

# T-REX Online Database



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## T-REX Online System

The T-REX Online System is the automated training records system utilized by the Department of Criminal Justice Services (DCJS) to track the training and certification of personnel of criminal justice agencies who are in positions under the purview of the Department (e.g. law enforcement officers, jailors, correctional officers, dispatchers, court security, and civil process service officers). With access to T-REX, agencies can enter Form 21's of new hires to their agencies and enter Form 31's to update the records of their employees (e.g. name changes, change in functions, ranks, and separations from their agencies). Agencies can also view their Employees Lists to review the names, social security numbers, rank, and training due dates of their personnel in real time.

Academies report the completion of training of officers from their member agencies to the Department via Form 41's created in ACE—a different program utilized by DCJS for the purpose of integrating the completion of mandatory training hours into the state database. This program also allows training academies to create tests from a bank of questions and objectives in a database for local use. The Department reviews the information imported to T-REX to monitor compliance with training requirements by criminal justice personnel. This enables the Department to inform agencies of criminal justice personnel who might become delinquent in the completion of their training. This is done in order to ensure that criminal justice personnel are in compliance with their mandatory training requirements as required by the *Code of Virginia*.

In addition to tracking training, the Department utilizes the information in T-REX to determine funding eligibilities (e.g. "599" eligibilities of police departments by verifying training compliance of their officers). T-REX is also used to track officer populations, which is essential in administering the Regional Criminal Justice Training Academy Funds to the regional academies. Therefore, it is imperative that agencies access T-REX to review their information for accuracy on a regular basis.

The T-REX Online System is secure to prevent unauthorized data entry. All criminal justice agencies/academies will be required to log into the T-REX Online System using a pre-assigned User ID and password. The T-REX Online System Administrator will assign this User ID and password after DCJS receives a completed and signed "Confidential Information Agreement" (*available on page 3 of this User Guide*). This agreement is necessary to ensure that all parties understand the sensitivity of the data accessible via the T-REX Online System. Each person that should be using the online system must have his/her own User ID and password.

Forms may be submitted to one of the T-REX Online System Administrators listed below or mailed to:

**T-REX Online System Administrator**  
**Department of Criminal Justice Services**  
**Office of Law Enforcement**  
**1100 Bank Street, 12<sup>th</sup> Fl.**  
**Richmond, Virginia 23219**

### Span of Control

Generally speaking, each agency would have personnel specifically designated to access the online system on behalf of that agency. **Information retrieved and gathered by the system will apply only to the client's own agency.** Agency representatives will not be able to view or alter another agency's data. In the situation where an agency representative is responsible for more than one agency, the T-REX Online System Administrator must be notified of this and the names of the agencies under the client's purview.

Once you have been issued a User ID and password and the proper program has been installed on your computer, you should be able to access T-REX at:

*[ps.dcjs.virginia.gov/trex.jnlp](http://ps.dcjs.virginia.gov/trex.jnlp)*

## Password Security

Clients are expected to keep their passwords secure and not share it with other personnel. In the event that a compromise of the client's password is suspected, the client should notify the T-REX Online System Administrator, and a new password will be issued.

If you should have any questions regarding the TREX Online System, please contact the following T-REX Online System Administrator:

- **Sharen Anderson** –  
(*phone*) **804.786.7801** • (*fax*) **804.786.0410** • (*email*) [sharen.anderson@dcjs.virginia.gov](mailto:sharen.anderson@dcjs.virginia.gov)
- **Lisa Thornton** –  
(*phone*) **804.786.4154** • (*fax*) **804.786.0410** • (*email*) [lisa.thornton@dcjs.virginia.gov](mailto:lisa.thornton@dcjs.virginia.gov)

## Department of Criminal Justice Services

### CONFIDENTIAL INFORMATION AGREEMENT

<b>Name:</b>	<b>Position:</b>
<b>Agency Name:</b>	<b>SSN:</b>
<b>Phone Number:</b>	<b>E-mail:</b>

I understand that all information concerning any agency or officer's data that may come to my knowledge while using the T-REX Online System or otherwise provided by the Department of Criminal Justice Services is to be held in strictest confidence. I understand that computer system password(s) I receive or devise are confidential. I will not disclose to any unauthorized person any password(s) that I am given or devise, and I will not write down such password(s) or post them where they may be viewed by unauthorized individuals. I understand that I am responsible for any computer transactions performed as a result of access authorized by use of any passwords that I receive or devise. I agree NOT to attempt to circumvent the computer security system. I will notify DCJS at once of any change in my employment and/or being moved from a position which no longer requires access to On-line records.

<b><i>Applicant Sign here</i></b>	<b>Name:</b>	<b>Date</b>
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I give my permission for the above named individual to be issued a computer system password to the T-REX online system. I further acknowledge that all information entered into the T-REX online system by the above-named individual constitutes and official record and has the same validity as information submitted with my signature.

<b><i>Administrator Sign here</i></b>	<b>Name:</b>	<b>Title</b>	<b>Date</b>
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## INSTALLING T-REX

In a nutshell, here are the steps to install T-REX on a new computer.

1. Go to <http://www.dcjs.virginia.gov/onlineServices/jreInstall.cfm> to install and/or configure the Java Runtime Environment (JRE) on the machine. If Java is already installed on the machine, then only the existing installation needs to be checked. If no JRE is present, then the most recent version may be installed and checked.
2. Go to <http://ps.dcjs.virginia.gov/trex.jnlp> to install T-REX. T-REX should ask you if you want to install shortcut icons on the desktop and/or start menu after running it the first or second time. Please accept the shortcut creation to make it easier to start T-REX the next time.

### **If this does not work, please consider the more detailed installation of T-REX:**

#### **Step One:**

- Log onto the Internet.
- In the address bar at the top of the Internet screen, enter "Java.com." (Delete the prefix <http://www>, if it appears.)
- At Java.com there will be a box on the initial screen that offers a free download. Click on that box to begin downloading Java.
- If there is a problem with the download, check the top of the Internet screen, under the address bar, and make sure that your Internet security is not blocking the download. A highlighted area will usually say that "Active X" is blocked. You must click on the message to unblock it.
- As the download begins, the usual agreement boxes may appear. Click "Agree" or "Yes" in each.
- You may be prompted about manual download, click the indicator to go ahead with this.
- Follow all the instructions given.
- Normally, Java will automatically save to the desktop screen.

