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LAC Training

LEADS Agency Coordinator





Information Covered

- LAC Duties
LEADS 3.0 Configurator (registry)
- Agency Responsibilities

Information covered will be for both new and veteran LACs.





LAC Duties





Duties

- Serves as Agency trainer.

Online Resources: CPI YouTube videos, found on LEADS 3.0 Information Page & ISP Home Page, Law Enforcement Resources

<http://leadsinfo.isp.state.il.us/LEADS30Info/LEADS30Info.htm>

<https://isp.illinois.gov>

- Daily bulletin - helpful reminders, new and upcoming programming.
- LEADS Policy - must be read every day. M-F, no weekends or Holidays.





Duties continued

- Managing agency's LEADS 3.0 Configurator Registries.
- Delegates may assist LAC's
- Agencies can appoint as many delegates as needed for the agency. Typically, agencies appoint at least one delegate per shift.



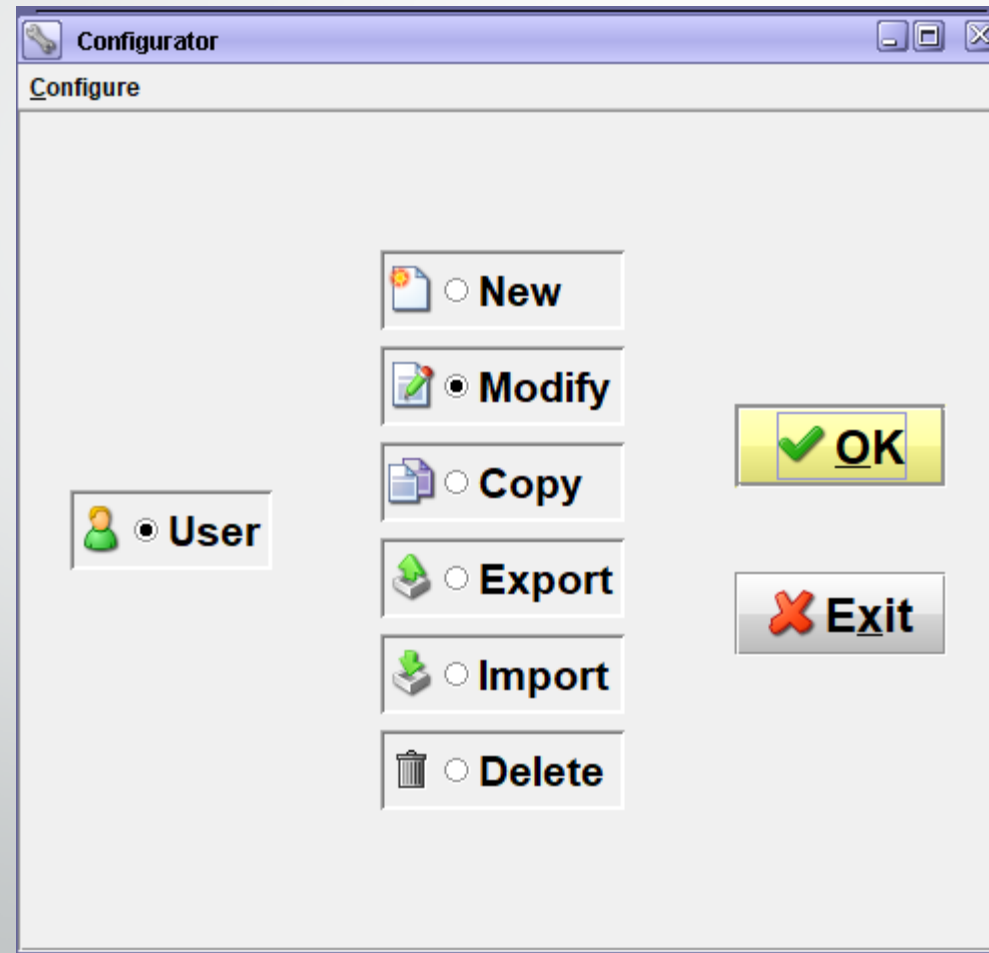


Duties continued

- **Agency Broadcast Lists – Will Not be modifiable until a later update of LEADS 3.0**
 - Each LEADS Agency must have at least one workstation that receives LALL and LUUU messages.
 - Purpose: To inquire, modify, and cancel county-wide, district-wide, and statewide broadcasts. LAC and Delegate access only.
- **PIN Inquiry – Prior Inquiry Notification – Will Not be modifiable until a later update of LEADS 3.0.**
- **These settings will be carried over at the time of migration to LEADS 3.0 ensure the settings especially for PIN are ON or OFF at each station.**



Configurator





Configurator

LAC is responsible for:

- Entering Users into LEADS 3.0 configurator
- Modifying information as necessary, certification expiration dates, name change.
- Disabling Not Deleting Users when no longer with agency.





