

Separating Employees

Using **GOOGLE CHROME** – Login to your Portal Account:

<https://msdps.acadisonline.com/AcadisViewer/Login.aspx>



Mississippi Department of Public Safety Office of Standards and Training

Welcome to the New Acadis Portal for the Office of Standards and Training

Visit our website: [Mississippi DPS - Office of Standards and Training](#)

This new Acadis Portal serves as the central hub for the Office of Standards and Training, which provides administrative and fiscal support for the following:

- The Board on Law Enforcement Officer Standards and Training
- The Board of Emergency Telecommunications Standards and Training
- The Board on Jail Officer Standards and Training
- The Mississippi Law Enforcement Accreditation Commission

The core focus of these boards is the certification of law enforcement officers, emergency telecommunicators, and jail officers.

Law Enforcement Officer Standards and Training

This Board sets entrance standards for law enforcement, maintains compliance files on all officers, and ensures continuous training. It develops and administers the basic curriculum for both full-time and part-time officers, approves instructors and academies, and monitors adherence to training program requirements.

Emergency Telecommunications Standards and Training

This Board provides the curriculum for basic and advanced certification for telecommunicators.

Sign In

[Account Help](#) | [Reset password](#)

[Terms of Service](#) | [Feedback](#)

Resources

- Available Training
- WebForms

Technical Support

For technical support, questions, or comments on this site, please contact:

Phone: (601) 391-4909 Email: rgholson@dps.ms.gov

Log in to your portal account

Separating Employees

ACADIS® Mississippi Department of Public Safety Office of Standards and Training

Workforce

Personnel (7)

By default, only active personnel are displayed. [Show all personnel](#)

Name ▲	MCID	Organization	Title/Rank	Employment Type* / Appointment Type*
Corbitt, Sean	MS-4930	Anytown Police Department	Patrol Officer	Law Enforcement Officer Full-Time
Crockett, Scott	MS-6227	Anytown Police Department	Chief of Police	Law Enforcement Officer Full-Time
Ellis, Jordan	MS-4933	Anytown Police Department	Patrol Officer	Law Enforcement Officer Full-Time
Fogg, John	MS-4202	Anytown Police Department	Lieutenant	Law Enforcement Officer Full-Time
Perry, Marcus	MS-4932	Anytown Police Department	Patrol Officer	Law Enforcement Officer Full-Time
Reynolds, Tasha	MS-4931	Anytown Police Department	Patrol Officer	Law Enforcement Officer Full-Time
Williams, Ryker	MS-4934	Anytown Police Department	Patrol Officer	Law Enforcement Officer Full-Time

Showing 7

You will need the officers MCID number to complete a separation report

Separating Employees

The screenshot shows the ACADIS web application interface for the Mississippi Department of Public Safety Office of Standards and Training. The user is logged in as Ryan Gholson. The left sidebar contains a navigation menu with the following items: Home, My Work (selected), My Dashboard, My Profile, Current Tasks, Class* Discussions, Training and Events, Workforce, Organization, and Standards Resources* (highlighted with a red box and a red arrow). The main content area displays the 'My Profile' page, which includes a profile card for Ryan Gholson with fields for MCID (MS-1015), Mailing Address, SSN, Primary Phone ((601) 622-7806 Mobile), and Primary Email (rgholson@dps.ms.gov). Below the profile card is a 'Certifications' table with the following data:

Name	Type	Issue Date	Expiration	Status
Firearms Training	Instructor	12/01/2024	Never	Active
State Certified Law Enforcement Instructor	Certification	02/01/2023	02/01/2026	Active

Below the certifications is a 'Training History' section with a 'View By' dropdown set to 'Calendar'. It displays four boxes representing training hours: '0 Hours Upcoming, Ongoing & Unconfirmed', '0 Hours Current Calendar Year (01/01/2025 - 12/31/2025)', '0 Hours Previous Calendar Year (01/01/2024 - 12/31/2024)', and '0 Hours All Completed Training'. At the bottom of the training history section, the text 'UPCOMING, ONGOING & UNCONFIRMED' is displayed.