#### **Step Two:**

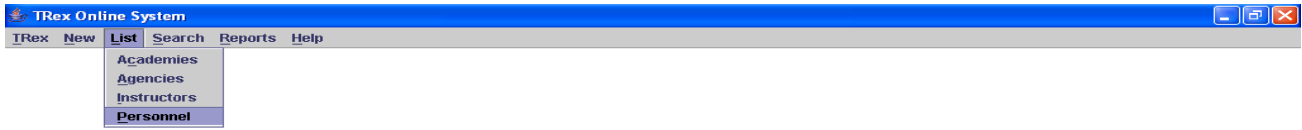
- Go back to the Internet screen address bar and enter [ps.dcjs.virginia.gov/trex.jnlp](http://ps.dcjs.virginia.gov/trex.jnlp) in the address bar.
- If prompted, click "Yes" to integration to desktop, hit "Enter," and you should go directly on the "T-REX" logon screen.
- From this point you will need your password and login to access T-REX.
- If you have not already faxed the completed application signed by your chief, sheriff or agency administrator to DCJS, you will need to do this before a login ID and password can be given to you.

#### **Step Three (optional):**

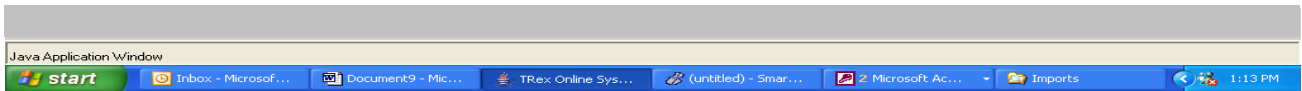
- If a T-REX icon did not automatically appear on your desktop, the following options are available:
  - You can delete the <http://www>, type [ps.dcjs.virginia.gov/trex.jnlp](http://ps.dcjs.virginia.gov/trex.jnlp) in the Internet address and press "Enter" each time you want to use T-REX.
  - Create desktop icon:
    - Move your mouse pointer onto the desktop screen and right-click.
    - There will be a link that says "New." From that link, select "Shortcut."
    - Follow the instructions given. When the address for your link is requested, enter [ps.dcjs.virginia.gov/trex.jnlp](http://ps.dcjs.virginia.gov/trex.jnlp). (Your computer may supply this for you as you begin entering the address.)
    - The next screen will allow you to name your new shortcut, and you may want to change the default name to T-REX.
    - Complete the process, and the icon will be added to your desktop. In the future, you should double-click on this icon, and it will take you directly to the T-REX screen.
  - Get Java to create icon:
    - This step requires going to the Java folder in the Control Panel.
    - Go to the Control Panel and find the Java Control Panel. (Look for the steaming cup of coffee icon.)
    - Click on the Java icon to open and select the "Advanced" label in the options.
    - Look down the settings list, and click on the "+" sign at the shortcut creation file.
    - Click in the dot that is beside "Always allow," and the shortcut should be created. It may require a restart before this happens.

# T-REX USER FEATURES

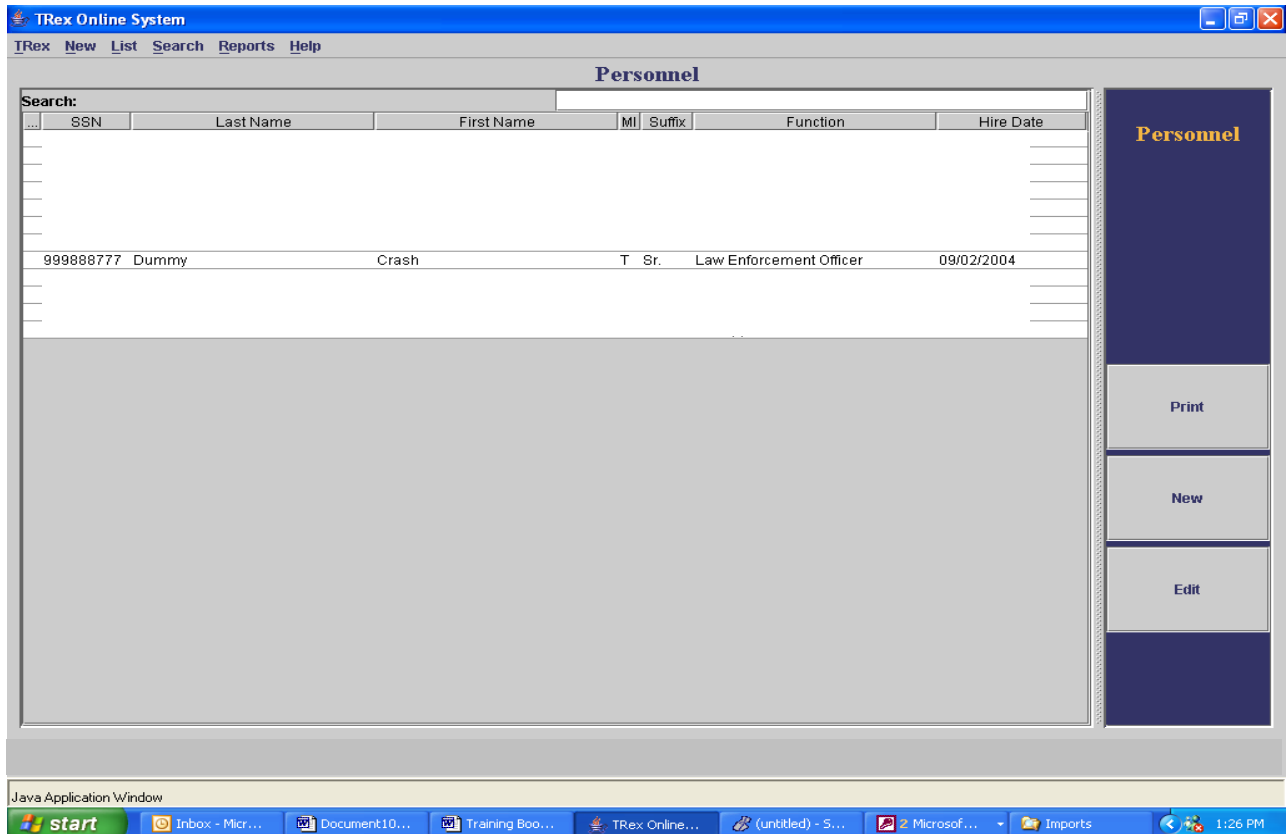
To view **Agency Personnel List**, go to “List” at top of page and select “Personnel” from the drop-down menu. Hit ENTER tab on keyboard to view list.



