



**KENTUCKY JUSTICE & PUBLIC SAFETY CABINET
DEPARTMENT OF CRIMINAL JUSTICE TRAINING**

TRIS } TRAINING &
REGISTRATION
INFORMATION
SYSTEM

System User Guide

WEB: <https://docjt.ky.gov/tris>
EMAIL: docjt.tris@ky.gov



KENTUCKY JUSTICE AND PUBLIC SAFETY CABINET
 DEPARTMENT OF CRIMINAL JUSTICE TRAINING



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Logging On To System



KENTUCKY JUSTICE AND PUBLIC SAFETY CABINET DEPARTMENT OF CRIMINAL JUSTICE TRAINING



Login

Username:

Password:

[Forgot password?](#)

[User Application Form](#)



For information contact:
DOCJT.TRIS@Ky.Gov

The Department of Criminal Justice Training (DOCJT) will provide login credentials for personnel in your agency who are responsible for maintaining training records and making DOCJT course requests. Credentials will be given to agency users after one or more users have attended a TRIS training session. A TRIS User Application Form is provided on the login page.

Username and Password are case sensitive and are entered in the boxes shown above. Login gives access to all training records for personnel employed by your agency. **Do not share your Username and Password** as the TRIS web site is available to any computer and person with internet access. Always use the logout option upon exiting TRIS and closing the browser session, especially when using a public computer.

TRIS will lock an account for one (1) day after five (5) unsuccessful login attempts or and in failing more than five (5) times to use the logout option.

[Forgot Password?](#)

Use this option to request the password and it will be sent to the email address you provided on your TRIS User Application Form.

Password reminder

Username:

Email:

Enter your username or email address and click on submit to receive your password by email

Current Course Enrollment

Recent Activity

Standby List

Cancellations

Current Course Status

Course Status » Enrollment									
Certification »									
Open Courses									
Course Request									
Personnel									
Training Completed									
Recent Activity									
Enrollment									
Standby List									
Cancelled/No Show									
Details found: 31 Page 1 of 1 Records Per Page: 50									
Export selected									
Print selected									
<input type="checkbox"/>	Full Name	DOB	Status	Begin Date	Course No.	Description	Hours	Location	
<input type="checkbox"/>	Lora	08/03	Standby	9/16/2013	1834-13J	Rapid Deployment Coordinator	80	Richmond	
<input type="checkbox"/>	Lora	08/03	Standby	11/12/2013	1620-10J	Leadership Is A Behavior	32	Richmond	
<input type="checkbox"/>	Jonathan	07/03	Denied	11/18/2013	1760-12J	Forensic Mapping	40	Richmond	
<input type="checkbox"/>	Jonathan	07/03	Cancelled	7/15/2013	1464-11J	Robbery-Sexual Assault	40	Richmond	
<input type="checkbox"/>	Jonathan	07/03	Cancelled	8/13/2013	1835-13A	Cyber Investigation 220 - Wireless Network Investigation	20	Richmond	
<input type="checkbox"/>	Monica	11/21	Cancelled	6/3/2013	176TDL-13J	Dispatching Critical Calls - Online	8	Online	
<input type="checkbox"/>	Monica	11/21	Cancelled	11/4/2013	176TDL-13J	Dispatching Critical Calls - Online	8	Online	
<input type="checkbox"/>	Larry	11/03	Cancelled	12/2/2013	0803-11J	Interviews & Interrogations	40	Richmond	
<input type="checkbox"/>	Barry	07/21	Approved	4/22/2013	0898-12J	Patrol Rifle	40	Richmond	
<input type="checkbox"/>	James	04/03	Approved	8/27/2013	1274-11J	Situational Leadership For Supervisors & Managers	32	Richmond	
<input type="checkbox"/>	James	04/03	Approved	10/14/2013	1476-11J	Leading The Training Unit	40	Richmond	
<input type="checkbox"/>	Brandon	12/20	Approved	4/29/2013	1084-12J	Law Enforcement Instructor Development	80	Richmond	
<input type="checkbox"/>	Danny	06/10	Approved	8/26/2013	1544-13J	Legal Issues: 2013	8	Richmond	

Course Status→Enrollment

After login the opening screen will list current course enrollment. Cancelled, Denied and Standby course requests are listed at the top followed by approved courses sorted by personnel last name and course begin date.

