

HOW TO CREATE A NEW HIRE IN LETRS

There are two ways to start the process of creating a personnel change hire in LETRS:

1. from the precertification testing screen—click on Create Personnel Change Request
2. from the personnel changes screen—click on Create a New Personnel Change Request

Applicant Details

Precertification is Complete

You may move forward with the hiring process for Joe Jane
Click "Create Personnel Change Request" below to begin the hiring process

Create Personnel Change Request

Joe Steven Jane

Birthdate: 04/16/2000 SSN: ***-**-0229 Gender: Male

Applying for:
Peace Officer(KRS15.382)

LETRS

Dashboard
Organization
Person
Forms
Precert Testing
Personnel Changes

Create a new Personnel Change Request

Search Change Requests

Show 10 entries

Id	Personnel	Action	Requested By
----	-----------	--------	--------------

You will need to verify who you are by clicking the box and then click Next.

Personnel Change Request [Test Environment]

 Verify you

 Change

 Personnel

 Reciprocity

 Details

 Complete

Verify your information

To make sure that we have the correct information, please verify your information below. This will help us to contact you in the event that follow up is needed for the request, and will ensure the changes are made quickly and efficiently.

You are currently logged into LETRS as:

Brandi georgetownAgencyHead

Date of Birth: 03/01/1980

Username: (brandi.georgetownAgencyHead)

Email:
brandi.georgetownAgencyHead@croutcreations.com

Phone: 8591234567

If this information is correct, select the checkbox below. If this is not you, please logout of LETRS and log on with your own credentials. If this is you, but you notice information is inaccurate, please update your profile information before proceeding with the submission of this request.

I certify that I am Brandi georgetownAgencyHead and that all information presented is accurate and current.

I am requesting this personnel change on behalf of the organization below:

Georgetown P.D.

Next >

Chose if this is a New Hire or an Existing Employee

Personnel Change Request [Test Environment]



Change Request

Is this a new hire to Georgetown P.D. or a change to an existing employee?

This is a new hire

Existing employee

< Previous

Choose the type of position the new person will be fulfilling.

Personnel Change Request [Test Environment]



Change Request

Please tell us a little more about this new hire.

Employment Type *

- Coroner(KRS 72.415)
- Court Security(KRS 15.3971)
- Non-Certified
- Other
- Peace Officer(KRS15.382)**

Once you have picked the employment type you will also need to pick the employment title, an appointment as well as check the box if the person will serve as a School Resource Officer. Pick the situation that best fits the hire and then click Next.

Personnel Change Request [Test Environment]



Change Request

Please tell us a little more about this new hire.

Employment Type *

Peace Officer(KRS15.382)

Serves as a School Resource Officer

Employment Title *

Officer

Appointment *

Full Time

Which situation best fits this hire?

- This is an active lateral hire from another KLEC agency
- This hire is certified in KY with a break in service (KY retiree, resignation)
- This is a new hire with no prior experience (Pre Certification testing **has not** been requested)
- This is a new hire that has recently completed Pre Certification testing.

< Previous

Next >

You will then need to pick the person that you are hiring from the list of applicants that have completed testing, then click This Person is Correct

Personnel Change Request [Test Environment]



Personnel Information

Select A Completed Precertification

Search personnel by Last Name, or the First Name, or the Academy ID

Joe Jane (Georgetown P.D.)

Joe Jane

Date of Birth: 04/16/2000

If this is the correct person, please click "Next" below. If this is not the correct person, search again for your applicant. If the applicant doesn't appear, click "Previous" and verify that the correct information was submitted. For assistance, please contact Kentucky Law Enforcement Council administration.

This Person is Correct

Next you will enter: applicant phone #, applicant email address, applicant drivers license. Optional fields are Gender, race and education level. Then click Continue.

Applicant Details

Applicant Phone *	Applicant Email *	
<input type="text" value="9999999999"/>	<input type="text"/>	
Driver's License State *	Driver's License # (Without Dashes) *	
<input type="text" value="Choose Driver's License State..."/>	<input type="text" value="A123456789"/>	
Gender	Race/Ethnicity	Education Level
<input type="text" value="Male"/>	<input type="text" value="Choose Race/Ethnici..."/>	<input type="text" value="Choose Education Le..."/>

You will need to answer yes or no to the question of your applicant being in the reciprocity process.

Personnel Change Request [Test Environment]



Reciprocity Information

Applicant Reciprocity

Was this applicant certified in another state or jurisdiction and completed the reciprocity application process?

Next, you will see Personnel Hire Details. This is where you will verify that all standards have been met for the position. You must check each box in order to verify.

Personnel Hire Details

Kentucky Law Enforcement Council Verify All Standards Met

To be considered for the position chosen, the individual needs to meet all of the following criteria.

- Is a citizen of the United States
- Must be at least twenty (20) years of age to test and at least twenty-one (21) years of age at the time of basic graduation
- Is a high school graduate or has received a General Equivalency Diploma (G.E.D.)
- Possesses a valid license to operate a motor vehicle
- Has been fingerprinted for a criminal background check
- Has not been convicted of a felony; a misdemeanor under KRS 510.120, 510.130, or 510.140; a second or subsequent offense under KRS 510.148; or a criminal attempt, conspiracy, facilitation, or solicitation to commit any degree of rape, sodomy, sexual abuse, or sexual misconduct
- Is not prohibited by federal or state law from possessing a firearm
- Has been interviewed
- Has undergone a background investigation
- Has taken a polygraph examination
- Has taken a suitability screener
- Has passed a drug screening test
- Has passed a physical ability test
- Has passed a medical examination
- Has not had certification as a peace officer revoked in another state
- Has not received a dishonorable discharge, bad conduct discharge, or general discharge under other than honorable conditions, if having served in the armed forces
- Has received and read the Kentucky Law Enforcement Officer's Code of Ethics

Please check each item that you know to be correct. Once all items are checked, you will be able to acknowledge these facts as true.