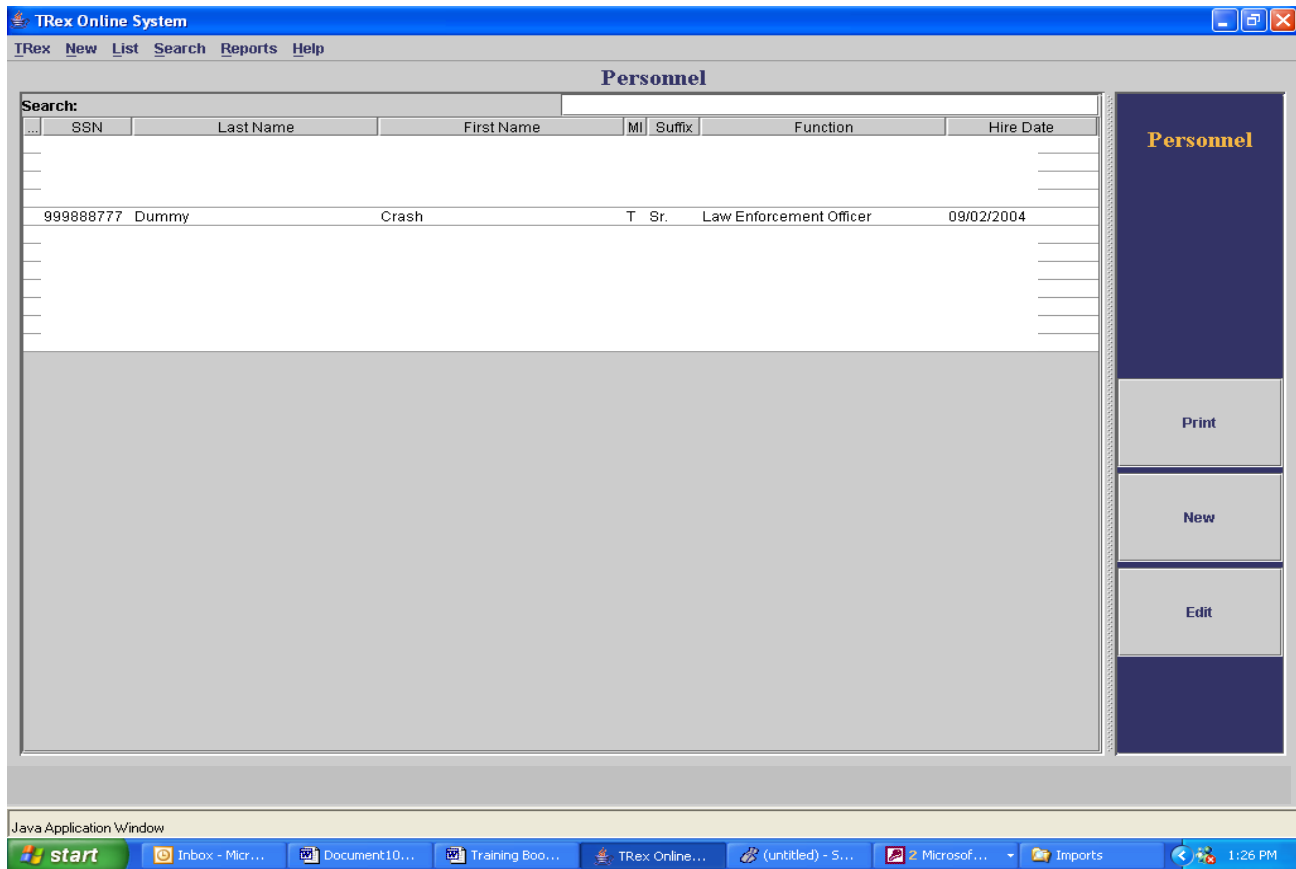
Welcome,  to the TRex Online System



As you see, the names that appear are not in alphabetical order. To get them alphabetized, take your mouse pointer and click in the gray box that says “Last Name.” Clicking it once will go **Z to A** order.



Clicking “Last Name” twice will put the list in **A to Z** order.



To view an individual record, find the person and click twice on their name. You will go directly to their “**Personal Data**” screen. Click on each tab to see “**Certification**,” “**Employment**,” “**Instructing**,” “**Notes**,” and “**Training**.”

***NOTE: Information will only be available under the “Certification” tab for those officers who became certified after July 1, 1996, which was when the Department began tracking each certification separately.***

It is important to use the “**Notes**” tab to document additional actions regarding employee’s records, e.g. name changes, amended social security numbers, training extensions, etc. When adding a note, you should always put your initials and date after you make an entry to inform all who view the information who wrote the note [e.g. (DLB 7/15/05)].



## **Top of Screen Descriptions**

T-Rex: This is where all changes would be made in your agency address, chief or sheriff change, email etc. Remember if you make any changes to any part of this screen, Click "**Commit**" to save it.

New: Instructorship – do nothing  
Roster Form 41 – do nothing  
Officer 21 Form- Click this when you hire a new person to enter or review their information.

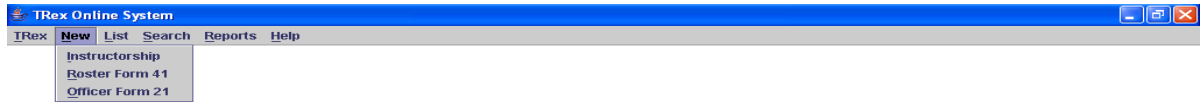
List: Will give you two different types: One is a "Personnel" list  
Second is an "Instructor" list

Search: Type a social security number, and you should be able to access information about the officer associated with that number. Type any part of the last name, and the screen will display a list of names for you to make a selection.

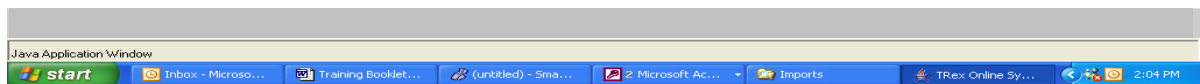
Reports: Generate an "Employees List," which is the same as an Agency Roster, or an "Instructor List," which will show all the certified instructors for your agency.

