

Mississippi Office of Standards & Training

Personnel Roster Spreadsheet Department How-To Guide

This step-by-step guide shows Mississippi agencies—law enforcement, telecommunications, and jail operations—how to complete and submit the annual Personnel Roster Spreadsheet required by the Office of Standards & Training, ensuring your roster is accurate, on time, and approved the first time.

1. Prepare the File

Download the Excel workbook provided to your agency (Personnel Roster Spreadsheet 07-1-2025.xlsx) and immediately save a local copy using this format: AgencyName_PersonnelRoster_FY25.xlsx (for example, DPS_PersonnelRoster_FY25.xlsx).

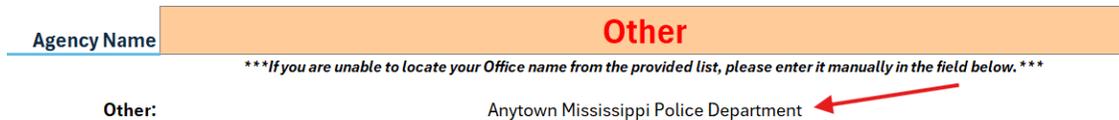
2. Complete Agency Information

On the instructions page, select your department by clicking on the agency name box in the middle of the page (Column C, Row 8). On the right will appear a drop-down arrow; locate and select your agency's name. The workbook will now recognize all entries as your agency.



The screenshot shows a form with a label "Agency Name" on the left. To its right is a dropdown menu with a light orange background and the text "Aberdeen Police Department" in red. Below the dropdown is a green box containing the text: "***If you are unable to locate your Office name from the provided list, please enter it manually in the field below.***". Below this is a label "Other:" followed by a text input field. A red arrow points to the dropdown arrow on the right side of the "Aberdeen Police Department" box.

If it is missing, select "Other" and type the exact name in the area below (Column C, Row 11). The workbook will now recognize all entries as your agency.



The screenshot shows the same form as above, but the dropdown menu now displays "Other" in red. Below the dropdown is the same green box with the text: "***If you are unable to locate your Office name from the provided list, please enter it manually in the field below.***". Below this is the label "Other:" followed by a text input field containing the text "Anytown Mississippi Police Department". A red arrow points to the text in the input field.

3. Select the Appropriate Worksheet

Inside the workbook, choose the tab that matches each role within your department:

- LE Officers – sworn law-enforcement personnel
- Telecommunicators – emergency dispatchers
- Jail Officer – certified detention officers

Do not rename or delete any worksheets or columns.

4. Add Personnel Data – One Row per Employee

Fill in every required field before moving to the next employee. Key points:

- Mark “Yes” in Acadis Agency Admin only for your designated admin.
 - This file will be uploaded to the new software for Standards and Training; whoever you select as your Acadis Agency Admin will be the Point of Contact (POC) for your agency.
- **Enter legal first and last names exactly as on the driver’s license.**
- Use digits only for the last 4 of the SSN; never include the full SSN.
- Record license state (two letters) and license number exactly as printed.
- Supply a work email address when possible.
- Select rank/title, employment type, and classification from the provided lists.
- Format all dates as MM/DD/YYYY (e.g., 07/06/2023).
- Round year-to-date training hours (7/1/24 – 6/30/25) to one decimal place.
- Optional fields may be left blank if not applicable.

If an employee's exact job title is not listed, simply select the one that is closest to their title.

Example: Patrolman Third Class – select Patrol Officer

5. Review for Accuracy

Before saving, confirm that all required fields are complete, dates follow MM/DD/YYYY, no full SSNs are present, training hours match internal records, and duplicate rows have been removed.

6. Save and Close

Press Ctrl+S, then close the workbook to avoid “locked for editing” issues when attaching it to an email.

7. Submit Your Roster

Compose a new email to standards.training@dps.ms.gov. Mark it High Importance, attach your saved Excel file, and use the subject line: Agency Name – FY25 Personnel Roster – HIGH IMPORTANCE (for example, DPS – FY25 Personnel Roster – HIGH IMPORTANCE).

8. Deadlines & Revisions

Submit within 30 days of receiving the request unless instructed otherwise. If you discover errors after sending, correct them and resend the file with “REVISED” added to the subject line.

9. Need Assistance?

Standards & Training Help Desk: 601-391-4896

Email: standards.training@dps.ms.gov (use subject line “Roster Help – Agency Name”).