

# Training and Certification Electronic Records (TRACER)



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Virginia Department of Criminal Justice Services  
1100 Bank Street, Richmond, VA 23219  
[www.dcjs.virginia.gov](http://www.dcjs.virginia.gov)

*October 22, 2021*

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# 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](mailto: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](mailto:amy.sink@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)



## Virginia Department of Criminal Justice Services

# **TRACER – Confidential Information Agreement**

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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) |
|--------------------------------|-----------------|-----------------|----------------|----------------|
| <b>HOME PAGE</b>               |                 |                 |                |                |
| 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              |
| <b>SEARCH</b>                  |                 |                 |                |                |
| 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              |
| <b>ACADEMY DETAILS PAGE</b>    |                 |                 |                |                |
| 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      |
| <b>AGENCY DETAILS PAGE</b>     |                 |                 |                |                |
| 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              |
| <b>PERSONNEL DETAILS PAGE</b>  |                 |                 |                |                |
| 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) |
|---|-----------------|-----------------|----------------|----------------|
| <b>PERSONNEL DETAILS PAGE (Continued)</b> |                 |                 |                |                |
| Generate Certificates                     | R               | R               | R              | R              |
| Complete Historical Records               | R               | R               | R              | R              |
|   |                 |                 |                |                |
| <b>CLASS DETAILS PAGE</b>                 |                 |                 |                |                |
| 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              |

|                   |
|-------------------|
| <b>C</b> - Create |
| <b>R</b> - Read   |
| <b>U</b> - Update |
| <b>D</b> - Delete |

## TRACER – Academy and Agency User Access Instructions

Here are the steps to access TRACER on a computer.

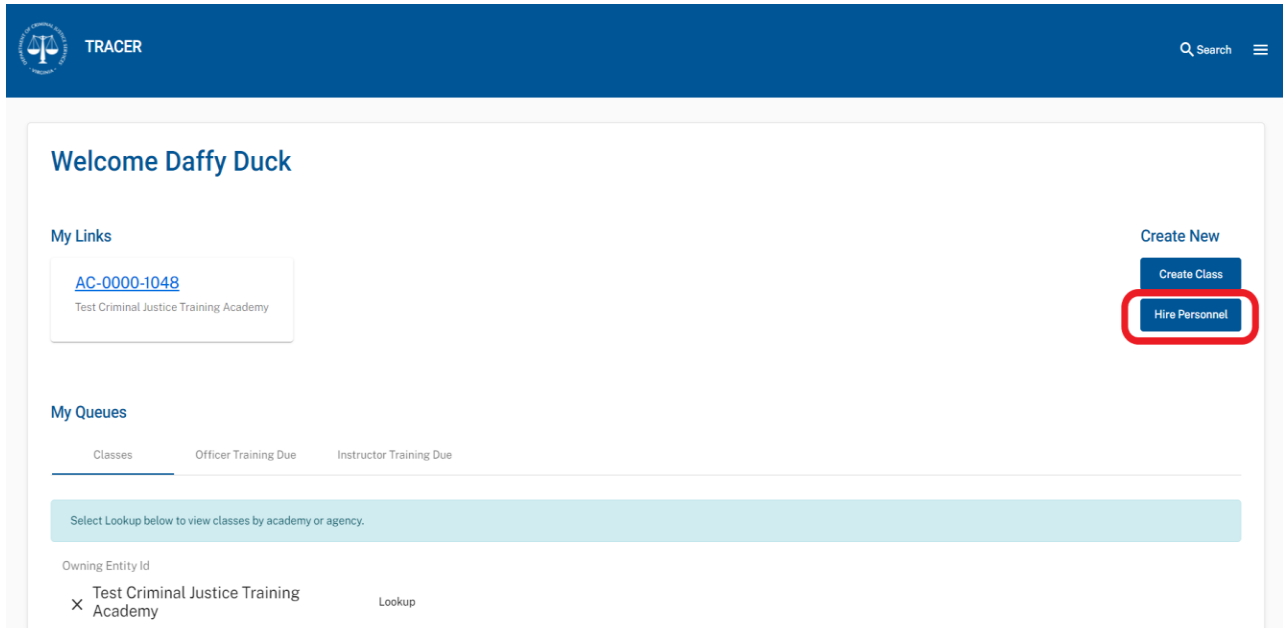
1. Go to <https://tracer.dejs.virginia.gov>
2. Enter your email address
3. Enter your password
4. Check the box beside “You are accessing the State's information system, the information system usage may be monitored, recorded, and subject to audit. Unauthorized use of the information system is prohibited and subject to criminal and civil penalties.”
5. Click “Login”

The screenshot shows the TRACER Sign In page. At the top left is the TRACER logo, which includes a scale of justice and the text 'TRACER'. Below the logo is the heading 'Sign In'. There are two input fields: 'Email \*' and 'Password \*'. Below the password field is a link that says 'Forgot your email or password?'. Below that is a checkbox with the text: '\*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.' At the bottom is a blue button with a lock icon and the text 'Login'.

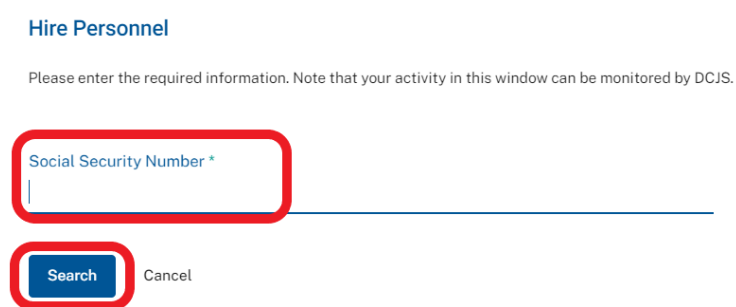
# TRACER – Quick Tips

## 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**
  - o First Name, Last Name
  - o SSN
  - o Date of Birth (DOB)
  - o Education Level
  - o Email
  - o Operator's License Number
  - o Operator's License State



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

**Create New Personnel**

Personnel

First Name \* Middle Initial Last Name \* Social Security Number \*  
111-11-1111

Birth Date (mm/dd/yyyy) Gender Race Education \*

Email \* Mobile Phone Work Phone Work Phone Ext

Home Address Operators License Number \* Operators License State State Id Number

Save Cancel

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

Employment Officer Training Instructorships Certifications

+ Add New Employment

| Place of Employment | Date Hired | Date Terminated | Termination Reason | Employment Status |
|---------------------|------------|-----------------|--------------------|-------------------|
| No data found       |            |                 |                    |                   |

Showing (0-0) of 0 Items per page 10

8. Enter Employment Information

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

**Create New Employment Record**

Place of Employment: Test Police Department (Lookup) Hire Date \* (mm/dd/yyyy) Termination Date (mm/dd/yyyy) Termination Reason Employment Status \*

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

Employment Type Employee Type \* Rank Rank Effective Date (mm/dd/yyyy)

Add Employment Function

| Function  | Start Date | End Date |
|---|------------|----------|
| No functions present for this employment record |            |          |

