Street Albany, NY 12210 <i>123 Albany Avenue Latham, NY 12203</i>
Primary Phone	(518) 457-5837 (Organization)
Email	john.smithnag@abc4.ny1.gov
Driver's License No. or State Identification Card No.	None specified
Issuing State	None specified
Date of Birth	01/17/1942

Delete Application | Finish Later | Update My Information **Continue**

If you need to step away at any time during the renewal process, you may select "Finish Later". This will automatically save your progress and return you to the "Organization" home page.

Home Training & Events Registration Organization Personnel Academy Resources

Organization  
Renew a Certification

### Renewal Application for Annual Validation of Fire Police Registry Data

1 Personal Information Verify the following personal information. Click "Update Information" to enter missing, incorrect, or additional information.

2 Organization Information

3 Guidelines

4 Affirmation

**APPLICANT**

Person ID	smith-01171942-6274
Applicant	John, Smith
Mailing Address	Alfred E. Smith State Office Building 80 South Swan Street Albany, NY 12210 <i>123 Albany Avenue Latham, NY 12203</i>
Primary Phone	(518) 457-5837 (Organization)
Email	john.smithnag@abc4.ny1.gov
Driver's License No. or State Identification Card No.	None specified
Issuing State	None specified
Date of Birth	01/17/1942


Delete Application **Finish Later** | Update My Information **Continue**

If at any point you wish to delete your application select the “Delete Application” option.

The screenshot shows a web interface for renewing a certification. The navigation bar includes Home, Training & Events, Registration, Organization, Personnel, and Academy Resources. The main heading is 'Organization' with a sub-heading 'Renew a Certification'. The page title is 'Renewal Application for Annual Validation of Fire Police Registry Data'. On the left, there is a sidebar with four steps: 1 Personal Information, 2 Organization Information, 3 Guidelines, and 4 Affirmation. The main content area contains a form with the following fields:

APPLICANT	
Person ID	smith-01171942-6274
Applicant	John, Smith
Mailing Address	Alfred E. Smith State Office Building 80 South Swan Street Albany, NY 12210 <i>123 Albany Avenue Latham, NY 12203</i>
Primary Phone	(518) 457-5837 (Organization)
Email	john.smithnag@abc4.ny1.gov
Driver's License No. or State Identification Card No.	None specified
Issuing State	None specified
Date of Birth	01/17/1942

At the bottom right of the form, there are four buttons: 'Delete Application' (highlighted with a red box), 'Finish Later', 'Update My Information', and 'Continue'.

 **If you choose to delete your application, you will lose any progress that has been made on the renewal process.**


If you are ready to continue, select “Continue” to advance to Step 2.

This screenshot is identical to the one above, showing the same form and navigation elements. However, in this version, the 'Continue' button at the bottom right is highlighted with a red box, indicating the next step in the process.

## Step 2: Organization Information

The next step in the validation process is the verification of Organization Information. This step displays the contact information for the organization seeking to complete the annual validation process. Verify that this information is accurate. If the information needs to be updated, make the necessary changes and then select “Continue”.

Home Training & Events Registration **Organization** Personnel Academy Resources

 **Organization**  
Renew a Certification - Organization Information

### Renewal Application for Annual Validation of Fire Police Registry Data

1 Personal Information    Verify the following organization information.

2 **Organization Information**

3 Guidelines

4 Affirmation

\* Mailing Address Type

\* Address

Address 2

\* City

\* State

\* Zip Code  +

\* County

\* Phone   ext.

[Delete Application](#) | [Finish Later](#) | [Back](#) | **[Continue](#)**



### Step 3: Guidelines

The third step of the annual validation process is the review of the Renewal Guidelines. The Renewal Guidelines are:

Pursuant to Executive Law §845, each employer of peace officers must:

1. Validate the names and information contained on the Registry once **annually by January 15th**; and
2. Verify the completion of mandated basic training for each peace officer pursuant to Criminal Procedure Law §2.30

*Pursuant to General Municipal Law section 209-c (Fire police squads of fire department and fire companies), notwithstanding any other provision of law to the contrary, a member of a fire police squad shall have satisfied any requirement for training as provided by any general or local law if the person has satisfactorily completed a training course offered by the state office of fire prevention and control, or an equivalent course as approved by the state office of fire prevention and control.;*

*Please be advised the aforementioned training is not reported to DCJS; therefore, the Registry will not reflect completion of training offered and approved by NYS Office of Fire Prevention and Control.*

Once you have read and understood the Renewal Guidelines select “Continue”.

Organization  
Renew a Certification - Renewal Guidelines

### Renewal Application for Annual Validation of Fire Police Registry Data

- 1 Personal Information
- 2 Organization Information
- 3 Guidelines
- 4 Affirmation

Please review the following guidelines.

#### RENEWAL GUIDELINES

Pursuant to *Executive Law §845*, each employer of peace officers must:

1. Validate the names and information contained on the Registry **once annually by January 15th**; and
2. **Verify the completion of training** for each fire police personnel pursuant to *Criminal Procedure Law §2.30*

*Pursuant to General Municipal Law section 209-c (Fire police squads of fire department and fire companies), notwithstanding any other provision of law to the contrary, a member of a fire police squad shall have satisfied any requirement for training as provided by any general or local law if the person has satisfactorily completed a training course offered by the state office of fire prevention and control, or an equivalent course as approved by the state office of fire prevention and control.;*

*Please be advised the aforementioned training is not reported to DCJS; therefore, the Registry will not reflect completion of training offered and approved by NYS Office of Fire Prevention and Control.*

Delete Application | Finish Later | Back | **Continue**



You are now ready to move on to Step four – Affirmation. You can do this by selecting “Continue”.