Configurator

- Trainee status is different than LEADS 2000.
- LEADS 3.0 allows Users who are not yet certified and who do not yet have a SID number to be entered into the LEADS 3.0 Configurator with a Hire date only.
- This allows user to access LEADS 3.0 for six months.
Cannot be extended beyond 6 months.
- Certification information must be added within 6 months or User's account will be revoked.





Configurator

- Users who work for more than one agency will need a profile for each agency.
- LEADS 3.0 Users will log in using the same user name, the computer will determine level of user access by station log-in.
- This is a reason to NOT delete Users.





Configurator

If a users LEADS certification expires, user will be revoked and UNABLE to log into LEADS 3.0





Departmental Registry

Now Performed by LEADS Administration





LEADS Administration must be notified when:

- New Agency Head
- New LAC
- Agency address or telephone number change.

Forms to be submitted:

- Agency Data Correction Form
- New LEADS Agreement
(only with new Agency Head)

Web Link: isp.Illinois.gov/LawEnforcement > LEADS 3.0





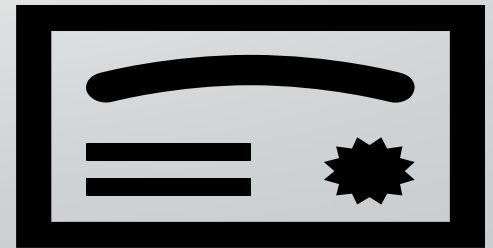
Additional Work Stations (CDCs)

For additional LEADS 3.0 work stations the LAC should submit an Additional Device Data form available on LEADS web link
(isp.Illinois.gov/LawEnforcement > LEADS 3.0)

For additional interface work stations, submit LEADS Interface Station Assignment form available on LEADS web link
(isp.Illinois.gov/LawEnforcement > LEADS 3.0)



Training & Certification





nexTEST

nexTEST is still the LEADS Training program there are 3.0 changes that will be implemented later.

- Full Access
- Less Than Full Access
- Practitioner for Administrators
- Practitioner for Non-Administrators

This applies to initial certifications and re-certifications.





Who to contact?

Agency's nexTEST Administrator

LEADS Help Desk – 866 LEADS-00





Security Awareness Training

- FBI CJIS mandates persons with unescorted access to criminal justice information be Security awareness trained. This includes:

- Direct and indirect LEADS users
- Support (janitorial, maintenance, etc) and Information Technology (IT) personnel

- What does this mean for your agency?

- Direct Users
- Security Awareness is included as a module in the Full Access and Less Than Full Access courses in nexTEST.
- Both Initial and Recertification Courses





Security Awareness Training

Indirect Users (Practitioners)

Those taking the Practitioner course (must be done within 6 months of employment or assignment).

- Security Awareness is included as a module in both LEADS Practitioner courses in nexTEST.
- Practitioners will acquire this training when they complete their practitioner course.
- **Security awareness is then completed every 2 years thereafter through CJIS Online.**





Security Awareness Training

Support/IT personnel Security Awareness training through CJIS Online.

- isp.Illinois.gov/LawEnforcement > LEADS 3.0 > CJIS/Audits/Training (Illinois.cjisapps.com/launchpad/) OR <https://www.cjisonline.com>.
- Initial training must be completed within 6 months of employment or assignment and every 2 years thereafter.
- There are four different levels of Security Awareness training. See the Security Awareness FAQs to determine which level applies to which personnel.

isp.Illinois.gov/LawEnforcement LEADS 3.0 > CJIS/Audits/Training > Security Awareness Training FAQs.





More information for LAC's located on
the website:

isp.Illinois.gov/LawEnforcement >LEADS 3.0 >LAC