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

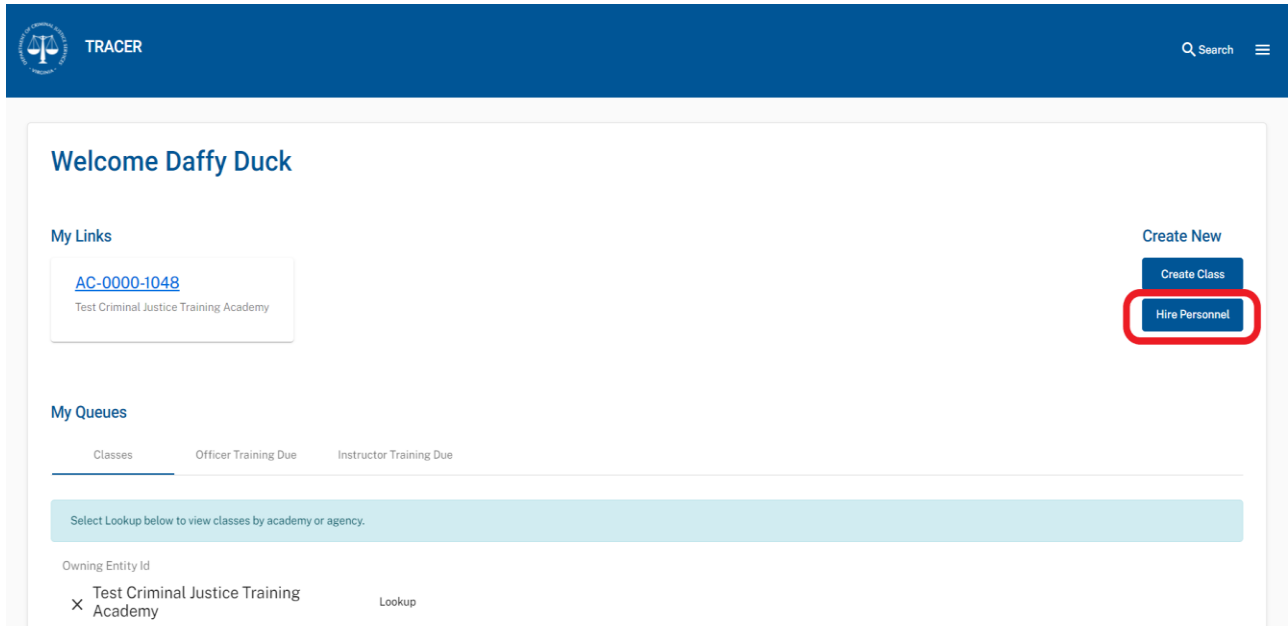
**Add Employment Function**

| Function     | Start Date                     | End Date                   |
|--------------|--------------------------------|----------------------------|
| Function * ▾ | Start Date * 📅<br>(mm/dd/yyyy) | End Date 📅<br>(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**



The screenshot shows the TRACER Home Page. At the top left is the TRACER logo. At the top right are search and menu icons. The main content area is titled "Welcome Daffy Duck". Under "My Links", there is a link for "AC-0000-1048" labeled "Test Criminal Justice Training Academy". To the right, under "Create New", there are two buttons: "Create Class" and "Hire Personnel", with the latter highlighted by a red box. Below this is a "My Queues" section with tabs for "Classes", "Officer Training Due", and "Instructor Training Due". A light blue bar prompts the user to "Select Lookup below to view classes by academy or agency." Below this, under "Owning Entity Id", there is a dropdown menu showing "Test Criminal Justice Training Academy" with a "Lookup" button.

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

### Hire Personnel

Please enter the required information. Note that your activity in this window can be monitored by DCJS.

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

### Pearl Krabs

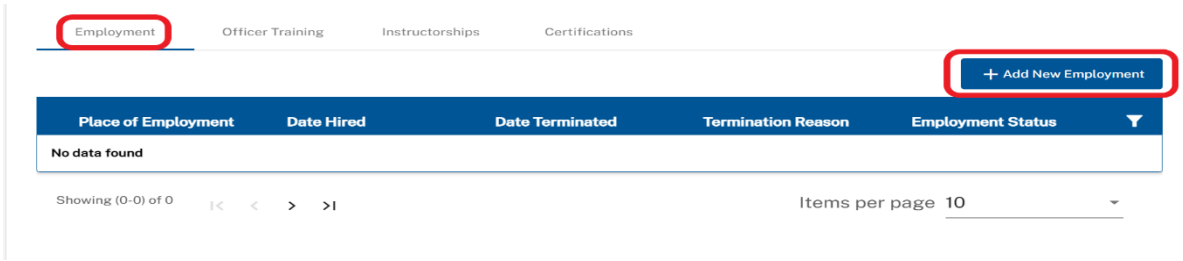
FL0015-1690

#### Personnel

|                        |   |                                |                                       |
|------------------------|---|--------------------------------|---------------------------------------|
| First Name<br>Pearl    | Middle Initial                          | Last Name<br>Krabs             | Social Security Number<br>***-**-**** |
| Birth Date<br>8/1/1993 | Gender<br>Female                        | Race<br>Asian/Pacific Islander | Education<br>Post-Grad. Degree        |
| Email                  | Mobile Phone                            | Work Phone                     | Work Phone Ext                        |
| Home Address           | Operators License Number<br>444-55-7777 | Operators License State<br>VA  | State Id Number<br>123458             |

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

Create New Employment Record

The screenshot shows the 'Create New Employment Record' form. Fields are highlighted with red boxes: 'Place of Employment' (Test Police Department), 'Hire Date \*' (mm/dd/yyyy), 'Termination Date' (mm/dd/yyyy), 'Employment Status \*', 'Academy of Record \*' (Test Criminal Justice Training Academy), 'Compliant with 15.2-1705? \*', 'Compliance Waived Reason', 'Badge Number', 'Employment Type', 'Employee Type \*', 'Rank', and 'Rank Effective Date' (mm/dd/yyyy). A blue button 'Add Employment Function' is at the bottom right. Below the form is a table with columns 'Function', 'Start Date', and 'End Date', and the text 'No functions present for this employment record'.

8. Click **Add Employment Function** button

Create New Employment Record

The screenshot shows the 'Create New Employment Record' form with the 'Add Employment Function' button highlighted in a red box. Fields include 'Employment Type', 'Employee Type \*', 'Rank', and 'Rank Effective D...' (mm/dd/yyyy). Below the form is a table with columns 'Function', 'Start Date', and 'End Date', and the text 'No functions present for this employment record'. At the bottom left are 'Save' and 'Cancel' buttons.

