Training **a**nd **C**ertification **E**lectronic **R**ecords (TRACER)

Table of Contents

TRACER

Hiring, training, certification, promotions, name changes, job changes, retirement and more - TRACER keeps track of it all. The Training and Certification Electronic Records (TRACER) is the automated records system utilized by the Department of Criminal Justice Services (DCJS) to track criminal justice personnel employed in the Commonwealth of Virginia.

Agencies begin the process locally by entering information for new hires. They can also periodically update the records of employees (e.g. name changes, change in functions, ranks, and separations from their agencies). Simple forms are completed to accomplish this. A reports feature allows agencies to periodically review the accuracy of any information entered regarding their employees.

TRACER allows for easy monitoring to ensure compliance with requirements established in the *Code of Virginia*. This enables the Department to inform agencies of criminal justice personnel who might become delinquent in the completion of their training.

Accessing TRACER

TRACER is secure to prevent unauthorized data entry. All academy and agency users must request TRACER access by submitting a completed and signed "TRACER - Confidential Information Agreement" (found on Page 3 of this guide) to etrain@dcjs.virginia.gov. This agreement is necessary to ensure that all parties understand the sensitivity of the data accessible via TRACER. Upon receipt, the TRACER Administrator will enter the user in TRACER. The new user will receive an email asking the user to establish a password. All criminal justice agency and academy users will be required to log into TRACER using their email address and password.

TRACER is a web based program and will run on any of the major browsers. The web address to TRACER is:

https://tracer.dcjs.virginia.gov

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 TRACER Administrator and a new password update will be issued.

If you should have any questions regarding TRACER, please contact one of the following TRACER Administrators:

> **Amy Sink** –*(phone)* **804.786.7898** • *(fax)* **804.786.0410** • *(email)* amy.sink@dcjs.virginia.gov

> **Lisa Thornton** –*(phone)* **804.786.4154** • *(fax)* **804.786.0410** • *(email)* lisa.thornton@dcjs.virginia.gov

Virginia Department of Criminal Justice Services
TRACER – Confidential Information Agreement

Applicant Name: _____

Position: _____

Agency Name: _____

Phone Number: _____

Email: _____

Access Level
(check one): ☐ Academy Admin ☐ Academy Staff ☐ Agency Admin ☐ Agency Staff

I understand that all information concerning any agency or officer's data that may come to my knowledge while using the TRACER online system or otherwise provided by the Virginia 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 TRACER on-line system and records.

Applicant Signature: _____

Applicant Name: _____

Date: _____

I give my permission for the above named individual to be issued a computer system password to the TRACER online system. I further acknowledge that all information entered into the TRACER online system by the above-named individual constitutes an official record and has the same validity as information submitted with my signature.

Administrator Signature: _____

Administrator Name: _____

Administrator Title: _____

Date: _____

TRACER – Access Levels - Academy and Agency

APPLICATION FEATURES	Academy (Admin)	Academy (Staff)	Agency (Admin)	Agency (Staff)
HOME PAGE				
Home Page	R	R	R	R
Classes Queue	R	R	R	R
Officer Training Queue	R	R	R	R
Instructor Training Due Queue	R	R	R	R
User Management	No Access	No Access	No Access	No Access
Locate Personnel	R	No Access	R	No Access
General Search	R	R	R	R
Reporting	R	R	R	R
SEARCH				
Academy Search	No Access	No Access	No Access	No Access
Agency Search	R	R	No Access	No Access
Class Search	R	R	R	R
Personnel Search	R	R	R	R
Instructor Search	R	R	R	R
ACADEMY DETAILS PAGE				
Academy Details Page	R	R	No Access	No Access
Academy Admin Functionality	RU	R	No Access	No Access
Certifications	CRUD	R	No Access	No Access
Rank	CRUD	R	No Access	No Access
Course of Fire	CRUD	R	No Access	No Access
Weapons	CRUD	R	No Access	No Access
Modules	CRUD	R	No Access	No Access
Subjects	CRUD	R	No Access	No Access
Practical Exercises Management	CRU	R	No Access	No Access
Exam Questions Management	CRU	R	No Access	No Access
Signatures	CRUD	R	No Access	No Access
Notification Settings	CRUD	RU	No Access	No Access
Completion Status Management	CRUD	R	No Access	No Access
AGENCY DETAILS PAGE				
Agency Details Page	R	R	R	R
Agency Admin Functionality	R	R	CRUD	R
Certifications	R	R	CRUD	R
Rank	R	R	CRUD	R
Course of Fire	R	R	CRUD	R
Weapons	R	R	CRUD	R
Modules	R	R	CRUD	R
Subjects	R	R	CRUD	R
Practical Exercises Management	CRU	CRU	CRUD	CRU
Exam Questions Management	CRU	CRU	CRUD	CRU
Signatures	R	R	CRUD	R
Notification Settings	RU	RU	CRUD	RU
Completion Status Management	CRU	R	CRUD	R
PERSONNEL DETAILS PAGE				
Personnel Details Page	CRU	R	CRU	RU
Employment Tab	CRU	R	CRU	R
Officer Training Tab	R	R	R	R
Instructorship Tab	R	R	R	R
Certifications Tab	R	R	R	R
Firearms Scores Tab	CRUD	CRU	CRUD	CRU
Note Tab	No Access	No Access	No Access	No Access

