Mandatory Training Reporting System Upgrade

MTRS is the system that tracks patrol, detention, and emergency communications mandatory training hours.

Before accessing MTRS on the portal, you must be assigned the MTRS user role. If you need this role, please speak to your agency portal Administrators. For more information on user roles please see our tutorial: <u>How to</u> add a new user to the Agency Portal

The MTRS system will show on the dashboard of the agency portal under the "Employee Mandatory Training" box. This will list all the employees who are required to complete training within their individual cycles.

Deeple	Employ	no Forme		Job Dortin				
People	Employee Forms			Job Postings				
Employment Forms				Manage Job Postings				
intent employees	New Separ	ation/Change in Status I	orm	Job Postings pu	blicly viewable			
Applications	Employee Certification Search authint			Reports				
oplications	ennedeen et al poolety heritate		Agency Active Certifications					
ew Session Application	Training	9		Active Instructor Certifications				
w Challenge Application	POST Traini	ing Rosters	rs Expiring Instructor Certifications					
ew Offsite Academy Application	Add MTRS	Group Training		Decertification Search				
w Challenge Online Academy Application	School Cert	tification Applications MTRS Compliance						
aues		alenuar Auvertisement	8	Lik-a certificatio	n bearch publicly view	vable		
Adult Detention	×	Name	Current	Cycle	Category Hrs	MTRS H		
Adult Detention	×	Name	Current	Cycle	Category Hrs	MTRS H		
Packets pending approval: 24			01/01/20	24 - 12/31/2025	8.50 / 24.00	71.00 / 40.		
Session: 96 Start: 10/27/2024	Open: 0	Contraction State	01/01/20	24 - 12/31/2025	18.00 / 24.00	29.25 / 40.		
Adult Misdemeanor Probation ×		Subsection Concerning	01/01/20	24 - 12/31/2025	16.00 / 24.00	35.50 / 40.		
Packets pending approval: 2			01/01/20	24 - 12/31/2025	11.00 / 24.00	65.00 / 40.		
No classes scheduled.			01/01/20	23 - 12/31/2024	20.00 / 24.00	41.50 / 40.		
Communications ×			01/01/20	23 - 12/31/2024	20.00 / 24.00	129.50 / 40.		
Packets pending approval: 1		Contraction of the second	01/01/20	24 - 12/31/2025	N/A	16.50 / 40.		
Session: 75 Start: 12/08/2024	Open: 34	Contraction of the	01/01/20	01/01/2023 - 12/31/2024		29.25 / 40.		
Juvenile Corrections ×		Section of the sectio	01/01/20	23 - 12/31/2024	16.00 / 24.00 89.50 /			
Packets pending approval: 1		and the second	01/01/20	24 - 12/31/2025	N/A	15.50 / 40.		
Session: 2 Start: 09/15/2024	Open: 35		01/01/20	24 - 12/31/2025	N/A	9.50 / 40.		
Juvenile Detention		CONTRACTOR - S	01/01/20	23 - 12/31/2024	N/A	29.25 / 40.		
Juvenile Detention	×							

Additional functions to MTRS are listed under the "Training" and "Reports" boxes, highlighted in yellow. You can also access an individual officer's MTRS through Current Employees, but more on that later.

To add group training, select "Add MTRS Group Training". This will lead to a page where you can enter group MTRS training. It's important to remember, this is NOT a POST training roster, this is where you enter non-POST training hours, but want to record the credit towards the mandatory training hours.

To enter training here:



1. Enter the title of the training, select the category, enter hours, and date completed.

Training		
Title	Category	Hours Completed
		~][
Search by name or POST ID	Arrest Techniques/Defensive Tactics/ARCON	
	Detention	
	Dispatch	
	EVOC	
Name	Executive	POST ID
	Firearms	
	Investigations	Cancel 🖬 🤅
	Legal Update	
	LEXIPOL	
	Other	
	Patrol Procedure	
	Policy and/or Procedures	
	Supervision	
	Use of Force	

- 2. Search the officer(s) the training applies to. Once you select their name, they will be added to the group training roster.
- 3. Once everyone is listed, select "save" and the training will be added to their MTRS total.