9. Enter Function(s)

- Select **Function**
- Enter Function **Start Date**
- Repeat Steps 7 and 8 to add additional Functions

10. Click **Save** button

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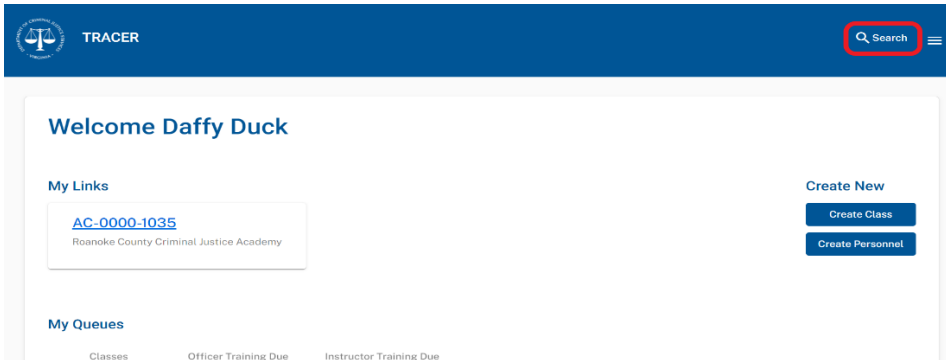
Create New Employment Record

[Add Employment Function](#)

| Function                                | Start Date   | End Date   |
|---|--|--|
| <input type="text" value="Function *"/> | <input type="text" value="Start Date *"/><br><small>(mm/dd/yyyy)</small> | <input type="text" value="End Date"/><br><small>(mm/dd/yyyy)</small> |

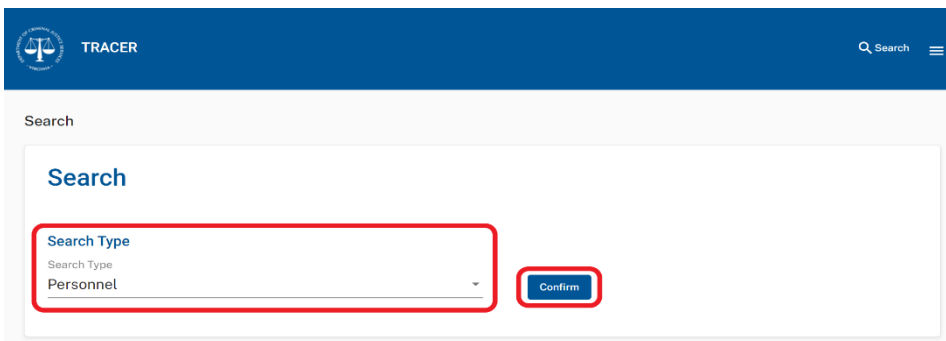
## Form 31 – Update Personnel Details Page (Personal Information)

1. **Log in** as Academy Admin or Agency Admin
2. Click **Search** icon in top right corner of page



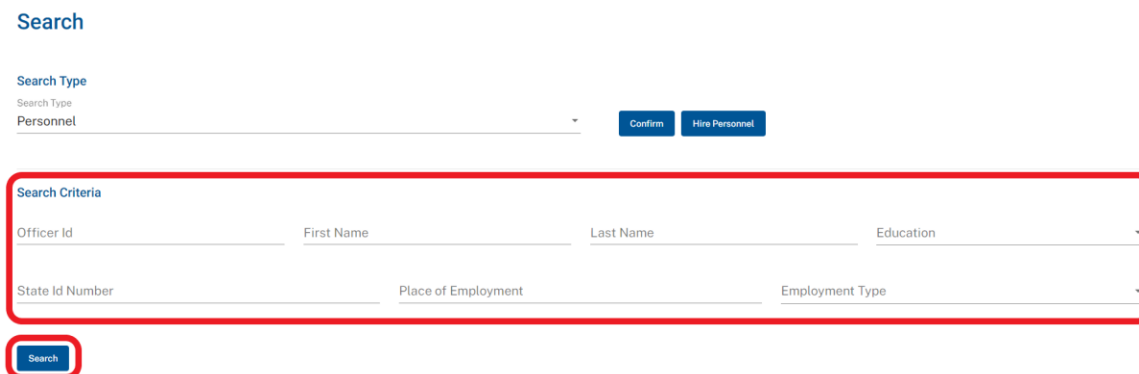
The screenshot shows the TRACER dashboard. At the top right, there is a search icon and the word "Search" next to it, which is highlighted with a red circle. Below the dashboard header, there is a "Welcome Daffy Duck" message. Under "My Links", there is a link for "AC-0000-1035" leading to "Roanoke County Criminal Justice Academy". To the right, there are "Create New" buttons for "Create Class" and "Create Personnel". Under "My Queues", there are sections for "Classes", "Officer Training Due", and "Instructor Training Due".

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



The screenshot shows the TRACER search interface. The "Search Type" dropdown menu is open, and "Personnel" is selected. The "Confirm" button is highlighted with a red circle.

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



The screenshot shows the TRACER search interface. The "Search Type" dropdown menu is set to "Personnel". Below it, there are two buttons: "Confirm" and "Hire Personnel". The "Search Criteria" section is highlighted with a red box and contains the following fields: "Officer Id", "First Name", "Last Name", "Education", "State Id Number", "Place of Employment", and "Employment Type". The "Search" button is highlighted with a red circle.

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

Search Type  
Personnel

Confirm Hire Personnel

Search Criteria

Officer Id First Name Last Name Education

State Id Number Place of Employment Test Police Department Employment Type

Search

| Officer Id   | Name                        | Place of Employment    | Education        | Employment Type | Function                |
|--------------|-----------------------------|------------------------|------------------|-----------------|-------------------------|
| PL-0015-1698 | <a href="#">Bryson Sink</a> | Test Police Department | Associate Degree | Full Time       | Law Enforcement Officer |
| PL-0015-1723 | <a href="#">Danny White</a> | Test Police Department | Four-Year Degree | Full Time       | Law Enforcement Officer |

TRACER

Personnel: Danny White

**Danny White**  
PL-0015-1723

| Personnel                   |   |                                |                                       |
|-----------------------------|---|--------------------------------|---------------------------------------|
| First Name<br>Danny         | Middle Initial                          | Last Name<br>White             | Social Security Number<br>***-**-**** |
| Birth Date<br>1/3/2000      | Gender<br>Male                          | Race<br>Asian/Pacific Islander | Education<br>Four-Year Degree         |
| Email<br>wdwhite1@gmail.com | Mobile Phone                            | Work Phone                     | Work Phone Ext                        |
| Home Address                | Operators License Number<br>111-11-1111 | Operators License State<br>VA  | State Id Number                       |

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

**Danny White**  
PL-0015-1723

Personnel

|                             |   |                                |                                       |
|-----------------------------|---|--------------------------------|---------------------------------------|
| First Name<br>Danny         | Middle Initial                          | Last Name<br>White             | Social Security Number<br>***-**-**** |
| Birth Date<br>1/3/2000      | Gender<br>Male                          | Race<br>Asian/Pacific Islander | Education<br>Four-Year Degree         |
| Email<br>wdwhite1@gmail.com | Mobile Phone                            | Work Phone                     | Work Phone Ext                        |
| Home Address                | Operators License Number<br>111-11-1111 | Operators License State<br>VA  | State Id Number                       |

Edit Complete Historical Records

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

The screenshot shows a personnel profile form for "Danny White" (ID: PL-0015-1723). The form is titled "Personnel" and contains several fields, many of which are highlighted with red boxes. The fields and their values are as follows:

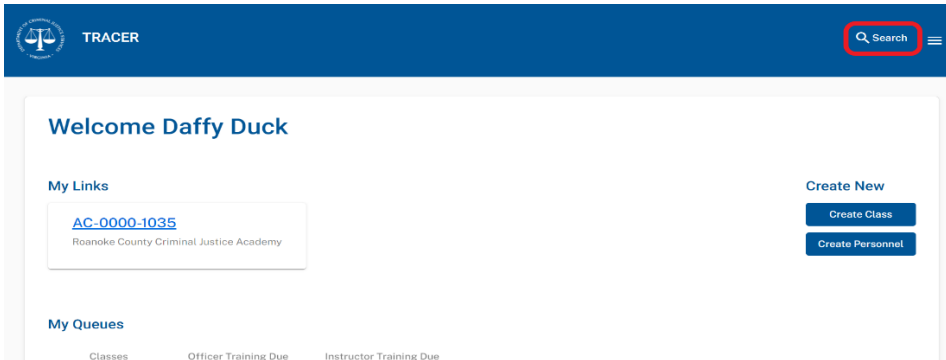
| Field                      | Value                  |
|----------------------------|------------------------|
| First Name *               | Danny                  |
| Middle Initial             |                        |
| Last Name *                | White                  |
| Social Security Number *   | *****                  |
| Birth Date                 | 1/3/2000               |
| Gender                     | Male                   |
| Race                       | Asian/Pacific Islander |
| Education *                | Four-Year Degree       |
| Email *                    | wdwhite11@gmail.com    |
| Mobile Phone               |                        |
| Work Phone                 |                        |
| Work Phone Ext             |                        |
| Home Address               |                        |
| Operators License Number * | 111-11-1111            |
| Operators License State    | VA                     |
| State Id Number            |                        |

At the bottom left, there is a "Save" button (highlighted with a red box) and a "Cancel" button.

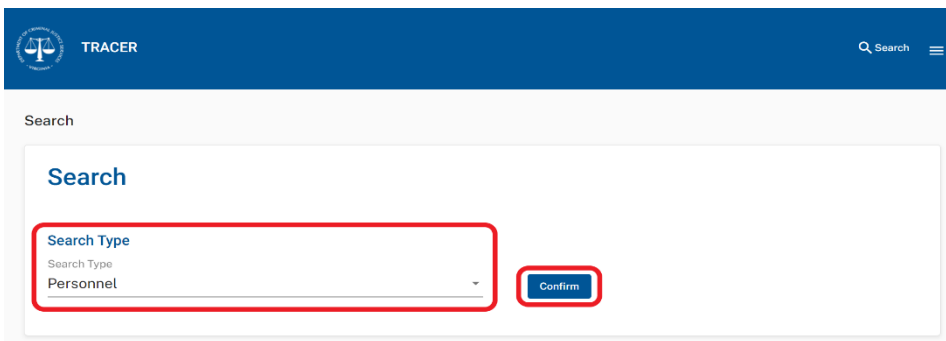


## Form 31 – End Employment

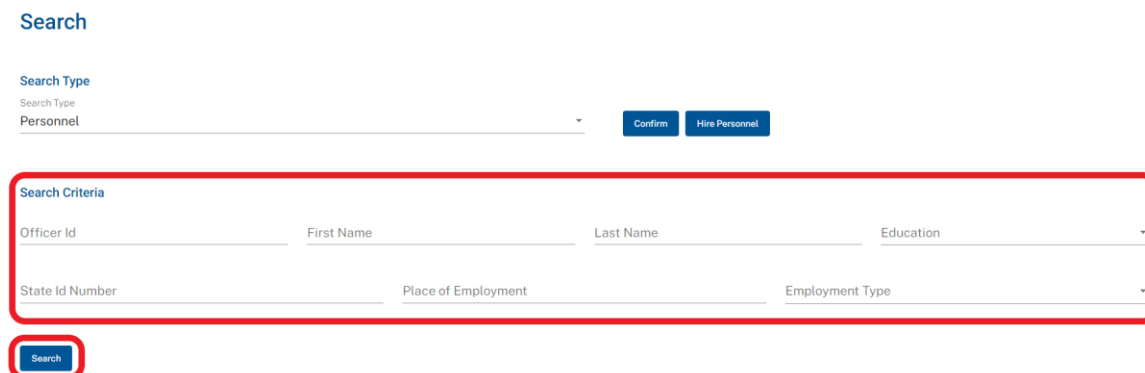
1. **Log in** as Academy Admin or Agency Admin
2. Click **Search** icon in top right corner of page



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**

Search Type  
Personnel

Confirm Hire Personnel

Search Criteria

Officer Id First Name Last Name Education

State Id Number Place of Employment Test Police Department Employment Type

Search

| Officer Id   | Name                        | Place of Employment    | Education        | Employment Type | Function                |
|--------------|-----------------------------|------------------------|------------------|-----------------|-------------------------|
| PL-0015-1698 | <a href="#">Bryson Sink</a> | Test Police Department | Associate Degree | Full Time       | Law Enforcement Officer |
| PL-0015-1723 | <a href="#">Danny White</a> | Test Police Department | Four-Year Degree | Full Time       | Law Enforcement Officer |

TRACER

Personnel: Danny White

**Danny White**  
PL-0015-1723

**Personnel**

|                              |   |                                |                                       |
|------------------------------|---|--------------------------------|---------------------------------------|
| First Name<br>Danny          | Middle Initial                          | Last Name<br>White             | Social Security Number<br>***-**-**** |
| Birth Date<br>1/3/2000       | Gender<br>Male                          | Race<br>Asian/Pacific Islander | Education<br>Four-Year Degree         |
| Email<br>wdwhite11@gmail.com | Mobile Phone                            | Work Phone                     | Work Phone Ext                        |
| Home Address                 | Operators License Number<br>111-11-1111 | Operators License State<br>VA  | State Id Number                       |

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.

Employment Officer Training Instructorships Certifications Firearm Scores

+ Add New Employment

| Place of Employment      | Date Hired | Date Terminated | Termination Reason | Employment Status |
|--------------------------|------------|-----------------|--------------------|-------------------|
| > Test Police Department | 10/1/2021  |                 |                    | Active            |

Showing (1-1) of 1

Items per page 10

Edit

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

**Edit Employment Record**

Place of Employment:  Lookup Hire Date: 10/1/2021 Termination Date:  Termination Reason:  Employment Status: Active

Academy of Record: Test Criminal Justice Training Academy Compliant with 15.2-17057: Yes Compliance Waived Reason: Badge Number: 007

Employment Type: Full Time Employee Type: Officer Rank: Patrolman/Officer Rank Effective Date: 10/1/2021

[Add Employment Function](#)

| Function                | Start Date   | End Date |
|-------------------------|--------------|----------|
| Function *              | Start Date * | End Date |
| Law Enforcement Officer | 10/1/2021    |          |