APPLICATION FEATURES	Academy (Admin)	Academy (Staff)	Agency (Admin)	Agency (Staff)
PERSONNEL DETAILS PAGE (Continued)				
Generate Certificates	R	R	R	R
Complete Historical Records	R	R	R	R
CLASS DETAILS PAGE				
Class Details Page	CRU	R	CRU	RU
Subjects, Instructors, & Schedule	CRUD	CRUD	CRUD	CRUD
Enrollment Tab	CRUD	R	CRUD	CRU
Apply Credit Tab	RUD	R	RUD	R
Apply Certifications Tab	RUD	R	RUD	RUD
Exams Tab	CRU	CRU	CRU	RU
View Objectives Covered	R	R	R	R
View Exams Passed by Roster	R	R	R	R
Print Class Roster Attendance Sheet	RU	R	RU	RU
Approve Class	R	R	R	R
Exam Details Page	CRU	CRU	CRU	CRU
Exam Questions Tab	RUD	RUD	RUD	RUD
Written Exam Scores Tab	R	R	R	R
Print Exam to PDF	R	R	R	R
Practical Exercises Tab	RUD	RUD	RUD	RUD
Practical Exam Scores Tab	RU	RU	RU	RU
Print Practical Exam Score Sheet	R	R	R	R
Exam Question Analysis Report	R	R	R	R
Print Personnel Exam Results	R	R	R	R
Class Exam Scores by Personnel	R	R	R	R
Personnel Exam Scores by Subject	R	R	R	R

C - Create	
R - Read	
U - Update	
D - Delete	

TRACER – Academy and Agency User Access Instructions

Here are the steps to access TRACER on a computer.

1. Go to https://tracer.dcjs.virginia.gov

2. Enter your email address

3. Enter your password

4. Check the box beside "You are accessing the State's information system, the information system usage may be monitored, recorded, and subject to audit. Unauthorized use of the information system is prohibited and subject to criminal and civil penalties."

5. Click "Login"

TRACER – Quick Tips

How to Enter a Form 21 (New Personnel)

1. **Log in** as Academy Admin or Agency Admin

2. To create new Personnel in TRACER, click the **Hire Personnel** button on your **Home Page**
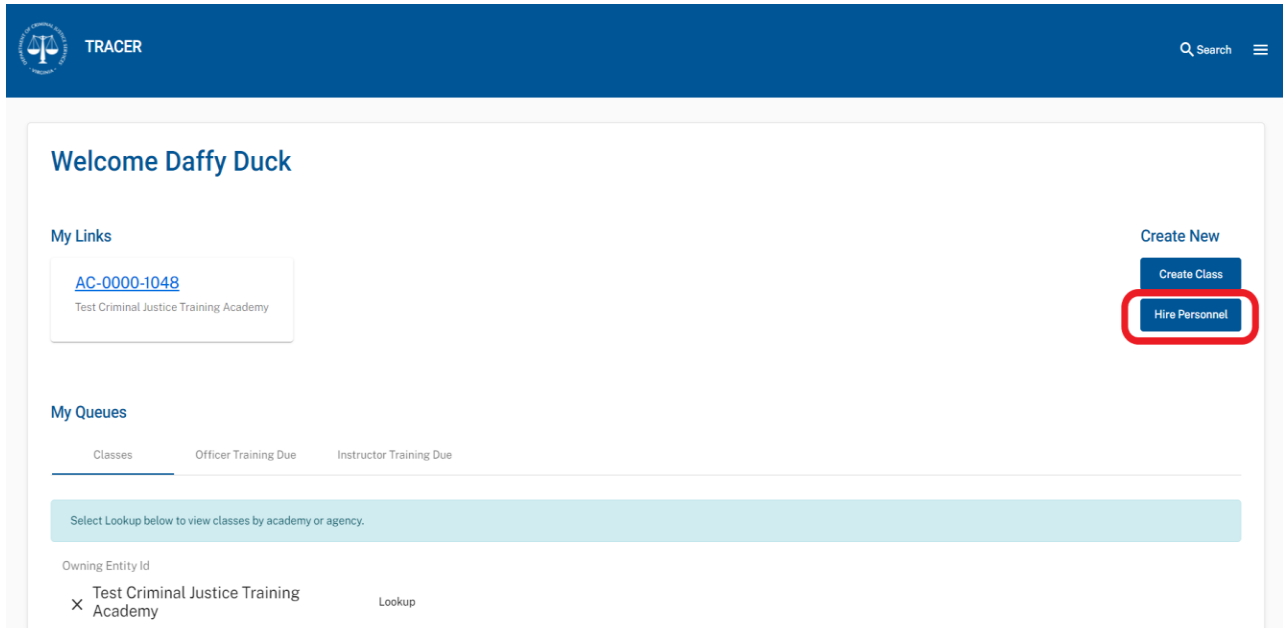
3. Enter **SSN** of new hire and Click **Search** button.
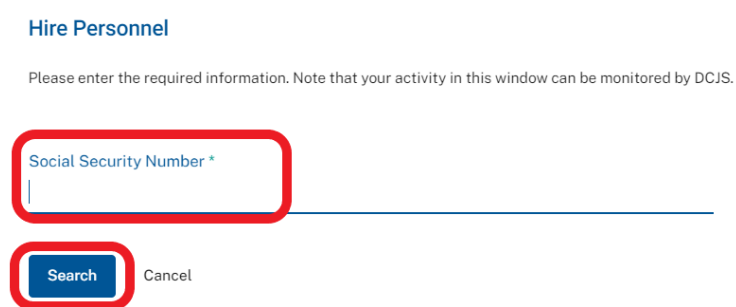
4. The **Create New Personnel** page will display. (****Follow steps 7 through 11 below if the new hire's Personnel Details Page displays after the SSN search****)