# ENTERING A FORM 21 IN T-REX

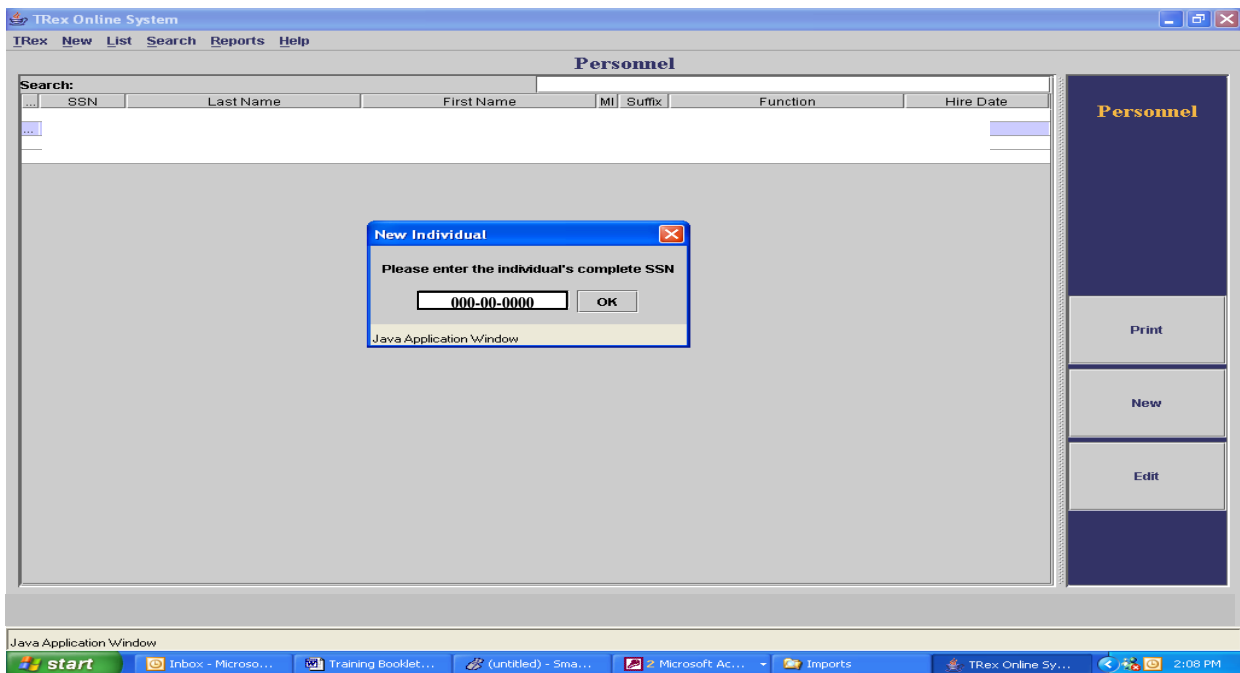
For all new hires, an “**Officer 21 Form**” must be entered in T-REX. To enter an “**Officer 21 Form**,” click the word “**New**” at the top of the gray border, then click “**Officer Form 21**.”



Welcome,  to the TRex Online System



You will then be prompted to enter a SSN; do so and click **OK**.



**Personal Data Screen:** After entering the SSN, the personal data of the new officer would automatically appear in most all of the boxes if the new hire had been employed at another Virginia criminal justice agency prior to your agency.

The screenshot shows a web browser window titled "TRex Online System". The main content area is titled "Person Data" and contains several tabs: "Personal Data", "Certification", "Employment", "Instructing", "Notes", and "Training". The "Personal Data" tab is active, displaying a form with the following fields and values:

- SSN: 000-00-0000
- First Name: Crash
- MI: T
- Last Name: Dummy
- Suffix: Sr.
- Gender: Male
- Birth Date: 02/02/1967
- Race: Other
- Education: Less than High ...
- Deceased:

On the right side of the form, there are two buttons: "Print" and "Commit". The bottom of the window shows a Windows taskbar with the "start" button and several open applications, including "Inbox - Micro...", "Training Booklet...", "(untitled) - Sma...", "2 Microsoft Ac...", "Imports", and "TRex Online Sy...". The system clock shows 2:11 PM.

If a new hire has *never* been employed by a criminal justice agency under the purview of DCJS with a function of law enforcement officer, dispatcher, correctional officer, jailor, court security officer, or civil process service officer, all of the boxes would be blank. The User would have to fill in all the boxes.

Once all the boxes have been filled in, you **MUST** click “Commit” before going onto the next screen. *[NOTE: If you do not click the “Commit” button, none of the information you typed would be saved.]*