Once you have checked all the boxes, you will then need to click the box that says "I Confirm Above Selections"

Kentucky Law Enforcement Council Verify All Standards Met

To be considered for the position chosen, the individual needs to meet all of the following criteria.

- Is a citizen of the United States
- Must be at least twenty (20) years of age to test and at least twenty-one (21) years of age at the time of basic graduation
- Is a high school graduate or has received a General Equivalency Diploma (G.E.D.)
- Possesses a valid license to operate a motor vehicle
- Has been fingerprinted for a criminal background check
- Has not been convicted of a felony; a misdemeanor under KRS 510.120, 510.130, or 510.140; a second or subsequent offense under KRS 510.148; or a criminal attempt, conspiracy, facilitation, or solicitation to commit any degree of rape, sodomy, sexual abuse, or sexual misconduct
- Is not prohibited by federal or state law from possessing a firearm
- Has been interviewed
- Has undergone a background investigation
- Has taken a polygraph examination
- Has taken a suitability screener
- Has passed a drug screening test
- Has passed a physical ability test
- Has passed a medical examination
- Has not had certification as a peace officer revoked in another state
- Has not received a dishonorable discharge, bad conduct discharge, or general discharge under other than honorable conditions, if having served in the armed forces
- Has received and read the Kentucky Law Enforcement Officer's Code of Ethics

Please check each item that you know to be correct. Once all items are checked, you will be able to acknowledge these facts as true.

I Confirm Above Selections

You will need to enter their hire date next.

Hire Date:

09/03/2023



If the person and your agency are eligible to participate in a retirement system, check the box under KLEFPF Details.

KLEFPF Details

- This personnel and hiring agency are eligible to participate in a retirement system

If you have checked the box, you will then enter in Retirement Eligibility Date and Retirement System

This personnel and hiring agency are eligible to participate in a retirement system

Retirement Eligibility Date:

09/03/2023

Retirement System:

KERS-HAZ * *

Select "Submit Change Request" to submit to KLEC.

Submit Change Request

Your request will look like the one below

Personnel Change Request [Test Environment]

Verify you Change Personnel Reciprocity Details Investigate Complete

[<< Back To List](#)
[<< Back To Dashboard](#)

Change Request Status - Submitted

The form has been submitted by the requestor, and is awaiting processing by the administration

Precertification Testing

Precertification Test Request #71 status is **Passed**.

Changes To Process for Joe Jane

ID	Status	Change Reason	Effective	For Agency	Status
170	Active	Hire	09/03/2023	Georgetown P.D.	Created

Personnel Change Request #183

Change Request Details

Affected Personnel

Joe Jane
04/16/2000
Peace Officer
Officer
Georgetown P.D.

Personnel Change Submitted

Hire
as a Peace Officer
Title: Officer
Full-Time
Effective 09/03/2023

Retirement Eligibility

Eligible for KERS-HAZ
on 09/03/2023

To be considered for the position chosen, the individual needs to meet all of the following criteria.

- Is a citizen of the United States
- Must be at least twenty (20) years of age to test and at least twenty-one (21) years of age at the time of basic graduation
- Is a high school graduate or has received a General Equivalency Diploma (G.E.D.)
- Possesses a valid license to operate a motor vehicle
- Has been fingerprinted for a criminal background check
- Has not been convicted of a felony, a misdemeanor under KRS 510.120, 510.130, or 510.140; a second or subsequent offense under KRS 510.148; or a criminal attempt, conspiracy, facilitation, or solicitation to commit any degree of rape, sodomy, sexual abuse, or sexual misconduct
- Has undergone a background investigation
- Has taken a polygraph examination
- Has taken a suitability screener
- Has passed a drug screening test
- Has passed a physical ability test
- Has passed a medical examination
- Has not had certification as a peace officer revoked in another state
- Has not received a dishonorable discharge, bad conduct discharge, or general discharge under other than honorable conditions, if having served in the armed forces
- Has received and read the Kentucky Law Enforcement Officer's Code of Ethics

If you would like to print the All Standards Met document, select the box that appears under the verified standards

attempt, conspiracy, facilitation, or solicitation to commit any degree of rape, sodomy, sexual abuse, or sexual misconduct

- Is not prohibited by federal or state law from possessing a firearm

- Has been interviewed

under other than honorable conditions, if having served in the armed forces

- Has received and read the Kentucky Law Enforcement Officer's Code of Ethics



Print All Standards Met Document 

Your change has now been submitted to KLECS for processing. From here, you can choose to go back to your list of personnel changes, or back to your agency dashboard



[<< Back To List](#)

[<< Back To Dashboard](#)

You can see the status of your personnel change on your personnel changes page. The status options could be: started (you have started, but not submitted a change), submitted (a change has been submitted to KLECS for processing), or Complete (your change has been processed by KLECS).

183	Jane, Joe ***-**-0229 DOB: 04/16/00 	Hire Peace Officer Effective: 09/03/2023	Megan georgetownAgencyHead Georgetown P.D.	2023-08-24	Complete 	...
-----	--	---	---	------------	--	-----

You can select the eye icon or the ... to view the completed submission. KLECS also has the ability to email the individual who submitted the request with training requirements, so be sure to check your email as well.

183	Jane, Joe ***-**-0229 DOB: 04/16/00 	Hire Peace Officer Effective: 09/03/2023	Megan georgetownAgencyHead Georgetown P.D.	2023-08-24	Complete 	...
-----	--	---	---	------------	--	-----