5. **Add** required **Personnel Information**
   - First Name, Last Name
   - SSN
   - Date of Birth (DOB)
   - Education Level
   - Email
   - Operator's License Number
   - Operator's License State

6. Click **Save** button (**Personnel Details Page** is created)

7. Go directly to **Employment** tab toward the bottom of the Personnel Details Page and Click **Add New Employment** button

8. Enter Employment Information
   - Place of Employment (Defaults to your Academy/Agency)
   - Hire Date
   - Employment Status
   - Academy of Record (Defaults to assigned Academy of Record)
   - Compliant with 15.2-1705
   - Employment Type
   - Employee Type
   - Rank
   - Rank Effective Date

9. Click **Add Employment Function** button

Create New Employment Record

Employment Type ▾   Employee Type * ▾   Rank ▾   Rank Effective D... 📅

(mm/dd/yyyy)

Add Employment Function

Function	Start Date	End Date

No functions present for this employment record

Save   Cancel

10. Enter Function(s)
    - Select **Function**
    - Enter Function **Start Date**
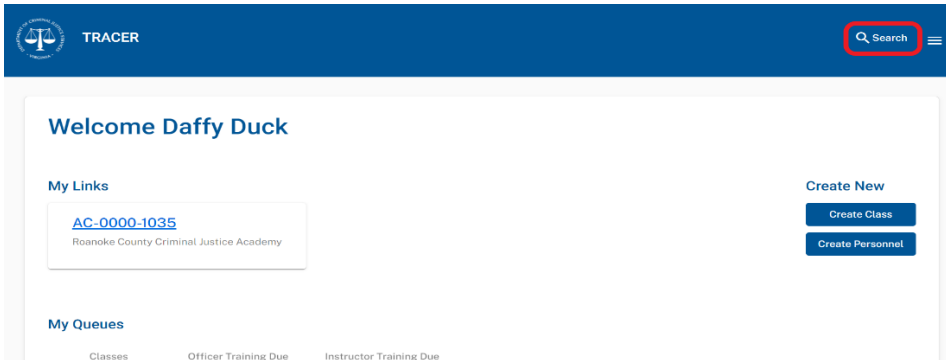   - Repeat Steps 7 and 8 to add additional Functions

11. Click **Save** button

Create New Employment Record

Add Employment Function

Function	Start Date	End Date

Function * ▾   Start Date * 📅   End Date 📅   🗑

(mm/dd/yyyy)   (mm/dd/yyyy)

Save   Cancel

How to Enter a Form 21 (Existing Personnel)

1. **Log in** as Academy Admin or Agency Admin

2. To hire existing Personnel in TRACER, click the **Hire Personnel** button on your **Home Page**

3. Enter **SSN** of new hire and Click **Search** button.

4. The **Personnel** Details Page will display for the existing personnel.

5. Click **Save** button (**Personnel Details Page** is created)

6. Go directly to **Employment** tab on the Personnel Details Page and Click **Add New Employment** button

7. Enter Employment Information
   ○ Place of Employment (Defaults to your Academy/Agency)
   ○ Hire Date
   ○ Employment Status
   ○ Academy of Record (Defaults to assigned Academy of Record)
   ○ Compliant with 15.2-1705
   ○ Employment Type
   ○ Employee Type
   ○ Rank
   ○ Rank Effective Date

8. Click **Add Employment Function** button

9. Enter Function(s)
   - Select **Function**
   - Enter Function **Start Date**
   - Repeat Steps 7 and 8 to add additional Functions

10. Click **Save** button

Create New Employment Record

	Add Employment Function

Function	Start Date	End Date
Function * ▾	Start Date * 🗓 (mm/dd/yyyy)	End Date 🗓 (mm/dd/yyyy)	🗑

Save   Cancel

Form 31 – Update Personnel Details Page (Personal Information)

1. **Log in** as Academy Admin or Agency Admin

2. Click **Search** icon in top right corner of page

3. Select **Personnel** under Search Type and click **Confirm** button

4. Enter **Search Criteria** (one or more fields)
   - Officer Id
   - First Name
   - Last Name
   - Education
   - State Id Number
   - Place of Employment (Defaults to users academy or agency)
   - Employment Type

5. Click **Search** Button

6. Select a **Name;** this will open the selected person's **Personnel Details Page**

7. To update Personnel Details Page, select **Edit** from the kabob menu on the top right of the **Personnel Details Page**