10. Click **Save** button

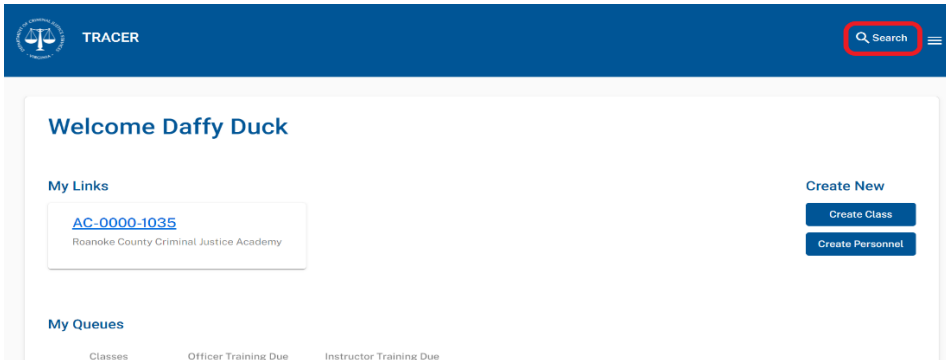
[Add Employment Function](#)

| Function                | Start Date   | End Date   |
|-------------------------|--------------|------------|
| Function *              | Start Date * | End Date   |
| Law Enforcement Officer | 10/1/2021    | 10/18/2021 |

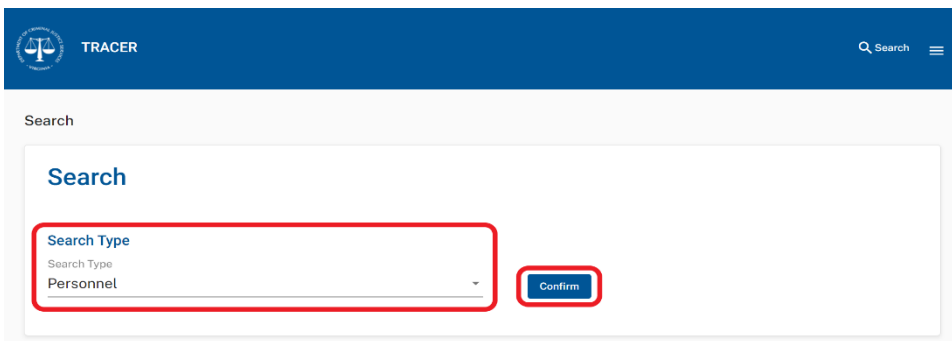
Cancel

# Form 31 – Update Rank

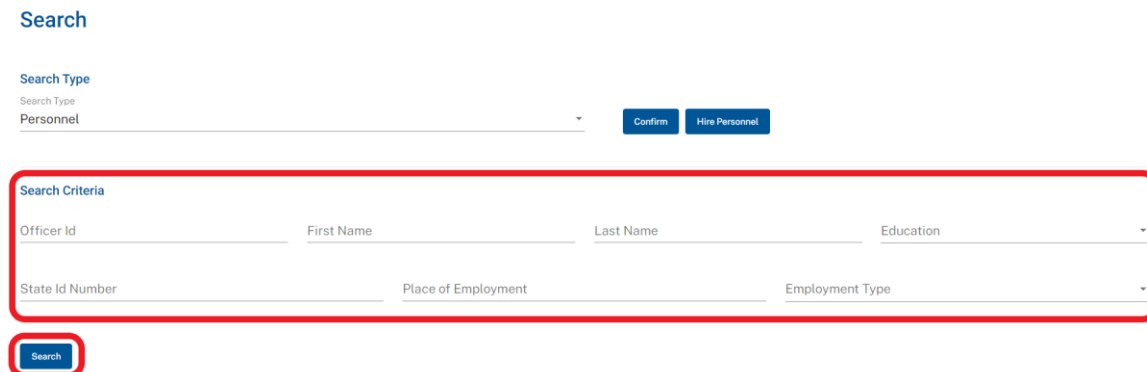
1. **Log in** as Academy Admin or Agency Admin
2. Click **Search** icon in top right corner of page



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**

Search Type  
Personnel

Confirm Hire Personnel

Search Criteria

Officer Id First Name Last Name Education

State Id Number Place of Employment Test Police Department Employment Type

Search

| Officer Id   | Name                        | Place of Employment    | Education        | Employment Type | Function                |
|--------------|-----------------------------|------------------------|------------------|-----------------|-------------------------|
| PL-0015-1698 | <a href="#">Bryson Sink</a> | Test Police Department | Associate Degree | Full Time       | Law Enforcement Officer |
| PL-0015-1723 | <a href="#">Danny White</a> | Test Police Department | Four-Year Degree | Full Time       | Law Enforcement Officer |

TRACER

Personnel: Danny White

**Danny White**  
PL-0015-1723

| Personnel                    |   |                                |                                       |
|------------------------------|---|--------------------------------|---------------------------------------|
| First Name<br>Danny          | Middle Initial                          | Last Name<br>White             | Social Security Number<br>***-**-**** |
| Birth Date<br>1/3/2000       | Gender<br>Male                          | Race<br>Asian/Pacific Islander | Education<br>Four-Year Degree         |
| Email<br>wdwhite11@gmail.com | Mobile Phone                            | Work Phone                     | Work Phone Ext                        |
| Home Address                 | Operators License Number<br>111-11-1111 | Operators License State<br>VA  | State Id Number                       |

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.

Employment Officer Training Instructorships Certifications Firearm Scores

+ Add New Employment

| Place of Employment      | Date Hired | Date Terminated | Termination Reason | Employment Status |
|--------------------------|------------|-----------------|--------------------|-------------------|
| > Test Police Department | 10/1/2021  |                 |                    | Active            |

Showing (1-1) of 1

Items per page 10

Edit

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

Edit Employment Record

|   |   |   |   |                               |
|---|---|---|---|-------------------------------|
| Place of Employment<br>× Test Police Department               | Hire Date *<br>10/1/2021<br><small>(mm/dd/yyyy)</small> | Termination Date<br><small>(mm/dd/yyyy)</small> | Termination Reason  | Employment Status *<br>Active |
| Academy of Record *<br>Test Criminal Justice Training Academy | Compliant with 15.2-1705? *<br>Yes                      | Compliance Waived Reason                        | Badge Number<br>007   |                               |
| Employment Type<br>Full Time                                  | Employee Type *<br>Officer                              | Rank<br>Patrolman/Officer                       | Rank Effective Date<br>10/1/2021<br><small>(mm/dd/yyyy)</small> |                               |

[Add Employment Function](#)

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

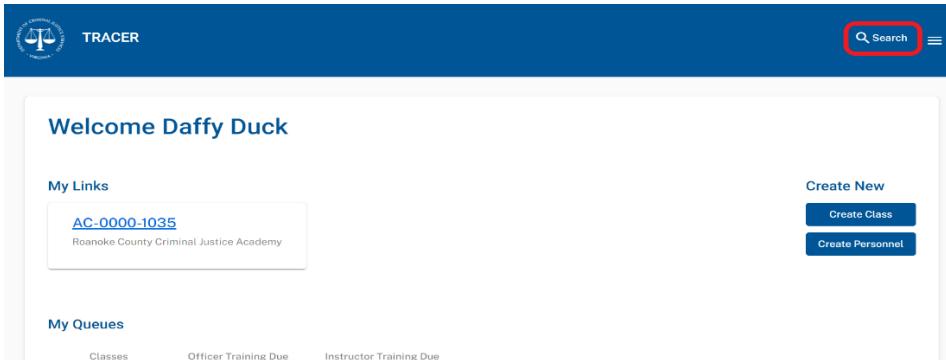
[Add Employment Function](#)

| Function                              | Start Date   | End Date                                |
|---------------------------------------|--|---|
| Function *<br>Law Enforcement Officer | Start Date *<br>10/1/2021<br><small>(mm/dd/yyyy)</small> | End Date<br><small>(mm/dd/yyyy)</small> |

