

Illinois State Police

Division of Justice Services

LEADS Administration

ISP.HelpDesk@Illinois.gov

866-LEADS-00



LAC Training

LEADS Agency Coordinator





Information Covered

- LAC Duties
LEADS 3.0 Configurator
- Agency Responsibilities

Information covered will be for both
new and veteran LACs.



LAC Duties

Duties

- Serves as Agency trainer.

Online Resources, CPI YouTube videos

<https://isp.illinois.gov/LawEnforcement/LEADS3dot0>

- Daily Bulletin: These are helpful reminders, new and upcoming programming.
 - Per LEADS Policy these Daily Bulletins must be read every day. M-F, no weekends or Holidays.

<https://isp.illinois.gov/LawEnforcement/DailyBulletin>

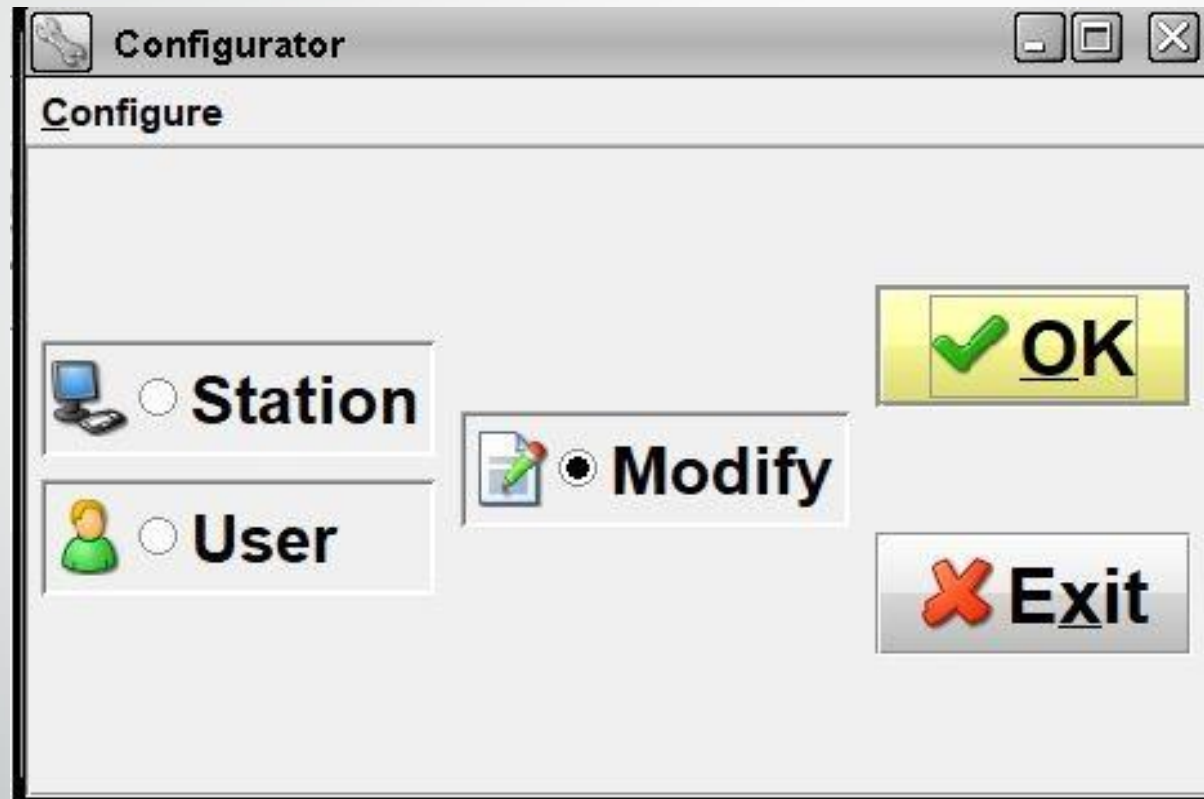
Duties continued

- Managing agency's LEADS 3.0 User Configurator
- Ensuring all LEADS users have current certification and all IT/vendor personnel have current CJIS Security Awareness Training
- Delegates may assist LACs. Agencies can appoint as many delegates as needed for the agency. Typically, agencies appoint at least one delegate per shift.
- Serves as agency's nexTEST administrator

Duties continued

- Completing triennial LEADS audits
- Maintaining agency's monthly CHRI logs
- Responsible for monthly LEADS validations
- Ensuring agency's LEADS Agreement, Data Correction Form, (Message Service Agreements, Holder of Record and Interagency Agreement, if applicable) are accurate and up to date

Configurator



Configurator

LAC is responsible for:

- Modifying information as necessary, name change, user password reset, user SID number, modify station PIN notification
- Disabling Not Deleting Users when no longer with agency.
- If a user has more than one profile, do not disable the account, contact the ISP Help Desk to have your agency's profile removed.

