



2009 Annual Registration Checklist

There are six basic steps in the annual registration process using the MCOLES Information and Tracking Network. The registration 'window' will be open from January 5 through March 6, 2009. Please refer to the [Instructions](#), on the Annual Registration Home Page, for detailed information on each of these steps. Responses to [Frequently Asked Questions \(FAQ\)](#) can be found on the MCOLES public Web site at www.michigan.gov/mcoles. The MCOLES Help Desk is also available during regular business hours at 517-322-5615.

1. Profile Update

- Verify accuracy of agency information on the Criminal Justice Entity Profile. Make any necessary changes. **Provide complete information for entity contacts.**
- Special Note:** If your agency head has changed, be sure to report the change to MCOLES. The entity head cannot be changed on the Criminal Justice Entity Profile. Refer to the Instructions on the Annual Registration Home Page for reporting details.
- Be sure to click on the **[Save]** button after you enter your changes.

2. Criminal Justice Agency Roster

- Review your agency roster to confirm the status of currently employed officers and those officers who were separated during the reporting period.
 - all **currently employed, licensed** law enforcement officers appear in alphabetical order by last name. If any data is incorrect or missing (a name change or driver's license), go to the **Profile** link on the individual's row and make the corrections there.
 - all **employees separated (separated, retired, military leave, etc.) during the reporting period** (the previous calendar year) are grouped together at the bottom of the roster, sorted by last name.
- If a currently employed officer does not appear on your roster do one of the following:
 - for an individual who is already a licensed law enforcement officer, you must complete the new hire process, or
 - for an individual who is not yet a licensed law enforcement officer, you must complete the license activation process.
- If a **separated** officer appears as a currently employed individual, go to the **Separation** link on the individual's row on the agency roster to complete the separation process.
- If an officer has been called to **active military duty**, written notification (on departmental letterhead, signed by the agency head) must be submitted to MCOLES both when the officer leaves for military duty and again when the officer returns from military duty. Active military duty is not considered a separation in the MCOLES system and should not be reported as such.

3. Enter Hours Worked

- Enter the number of paid hours worked and full/part time status for each officer employed in a fully empowered capacity for any length of time during the reporting year. **Note: the maximum number of hours that can be reported for each individual is 2,080.**
- Print the Hours Worked Report.
- Be sure to click on the **[Save]** button before you leave the web page.

4. If you are not required to submit the 2008 LED Expenditure Report, skip to step 6.

- If you did not expend LED funds during the report period, but you do have a balance of LED funds from prior years, you must complete the Annual LED Expenditure Summary showing zero expended. Do not complete the Annual LED Expenditure Details page.**
- If your agency has never participated in the PA 302 Law Enforcement Distribution, but chooses to register for 2009, or has a zero balance of LED funds received in prior years, skip to step 6.

5. LED Expenditure Reporting

5a. Expenditure Details

- Enter expenditure details for in-service training, supplies & operating expenses, and equipment purchases made from LED funds during the reporting period.
- Print the Expenditure Detail Report.
- Be sure to click on the **[Save]** button at the bottom of the screen before you leave the page.

5b. Expenditure Summary

- Allocate your expenditures to the appropriate distribution year(s).
- Indicate whether your agency will participate in the 2009 Law Enforcement Distribution by answering the question below the Expenditure Summary table.
- If you have opted to register for the 2009 Law Enforcement Distribution, enter the amount of **local** funds budgeted for in-service criminal justice training of law enforcement officers during your agency's fiscal year that includes October 12, 2008.
- To continue your work at a later time, click on **[Save & Finish Later]** before you leave the web page. You can make additions and corrections to the expenditure summary page as often as necessary before the registration window closes.
- Click on **[Save & Submit to MCOLES]** when both the expenditure detail and summary pages are complete and accurate.

6. Law Enforcement Distribution Registration

- If you are not required to submit the 2008 LED Expenditure Report, indicate whether your agency will participate in the 2009 Law Enforcement Distribution by answering the question on the Annual Registration Home Page.
- If you have opted to register for the 2009 Law Enforcement Distribution, enter the amount of **local** funds budgeted for in-service criminal justice training of law enforcement officers during your agency's fiscal year that includes October 12, 2008.
- Click on the **[Save]** button.