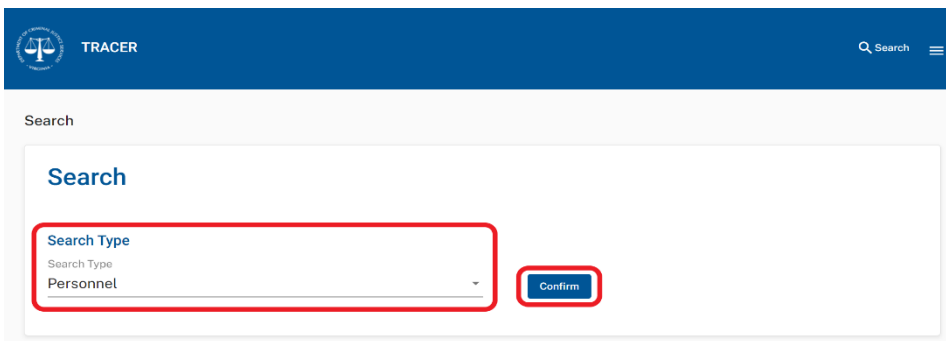
[Save](#) [Cancel](#)

## Form 31 – Add New Function

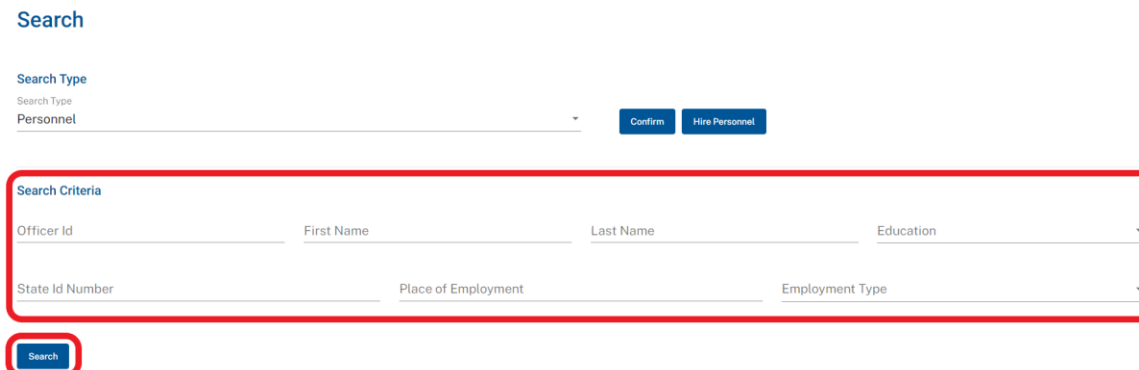
1. **Log in** as Academy Admin or Agency Admin
2. Click **Search** icon in top right corner of page



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**

Search Type  
Personnel

Confirm Hire Personnel

Search Criteria

Officer Id First Name Last Name Education

State Id Number Place of Employment Test Police Department Employment Type

Search

| Officer Id   | Name                        | Place of Employment    | Education        | Employment Type | Function                |
|--------------|-----------------------------|------------------------|------------------|-----------------|-------------------------|
| PL-0015-1698 | <a href="#">Bryson Sink</a> | Test Police Department | Associate Degree | Full Time       | Law Enforcement Officer |
| PL-0015-1723 | <b>Danny White</b>          | Test Police Department | Four-Year Degree | Full Time       | Law Enforcement Officer |

TRACER

Personnel: Danny White

**Danny White**  
PL-0015-1723

| Personnel                   |   |                                |                                       |
|-----------------------------|---|--------------------------------|---------------------------------------|
| First Name<br>Danny         | Middle Initial                          | Last Name<br>White             | Social Security Number<br>***-**-**** |
| Birth Date<br>1/3/2000      | Gender<br>Male                          | Race<br>Asian/Pacific Islander | Education<br>Four-Year Degree         |
| Email<br>wdwhite1@gmail.com | Mobile Phone                            | Work Phone                     | Work Phone Ext                        |
| Home Address                | Operators License Number<br>111-11-1111 | Operators License State<br>VA  | State Id Number                       |

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.

Employment Officer Training Instructorships Certifications Firearm Scores

+ Add New Employment

| Place of Employment    | Date Hired | Date Terminated | Termination Reason | Employment Status |
|------------------------|------------|-----------------|--------------------|-------------------|
| Test Police Department | 10/1/2021  |                 |                    | Active            |

Showing 1 of 1

Items per page 10

Edit



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 9 and 10 to add additional Functions

11. Click **Save** button

Create New Employment Record

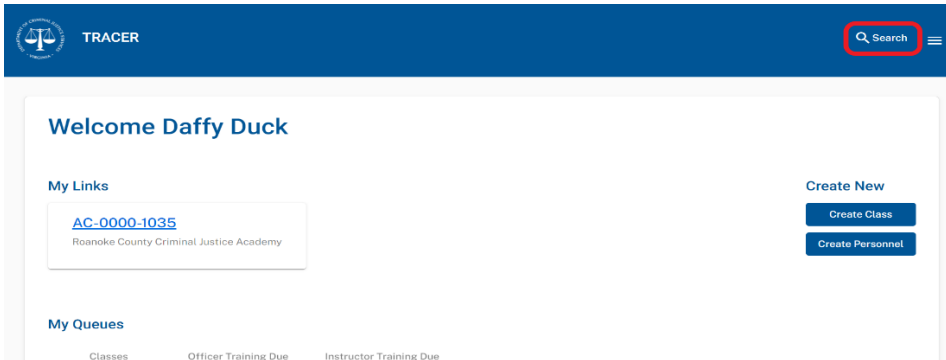
Add Employment Function

| Function     | Start Date                     | End Date                   |
|--------------|--------------------------------|----------------------------|
| Function * ▾ | Start Date * 📅<br>(mm/dd/yyyy) | End Date 📅<br>(mm/dd/yyyy) |