## Step 4: Affirmation

In Step 4 you will be affirming that the officers in your organization have met all the necessary requirements and if not, you have provided clarifying comments as to why some requirements have not been met.

DCJS Acadis Portal

Home Training & Events Registration Organization Personnel Academy Resources

Organization  
Renew a Certification - Renewal Affirmation

### Renewal Application for Annual Validation of Fire Police Registry Data

Please answer the following questions to complete the application. **All fields are required.**

**RENEWAL AFFIRMATION**

I have reviewed, amended where necessary, and attest to the accuracy of my agency's registry information. I understand that the information provided in this annual validation is part of a written statement that will be presented to the Division of Criminal Justice Services for filing and certify that it is true to the best of my knowledge and belief.

All requirements for this certification or license have been met, and the applicant attests that the above statements are true

Not all requirements for this certification or license have been met by the recipient

Once submitted, this application for renewal is final and cannot be edited.

Delete Application | Finish Later | Back Submit

Select “All requirements for this certification or license have been met, and the applicant attests that the above statements are true”.

DCJS Acadis Portal

Home Training & Events Registration Organization Personnel Academy Resources

Organization  
Renew a Certification - Renewal Affirmation

### Renewal Application for Annual Validation of Fire Police Registry Data

Please answer the following questions to complete the application. **All fields are required.**

**RENEWAL AFFIRMATION**


I have reviewed, amended where necessary, and attest to the accuracy of my agency's registry information. I understand that the information provided in this annual validation is part of a written statement that will be presented to the Division of Criminal Justice Services for filing and certify that it is true to the best of my knowledge and belief.

All requirements for this certification or license have been met, and the applicant attests that the above statements are true

Not all requirements for this certification or license have been met by the recipient

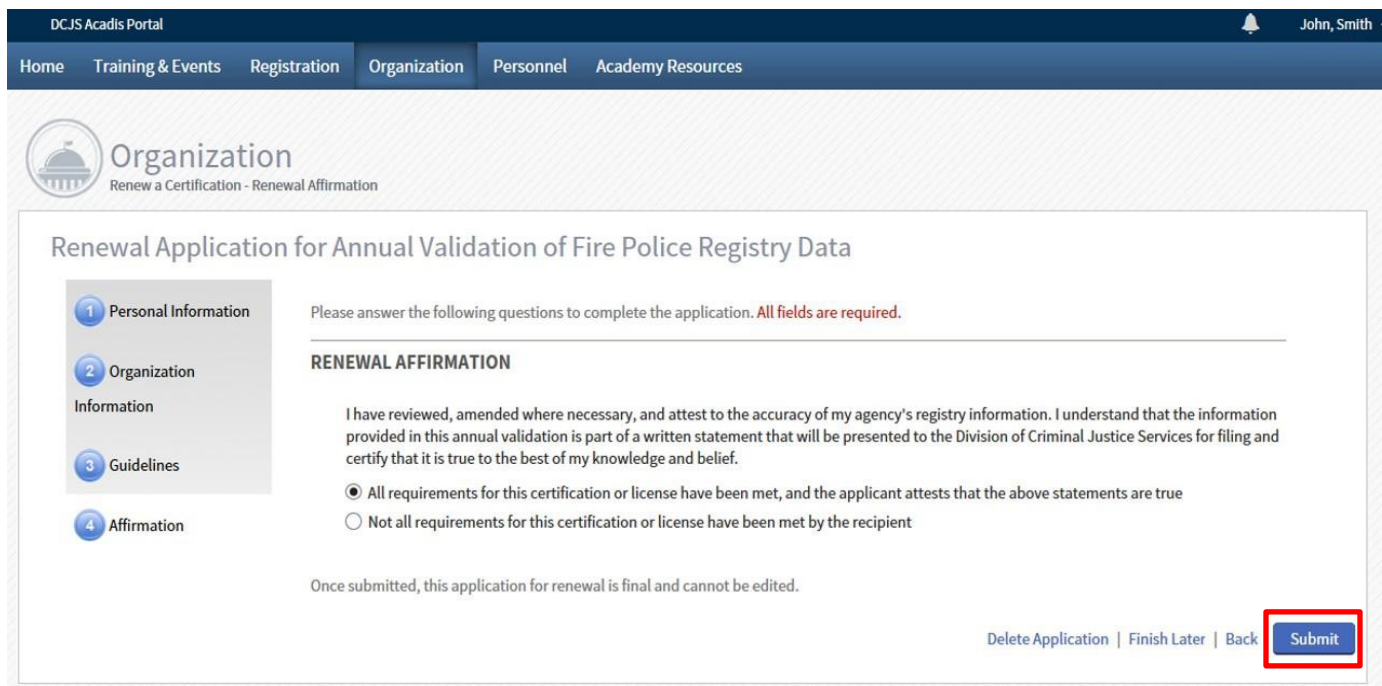
Once submitted, this application for renewal is final and cannot be edited.