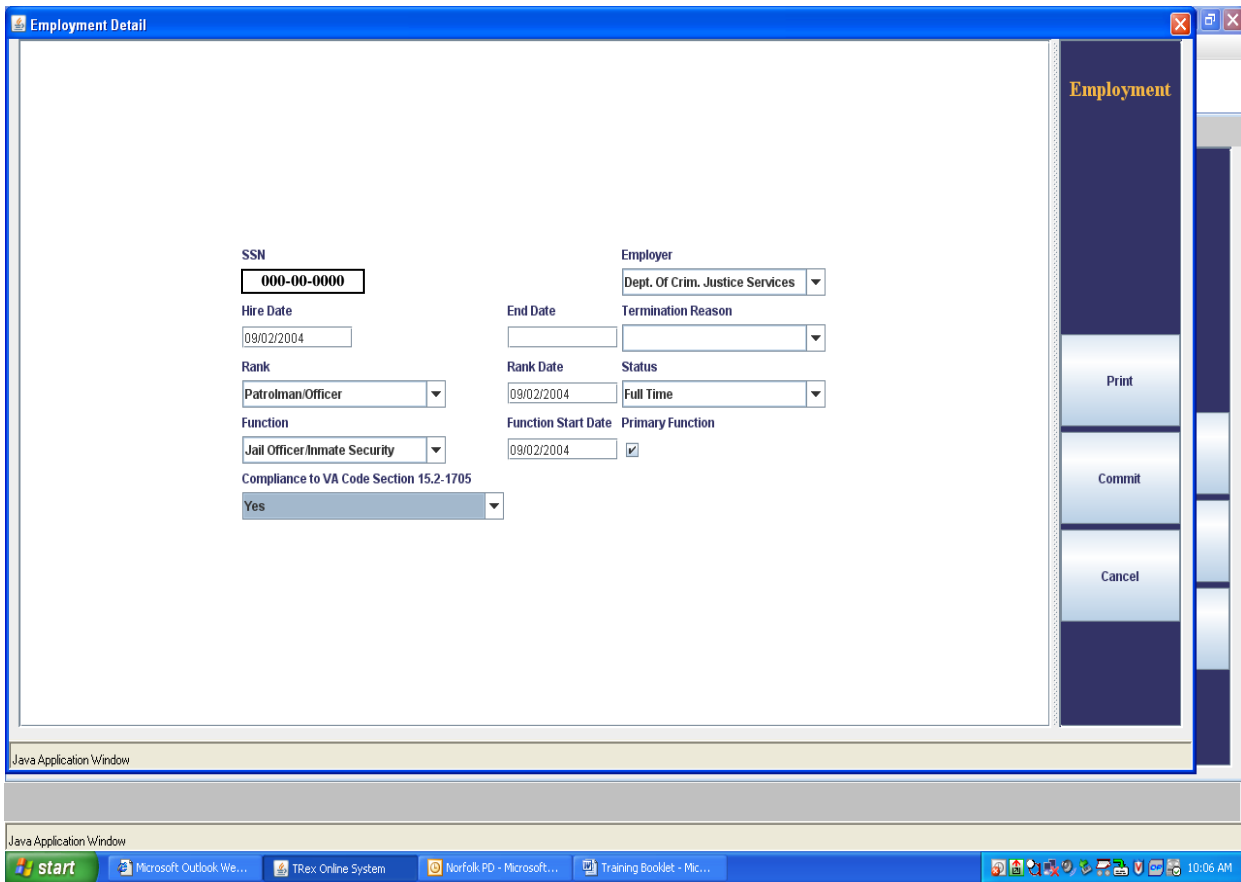
Next, will be the **Employment Tab:**

As mentioned earlier, if the new hire had previously been employed by a criminal justice agency under the purview of DCJS, the User would now be able to see that individual’s prior work history. You would now have to enter the new hire’s information under your agency. On the right navigation bar, select “New.”

You must fill in **all** the boxes. Some of the boxes have drop-down menus for your selections. In each of the boxes requiring a date, the digits would need to be entered in the MM/DD/YYYY format.

**VERY IMPORTANT:** Each officer must have a Primary Function indicated in the “Function” box. After the “Function Start Date” has been entered, **the box under “Primary Function” *must* be checked to indicate this is the primary function of the officer.** The training of the officer would be primarily tracked according to this function.

Once you have completed all information in the boxes, your screen should look like this:



**REMEMBER** to click the “Commit” button **before you leave this screen or it will not save your information.**

Usually, personnel for police departments would only have one entry as a function, which would be law enforcement. However, sheriff’s office personnel could have additional or “secondary” functions, which would also have to be tracked. *(Do not check the “Primary Function” box for secondary functions.)* Follow the above steps when adding each secondary function as a “new” function.

### **Creating and Printing a Copy of the Electronic Form 21**

If the new hire had never worked for a criminal justice agency in the state of Virginia and you want to print a Form 21, after entering data on the “Personal Data” screen press the Print Screen button on your keyboard before you select the “Commit” button on the screen, open a blank Word document, and paste the information in the document. If the new hire had previously worked for a Virginia criminal justice agency in a position under the purview of DCJS, the individual’s information should show on the “Personal Data” screen when you enter the social security number. Press the “Print Screen” button on the keyboard, and paste the item in a Word document as described above.

Minimize the Word document, and go into the “Employment” tab to enter the new hire’s information like you normally would. However, before you click “Commit,” press the Print Screen button on your keyboard to copy the screen. Once this is done, you should save the information by clicking on “Commit” on the right side of the screen to save the information in T-REX.

Enlarge the Word document, and paste the screen's information on the bottom half of the page. The two T-REX screens pasted in a Word document would constitute a printout of a Form 21. You are now able to save the document by naming it and/or print the page for your hard copy records or to send it to your certified training academy. *(See example below)*

**T-Rex Online System**

IRex New List Search Reports Help

**Person Data**

Personal Data Certification Employment Instructing Notes Training

**Person**

SSN: 000-00-0000

First Name: JANE MI: L Last Name: SMITH Suffix: [Dropdown]

Gender: Female Birth Date: 00/00/0000

Race: Caucasian Education: High School or E... [Dropdown]

Deceased:

Buttons: Delete, Print, Commit

Java Application Window

start 2 Inter... TRex Onli... 2 Micro... Documen... T07503P... Roster D... 8:13 PM

**Employment Detail**

SSN: 000-00-0000

Hire Date: 00/00/0000

Rank: Supervisor [Dropdown]

Function: Law Enforcement Officer [Dropdown]

Compliance to VA Code Section 15.2-1705: Yes [Dropdown]

Employer: Dept. Of Crim. Justice Services [Dropdown]

Termination Reason: Resigned [Dropdown]

Rank Date: 00/00/0000 Status: Full Time [Dropdown]

Function Start Date: 00/00/0000 Primary Function:

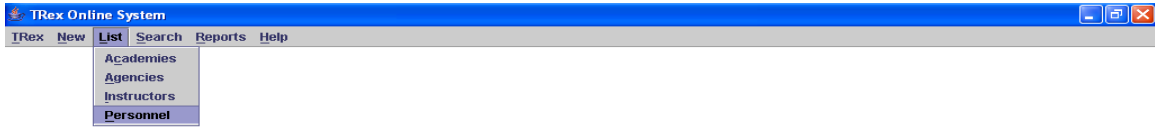
Buttons: Delete, Print, Commit, Cancel

Java Application Window

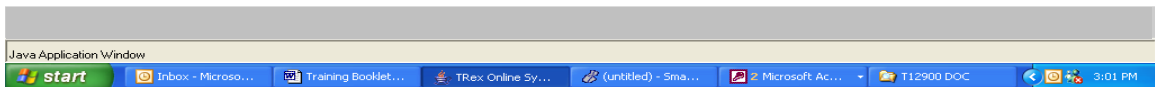
start 2 Inter... TRex Onli... 2 Micro... Documen... T07503P... Roster D... 8:14 PM