8. Edit the one or more of the following:
   - First Name
   - Last Name
   - Middle Initial
   - DOB
   - Gender
   - Race
   - Education
   - Email
   - Mobile Phone
   - Work Phone
   - Work Phone Ext
   - Home Address
   - Operator's License Number
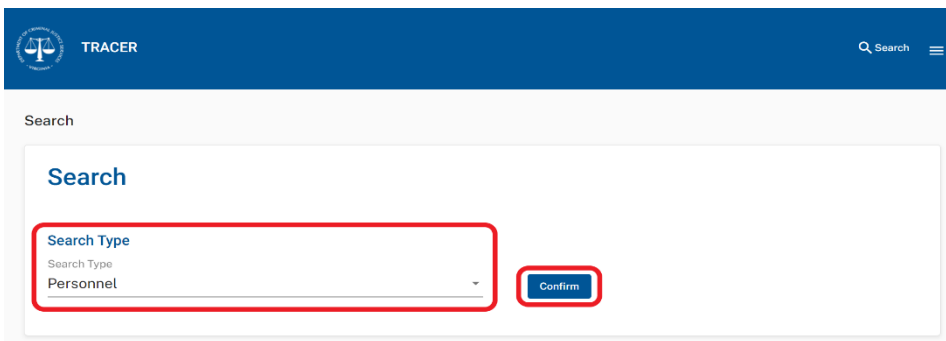   - Operator's License State
   - State Id Number

9. Click **Save** button
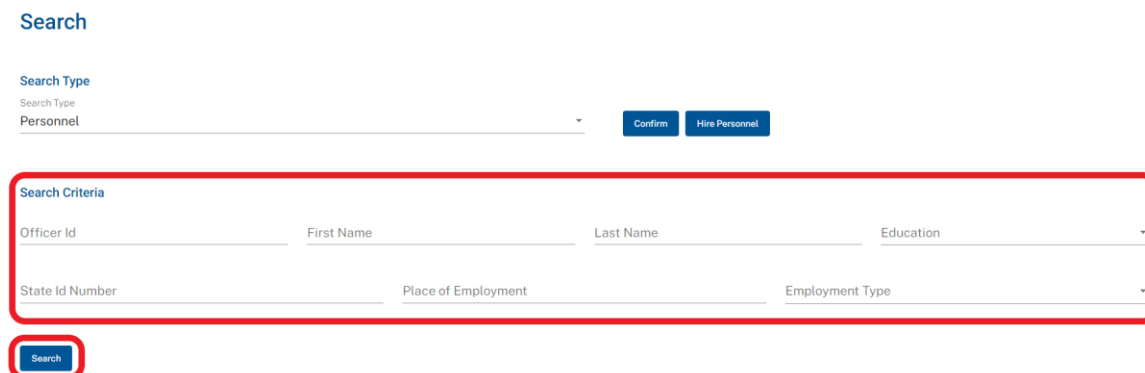
Form 31 – End Employment

1. **Log in** as Academy Admin or Agency Adm**i**n

2. Click **Search** icon in top right corner of page

3. Select **Personnel** under Search Type and click **Confirm** button

4. Enter **Search Criteria** (one or more fields)
   - Officer Id
   - First Name
   - Last Name
   - Education
   - State Id Number
   - Place of Employment (Defaults to users academy or agency)
   - Employment Type

5. Click **Search** Button

6. Select a **Name;** this will open the selected person's **Personnel Details Page**

7. To **End Employment**, scroll down go to the **Employment Tab** on the **Personnel Details Page**.

8. Select the Employment you want to end. Select **Edit** from the kabob menu on the right side of the Employment row you want to end.

9. Enter **Date Terminated** and **Termination Reason** (NOTE: The Termination Date will also appear as the End Date for each function assigned.)

