Illinois Law Enforcement Training and Standards Board (ILETSB)
Law Enforcement Document Interchange (LEDI)
User's Manual

May 2018

Office of
Information Technology

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INTRODUCTION

Welcome to the Law Enforcement Document Interchange (LEDI, formerly known as EDI). The LEDI is used to electronically transmit and legally sign your department's personnel additions, status changes, separations, and firearm qualification dates to the Illinois Law Enforcement Training and Standards Board (hereby known as the "Board").

SIGNING UP FOR THE LEDI

Account Creation

To sign up for the LEDI, you must mail the Board a signed application for us to have on-file. This application is found by clicking the "LEDI Information" button on the right side of the Board's website: http://www.ptb.illinois.gov/.

When filling out your LEDI application, note the following:
- LEDI accounts are NOT to be shared. If a coworker wants or needs access to the system, have that person send us an application. There is no limit to the number of users who can be on the LEDI for an agency, and getting a new account is quite easy.
- If you had an account on the EDI, you have one on the LEDI already. If you do not remember your account information, please use the Forgot Your Password? link to retrieve your username.
- You must include a UNIQUE e-mail address on the application. Users are not allowed to share an e-mail address, so if your included e-mail address is already in-use, or you do not provide one, we will contact you and request a different one.
- Both the applicant and approval signatures must be present. If they are not, the application will be rejected, and a new one will be requested.
- Examples of "Executive Approval or Authorized Designee" include the mayor or the chief of police. If you are the chief of your department, you ARE allowed to sign your name for both the applicant and approval sections.

Once the Board receives and verifies your application, you will be assigned and e-mailed a username and temporary password (which you will change upon first login). If your agency is not already configured to electronically send records to the Board, it will be done so at this time. For the LEDI to work properly, at least one person must have "signature authority," so documents can be processed.

Once on the LEDI, your agency should only submit documents electronically. LEDI agencies who send in Form Es via paper will not have their LEDI records updated properly until they submit those papers on the LEDI.

Password Information

When first logging on to the LEDI, or when your password expires (occurs annually), you will be prompted to change your password. Please follow the on-screen directions at that time. Though password must to be changed annually, they can be changed at any time. Rules for your LEDI password are:

- Passwords must be at least 8 characters long.
- Passwords must contain at least one uppercase character.
- Passwords must contain at least one lowercase character.
- Passwords must contain at least one numerical character.

Retrieving Login Information

Reset Password.

Enter email to reset password.

Clicking on the reset button below will send an e-mail to the address you supplied when you requested access to LEDI.
If you have changed your email address or no longer have accesss to the original email account, contact ILETSB IT at ptb.edi@illinois.gov.

Username or Email

[   ]

Reset

LEDI USER MANUAL (will open in new window)

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Password Reset Request Page

If you have forgotten your password, it can be reset via e-mail by clicking the LEDI login page's "Forgot Your Password?" section. You can enter your username or email address to initialize the reset. If you forget your username, simply use the "Forgot Your Password?" link with your e-mail address, and you will receive your username in the password reset e-mail that follows. The Board records all usage of this function.

When doing the password reset, make sure that you enter your username in the "Username" field. If you put in your e-mail address, the reset will fail. Also, remember the above rules for passwords when making a new one. In addition to those rules, your new password MAY NOT be one of your previous passwords.

PTB ID

Before proceeding into the LEDI, please be advised that the Board DOES NOT use Social Security Numbers any longer, under any circumstance. We will not ask you for them, nor should you provide them for us. If you have a question about an officer, do not provide a Social Security Number, ESPECIALLY via e-mail. PTB IDs have replaced Social Security Numbers as the Board's primary, unique identifier for officers in our system.

Getting a PTB ID

Every active and former officer reported to the Board has a PTB ID. Officers receive these upon first being hired to an agency in the state of Illinois. If an officer is being sent to training for his first job, then the officer will not receive a PTB ID until your agency submits his Appointment Form E. PTB IDs are assigned overnight, or on the officer's hiring date, whichever is later.