Course Status→Recent Activity

This view will list any course registrations that have changed in the last two weeks. These changes include new registrations and status changes to Approved, Denied, Standby, Cancelled or No Show. Recently entered grades will also appear in this list.

Course Status→Standby List

All course registrations on Standby status appear in this list.

Course Status→Cancelled/No Show

A call must be placed to the DOCJT Records and Registration office to cancel a course registration, at which time the status is changed to Cancelled. No Show indicates the individual failed to attend a registered course and no call was received to cancel the registration. After a cancellation, standby individuals are placed on the approved roster.

Certified Personnel

Breath Test

Peace Officer Professional Standards

Telecommunicators Professional Standards

Certified Court Security Officers

Certified Personnel

Certification » Breath Test Status

Breath Test Status

Peace Officer Professional Standards

Telecommunicators Professional Standards

Certified Court Security Officers

Certification → Breath Test Status

	Full Name	Completed	Expires	Terminates	Certification Type	Course No.	Description	Hours
	Larry	1/7/2011	1/7/2013	7/7/2013	BREATH TEST 5000	0293DL-11J	Breath Test Operator Recertification - Online - 5000En	4
	Larry	5/2/2011	5/2/2013	11/2/2013	BREATH TEST 8000	0293M-11J	Breath Test Operator Recertification - 8000	4
	Ted	9/30/2011	9/30/2013	3/30/2014	BREATH TEST 5000	0472-09JR	Basic Breath Test Operator	40
	Lora	5/14/2010	5/14/2012	11/14/2012	BREATH TEST 5000	0293DL-08JR	Breath Test Operator Recertification - On-Line - 5000En	4
	Paul	9/14/2012	9/14/2014	3/14/2015	BREATH TEST 5000/8000	0472-12J	Basic Breath Test Operator	40
	Scottie	7/29/2011	7/29/2013	1/29/2014	BREATH TEST 5000	0472-09JR	Basic Breath Test Operator	40

The Breath Test Status menu lists personnel who have received certified training to operate breath test equipment, when their certification expires, and when it terminates. Expired operators cannot use the equipment but are eligible to take a four (4) hour recertification course. Terminated operators cannot use the equipment and are required to repeat the 40-hour operator course.

Certification → Peace Officer Professional Standards

		Last Name	First Name	Rank	DOB	Sex	Certified Hours	Current Hours	Date Employed	
		Training Completed (27)	Jennifer	R.	Sergeant	09/12	F	0	12	9/27/2002
		Training Completed (37)	Sidney	P.	Officer	07/28	M	0	0	2/10/1997
		Training Completed (23)	Jessie	D	Officer	09/18	M	40	50	7/10/2006
		Training Completed (28)	Alan	L.	Auxiliary Officer	09/01	M	0	0	3/1/1988
		Training Completed (36)	Tammy	R	Officer	03/24	F	40	50	10/17/2011

Use the Peace Officer Professional Standards (POPS) option to get a list of an agency's POPS-certified officers. TRIS will reflect the personnel information submitted to the Kentucky Law Enforcement Council (KLEC). Contact KLEC for any officer not listed.

The Certified Hours columns will total Kentucky Law Enforcement Foundation Program Fund (KLEFPF) certified hours for the current year. Current hours totals all training hours for the current year.

Training Completed is a hyperlink that will display the training records for the officer selected. The number to the right indicates the total number of training records present. Training records follow officers who changes agencies and include all training courses completed by them throughout their careers. The hyperlink will drop down a list of training records as a preview and give an option to close the preview or proceed to Training Completed.

[Proceed to Training Completed](#)

The icon will display an individual's information. The day and month of birth are throughout the system to differentiate among personnel with the same name. The year of birth and other security-sensitive information (SSN/address/phone number) are not in TRIS.

Certified Personnel (continued...)