10. Click **Save** button

Form 31 – Update Rank

1. **Log in** as Academy Admin or Agency Admin

2. Click **Search** icon in top right corner of page

3. Select **Personnel** under Search Type and click **Confirm** button

4. Enter **Search Criteria** (one or more fields)
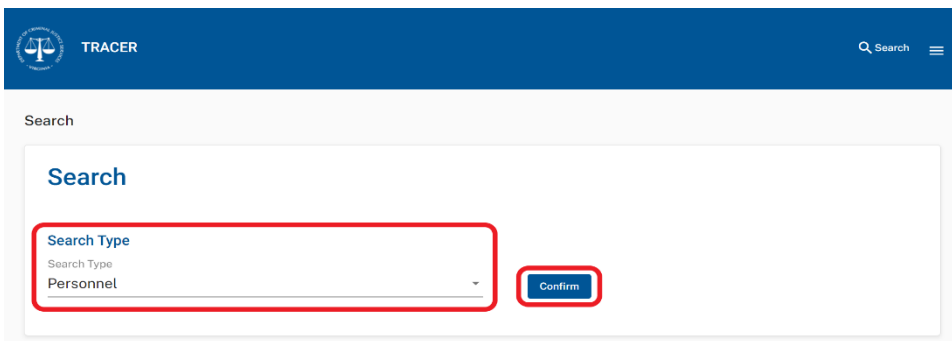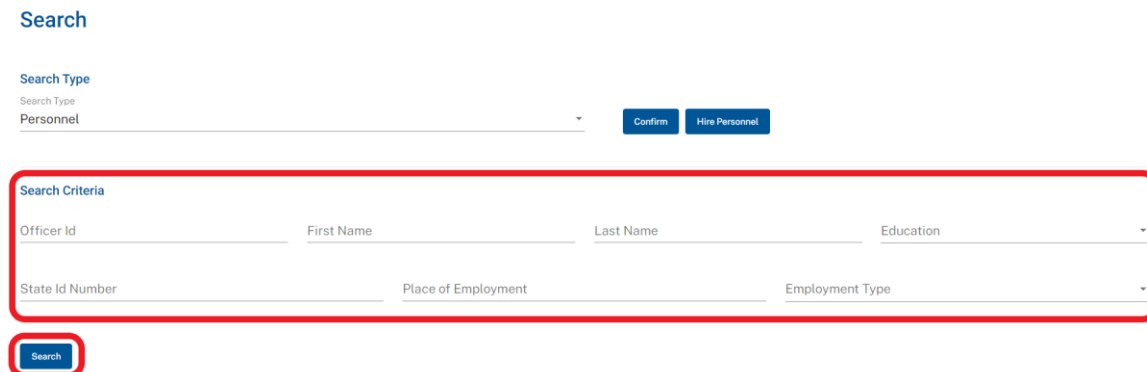   - Officer Id
   - First Name
   - Last Name
   - Education
   - State Id Number
   - Place of Employment (Defaults to users academy or agency)
   - Employment Type

5. Click **Search** Button

6. Select a **Name;** this will open the selected person's **Personnel Details Page**

7. To **Update Rank**, scroll down go to the **Employment** Tab on the **Personnel Details Page**.

8. Select the Employment you want to update. Select **Edit** from the kabob menu on the right side of the Employment row you want to update.

9. Enter new **Rank** and **Rank Effective Date**

Edit Employment Record

Place of Employment	Hire Date *	Termination Date	Termination Reason	Employment Status *
✕ Test Police Department Lookup	10/1/2021 (mm/dd/yyyy)	Termination Date (mm/dd/yyyy)	Termination Reason ▾	Active ▾

Academy of Record *	Compliant with 15.2-1705? *	Compliance Waived Reason	Badge Number
Test Criminal Justice Training Academy	Yes ▾	Compliance Waived Reason	007

Employment Type	Employee Type *	Rank	Rank Effective Date
Full Time ▾	Officer ▾	Patrolman/Officer	10/1/2021 (mm/dd/yyyy)

Add Employment Function

10. Scroll to bottom and Click **Save** button

Add Employment Function
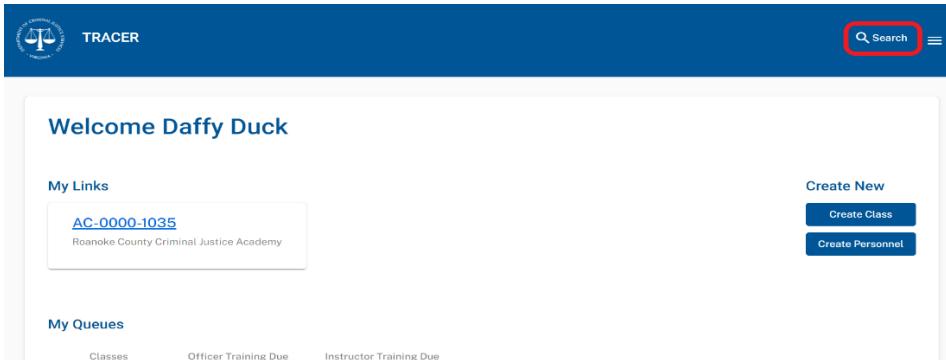
Function	Start Date	End Date
Function * Law Enforcement Officer ▾	Start Date * 10/1/2021 (mm/dd/yyyy)	End Date (mm/dd/yyyy) 🗑

Save   Cancel

Form 31 – Add New Function

1. **Log in** as Academy Admin or Agency Admin

2. Click **Search** icon in top right corner of page

3. Select **Personnel** under Search Type and click **Confirm** button

4. Enter **Search Criteria** (one or more fields)
   - Officer Id
   - First Name
   - Last Name
   - Education
   - State Id Number
   - Place of Employment (Defaults to users academy or agency)
   - Employment Type

5. Click **Search** Button

6. Select a **Name;** this will open the selected person's **Personnel Details Page**

7. To add a new **Function**, scroll down go to the **Employment Tab** on the **Personnel Details Page**.

8. Select the Employment you want to update. Select **Edit** from the kabob menu on the right side of the Employment row you want to update.