Delete Application | Finish Later | Back Submit

 **Even if your agency has not completed all the requirements for the annual validation it is still strongly suggested that you submit the application so DCJS staff can aid in developing a corrective action plan to solve any deficiencies.**

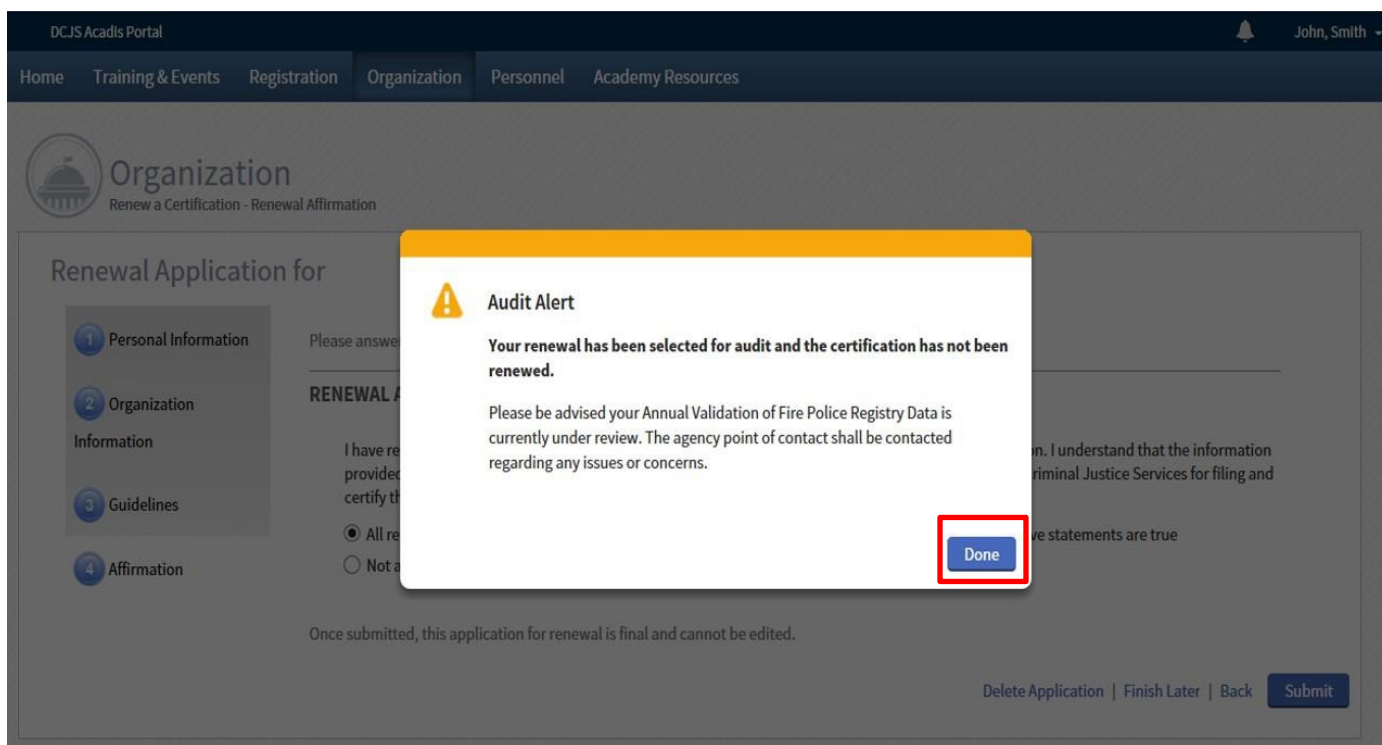
 **By selecting “Submit” you will no longer have access to edit your organization’s renewal application. Ensure you have satisfactorily completed all steps of the annual validation renewal before selecting “Submit”.**

When you are ready to move on, select “Submit.”



The screenshot shows the 'Organization' section of the DCJS Acadis Portal. The main heading is 'Renewal Application for Annual Validation of Fire Police Registry Data'. On the left, there is a sidebar with four steps: 1 Personal Information, 2 Organization Information, 3 Guidelines, and 4 Affirmation. The main content area contains a 'RENEWAL AFFIRMATION' section with a paragraph of text and two radio button options. The first option is selected: 'All requirements for this certification or license have been met, and the applicant attests that the above statements are true'. Below the options is a note: 'Once submitted, this application for renewal is final and cannot be edited.' At the bottom right, there are four buttons: 'Delete Application', 'Finish Later', 'Back', and 'Submit'. The 'Submit' button is highlighted with a red box.

All submitted applications will be audited by DCJS Office of Public Safety staff. **You do not need to contact the DCJS.** If there are any issues with your application, you will be contacted by DCJS staff. Select “Done” to finalize your renewal application.



The screenshot shows the same 'Renewal Application' form as above, but with a modal dialog box overlaid. The dialog box has a yellow header with a warning icon and the title 'Audit Alert'. The text inside the dialog box reads: 'Your renewal has been selected for audit and the certification has not been renewed. Please be advised your Annual Validation of Fire Police Registry Data is currently under review. The agency point of contact shall be contacted regarding any issues or concerns.' At the bottom right of the dialog box, there is a 'Done' button, which is highlighted with a red box.

Once you have completed your renewal application, the option to “Renew” will no longer be visible as a hyperlink on your Organization tab as confirmation you have successfully submitted your agencies renewal application.

The screenshot shows the 'Organization Profile' page for 'Test UAT 110101T'. The profile details include a mailing address in Latham, NY, and a primary phone number. Under the 'Points of Contact (POC)' section, John Smith is listed as the primary contact. The 'Certifications' table shows one entry: 'Annual Validation of Fire Police Registry Data' with an expiration date of 01/15/2017 and a status of 'Inactive'. A red box highlights this row.

Name	Type	Issue Date	Expiration	Status
Annual Validation of Fire Police Registry Data	Organization	01/15/2016	01/15/2017	Inactive

Once your application has been reviewed and approved by DCJS, a new “expiration date” will appear and the “Status” will reflect “Active” under the “Certifications” section of your Organization tab.

This screenshot is identical to the previous one, but the certification row in the 'Certifications' table now shows an expiration date of 01/15/2019 and a status of 'Active'. A red box highlights this updated row.

Name	Type	Issue Date	Expiration	Status
Annual Validation of Fire Police Registry Data	Organization	01/15/2016	01/15/2019	Active



Congratulations! You have now completed the Annual Validation Renewal Application. If at any point you have questions about a particular step in this process, please refer back to that section of the guide.