Certification → Telecommunicators Professional Standards

	Last Name	First Name	Middle	Rank	DOB	Sex	Certified TPSHours	Current Hours	Date Employed
Training Completed (1)	Brittany	Brittany	M	Telecommunicator	07/11	F	205	205	9/17/2012
Training Completed (1)	Abby	Cassie	R	Telecommunicator	01/14	F	205	205	9/17/2012
Training Completed (1)	Tara	Tara	B	Telecommunicator	04/04	F	0	0	6/8/2012
Training Completed (3)	Abby	Jessica	T	Telecommunicator	11/30	M	8	8	6/1/2012
Training Completed (4)	Tara	Brandon		Telecommunicator	01/24	M	0	0	10/22/2010
Training Completed (6)	Abby	Abby	L	Telecommunicator	10/08	F	8	8	11/13/2009
Training Completed (6)	Mcdonald	Mcdonald	K	Telecommunicator	09/20	M	0	0	11/13/2009
Training Completed (10)	Jessica	Jessica	L	Telecommunicator	03/05	F	0	0	11/2/2009

The Telecommunicators Professional Standards (TPS) option lists an agency's TPS-certified dispatchers. TRIS will reflect the personnel information submitted to KLEC. Contact KLEC if an individual employed at an agency is not listed.

The Certified-TPS Hours columns will total certified training hours for the current year. Current Hours totals all training hours for the current year.

Training Completed is a hyperlink that will display the training records for the individual selected. The number to the right indicates the total number of training records present.

Certification → Certified Court Security Officers

	Last Name	First Name	Rank	DOB	Sex	Certified CSOHours	Current Hours	Date Employed
Training Completed (1)	Kenneth	Kenneth	Court Security Officer	11/25	M	80	80	1/23/2012
Training Completed (6)	Kenneth	Kenneth	Court Security Officer	06/15	M	80	80	1/23/2012
Training Completed (3)	Michael	Michael	Court Security Officer	05/24	M	0	0	1/5/2004
Training Completed (1)	Rodney	Rodney	Court Security Officer	07/12	M	80	80	1/23/2012
Training Completed (1)	Jordan	Jordan	Court Security Officer	01/02	M	80	80	1/23/2012
Training Completed (1)	Jerry	Jerry	Court Security Officer	05/05	M	80	80	1/23/2012
Training Completed (1)	William	William	Court Security Officer	04/17	M	80	80	1/23/2012

The Certified Court Security Officers (CCSO) option lists an agency's CCSO-certified personnel. TRIS will reflect the personnel information you have submitted to KLEC. Contact KLEC if an individual employed by an agency is not listed.

The CCSO Hours columns will total certified training hours for the current and previous year.

Training Completed is a hyperlink that will display the training records for the individual selected. The number to the right indicates the total number of training records.

Open Courses
Registration Open
Standby Only

Open Courses

Open Courses

Course No.	Description	Begin Date	Hours	Location	Training Type	Registration
0802-11J	Patrol Handgun Level I	4/15/2013	40	Richmond	Skills	Open
1204-13J	Rapid Deployment	4/15/2013	40	Richmond	Patrol	Stand By
1351-13J	Current Leadership Issues For Mid-Level Executives	4/15/2013	40	Barren River	Supervision/Managem	Open
1617-13J	Patrol: First Responder	4/15/2013	40	Richmond	Patrol	Stand By
067C-13J	Coroners Conference - 2013	4/17/2013	16	Louisville	Coroners	Open
172T-12JR	Public Safety Dispatch Academy - Cjis	4/22/2013	205	Richmond	Tele-Basic	Stand By
173T-12JR	Public Safety Dispatch Academy For Non-CJIS Agency	4/22/2013	166	Richmond	Tele-Basic	Stand By
0803-11J	Interviews & Interrogations	4/22/2013	40	Bowling Green	Investigations	Stand By
1764-12A	Cyber Investigation 105 - Basic Cell Phone Investi	4/22/2013	16	Northern Kentucky	Investigations	Stand By
030B-12JR	Law Enforcement Basic Training	4/22/2013	768	Richmond	Basic	Open
2020DL-11J	Police Radar/Lidar Update - Online	4/22/2013	4	Online	Distance Learning	Open
1349-12J	Kentucky Homeland Security	4/23/2013	16	Richmond	Standards	Open
1777-12A	Cyber Investigation 210 - Gps Interrogation (Gps-1)	4/24/2013	8	Northern Kentucky	Investigations	Open
1765-12A	Cyber Investigation 205 - Cell Phone - Interrogation	4/25/2013	16	Northern Kentucky	Investigations	Open
1596-12A	Len Prevention & Deterrence Of Terrorist Acts	4/25/2013	16	Richmond	Patrol	Open
1351-13J	Current Leadership Issues For Mid-Level Executives	4/29/2013	40	Richmond	Supervision/Managem	Open