9. Click **Add Employment Function** button

10. Enter Function(s)
    ○   Select **Function**
    ○   Enter Function **Start Date**
    ○   Repeat Steps 9 and 10 to add additional Functions

11. Click **Save** button

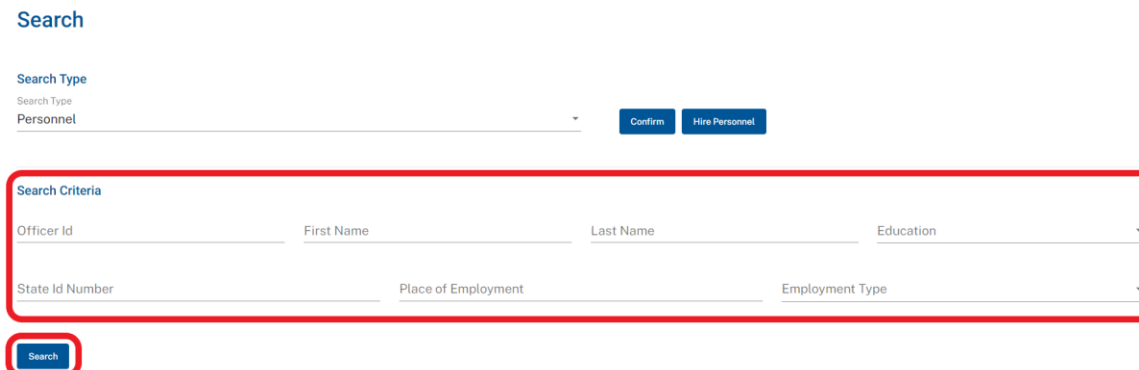# Form 31 – End Function (Without Ending Employment)

1. **Log in** as Academy Admin or Agency Admin

2. Click **Search** icon in top right corner of page

3. Select **Personnel** under Search Type and click **Confirm** button

4. Enter **Search Criteria** (one or more fields)
   - Officer Id
   - First Name
   - Last Name
   - Education
   - State Id Number
   - Place of Employment (Defaults to users academy or agency)
   - Employment Type

5. Click **Search** Button

6. Select a **Name;** this will open the selected person's **Personnel Details Page**

7. To end a **Function** without ending Employment, scroll down go to the **Employment Tab** on the **Personnel Details Page**.

8. Select the Employment you want to update. Select **Edit** from the kabob menu on the right side of the Employment row you want to update.

9. Enter Function **End Date**

10. Click **Save** button

Edit Employment Record

Test Criminal Justice Training Academy	Yes	Compliance Waived Reason	007

Employment Type	Employee Type *	Rank	Rank Effective Date
Full Time	Officer	Patrolman/Officer	10/1/2021
			(mm/dd/yyyy)

Add Employment Function

Function	Start Date	End Date
Function * Law Enforcement Officer	Start Date * 10/1/2021 (mm/dd/yyyy)	End Date (mm/dd/yyyy)

Save   Cancel

Report Annual Firearms Qualifications

1. **Log in** as Academy Admin or Agency Admin

2. Under **Create New** on your **Home Page** click **Create Class** button
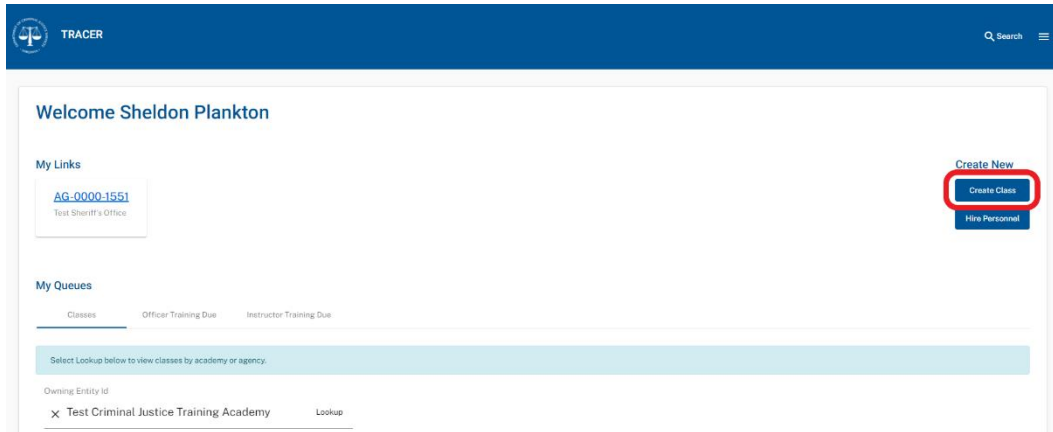
3. Enter Class Information (**Names, Dates & Locations)**
   - Class Title (e.g., Annual Firearms Qualification 8/15/2021)
   - Owning Academy or Agency (Defaults to the owning Academy or Agency)
   - Start Date
   - End Date
   - Start Time
   - End Time
   - Location (Choose Outside Training)
   - **Mark Box labeled "Firearms Scoring Class"**
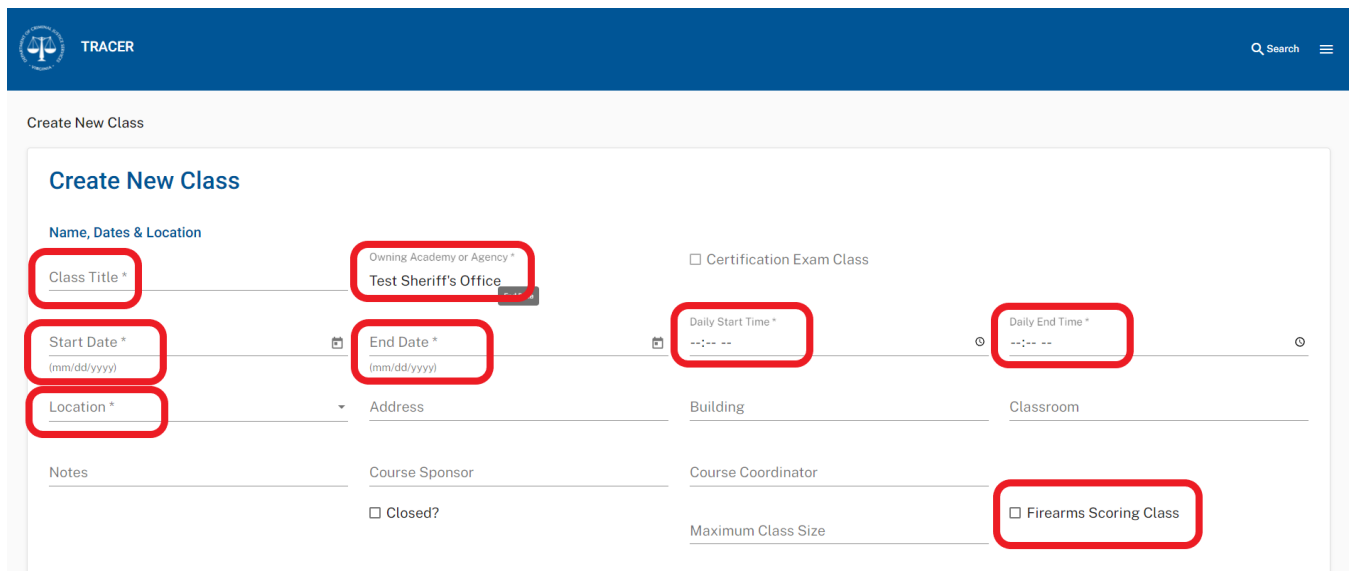
4. Enter **Functions and Credit**
   - ○ Select **Officer** under Training Type
   - ○ Select **Functions Served**
   - ○ Select **Generic** under Training Requirement Type
   - ○ Enter **Total Class Hours**