## FORM 31 – “Rank Changes”

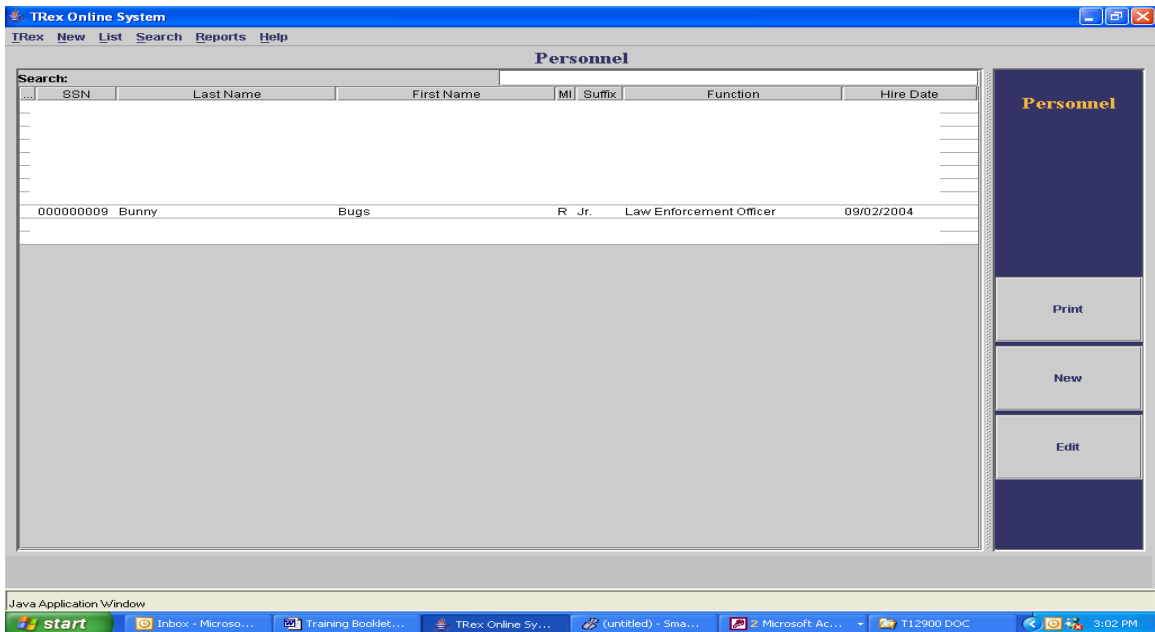
To enter a **Form 31** for “Rank Changes,” you are editing information that is already in the system. To do this, pull up your “Personnel List” under “List” at top of the screen.



Welcome, , to the TRex Online System



Alphabetize the names. Then find the person you are looking for, and highlight their name.



Click on the name twice. You will go directly into their Personal Data screen. Next, go to the “Employment” tab and highlight the line for your agency. Then click the “Edit” button on the right side of your screen. This will take you into their employment information. Now, you can change the “Rank” and the “Date” of the rank change. Click on “Commit” button on right side of screen. *(If you forget to do this, the changes would not be saved.)*

For example, when changing “Instructor Only” to “Sergeant,” effective February 10, 2005, you would select the dropdown menu and change the rank to “Sergeant.” The date you would enter would be “02/10/2005.” After selecting “Commit” to save the information, your screen would look like this:

The screenshot shows a Java application window titled "Employment Detail". The form contains the following fields and values:

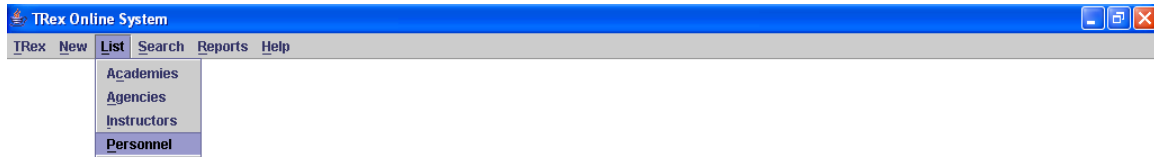
SSN	000-00-0000	Employer	Dept. Of Crim. Justice Services
Hire Date	00/00/0000	End Date	00/00/0000
Rank	Sergeant	Rank Date	00/00/0000
Function	Not Applicable	Function Start Date	00/00/0000
Compliance to VA Code Section 15.2-4705		Termination Reason	
		Status	Full Time
		Primary Function	<input checked="" type="checkbox"/>

On the right side of the window, there are three buttons: Print, Commit, and Cancel. The window is running on a Java Application Window, and the taskbar at the bottom shows the start button and several open applications.

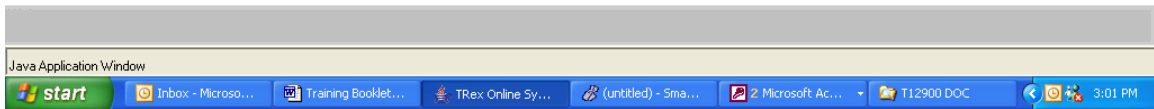
**\*\*\*NOTE: For Jail Officers employed by regional jails, the rank entered must be “Regional Jailer,” not just “jailer,” for personnel to be considered “certified as Regional Jailors” and receive hard copy certificates.**

## FORM 31 “Function Change”

To enter a “Form 31” for a **Function Change**, you are editing information that is already in the system. Bring up the “Personnel List” under “List” tab at top of the screen.



Welcome, , to the TRex Online System



Click the name twice. You will go directly into the Personal Data screen. Go to the “Employment” tab and highlight the line for your agency. Click the “Edit” button on the right side of your screen. This will take you into the officer’s employment information, and now you can proceed to change the function.

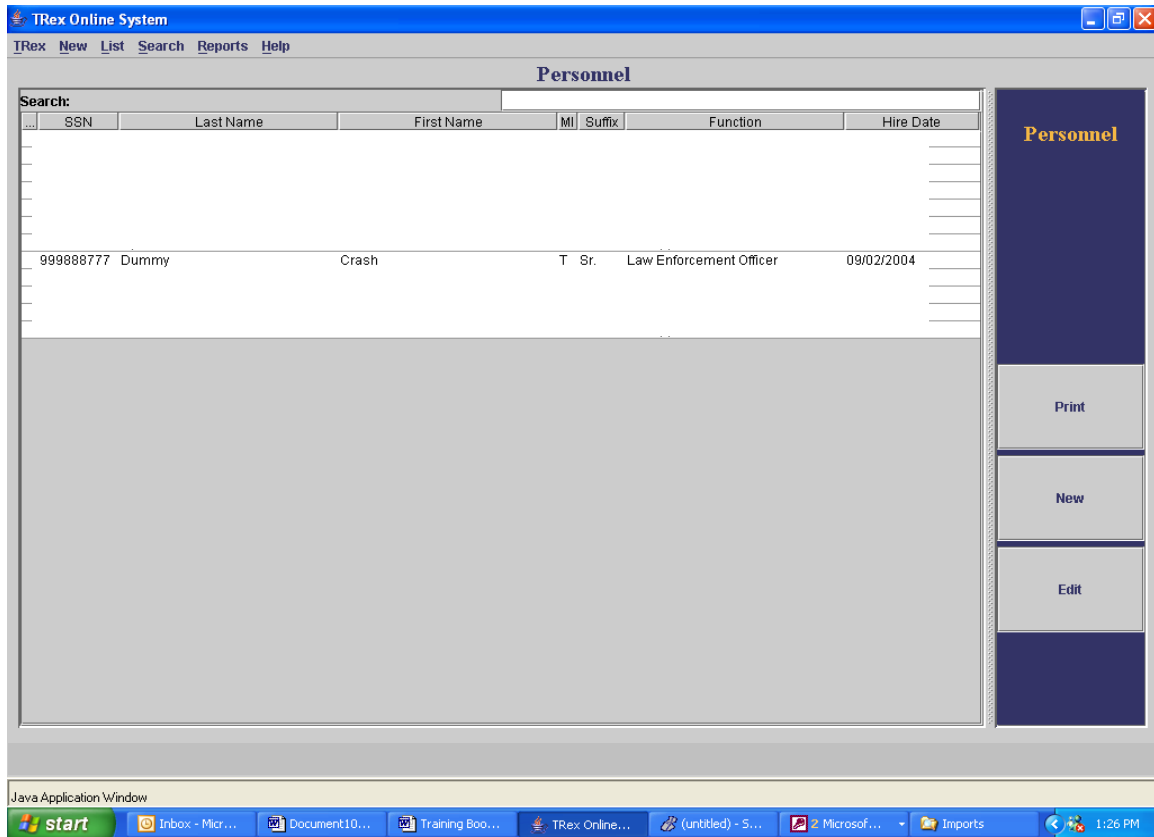
*If you are changing primary functions but will keep the function as a secondary*, you will need to highlight the line that is the current function and click the “Edit” button on right side of screen. You must un-select the check mark in the “Primary Function” box by clicking on the little box and removing the check. [REMEMBER, you will need to write the original hire date down on a piece of paper in order to complete adding the new function.] Then click “Commit” button on right side of screen. If you forget to do the changes would not be saved. Now, click the “New” button on the right side of the screen and add the new function. Remember to always use the original hire date and rank date. The added function will get a different date.