Open Courses displays all courses available for registration requests. Courses appear on this list if approved or standby seats are available.

Entering a TRIS Course Request for an open course does not automatically approve course requests.

Discussed in another section of this user guide are multiple search methods for locating a course.

- [Course No.](#)
- [Description](#)
- [Hours](#)
- [Location](#)
- [Begin Date](#)
- [Registration](#)
- [Training Type](#)
- [Risk Level](#)
- [Fitness Level](#)

Open Courses • View Course Details

Using the  icon on the Open Course list will display course details included prerequisites for the selected record.

Open Courses, View record [ID: 27330]

Registration	Open
Course No.	1351-13J
Description	Current Leadership Issues For Mid-Level Executives - 2013
Hours	40
Location	Barren River
Begin Date	4/15/2013
Training Type	Supervision/Management
Detailed Description	<p>This course is designed for mid-level executives (lieutenants, captains, majors) with an emphasis on current leadership issues. It will include a Kentucky Law Enforcement Update, Legal Update and specialized guest speakers from around the state and nation. It is geared for the mid-level executive who has completed the basic leadership courses offered and needs annual updates to maintain proficiency. This course meets the statutory requirements regarding Asset Forfeiture training.</p>
Who Should Attend	<p>Lieutenants, Captains and Majors (usually those assigned below the level of Deputy Chief, Chief Deputy, Assistant Director). First line supervisors who are graduates of CJED, SSL, SPI/AOC, FBI/NA, NW/SPSC, or ILEA/Management College will be eligible for this course.</p>
Prerequisites	<p>See Attendees</p> <p>Deputy/Assistant Chiefs, Chief Deputy Sheriffs, Assistant Directors and above are not eligible for this course. They should enroll in the Police Executive Command Course (PECC).</p>
Notes	<p>Classes will begin on Monday at 0800 and end on Friday at 1200. Assignments outside of class will be scheduled on Monday & Tuesday from 1800-2000.</p> <p>A written assignment will be required and graded Pass/Fail based on a rubric grading system/chart.</p>
Risk Level	Low
Fitness Level	Low
School Name	Leadership Institute Branch
Career Development	Human-Conceptual

[<<<](#) [Back to list](#) [>>>](#)

Use the <<< (Previous), >>> (Next) and Back to list buttons to navigate this screen.

Course Request

Add • Edit • Delete

Course Request

Course Request					
<input type="button" value="Add new"/> <input type="button" value="Delete selected"/>					
<input type="checkbox"/>	Individual	Begin Date/Course No/Title	Request Status	Last Review	
<input type="checkbox"/>	Putnam, Richard D DOB: 10/02	Defensive Driving (0801-113) Richmond (10/08/2012) 40 Hrs	Pending	9/5/2012	<input type="button" value="Edit"/>
<input type="checkbox"/>	Godsey, Ronald A DOB: 07/01	Cell Phone Investigations (1759-123) Calvert City (11/29/2012) 16 Hrs	Pending		<input type="button" value="Copy"/>

The Course Request menu will display all pending course requests for an agency. Upon entering a request, the Status is set to "Pending" and the "Last Review" date is blank. Once processed, they move to the Course Status → Enrollment list as Approved, Standby or Denied.

If the Last Review date is populated, the request is reviewed by the DOCJT Records & Registration Section but not yet processed.