5. Click **Save** button (This creates a **Class Details Page**.)

Functions and Credits

Training Type *	Functions Served	Training Requirement Type *
Officer		Generic

Legal Hours	Career Development Hours	Cultural Diversity Hours

Total Class Hours *
4

Save   Cancel

6. Go to **Enrollment** Tab on the **Class Details Page**

7. Click **Add Personnel** button

Enrollment	Apply Credit	Apply Certifications	Exams

Maximum Class Size   Current Enrollment
0

Add Personnel

Sign up & Waitlist   Class Roster

No items assigned

8. Select Personnel and click **Submit** (Personnel added to Sign Up/Waitlist)

Add Personnel   ✕

☐ Select All

First Name	Last Name	Place of Employment	▼
☑ Jerry	Jones	Test Sheriff's Office	

Showing (1-1) of 1 |< < 1 > >| Items per page 10

Submit   Cancel

9. Click **Directional Arrow** to move Personnel from **Sign Up/Waitlist** to **Class Roster**
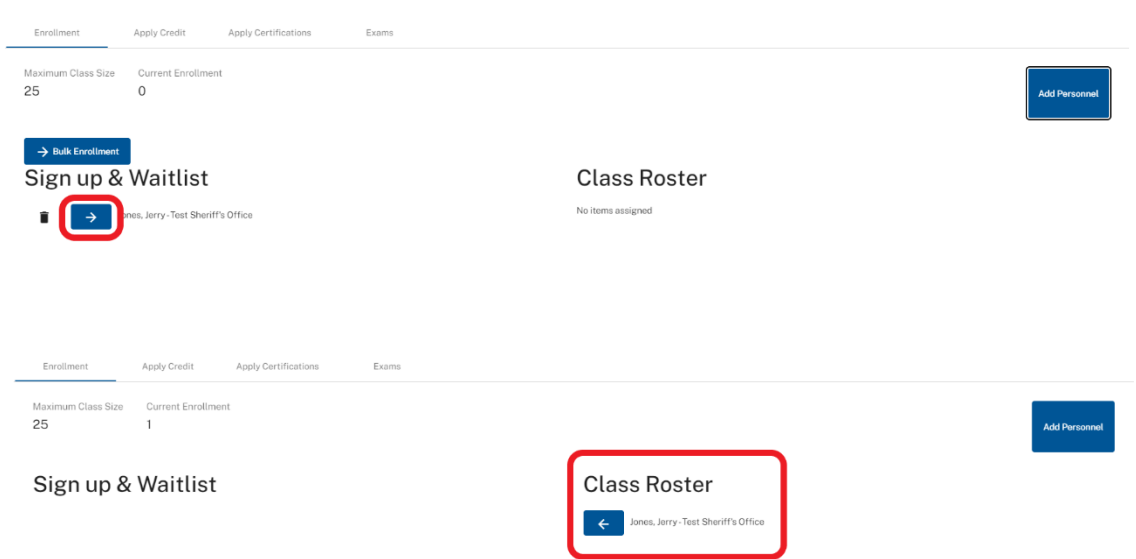
10. Go to **Apply Credit** Tab on the **Class Details Page.** Everyone from the Class Roster will appear in the data table under **Apply Credit**.

11. **First,** Apply Credit to those who **Unsatisfactorily Completed** training.