*If you are changing the primary function and not keeping a secondary function*, you must give the original primary function they were hired with an “End Date,” and the “Termination Reason” should be “Other.” Remember to click the “Commit” button to save the information! Then, go back and select “New” to re-enter the new function. [REMEMBER that the original hire date should be the same, which is why it is important to have copied on paper the original information that had already been entered on the officer.]



## FORM 31 “Name Change”

To enter a “**Form 31**” for a **Name Change**: you are still editing information that is already in the system. You will bring up your “Personnel List” under List at top of the screen. As you see, the names that appear are not in alphabetical order. Remember to get them alphabetized, take your mouse pointer and click the gray box that says “Last Name.” Clicking it once will go Z to A order, and twice will go A to Z order.



Select the individual’s name from the list and click on it to highlight the name. Then click “Edit” on the right side of your screen. It is very important that you write down the full name of the person you are about to change. (You will need that information shortly.) Highlight the part of the name you are going to change, change it and then click “Commit” to save the change that was made.

Go directly to the “**Notes**” tab and click “**New**” on the right side of the screen. A little box should appear in the left portion of the screen. Use the mouse pointer to click inside the box. Once you see the cursor flashing, you are able to write a note indicating an entry that was made to the officer’s information [e.g. Formerly Sandra K. Smith. Name is now changed to Sandra K. Jones (DLB 2/15/05)]. **NOTE: Initials of person making the entry and date of entry are in parenthesis.**

## **Creating and Printing a Copy of the Electronic Form 31**

On “Personnel List,” double click the name of the individual on which you wish to update information and print the Form 31. After being taken to the “Personal Data” screen, press the Print Screen button on your keyboard, open a blank Word document, and paste the information in the document. If the individual had previously worked for a Virginia criminal justice agency, their information should already be available in T-REX and would automatically appear on the screen. As above, select Print Screen and paste the information in the Word document

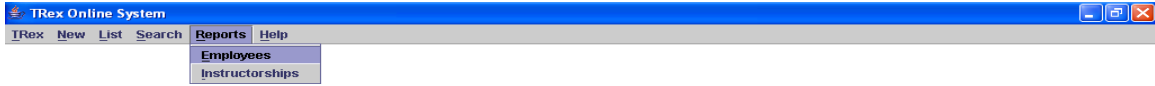
Minimize the Word document and go into the “Employment” tab to make the necessary changes (e.g., resignations, function changes, etc.). Before you click “Commit,” press the Print Screen button on your keyboard to copy the screen. Once this is done, you should save the information by clicking on “Commit” on the right side of the screen to save the information in T-REX.

Enlarge the Word document, and paste the screen’s information on the bottom half of the page. The two T-REX screens pasted in a Word document would constitute a printout of a Form 31. You are now able to save the document by naming it and/or print the page for your hard copy records or to send it to your certified training academy. *(See example on Page 11 – similar to Form 21)*

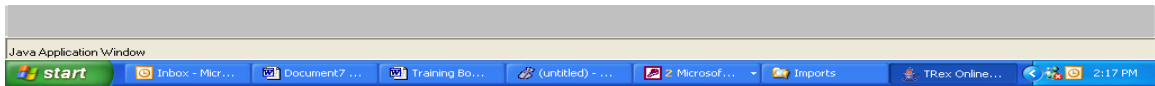
# REPORTS

There are two types of reports — “Employees” and “Instructorships”