If you continue to experience issues, please utilize the contact information provided in the introduction of this guide.

# Section 4: Printing Course Certificates

In this section you will learn how to:

- ✓ Print course certificates for other officers, as the agency POC
- ✓ Print your own course certificates

**If you are the agency POC and need to print certificates for other officers:**

First, login to your Acadis Portal home screen. To print course certificates for each officer, you will need to access the Personnel profile of that officer.

The screenshot shows the DCJS Acadis Portal interface. At the top, there is a navigation bar with tabs: Home, Training & Events, Registration, Organization, Personnel, and Academy Resources. The 'Personnel' tab is selected, and a dropdown menu is open, with 'See a List of Personnel' highlighted in a red box. Below the navigation bar, the user's profile is displayed for 'Smith, Johnag'. The profile includes fields for Person ID (smith-01171942-6274), Mailing Address (None specified), Primary Phone (None specified), and Primary Email (Smith.Johnag@email.com). There are links for 'Email my Professional History Report' and 'Manage Profile'. Below the profile, there is a 'Certifications' section with a table listing two certifications: 'Access for Crime Analysts' and 'Accreditation Assessor Training', both with 'Active' status. At the bottom, there is an 'Employment' section with a table listing one employment record for 'Albany County Sheriff's Office'.

Name	Type	Issue Date	Expiration	Status	
Access for Crime Analysts	Non-Expiring	08/11/2017	Never	Active	<a href="#">Print</a>
Accreditation Assessor Training	Non-Expiring	08/11/2017	Never	Active	<a href="#">Print</a>

Organization	Employment Type / Appointment Type	Supervisor	Last Hired
Albany County Sheriff's Office 410101R Civilian Active	Civilian / No appointment type		01/17/1992

To do this, go to the 'Personnel' page at the top of your home screen. In the drop-down menu, select 'See a List of Personnel.'

The Personnel page will show a list of active employees in alphabetical order. Scroll down the page until you find the employee whose certificate you need to obtain.



Home Training & Events Registration Organization **Personnel** Academy Resources

Personnel

Check Compliance Monitor

Personnel (2)

Requested For	Title/Rank	Hire Date	Change Requested	Requested By	Requested	Request Status	
Adamson, Elizabeth	Correction Officer	11/04/1992	Update existing employee	Nagula, Vipul	05/17/2017	Rejected - test	<a href="#">Clear</a>
Adamson, Elizabeth	Correction Officer	11/04/1992	Update existing employee	Nagula, Vipul	05/17/2017	Rejected - test	<a href="#">Clear</a>

Personnel (447) [Add Employee](#)

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

Name	Person ID	Organization	Title/Rank	Employment Type	Appointment Type	Last Hired	Supervisor	Employment Status
Abigail, Codor	abigail-12161971-1217	Albany County Sheriff's Office 410101R	-Undersheriff-Civilian			05/01/2017		Active (Active)
Abrams, Christopher B	abrams-06231956-6546	Albany County Sheriff's Office 410101R	Deputy Sheriff	Police	CPL §1.20 (34)	10/31/2003		Full Time (Active)

On the Personnel Profile of the selected officer, you will see a 'Certifications' category, where you can print a completed certificate. The certificates that are printable will say 'Print' next to the course name.

Home Training & Events Registration Organization **Personnel** Academy Resources

Personnel  
Personnel Record

Personnel Profile

Full Name Smith, John R  
 Person ID smith-09251960-8687  
 Mailing Address None specified  
 Primary Phone None specified  
 Primary Email None specified

Certifications

Name	Type	Issue Date	Expiration	Status
Annual Firearms Course	Expiring	11/20/2007	12/31/2014	Inactive
Annual Other Weapons Course - Aerosol Subject Restraint	Expiring	11/20/2007	12/31/2014	Inactive
Annual Other Weapons Course - Baton	Expiring	11/20/2007	12/31/2014	Inactive
Basic Course for Peace Officers Supplement	Expiring	11/28/2000	Contingent	Active
Direct Supervision for Line Staff Course	Non-Expiring	02/10/2010	Never	Active
Initial Firearms Course in Firearms and Deadly Physical Force	Expiring	09/12/1986	Contingent	Active

[Print](#)

In this case, the only course certificate that can be printed for John Smith is 'Initial Firearms Course in Firearms and Deadly Physical Force.' Select the 'Print' button next to that course.

