

MCOLES Annual Registration

Q - How do I complete the 2009 Annual Registration?

A - Authorized operators **must** use the MCOLES Network to complete the 2009 MCOLES Annual Registration between **January 5 and March 6, 2009**. Registration for Justice Training Law Enforcement Distribution funds is part of the annual registration process and will be done online during the same time frame.

Q - What are the statutorily mandated reporting requirements for law enforcement agencies?

A - MCL 28.609d requires law enforcement agencies to maintain an employment history for each licensed law enforcement officer the agency employs and to report the date on which each law enforcement officer commences or terminates employment. The statute specifies that these reporting responsibilities be carried out "in the manner prescribed by the commission," (referring to MCOLES).

Q - What reporting procedure has the Commission prescribed for law enforcement agencies?

A - The Commission's Law Enforcement Standards and Training Administrative Rules (by authority conferred on the Michigan commission on law enforcement standards by section 9 of 1965 PA 203, by section 9 of 1965 PA 380, and by Executive Reorganization Order 2001-2, MCL 28.621) govern the use of the MCOLES Information and Tracking Network by law enforcement agencies to satisfy the mandated reporting requirements.

Q - What is the MCOLES Number, and what is its significance?

A - A unique, permanently assigned MCOLES number is assigned to each licensed law enforcement officer. When attending in-service training, officers will need to provide their name and MCOLES number to register their attendance. The social security number, date of birth, and other forms of personal information will no longer be used for enrollment, attendance, or tracking purposes. The MCOLES number will also be used by law enforcement agencies and officers when corresponding with the MCOLES. The MCOLES number may be found on the Agency Roster web page of the MCOLES Network by the employing agency's authorized operators.

Q - Has the procedure to register for the Law Enforcement Distribution (LED) changed?

A - The procedure will remain unchanged for the 2009 registration. You will use the MCOLES Information and Tracking Network to register for the LED since the law enforcement agency mandated reporting and the Law Enforcement Distribution use common elements of information.

Entity Profile

Q – My agency leadership has changed. How do I report these changes to MCOLES?

A - To make corrections, or change the name of your Entity Head, please complete the appropriate sections of the *Law Enforcement Agency User Agreement Addendum* form and fax it to the MCOLES Licensing Services Section at 517-322-9926. The *User Agreement Addendum* can be found on the MCOLES public web page at www.michigan.gov/mcoles. MCOLES staff will then make the necessary changes upon receipt of the completed form.

Q – When I enter the correct zip code for my agency mailing address, the wrong city appears. How do I report the correct information?

A – The MCOLES Network uses the US Postal Service national zip code table, which returns a default city for each zip code even though multiple cities/villages are serviced by the same post office/zip code. MCOLES intends to rectify this situation as part of our future development. However, in the meantime, it is important to confirm your zip code is correct. It would also be helpful to us if you can call the Help Desk at 517-322-5615 or send an e-mail message to msp-mcoles@michigan.gov to give us the correct zip code information.

Agency Roster

Q - What personnel may I report for purposes of obtaining the Law Enforcement Distribution (LED)?

A - MCOLES is authorized to provide LED monies based upon your declaration of a full time equivalency of ***MCOLES licensed law enforcement officers employed by your law enforcement agency***. More specifically, you may **not** report persons in the following categories:

- Persons who are not licensed law enforcement officers;
- Persons who are not employed by **your** law enforcement agency;
- Persons who are sworn in with limited, restricted, or specialized law enforcement authority;
- Persons who are sworn in with full law enforcement authority but are employed by a different agency, and;
- Civilians.

MCOLES is required to recover improperly disbursed dollars from future distributions. Please ensure the accuracy of your rosters!

Q - What should be done if an officer's name does not appear on the agency roster?

A – First, determine if the individual was hired (licensed officer) or activated (academy graduate) during or after the reporting period and whether the transaction was reported to MCOLES. If the appropriate transaction was not reported to MCOLES, the individual will not appear on your roster. You must complete the new hire or activation process via the MCOLES Network.

If the appropriate transaction was completed via the MCOLES Network and the individual still does not appear on your roster, please call the MCOLES Help Desk at (517) 322-5615 and you will be referred to the appropriate MCOLES staff member to assist you. Once the issue has been identified, our staff will help resolve any problems.

Q – What should be done if an officer's name appears more than once on the agency roster?

A – It may be appropriate for an individual to appear more than once if he/she was hired and separated, or separated and rehired, during and/or after the reporting period. The roster will show one row for each period of employment. Please note that the hours worked by the individual must also be reported separately for each employment period.

If multiple employment transactions did not occur, please call the MCOLES Help Desk at (517) 322-5615 and you will be referred to the appropriate MCOLES staff member to assist you. Once the issue has been identified, our staff will help resolve any problems.

Q – What should be done if the 'current' employment status appears for an individual who has been separated?

A – This situation usually occurs when the separation transaction has not been reported to MCOLES. Look for a date in the Separation Date column. If the Date is blank, this is a good indication that you need to complete the separation transaction via the MCOLES Network.

If a separation date appears in the appropriate column, please call the MCOLES Help Desk at (517) 322-5615 and you will be referred to the appropriate MCOLES staff member to assist you. Once the issue has been identified, our staff will help resolve any problems.

Hours Worked

Q – What should be done if the number of hours worked does not appear for an individual who has been properly separated?

A – The number of hours worked is collected at the time of separation and should automatically appear on the Hours Worked web page, if the transaction is submitted via the MCOLES Network. However, it is possible that some separations were submitted on a paper separation document that did not collect the number of hours worked. Simply enter the correct number of hours worked during the reporting period up to, and including, the date of separation on the Hours Worked web page.