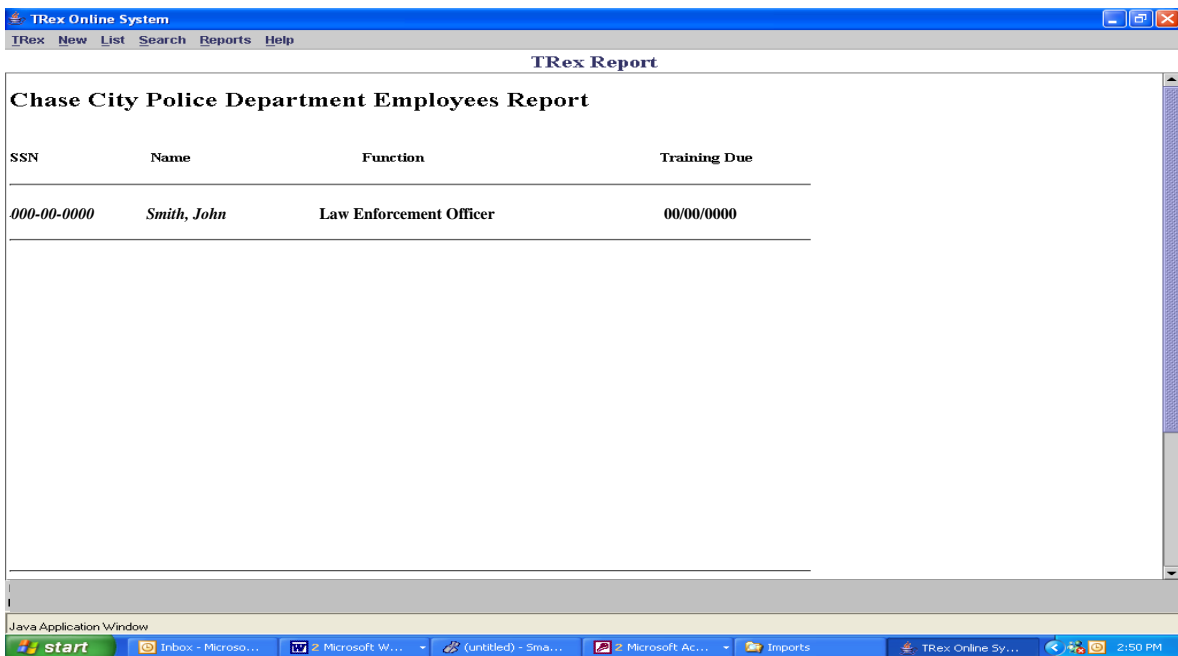
## Employee Report



Welcome, , to the TRex Online System

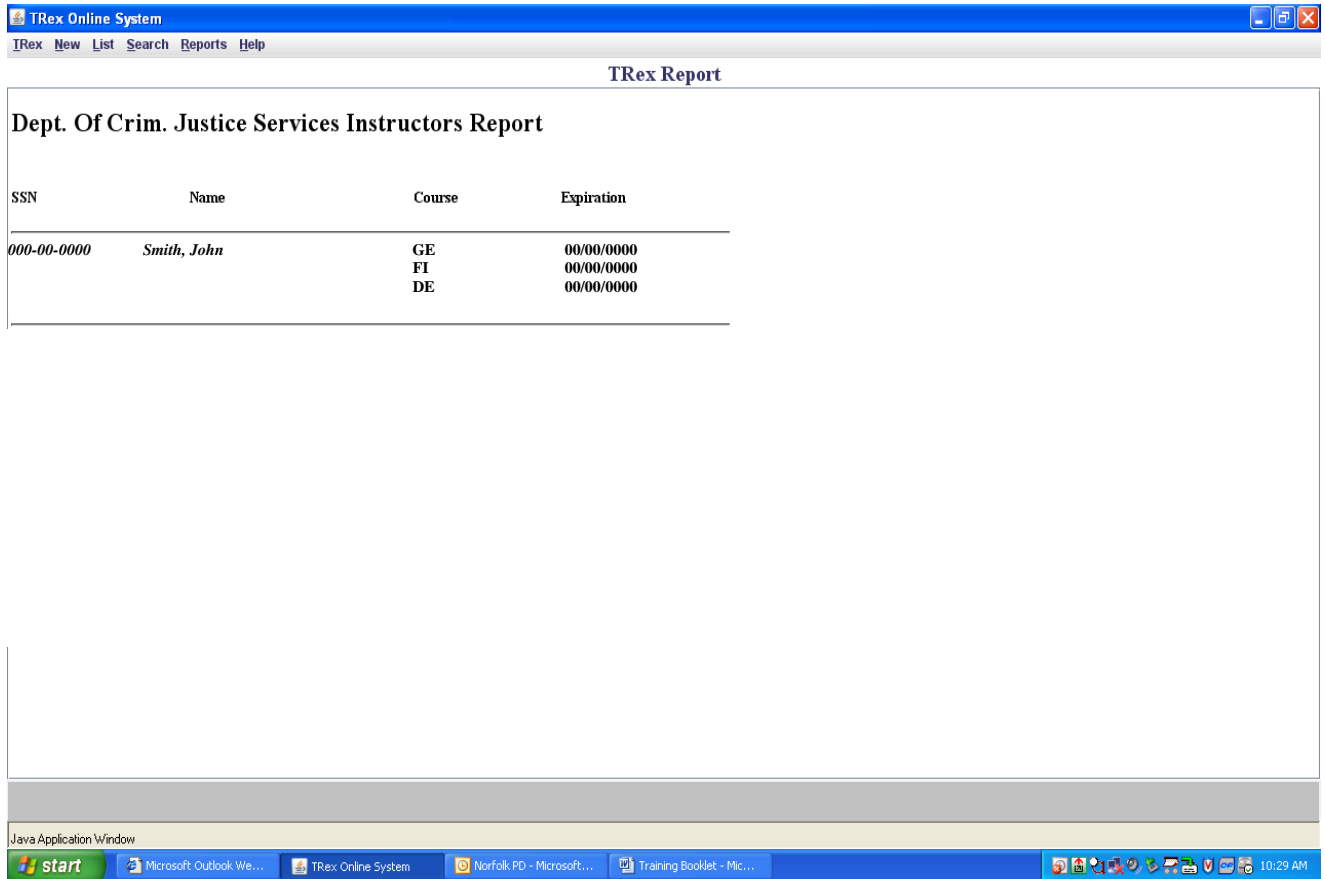


The “Employees” report is the same as your agency roster. This list would show the names and social security numbers of each of your personnel listed in T-REX, as well as their primary functions and Training Due dates. **NOTICE that if the primary function box was selected on the Employee page, the name of the primary function would be in bold letters. All officers must have a Primary Function indicated in bold letters.** If there are secondary functions, the secondary functions should also be listed but should not be in bold letters. (Dispatchers’ who have completed basic training would not have a Training Due date.)



## Instructor Report

Go to the "Reports" field and select "Instructorships." This would enable you to generate a list of instructors associated with your agency. This report would indicate the instructors' names, social security numbers, their current instructor certifications and expiration dates. The last date listed should identify when the instructor would need to be recertified as an instructor in that field.



The screenshot shows a web browser window titled "TRex Online System". The menu bar includes "TRex", "New", "List", "Search", "Reports", and "Help". The main content area is titled "TRex Report" and displays a report for the "Dept. Of Crim. Justice Services Instructors Report".

SSN	Name	Course	Expiration
000-00-0000	Smith, John	GE	00/00/0000
		FI	00/00/0000
		DE	00/00/0000

The bottom of the screenshot shows a Windows taskbar with the Start button and several open applications: Microsoft Outlook Web..., TRex: Online System, Norfolk PD - Microsoft..., and Training Booklet - Mic... The system tray on the right shows the time as 10:29 AM.

## NOTES