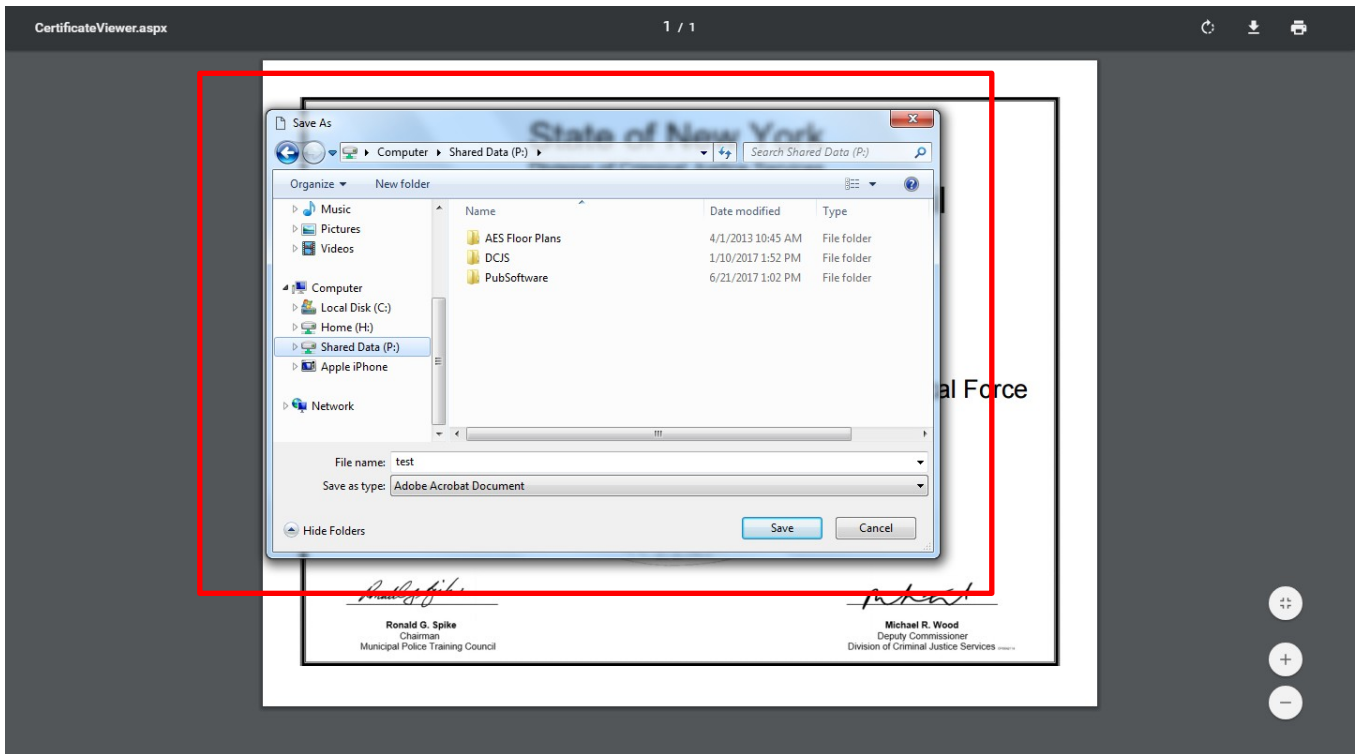




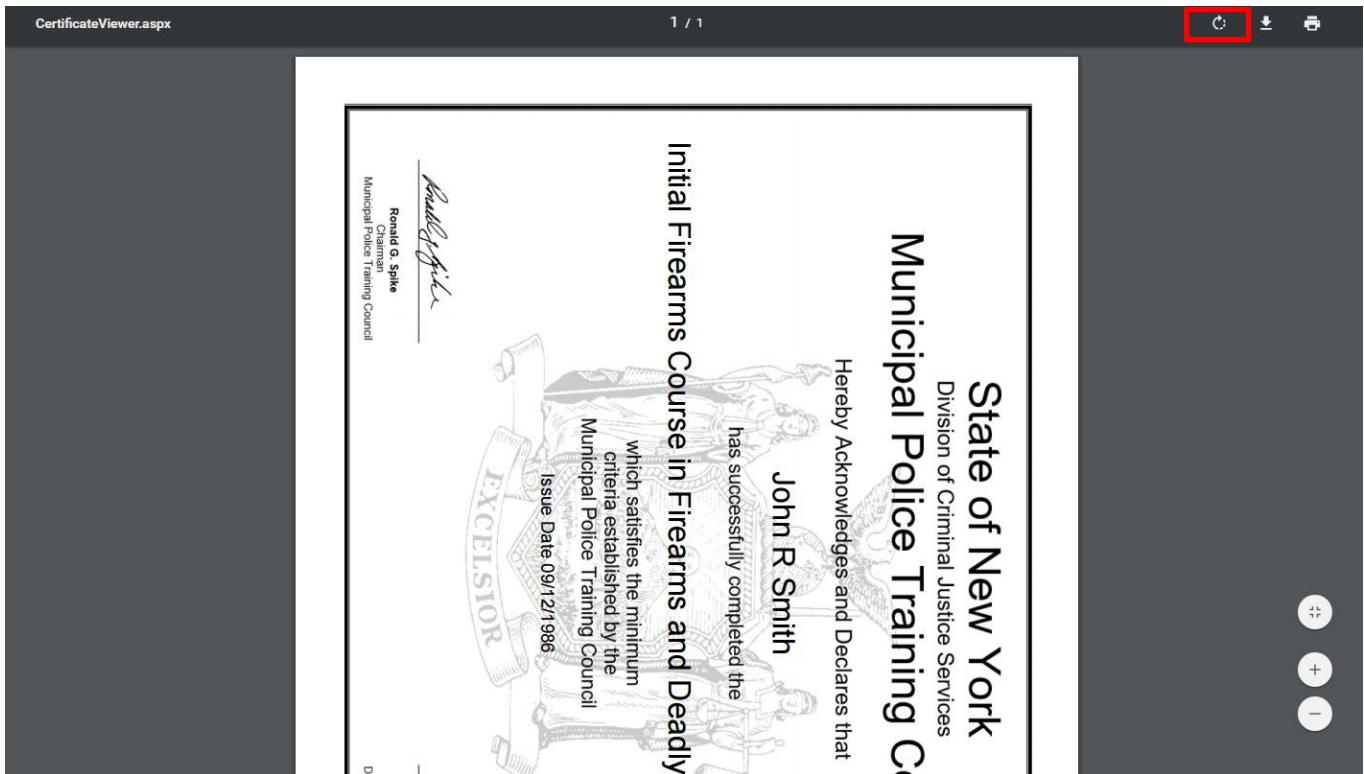
Upon selecting 'Print,' you will see a copy of the course certificate. Verify that all information is correct, then select the printer icon in the upper right-hand corner.



