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: How to 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.

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.

Add Training

Training

Title	Category		Hours	Completed

Category dropdown:
- Arrest Techniques/Defensive Tactics/ARCON
- Detention
- Dispatch
- EVOC
- Executive
- Firearms
- Investigations
- Legal Update
- LEXIPOL
- Management
- Other
- Patrol Procedure
- Policy and/or Procedures
- Supervision
- Use of Force

Search by name or POST ID

Name	POST ID

Cancel   Save

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.

Dashboard / MTRS Compliance Report

MTRS Training Cycle
01/01/2024 - 12/31/2025

Include Compliant
No

Reset   Search

MTRS Compliance Report 164

Export CSV

Report Generated August 20, 2024

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Name	Classification	Military Deployment	Mandated Training Hours	MTRS 40 hours
	Patrol	-	13.00 / 24.00 hrs	82.50 / 40.00 hrs
	Patrol	-	18.00 / 24.00 hrs	29.25 / 40.00 hrs
	Patrol	-	16.00 / 24.00 hrs	35.50 / 40.00 hrs
	Patrol	-	11.00 / 24.00 hrs	65.00 / 40.00 hrs
	Detention	-	N/A	16.50 / 40.00 hrs
	Detention	-	N/A	15.50 / 40.00 hrs
	Detention	-	N/A	9.50 / 40.00 hrs
	Detention	-	N/A	11.00 / 40.00 hrs
	Patrol	-	0.00 / 24.00 hrs	2.00 / 40.00 hrs
	Detention	-	N/A	11.00 / 40.00 hrs
	Emergency Communications	-	N/A	8.00 / 40.00 hrs
	Patrol	-	2.00 / 24.00 hrs	7.50 / 40.00 hrs

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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
   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).
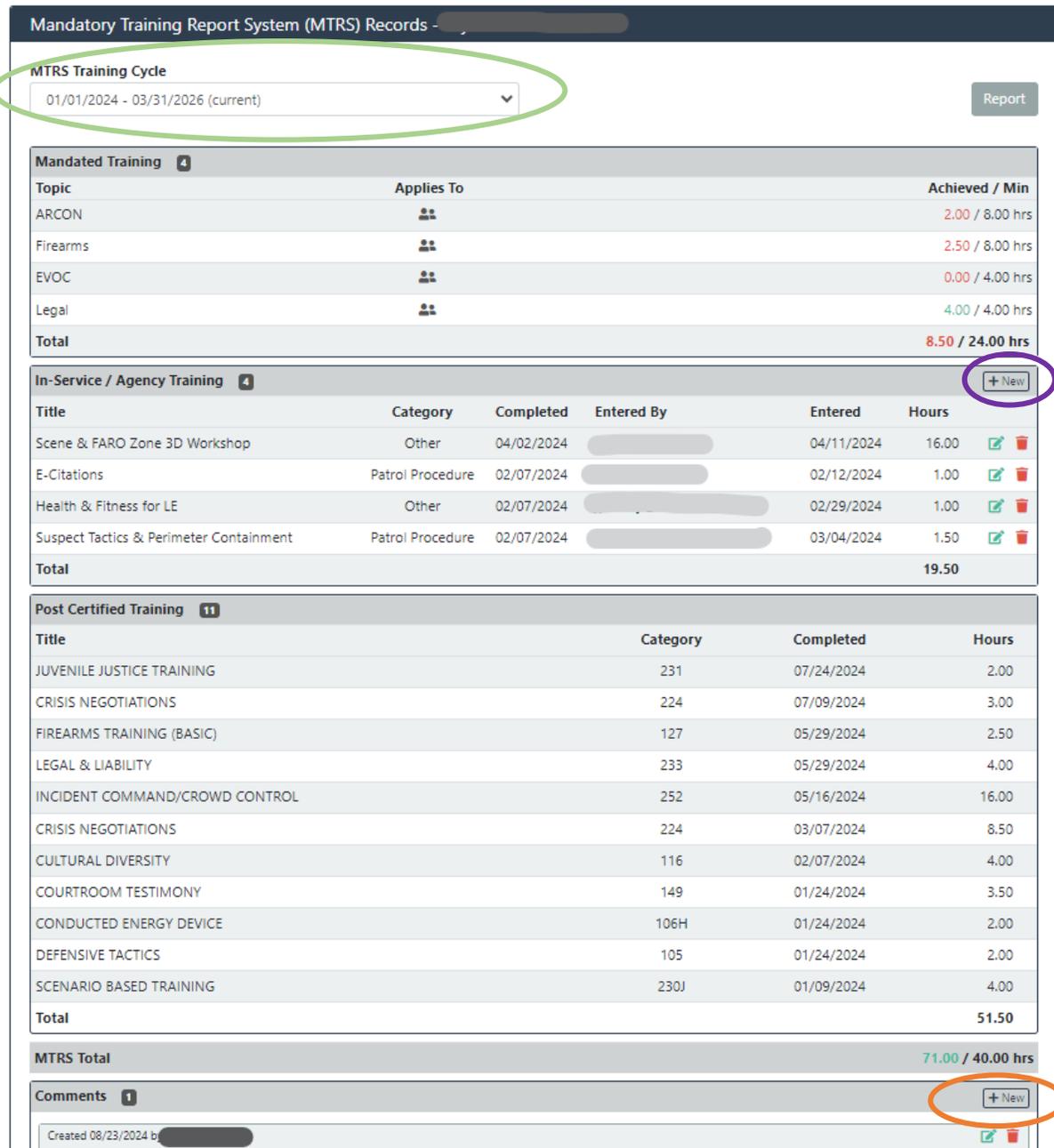
Mandatory Training Report System (MTRS) Records -