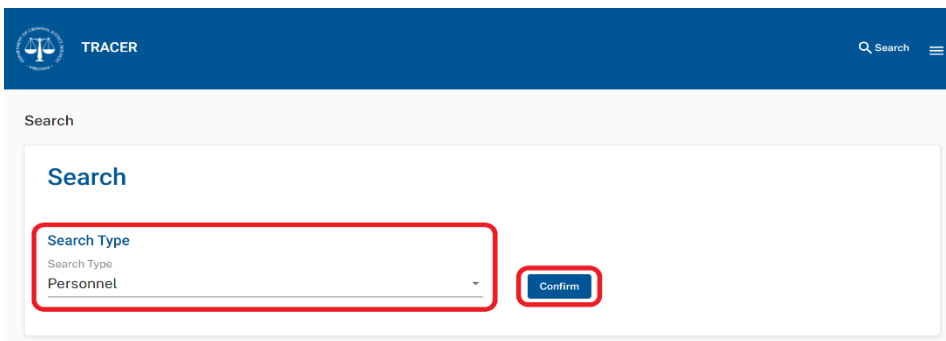
Save Cancel

## Form 31 – End Function (Without Ending Employment)

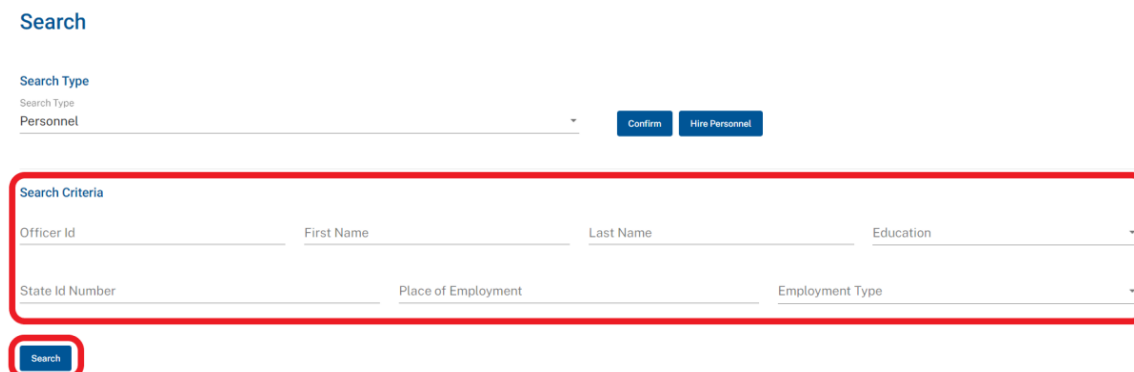
1. **Log in** as Academy Admin or Agency Admin
2. Click **Search** icon in top right corner of page



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**

Search Type  
Personnel

Confirm Hire Personnel

Search Criteria

Officer Id First Name Last Name Education

State Id Number Place of Employment Test Police Department Employment Type

Search

| Officer Id   | Name                        | Place of Employment    | Education        | Employment Type | Function                |
|--------------|-----------------------------|------------------------|------------------|-----------------|-------------------------|
| PL-0015-1698 | <a href="#">Bryson Sink</a> | Test Police Department | Associate Degree | Full Time       | Law Enforcement Officer |
| PL-0015-1723 | <b>Danny White</b>          | Test Police Department | Four-Year Degree | Full Time       | Law Enforcement Officer |

TRACER

Personnel: Danny White

**Danny White**  
PL-0015-1723

| Personnel                    |   |                                |                                       |
|------------------------------|---|--------------------------------|---------------------------------------|
| First Name<br>Danny          | Middle Initial                          | Last Name<br>White             | Social Security Number<br>***-**-**** |
| Birth Date<br>1/3/2000       | Gender<br>Male                          | Race<br>Asian/Pacific Islander | Education<br>Four-Year Degree         |
| Email<br>wdwhite11@gmail.com | Mobile Phone                            | Work Phone                     | Work Phone Ext                        |
| Home Address                 | Operators License Number<br>111-11-1111 | Operators License State<br>VA  | State Id Number                       |

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.

Employment Officer Training Instructorships Certifications Firearm Scores

+ Add New Employment

| Place of Employment    | Date Hired | Date Terminated | Termination Reason | Employment Status |
|------------------------|------------|-----------------|--------------------|-------------------|
| Test Police Department | 10/1/2021  |                 |                    | Active            |

Showing 1 of 1

Items per page 10

Edit

9. Enter Function **End Date**

10. Click **Save** button

Edit Employment Record

|  |                            |                           |   |
|--|----------------------------|---------------------------|---|
| Test Criminal Justice Training Academy | Yes                        | Compliance Waived Reason  | 007   |
| Employment Type<br>Full Time           | Employee Type *<br>Officer | Rank<br>Patrolman/Officer | Rank Effective Date<br>10/1/2021<br><small>(mm/dd/yyyy)</small> |

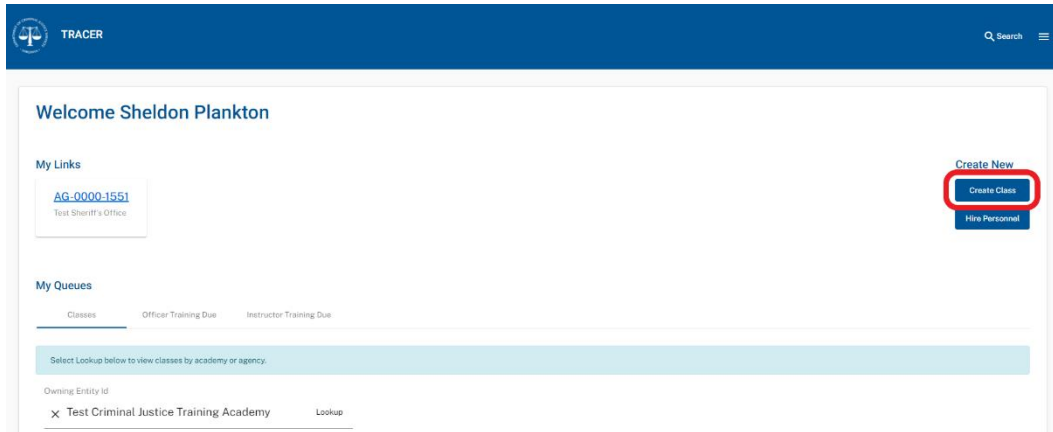
Add Employment Function

| Function                              | Start Date   | End Date                                |
|---------------------------------------|--|---|
| Function *<br>Law Enforcement Officer | Start Date *<br>10/1/2021<br><small>(mm/dd/yyyy)</small> | End Date<br><small>(mm/dd/yyyy)</small> |