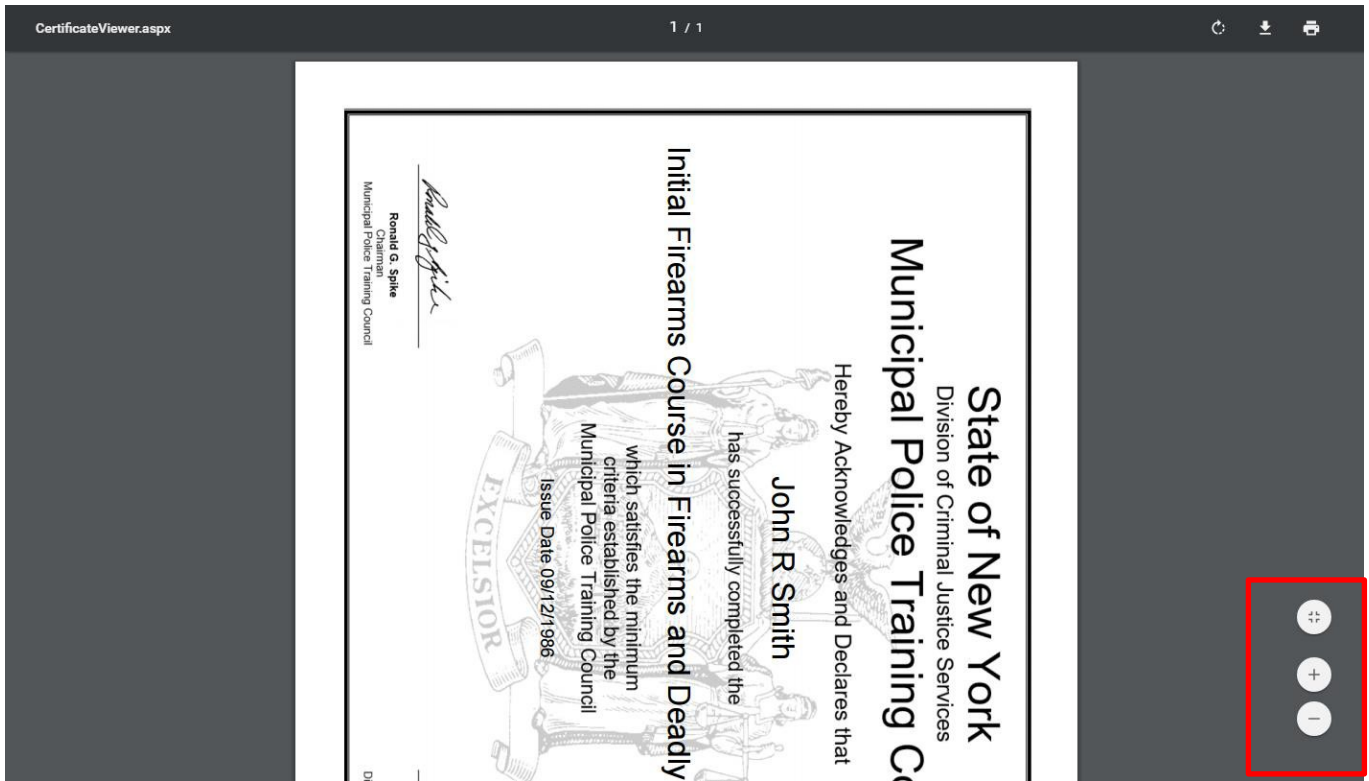
You will see additional buttons on the print screen as well. The arrow icon next to the printer icon allows you to save the certificate, instead of printing it.



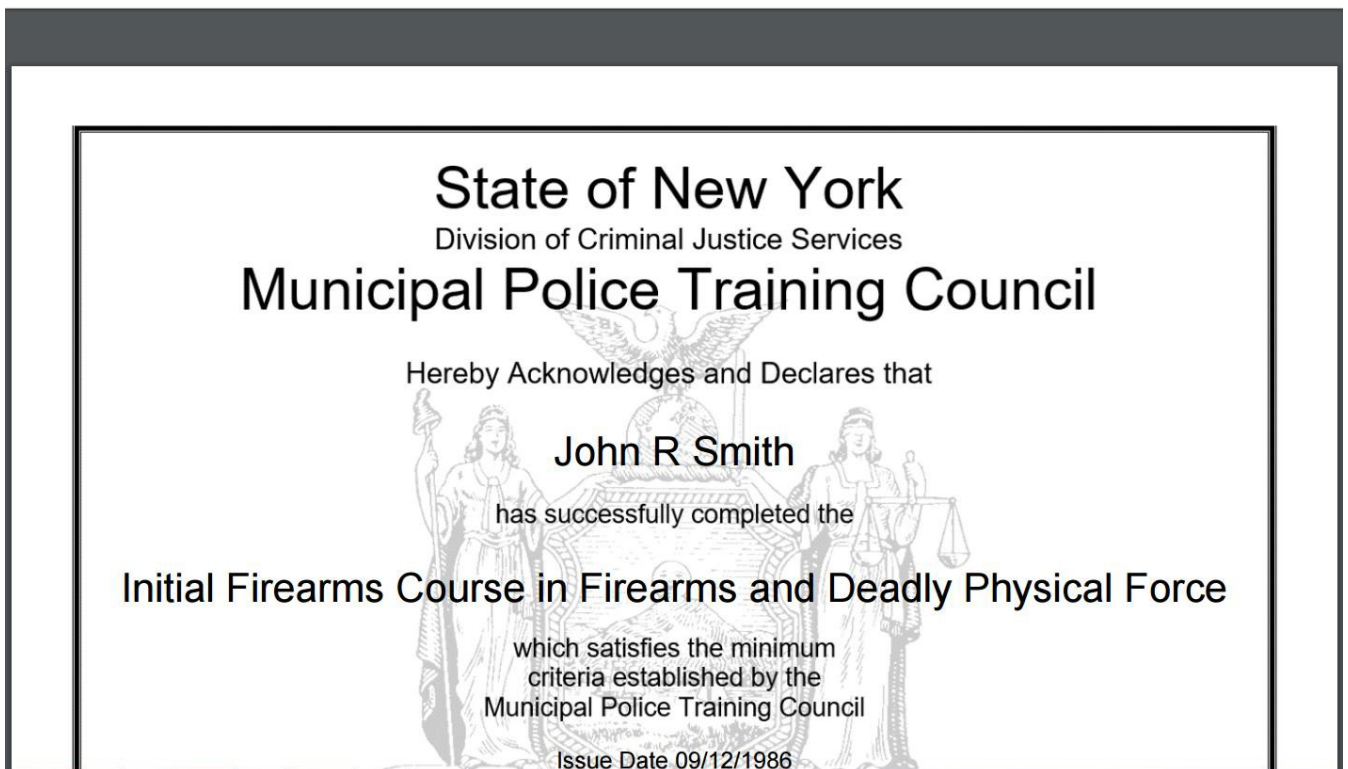
Upon clicking the arrow icon, the Save As screen will appear, allowing you to save the certificate to your desktop or a folder on your agency's hard drive.