Configurator

- Users who are not yet certified will have to complete Security Awareness Training and have a valid SID number on file (user must be fingerprinted under **current** agency's ORI) to be allowed access to LEADS 3.0.
- This allows user to access LEADS 3.0 for six months prior to completing LEADS certification. The user 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 under the user's single LEADS account.
- LEADS 3.0 Users will log in using the same username and password. 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 or Security Awareness certification expires, user will be revoked and UNABLE to log into LEADS 3.0

LEADS Administration must be notified when an agency has administrative changes:

Forms to be submitted:

- LEADS Agreement
 - Agency Head
- LEADS Data Correction Form
 - Agency Head, LAC, LASO, NAC, address/phone number/fax
- LEADS Message Service Agreement (if applicable)
 - Agency Head, address, ORI or station changes
- Interagency Agreement (if applicable)
 - Agency Head

Reference LEADS Daily Bulletin titled "Agency Changes and Required Forms" for further information on required forms

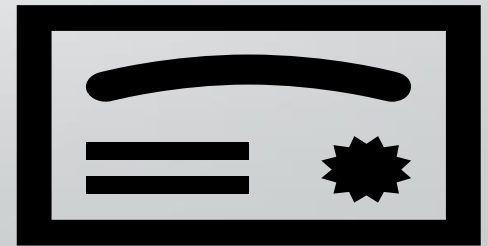
Web Link: <https://isp.illinois.gov/LawEnforcement/Forms>

Additional Work Stations (CDCs)

For additional LEADS 3.0 workstations, the LAC should submit an **Additional Device Data form** available on LEADS web link <https://isp.illinois.gov/LawEnforcement/Forms>

For additional interface workstations, submit LEADS Interface **Station Assignment form** available on LEADS web link <https://isp.illinois.gov/LawEnforcement/Forms>

Training & Certification



nexTEST

nexTEST is the training program for **LEADS** certification and Security Awareness training for:

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

This applies to initial certifications and re-certifications.



Who to contact?

LEADS Help Desk – 866 LEADS-00

Email: ISP.HelpDesk@illinois.gov

An agency's LAC or delegate should be their user's first point of contact, if possible, prior to contacting the ISP Help Desk

Security Awareness Training

- FBI CJIS Security Policy mandates persons with unescorted access to criminal justice information be Security awareness trained. This includes:
 - Direct and indirect LEADS users
 - Direct – Full Access and Less than Full Access (fingers on the keyboard)
 - Indirect – Practitioner (no fingers on the keyboard, but views/receives LEADS data)
 - Support (janitorial, maintenance, etc.) and Information Technology (IT) personnel

Security Awareness Training - continued

- Security Awareness Training is an annual requirement for **all** criminal justice employees
- LEADS users (direct and indirect) will complete Security Awareness Training via nexTEST
- Support (janitorial, maintenance, etc.) and Information Technology (IT) personnel will complete Security Awareness Training via CJIS Online (<https://www.cjisonline.com/>)
- LEADS Certification will remain *biennial*
- Both LEADS and Security Awareness must be completed for **LEADS** certification in nexTEST (<https://illinois.cjisapps.com/nexatest/index.cgi>)

Security Awareness Training

Support/IT personnel Security Awareness training through **CJIS Online**.

<https://illinois.cjisapps.com/launchpad/>

- CJIS Security Awareness training must be completed before a new employee is allowed unescorted access to areas that contain criminal justice information and yearly thereafter.
- There are three different levels of Security Awareness training: Basic, General, and Privileged. See the Security Awareness FAQs to determine which level applies to which personnel: <https://isp.illinois.gov/LawEnforcement/GetFile/3219b72c-20b8-4367-8cd7-31e587105065>
- LEADS Agency Security Officer (LASO) does require the added Security Awareness training under a fourth role called *Security & Privacy – Security Role found in CJIS Online*



More information for LACs located on
the website:

<https://isp.illinois.gov/LawEnforcement/LEADS3doto>