PTB ID Lookup

Advanced PTB ID Search

Last Name: Person , First Name: Test [Filter]

PTB ID:	Full Name	Department	Hired Date	Separation Date	Jan-June 2017 PT Hours
65074976	Person, Test	Bucci Heights Police Dept	2012-01-01	N/A	N/A
65120696	Person, Test	ILETSB	2015-10-26	2016-08-12	N/A
65120696	Person, Test	ILETSB	2017-03-06	2017-04-10	N/A

Important Notes (please read before contacting the Board):

1) PTBID numbers are generated on the initial date of hire listed on a Form E and are not needed by any entity prior to that date.

2) This report only displays current or former Illinois officers who are within 18 months of past employment.

If you need the PTB ID of an officer outside this criteria, or to report a problem, please email us at ptb.edi@illinois.gov

Whenever your agency hires an individual who has previously been an officer in Illinois, you will need to locate that officer's PTB ID to properly complete an Appointment Form E for that officer. There are three primary means of locating an officer's PTB ID:

1. If the officer is coming from recent (within the last 18 months) employment, then that officer's PTB ID can usually be found using the PTB ID Lookup utility on the LEDI.

2. Your Agency Roster lists the PTB ID of each active officers for your agency. If you are moving an officer from one position to another within your agency (such as going part-time to full-time), go to the Agency Roster BEFORE submitting a Separation Form E for the officer's old position and note the PTB ID, so it can be entered for the new Appointment Form E.

3. If you are unable to locate the PTB ID in the above ways, you can send an e-mail to ptb.edi@illinois.gov and request the PTB ID. Make sure to **include the name and date of birth of each officer**, to aid us in locating the correct officer.

LOGGING IN TO THE LEDI

To reach the LEDI home page, click the "LEDI" button in the lower-right corner of the Board's main page (http://www.ptb.state.il.us).

LEDI Home Page

To log in to the LEDI, click the "Log In" button on the front page. Enter your username and password, then click the "Log In" button below. If your roster has not been signed for the current signing period (in January and July each year), you will see a red box (shown below) alerting you to the matter, with links to the roster(s) needing to be signed. **If you see this, you must submit any required Form Es before signing your roster**.

Home Page Roster Alerts

The first alert above lets you know that your agency has not signed its roster for the current signing period. The bold, red "Agency Roster" text will take you to the personnel roster for your agency, so it can be updated. The second alert shows that your agency has not signed for its annual firearms qualifications. The bold, red "Firearms Roster" text will take you to your agency's Firearms Roster, so you can update qualifications and sign that roster. Both of the processes are described in detail below.

MAIN MENU

ILETSB Law Enforcement Document Interchange   Hello kwallaceuser!   Log off

LEDI Menu

Add Form E

| Agency Information |
| Agency Roster |
| Firearm Roster |
| Form E Review |

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LEDI Home Page

Upon login with the LEDI, user are taken to the LEDI Menu, shown above. This page can be reached from anywhere on the LEDI by clicking the Home button (upper-left, named "ILETSB Law Enforcement Document Interchange"). The following sections of the manual describe the functions able to be reached by navigating from this page.

Manage Account

ILETSB Law Enforcement Document Interchange   Hello kwallaceuser!   Log off

Manage

| Change Password |
| Change Email |

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Manage Account Page

To access this page, click your username in the upper-right of any LEDI page. Here, you are able to update your account's email address and password. To perform either task, click the "Change Password" or "Change Email" tab, then follow the on-screen instructions.

Agency Information

This section lists the contact, location, and some employment demographics for all agencies throughout the state of Illinois. Agencies are not able to change their contact information, so **if you need the contact information for your agency updated for this list, please send an e-mail to ptb.edi@illinois.gov**.

There are several other sections of the LEDI one can reach from the LEDI Menu, all described in greater detail later in the manual. These sections are as follows:

- **Add Form E:** Explained in further detail in the Electronic Form E section, this is where Form Es are submitted.
- **Agency Roster:** Explained in further detail in the Agency Roster section, this is where you can view and sign your agency's personnel roster.
- **Firearm Roster:** Explained in further detail in the Firearm Roster section, this is where you can view, edit, and sign your agency's firearm qualifications.
- **Form E Review:** Explained in further detail in the Form E Review section, this is where you can view previously entered Form Es, edit and delete unsigned Form Es, and add or sign waivers for already-submitted Form E Appointments.