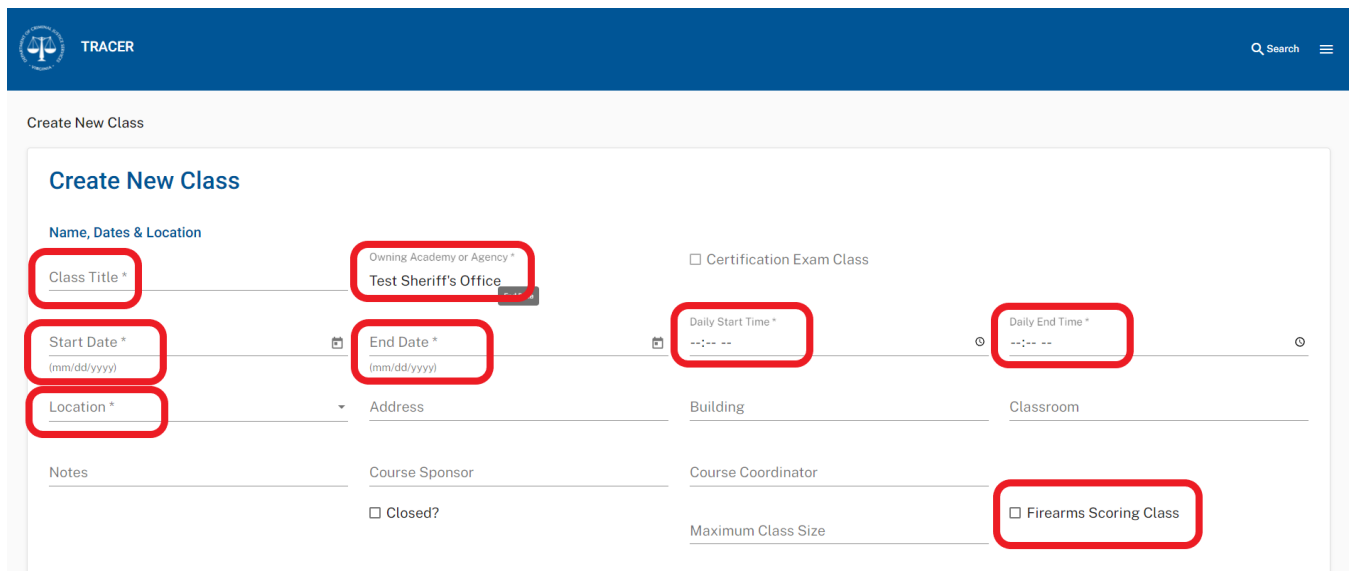
Save Cancel

# 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**)
  - o Class Title (e.g., Annual Firearms Qualification 8/15/2021)
  - o Owning Academy or Agency (Defaults to the owning Academy or Agency)
  - o Start Date
  - o End Date
  - o Start Time
  - o End Time
  - o Location (Choose Outside Training)
  - o **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 \*  
Officer

Functions Served

Training Requirement Type \*  
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

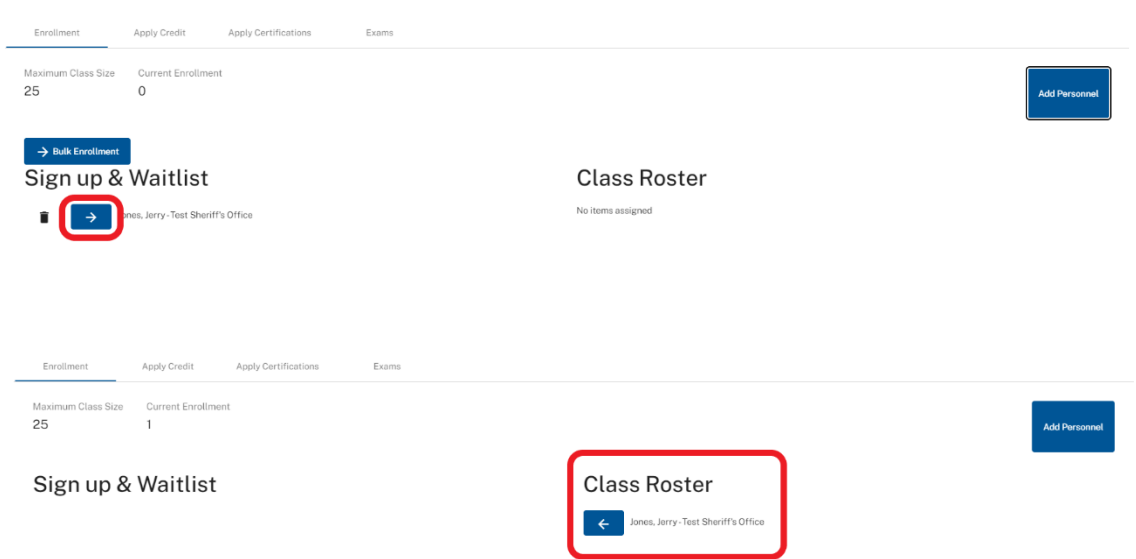
| First Name                                | Last Name | Place of Employment   |
|---|-----------|-----------------------|
| <input checked="" type="checkbox"/> Jerry | Jones     | Test Sheriff's Office |

Showing (1-1) of 1

Items per page 10

Submit Cancel

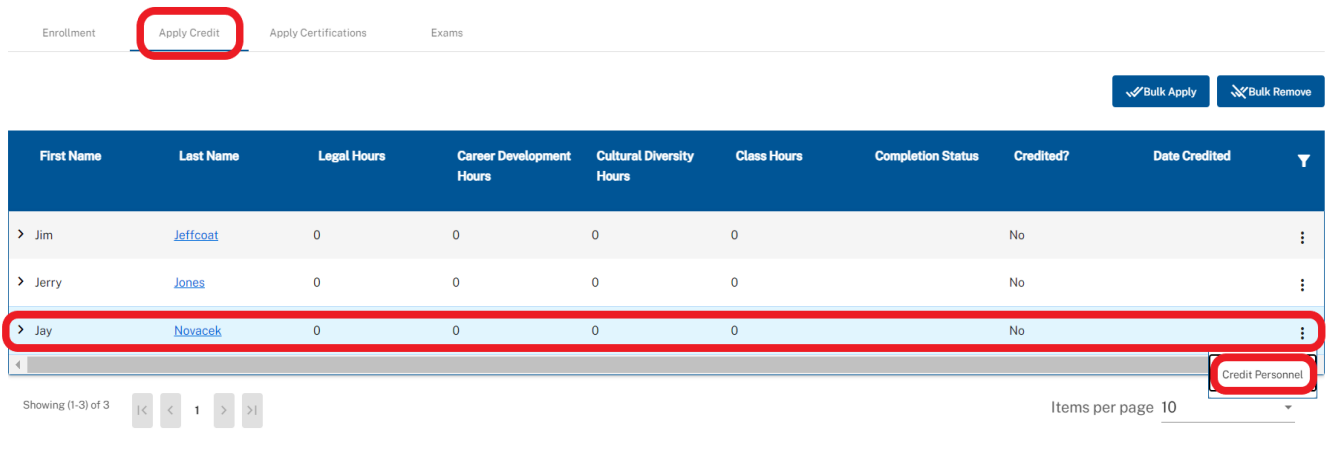
9. Click **Directional Arrow** to move Personnel from **Sign Up/Waitlist** to **Class Roster**



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

**Credit Personnel**

First Name: Jay      Last Name: Novacek

Completion Status \*  
Unsatisfactorily 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                        | 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    Items per page 10

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

- o **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

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    Items per page 10



### 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

### o 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      | <a href="#">Jeffcoat</a> | 0           | 0                        | 0                        | 4           | Satisfactorily Completed   | Yes       | 10/18/2021    | ⋮ |
| > Jerry    | <a href="#">Jones</a>    | 0           | 0                        | 0                        | 4           | Satisfactorily Completed   | Yes       | 10/18/2021    | ⋮ |
| > Jay      | <a href="#">Novacek</a>  | 0           | 0                        | 0                        | 0           | Unsatisfactorily Completed | No        | 10/18/2021    | ⋮ |

Showing (1-3) of 3

1

Items per page 10