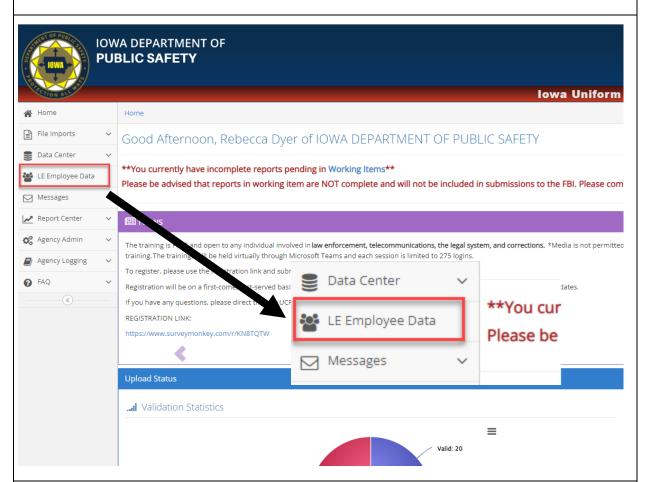
## ENTERING LAW ENFORCEMENT (LE) DATA: QUICK GUIDE

**Step One**: Select *LE Employee Data* on left hand side of screen.



**Step Two**: Select the *blue arrow* within the *View* column of the year that needs to be entered or edited.



**Step Three**: Make the necessary edits to the Male (Officers), Female (Officers), Male (Civilians) and Female (Civilian) fields. **Officers** consist of **sworn staff** and **Civilians** consist of **nonsworn staff**.

The totals within the greyed fields are automatically calculated and are not required to be entered.

## ENTERING LAW ENFORCEMENT (LE) DATA: QUICK GUIDE