Agency Roster

The Agency Roster page shows your agency's current roster records. Officers' PTB IDs are shown on the far left. Part-time hours (for the past six months) and notes for an officer can be added by clicking the officer's PTB ID and entering the necessary information into the respective field(s), then clicking the green "Update" button at the bottom of the pop-up form. Remember that the Board **DOES NOT** review the Notes on your rosters. To update an officer's rank or name (Status Change) or remove the officer from your agency's roster (Separation), you need to file the related Form E.

Left of the Notes for an officer is an "LHI Cert. Expire Date," referring to the status of an officer as a Lead Homicide Investigator. Three different kinds of information can be shown regarding LHI status for an officer:

1. A date in black indicates the future date at which an officer's LHI certification expires.
2. A date in red indicates the date at which an officer's LHI certification has expired.
3. The word "No" in the field indicates the officer has never held LHI status (shown above).

The Agency Roster page is also where you go to sign your agency's roster during the semi-annual verification periods (January and July). To sign your agency's roster, go to this section, click "Legally Sign," and follow the on-screen directions. The date at the top of this section will be then updated to reflect your signature. If this section is not showing up-to-date information, go to the main menu and process any required Form Es.

Remember these key points regarding signing your agency roster:
- Information must be both current and accurate before signing this document.
- **Your signature is legally binding and guarantees that all information is accurate.**
- If your agency has part-time staff, you **must** enter the hours worked by the part-time staff for the 6-month period covered in the "P.T. Hours" field.

Training History

Training History

Search: [   ]   Show 25 ∨ entries

Course	Location	Start Date	End Date ▾	Employer
Basic Training - Correctional - 200 Hours		1/1/2017	4/17/2017	ILETSB

Showing 1 to 1 of 1 entries   Previous   1   Next

In-Service Training History

Search: [   ]   Show 25 ∨ entries

Course	Site	Start Date	End Date ▾
No data available in table			

Showing 0 to 0 of 0 entries   Previous   Next

      LEDI users can view their officers' ILETSB-certified training history from the Agency Roster page as well. Click the "View" button under the Training History column for an officer to see this information. Users are able to view both Basic and In-Service training information for their officers. Training history records include the following information:

- **Course:** The name of the training course
- **Location:** The training location where the course took place
- **Class Dates:** The dates during which the training took place
- **Employer:** The agency though whom the officer was sent to training

      Should you notice any missing training information for an officer, please send an e-mail to ptb.edi@illinois.gov with the PTB ID of the officer and the name and dates of the missing training information.

Firearm/Compliance Roster (NEW!)

The Firearm/Compliance roster shows information regarding mandated training status for your active officers. Click the officer's PTB ID to update the qualification date, enter the new date in the "Qualified" field (DD/MM/YYYY format only), then click "Update."

Mandated training compliance for all mandated training is also shown on this roster. Clicking the blue cross expands the list and clicking the button again hides it. Mandated training compliance is shown in the following format:

Mandate: Name of the type of mandated training
Requirement: Required training to comply with the mandate.
Attended: Compliance status for the given mandate, displayed in three possible manners
1. In Compliance (green background, green checkmark)
2. Out of compliance for an inactive/optional mandate (yellow background, red 'X')
3. Out of compliance for an active, required mandate (red background, red 'X')

An example is shown in the image below:

Mandated Training Status

Mandate	Requirement	Attended
Civil Rights	1 course within the past 36 months	✔
Const. Use of LE Authority	1 course within the past 36 months	✔
Cultural Competency	1 course within the past 36 months	✘
Human Rights	1 course within the past 36 months	✔
Lead Homicide Investigator	32 course hours within the past 48 months	1 hours
Legal Updates	1 course within the past 12 months	✔
Mental Health Awareness	8 course hours within the past 36 months	0 hours
Procedural Justice	1 course within the past 36 months	✔
Psychology of Domestic Violence	1 course within the past 60 months	✘
Sexual Assault Investigator Training	1 course within the past 36 months	✘
Sexual Assualt Trauma Informed Response	1 course within the past 36 months	✘
Use of Force	1 course within the past 12 months	✘

The Notes section is for listing any caveats (such as medical/military leave), and can be updates in the same manner as the Qualified section. These notes are for agency use only. If an officer is unable to shoot during a signing period, add the reason to the Notes before you sign the Firearm Roster. The officer will remain "Not Compliant" on the roster, but you may still sign the roster.

The Firearm Roster can be signed at any time, as many times as desired. The Firearms Roster MUST be signed at least once per-year, or whenever you enter new dates for a group of officers (to ensure the dates are saved).