The third icon in the top right corner allows you to change the orientation of the certificate. In the screenshot above, the certificate has been rotated sideways.

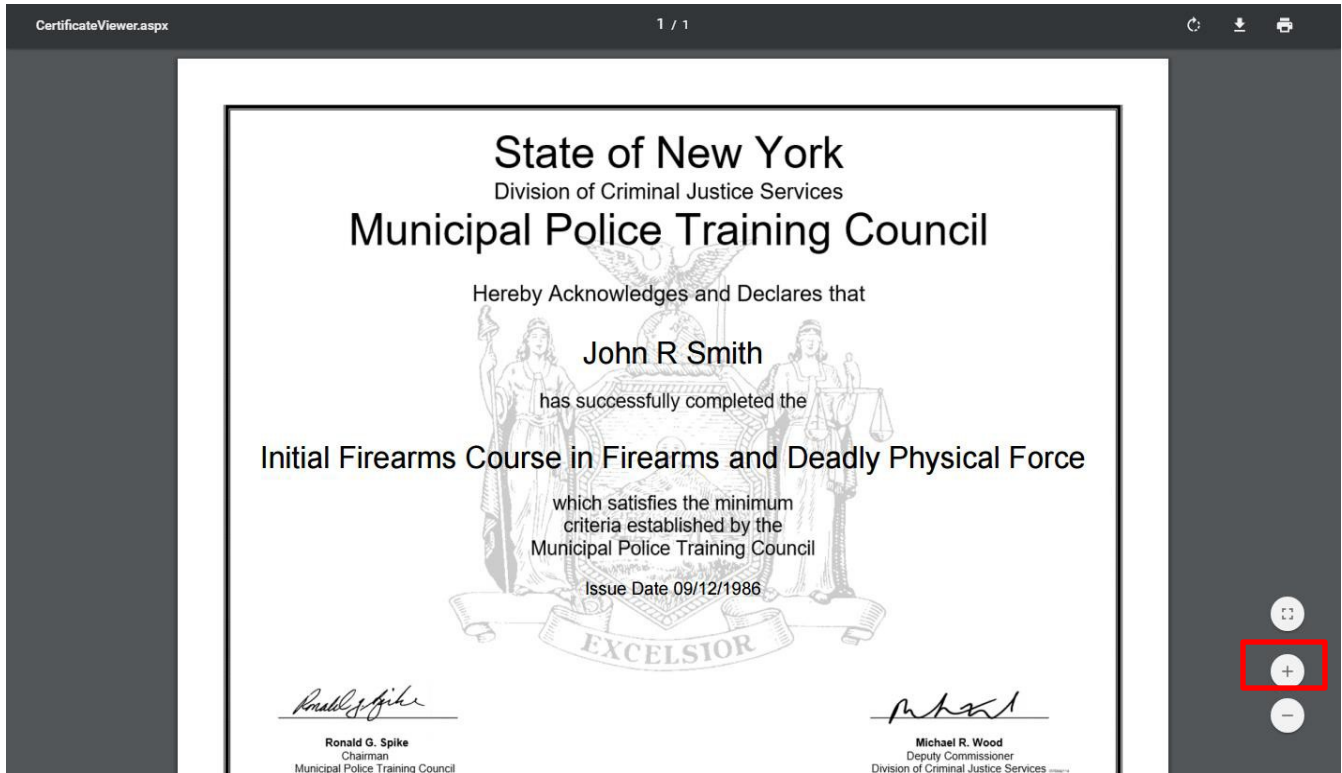


Finally, the buttons on the bottom right of the screen allow you to change the size of the certificate. The top button allows you to expand the certificate to cover more surface area on the screen, as shown below:

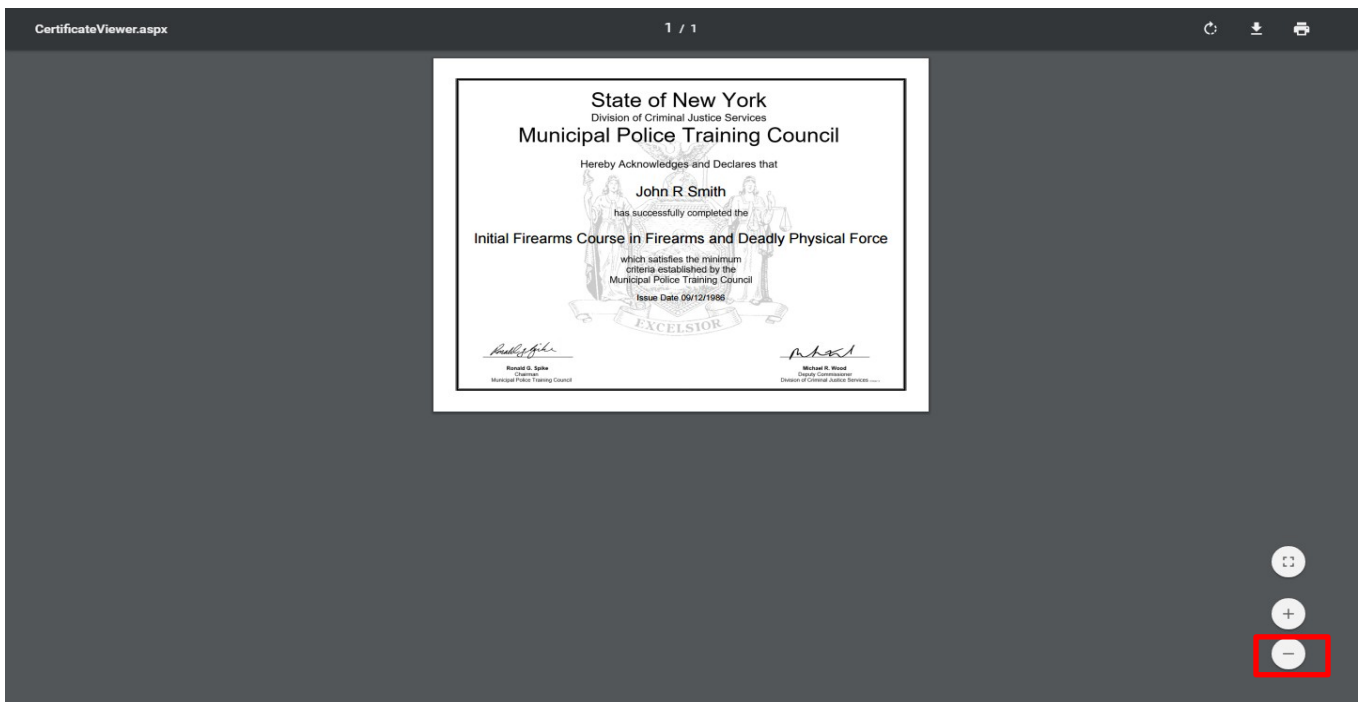


The plus and minus signs allow you to zoom in (plus sign) and zoom out (minus sign).

See below for both options:



As shown in the photo above, the certificate has been zoomed in. It will most likely look similar to the size it is when it is first downloaded. Below, the certificate has been zoomed out.



**Personnel Profile**

Full Name: Smith, John R  
 Person ID: smith-09251960-8687  
 Mailing Address: None specified  
 Primary Phone: None specified  
 Primary Email: None specified

**Certifications**

Name	Type	Issue Date	Expiration	Status
Annual Firearms Course	Expiring	11/20/2007	12/31/2014	Inactive
Annual Other Weapons Course - Aerosol Subject Restraint	Expiring	11/20/2007	12/31/2014	Inactive
Annual Other Weapons Course - Baton	Expiring	11/20/2007	12/31/2014	Inactive
Basic Course for Peace Officers Supplement	Expiring	11/28/2000	Contingent	Active
Direct Supervision for Line Staff Course	Non-Expiring	02/10/2010	Never	Active
Initial Firearms Course in Firearms and Deadly	Expiring	09/12/1000	Contingent	Active

Print

Back

In addition, if you are on the Personnel Profile page of a specific officer, and need to return to the previous page, select the 'Back' button in the bottom right hand corner of the page.

**If you need to print your own course certificate:**

Login to your Acadis Portal home screen. Similar to other personnel, your list of Certifications will be on your profile page. Find the certificate you are looking to print and select the Print button. In this case, the certificate to be printed is Access for Crime Analysts.

**My Profile**

Person ID: smith-01171942-6274  
 Mailing Address: None specified  
 Primary Phone: None specified  
 Primary Email: Smith.Johnag@email.com

**Certifications**

Name	Type	Issue Date	Expiration	Status
Access for Crime Analysts	Non-Expiring	08/11/2017	Never	Active
Accreditation Assessor Training	Non-Expiring	08/11/2017	Never	Active

Print

**Employment**

Organization	Employment Type / Appointment Type	Supervisor	Last Hired
Albany County Sheriff's Office 410101R Civilian Active	Civilian / No appointment type		01/17/1992

The screenshot displays a web browser window with the URL 'CertificateViewer.aspx' and page number '1 / 1'. The main content is a certificate from the State of New York, Division of Criminal Justice Services. The certificate text reads: 'State of New York Division of Criminal Justice Services Hereby Acknowledges and Declares that Johnag Smith has attended the Access for Crime Analysts given under the auspices of the Issue Date 08/11/2017'. The certificate includes the New York State logo and the signature of Michael R. Wood, Deputy Commissioner. On the right side of the browser window, there are two sets of navigation controls highlighted with red boxes: a top set with refresh, download, and print icons, and a bottom set with zoom in, zoom out, and zoom reset icons.

You can perform all of the same functions for your own certificates as you would for other personnel: print; save; rotate the orientation of the certificate; zoom in; and zoom out.



Congratulations. You have now completed Step 4: Printing Course Certificates. If at any point you have questions about a particular step in this process, please refer back to the corresponding section of this guide.

If you continue to experience issues, please utilize the contact information provided in the introduction of this guide.