Another important addition to the portal is MTRS reporting. You can find this under the Reports tab, followed by selecting "MTRS Compliance."

The MTRS Compliance Report can be filtered by different training cycles (orange circle) and compliance status (green circle). The list can be exported to excel by clicking the red circle "Export CSV". By selecting one of the officers listed, you can view their individual training towards their MTRS requirements.

MTRS Training Cycle	e Include C	Compliant		
01/01/2024 - 12/3	1/2025 • No	v		Reset Search
MTRS Com	pliance Report 📧			Export CS
eport Generated August	20, 2024			
Showing 1-50 of 164		Size: 50 🗸		< Page 1 🗸 of 4 📏
Name~	Classification	Military Deployment	Mandated Training Hours	MTRS 40 hours
	Patrol		13.00 / 24.00 hrs	82.50 / 40.00 hrs
	Patrol	12	18.00 / 24.00 hrs	29.25 / 40.00 hrs
	Patrol	121	16.00 / 24.00 hrs	35.50 / 40.00 hrs
	Patrol		11.00 / 24.00 hrs	65.00 / 40.00 hrs
	Detention	1.5	N/A	16.50 / 40.00 hrs
Contraction of the second	Detention	121	N/A	15.50 / 40.00 hrs
Contraction of the second second	Detention	5 4 5	N/A	9.50 / 40.00 hrs
	Detention		N/A	11.00 / 40.00 hrs
	Patrol	144	0.00 / 24.00 hrs	2.00 / 40.00 hrs
	Detention	123	N/A	11.00 / 40.00 hrs
	Emergency Communications	12	N/A	8.00 / 40.00 hrs
	Patrol	-12 - -1	2.00 / 24.00 hrs	7.50 / 40.00 hr



To view an officer's individual MTRS hours you can access them two different ways.

1. First, would be to find their name in the report mentioned above.

2. Second, is to start by selecting "Current Employees" under the people tab on your dashboard.

- a. Find your officer and select the green plus sign 😳
- b. Select Officer's Options
- c. Select MTRS Records

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d. On this view you can see the breakdown of their MTRS and POST hours in the current training cycle. It also breaks down the topic requirements for patrol officers. You can see their previous training cycles by changing the cycle dates on the top of the screen (circled in green). You can also add notes to the employees MTRS Record for that specific training cycle (circled in orange). To add new MTRS training time, select "New" (circled in purple).

Mandatory Training Report System (MT	RS) Records -					
MTRS Training Cycle						
01/01/2024 - 03/31/2026 (current)		~				Report
Mandated Training						
Topic	Applies To				Achieve	ed / Mi
ARCON	<u></u>				2.00 /	8.00 h
Firearms	<u></u>				2.50 /	/ 8.00 h
EVOC					0.00 /	4.00 h
Legal					4.00 /	4.00 h
Total					8.50 / 2	4.00 hr
In-Service / Agency Training 🛛 🖪					(+ New
Title	Category	Completed	Entered By	Entered	Hours	
Scene & FARO Zone 3D Workshop	Other	04/02/2024		04/11/2024	16.00	21
E-Citations	Patrol Procedure	02/07/2024		02/12/2024	1.00	2
Health & Fitness for LE	Other	02/07/2024		02/29/2024	1.00	21
Suspect Tactics & Perimeter Containment	Patrol Procedure	02/07/2024		03/04/2024	1.50	21
Post Certified Training 11			Catagory	Completed		Jours
Title			Category	Completed	I	Hours
			231	07/24/2024		2.00
			224	07/09/2024		3.00
			127	05/29/2024		2.50
			255	05/29/2024		4.00
			232	03/10/2024		0.00
			116	03/07/2024		4.00
			149	02/07/2024		3.50
			106H	01/24/2024		2.00
DEFENSIVE TACTICS			105	01/24/2024		2.00
SCENARIO BASED TRAINING			2301	01/09/2024		4.00
Total			2507	01/03/2021		51.50
MTRS Total					71.00 / 4	40.00 h
Comments 1					6	+ New
Crosted 09/22/2024 b						



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