Remember the following, regarding signing your Firearms Roster:
- Information must be both current and accurate before signing.
- This legally binding signature ensures that all information is accurate.

Form E Review

This is where you review recent Form E submissions. If you do not see any information on the page, please refer to the Troubleshooting Tips at the end of this document. The list shown is in descending order of entry date, so the newest submissions are on top. The "Signed" column indicates when a Form E has been signed, if it has been. The "Waiver" column shows the signing date for an attached waiver, if there is one.

Navigate to a Form E on this page by clicking the name of the officer for whom the Form E has been submitted. If you have not signed the form, and you need to edit or delete it for any reason, you can do so by clicking the Edit button in the upper-right of the page and selecting "Edit" or "Delete."

You can also add a waiver to a Form E from this page.

ELECTRONIC FORM E

The Form E is submitted to update your department's employee information. There are three types of Form E documents: Appointment, Separation, and Status Change. Before submitting a Form E, please make sure that all information is accurate. If there is a mistake in a submitted Form E, contact the Board as soon as you are able.

Appointment

Appointments allow you to add an employee to your department's roster. This goes both for when an officer first starts with your agency, as well as when he switches jobs (such as part-time to full-time, which requires a Separation as well). To make an appointment, select "Appointment" on the "Add Form E" page. If you have the officer's PTB ID, you may enter it. The PTB ID field is left blank when hiring an officer without a PTB ID. Click "Continue," then fill in all of the necessary information on the next page. Once you are finished, click the "Add New Appointment" button to submit the Form E.

Waivers

Waivers may be attached to any appointment before the final submission of the Form E. A waiver is used when an officer is eligible (through previous training and/or experience) to bypass any Board-certified training. The rules and processes for adding a waiver are explained in the Waivers section below.

Status Change

The Status Change form is used to notify ILETSB of an employee's change in name, rank, or education. This section is NOT for changing an employee from part-time to full-time (or vice versa). To change an employee from part-time to full-time (or vice versa), or to a different branch (example: Law Enforcement to Court Security), you will need to enter TWO Form Es—a separation from the old position and an appointment to the new position. While both of these Form Es can be submitted at the same time, **they must have different effective dates** (example: separation date of 7/20/2011 and appointment date of 7/21/2011). If both dates are the same, the Form Es WILL NOT process correctly.

Separation

A Separation removes an officer from your department's roster. This goes both for those who are leaving your agency and those who are changing jobs within the agency (like with the aforementioned Appointment Form E). Separations, like Status Changes, are applied by searching for an officer on your roster, rather than the PTB ID entry of an Appointment. If the system is unable to find the officer, please check the spelling of the officer's name.

You will see an image like that above once you have chosen the officer to separate. Information must then be added for a reason for the separations (resignation, termination, etc.) and a separation date (the officer's last date of employment with the agency). If necessary, additional comments can be added at the bottom (such as explaining a reason for termination or a reason of "Other"). Once this information has been entered, you can click the "Add Separation" button, then Legally Sign the Form E on the next page. Remember that ALL Form Es are processed overnight, so the removal will not be reflected on your roster until the following day.

WAIVERS

New Appointment - Electronic Form E

Return to Form E Review   Edit ▾

Entered On: 3/24/2016

ILETSB
4500 South Sixth Street Rd
Springfield, IL 62703-6617
(217) 782-4540

Legally Sign ▾

Officer Information

Last Name	Test
First Name	Waiver
Middle Name	
Prior Names	
Date of Birth	3/1/2016
Sex	Male
Race	Hispanic
Highest Education Level	Associates Degree

Employment Type

Type of Employment	Law Enforcement
Employment Status	Full Time
Rank	Police Officer
Date of Appointment	3/7/2016

Previous Employment Information

Previously Employed	No

Appointment Information

Completion of LETSB Certified	Law Enforcement Basic Training Course
Additional Comments	

Waiver Information

No waivers have been added.