To complete the report: **Select Standards & Resources**

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ACADIS® Mississippi Department of Public Safety Office of Standards and Training

Search available training ...

Home

My Work

Training and Events

Workforce

Organization

Standards Resources*

Standards Resources* Overview

Document Library

WebForms

Available Workflows

Start a Workflow

Standards Resources*

Standards Resources* Overview

Complete a WebForm

[Click here to review and update your name, address, phone, and other personal details.](#)

Agency Administrators ONLY

Form	Description
New User Account Request	This enables Agency Administrators to create new portal accounts and add new hires to their agency.

Board on Law Enforcement Officer Standards and Training (BLEOST)

Select "WebForms"

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ACADIS® Mississippi Department of Public Safety Office of Standards and Training

Search available training ...

Home
My Work
Training and Events
Workforce
Organization
Standards Resources*

Standards Resources* Overview
Document Library
WebForms
Available Workflows
Start a Workflow

Standards Resources*

WebForms

WebForm ▲	Description
BLEOST - Law Enforcement Application - Part I and II	This Webform includes Parts I and II of the BLEOST Law Enforcement Application for both full-time and part-time applicants. It begins the BLEOST Law Enforcement Application for Certification and Background Investigation Review Workflow.
BLEOST - Law Enforcement Officer Separation Report	Complete this form to separate a Law Enforcement Officer.
BLEOST- Application for Academy Accreditation	Institutions or facilities offering law enforcement training under the "Law Enforcement Officers Training Program" Act must submit an application to the Board for approval. Training conducted before facility accreditation will not be Board-certified. To ensure consistency among approved facilities, applicants must meet all criteria outlined in this section.
BLEOST- Law Enforcement Course Certification Request	This form is used to request approval from BLEOST to conduct in-service training courses. The Course Certification Request form is to be completed and submitted by the course coordinator to BLEOST at least sixty (60) working days prior to the course being conducted.
BLEOST- Law Enforcement Instructor Application	To apply for certification to instruct in BLEOST-approved courses, individuals must complete and submit a formal application (BLEOST Instructor Application Packet). This application should be sent to the Director of a Board-approved training academy. The Director will review the application and, if endorsed, forward it to the Board for consideration.
Equivalency Test Requirements	This WebForm will be used to collect required information and Documents from individuals requesting to take the Equivalency Test.
Portal Account Update Form	This webform is used to update a users Portal Account.

1 Select LEO Separation report

Complete & Submit the Web Form Application

The screenshot displays the ACADIS web application interface. The top navigation bar includes the ACADIS logo, the text "Mississippi Department of Public Safety Office of Standards and Training", a search bar for training, and a user profile icon labeled "RG". The left sidebar contains navigation links: Home, My Work, Training and Events, Workforce, Organization, Standards Resources*, Standards Resources* Overview, Document Library, WebForms, Available Workflows, and Start a Workflow. The main content area is titled "WebForms > Complete A WebForm" and "BLEOST - Law Enforcement Officer Separation Report". It indicates the user is logged in as "Gholson, Ryan".

The form content is as follows:

- BOARD ON LAW ENFORCEMENT OFFICER STANDARDS AND TRAINING (BLEOST)
- LAW ENFORCEMENT OFFICER SEPARATION REPORT
- Please complete this form for all Law Enforcement Officers who have left by reassignment, retirement, resignation, etc.
- Organization:
- * Classification:
- Ensure that you have entered the correct name and MCID for the individual being separated
- Name (First Middle Last, Suffix):
- * First Middle * Last Suffix
- * Gender:
- * MCID:
- * Email Address:
- * Driver's License No.:
- * Last 4 of SSN:
- * Driver's License State:

A red box highlights the form fields. A red arrow points from the text "Complete & Submit this Form" (with a blue circle containing the number "2") to the form. At the bottom right, there are buttons for "Cancel", "Finish Later", and "Submit". A red arrow also points to the "Submit" button.