12. Select **Credit Personnel** in the kabob menu at the right hand side of the Personnel row

13. Under **Completion Status** select **Unsatisfactorily Completed**
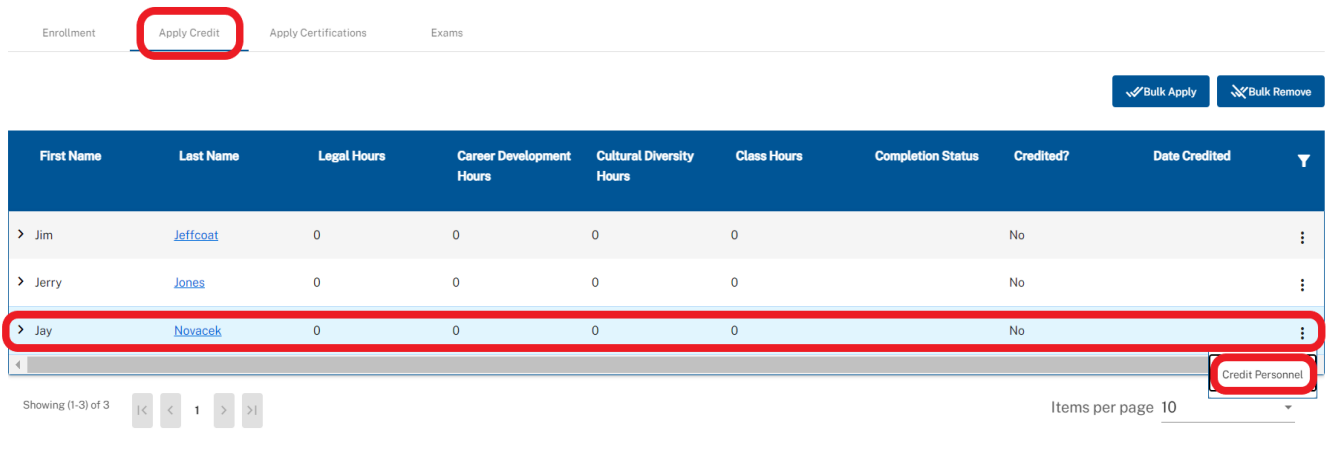
14. Click **Credit** button

15. Then Apply Credit to those who **Satisfactorily Completed**

- ○ **Individually** Apply Credit
  - Select **Credit Personnel** in the kabob menu at the right hand side of the Personnel row
  - Under **Completion Status** select **Satisfactorily Completed**
  - Click **Credit** button

Credit Personnel

First Name
Jim

Last Name
Jeffcoat

Completion Status *
Satisfactorily Completed

Legal Hours

Career Development Hours

Cultural Diversity Hours

Class Hours
4

Date Credited

[Credit] Cancel

| | Enrollment | Apply Credit | Apply Certifications | Exams |

[Bulk Apply] [Bulk Remove]

	First Name	Last Name	Legal Hours	Career Development Hours	Cultural Diversity Hours	Class Hours	Completion Status	Credited?	Date Credited	▼
›	Jim	Jeffcoat	0	0	0	4	Satisfactorily Completed	Yes	10/18/2021	⋮
›	Jerry	Jones	0	0	0	0		No		⋮
›	Jay	Novacek	0	0	0	0	Unsatisfactorily Completed	No	10/18/2021	⋮

Showing (1-3) of 3 |< < 1 > >| Items per page 10

- ○ **Bulk Apply** Credit
  - Select **Bulk Apply** button near top right hand side of the date table
  - Under **Completion Status** select **Satisfactorily Completed**
  - Click **Credit** button

| | Enrollment | Apply Credit | Apply Certifications | Exams |

[Bulk Apply] [Bulk Remove]

	First Name	Last Name	Legal Hours	Career Development Hours	Cultural Diversity Hours	Class Hours	Completion Status	Credited?	Date Credited	▼
›	Jim	Jeffcoat	0	0	0	0		No		⋮
›	Jerry	Jones	0	0	0	0		No		⋮
›	Jay	Novacek	0	0	0	0	Unsatisfactorily Completed	No	10/18/2021	⋮

Showing (1-3) of 3 |< < 1 > >| Items per page 10

Bulk Apply

Warning! You will apply the same Completion Status and Hours to ALL Personnel who have not yet been credited. Please be sure to handle any unique crediting for any personnel individually before applying credit to the rest of the class here.

Completion Status *
Satisfactorily Completed   ▼

[Credit]   Cancel

Enrollment | Apply Credit | Apply Certifications   Exams

[✓ Bulk Apply]   [✗ Bulk Remove]

First Name	Last Name	Legal Hours	Career Development Hours	Cultural Diversity Hours	Class Hours	Completion Status	Credited?	Date Credited	▼
› Jim	Jeffcoat	0	0	0	4	Satisfactorily Completed	Yes	10/18/2021	⋮
› Jerry	Jones	0	0	0	4	Satisfactorily Completed	Yes	10/18/2021	⋮
› Jay	Novacek	0	0	0	0	Unsatisfactorily Completed	No	10/18/2021	⋮

Showing (1-3) of 3 |< < 1 > >| Items per page 10   ▼