Add Waiver

Return to Form E Review   Edit ▾

LEDI USER MANUAL (will open in new window) - Professional Conduct Report (Form R)

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Form E Review

A waiver is added to an Appointment Form E when the officer has previously met some or all basic training requirements for the appointed position. If your agency is training (or retraining) an officer, then a waiver should not be applied. Examples of when you need a waiver include:

- Leaving an agency for a similar position (such as part-time law enforcement) at another
- Going from part-time law enforcement to full-time law enforcement (transition course required)
- Taking a position below your highest level of training (such as full-time law enforcement to part-time law enforcement)

<u>Adding a Waiver</u>

Waiver   ✕

Certification/Verification

As the Chief Administrator and Employer of the officer named herein, I am requesting a Waiver of the Training Requirements under the provisions of the Public Act. In so doing, <u>I am verifying that the above officer has been subjected to a criminal and character background investigation, including the use of fingerprint cards processed through the Department of State Police and the Federal Bureau of Investigation that revealed no conviction of crime involving moral turpitude. I attest that the above officer is of good character.</u>

Cancel   I Agree

Waivers can be added to an Appointment Form E at any time within 90 days of the Form E's submission. Clicking the Add Waiver button in the bottom-left of the Form E (shown in the image from the previous section) will bring up the waiver form shown immediately above. Read the disclaimer, then agree to it to add the waiver to the Form E The waiver can then be signed by clicking the Legally Sign button in the upper-right of the Form E (if doing a Form E and waiver together, you can choose the "Sign Both" option to sign the form and waiver simultaneously).

Should you forget to submit a waiver when filing the Appointment Form E for an officer, you can go to the Form E Review section of the LEDI to add the waiver at a later time. Click the Form E Review tab on the front page, then the name of the officer needing the waiver on the following page. You can then follow the above directions to add the waiver.

<u>Out-of-State Waivers</u>

Officers who have received their training outside of Illinois have a different waiver process than described above. Information about these waiver requirements can be found on the [Out of State Trained](http://www.ptb.illinois.gov/) page of the Board's web site (http://www.ptb.illinois.gov/). Note that some out-of-state documentation MUST be physically mailed to the Board.

IMPORTANT REMINDERS

These topics have been covered throughout this manual, but please keep these in mind when using the LEDI:

1)   Form E documents are processed overnight, so changes you make will not be immediate. If you have problems with seeing the LEDI updated, [contact the Board](#).

2)   As an LEDI agency, if you do not process ALL Form E documents through the LEDI, it will not be updated and will

become out of date. If this happens, you will need to contact us to get the records updated.

3)   If an employee is changing from part-time to full-time, full-time to part-time, or is changing branches (Law Enforcement to Court Security, etc.), you must submit TWO Form E documents. The first will be a separation from the old position. The second will be an appointment to the new position. Those MUST have different effective dates (example: 9/1/2015 separation and 9/2/2015 appointment). If the effective dates are the same, then the Form Es will not process correctly.

4)   The LEDI system is designed to support most modern browsers (Internet Explorer, Firefox, Chrome, Safari, Edge) should handle the site without issue. If the site is having issues on your computer, try switching to the browsers before contacting us.

5)   If you have an employee at your department performing multiple roles (example: full-time deputy sheriff and part-time correctional), that employee WILL appear on your roster once for each position held.

6)   If you need to add a new LEDI user please click the LEDI Information link where applications are available. You can also acquire a PDF version of this manual. To remove LEDI users you can simply email the Board's IT staff at the address below.

TROUBLESHOOTING TIPS

Should you encounter issues while using the LEDI, feel free to contact the Board at the below number or e-mail address. There are some commonly seen problems with the system, described below with suggested fixes:

- If your Form E Review and/or Agency Roster page shows no information, try another computer or browser.
- When attempting to update an officer's part-time hours on your Agency Roster, make sure to clear the field before entering a number. Only numbers and a decimal point are accepted in the text box, so if you have a letter or (more commonly) spaces present, the information will not update.
- Should you get an "invalid token" error when attempting to reset a password, e-mail link to reset the password has expired. Use the "Forgot Your Password?" link to request a new e-mail be sent to you. Reset e-mails only work once and expire after 24 hours.
- Additionally, when resetting a password, make sure that the username in the first line of the e-mail is being entered into the "Username" field. Entering your e-mail address will cause an error stating that there is not a valid user with that username to occur.

ILETSB CONTACT INFORMATION

- IT Staff can be reached most easily and quickly at ptb.edi@illinois.gov.
- The Board's website is at located at www.ptb.illinois.gov.
- The LEDI system is accessed by clicking LEDI on the Board's website (above).