MTRS Training Cycle

01/01/2024 - 03/31/2026 (current)   [Report]

Mandated Training 4

Topic	Applies To	Achieved / Min
ARCON	👥	2.00 / 8.00 hrs
Firearms	👥	2.50 / 8.00 hrs
EVOC	👥	0.00 / 4.00 hrs
Legal	👥	4.00 / 4.00 hrs
Total		**8.50 / 24.00 hrs**

In-Service / Agency Training 4   [+ New]

Title	Category	Completed	Entered By	Entered	Hours	
Scene & FARO Zone 3D Workshop	Other	04/02/2024		04/11/2024	16.00	✏️ 🗑️
E-Citations	Patrol Procedure	02/07/2024		02/12/2024	1.00	✏️ 🗑️
Health & Fitness for LE	Other	02/07/2024		02/29/2024	1.00	✏️ 🗑️
Suspect Tactics & Perimeter Containment	Patrol Procedure	02/07/2024		03/04/2024	1.50	✏️ 🗑️
Total					**19.50**	

Post Certified Training 11

Title	Category	Completed	Hours
JUVENILE JUSTICE TRAINING	231	07/24/2024	2.00
CRISIS NEGOTIATIONS	224	07/09/2024	3.00
FIREARMS TRAINING (BASIC)	127	05/29/2024	2.50
LEGAL & LIABILITY	233	05/29/2024	4.00
INCIDENT COMMAND/CROWD CONTROL	252	05/16/2024	16.00
CRISIS NEGOTIATIONS	224	03/07/2024	8.50
CULTURAL DIVERSITY	116	02/07/2024	4.00
COURTROOM TESTIMONY	149	01/24/2024	3.50
CONDUCTED ENERGY DEVICE	106H	01/24/2024	2.00
DEFENSIVE TACTICS	105	01/24/2024	2.00
SCENARIO BASED TRAINING	230J	01/09/2024	4.00
Total			**51.50**

MTRS Total	**71.00 / 40.00 hrs**

Comments 1   [+ New]

Created 08/23/2024 by   ✏️ 🗑️

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