Clicking the Add New button will open a new blank course request screen to select the desired individual and course. TRIS will require a valid email address.

Delete one or multiple course requests by selecting the check box on the left and clicking the Delete Selected button.



The Edit icon shown at the left will display the selected record and allow changes to be made.



The Copy icon will open a new record with values populated from the selected record.

Course Request, Edit record [ID: 76]

Individual	<input type="text" value="Ronald A DOB: 07/01"/> *
Course Scheduled	<input type="text" value="Back To Basics - Into The Future - Online (170TDL-123) Online (12/10/2012) 8 Hrs"/> *
Prerequisites	<input type="text" value="Basic Telecommunications or Telecommunications Academy"/>
Email Required	Yes
Email Address	<input type="text"/>

* - Required field

Use the Save button to save changes or new record to the database.

Use Reset to undo any changes you made.

Use the <<< (Previous), >>> (Next) and Back To List buttons to navigate this screen through multiple request records.

Personnel
Training
Records

Personnel Training Records

	Last Name	First	Middle	Rank	DOB	Sex	Current Hours	Employed
Training Completed (2)	Jim	D.	Chaplain		06/25	M	0	9/15/2009
Training Completed (27)	Jennifer	R.	Sergeant		09/12	F	12	9/27/2002
Training Completed (37)	Sidney	P.	Officer		07/28	M	0	2/10/1997
Training Completed (23)	Jessie	D	Officer		09/18	M	50	7/10/2006
Training Completed (28)	Alan	L.	Auxiliary Officer		09/01	M	0	3/1/1988
Training Completed (36)	Tammy	Renee	Officer		03/24	F	50	10/17/2011
Training Completed (18)	Michael	D	Sergeant		08/18	M	50	9/28/2009
Training Completed	Erdel		Chaplain		03/17	M	0	3/5/2012

Training Completed is a hyperlink that will display the training records for the individual selected. The number to the right indicates the total number of training records. Training records follow any individual who changes agencies and include all training courses completed throughout the individual's career. The hyperlink will drop down a list of training records as a preview and give an option to close the preview or proceed to Training Completed.

[Proceed to Training Completed](#)

The icon will display an individual's information. The day and month of birth are throughout the system to differentiate among personnel with the same name. The year of birth and other security sensitive information (SSN/address/phone numbers) are not in TRIS.

Training Completed

The Training Completed menu option lists all training records for all personnel in your agency, beginning with the most recently completed courses. Use Search, Print and Export options (discussed later) to query and report from the database.

	Fullname	Completed	Course No.	Description	Hours	Location	Grade
	Joan	7/26/2012	1518-11A	Crisis Intervention Team T-T-T	8		Pass
	Larry	7/20/2012	1662-10JR	Firearms Instructor	80	Richmond	Pass
	Sarah	7/20/2012	112TDL-12J	CJIS - Full Access - In-Service - Online - 2012	4	Online	Pass
	Carrie	7/20/2012	112TDL-12J	CJIS - Full Access - In-Service - Online - 2012	4	Online	Pass
	Jeffery	7/9/2012	1756-12J	Instructor Update - 2012	8	Richmond	Pass
	Andy	7/9/2012	1756-12J	Instructor Update - 2012	8	Richmond	Pass

Navigating the System

Change Password

Navigating the System

Throughout the system the buttons and options shown below are available on most pages. This section of the user guide explains the use of these options.



Log out

Use the Logout button to exit TRIS and to also close the browser session before leaving your computer, especially when using public computers.

Change password

A password can be changed at any time. **Do not share your user name and password**, including other personnel in your agency. The system tracks user logins and records changed by individual users. Password restrictions are listed below;

- Minimum password length is 8 characters
- Must contain 4 or more unique characters
- Must contain 2 digits or symbols
- Must contain upper and lower case letters

Print this page

This page will produce a printer friendly page of current data.

Print all pages

Similar to Print This Page but produces a printer friendly page with all the data for an agency for the select page. This could produce a lengthy report for larger agencies.

Print selected

When data is displayed in tables, there is a check box to the left of each row of data. Select and de-select individual rows using the check boxes. Use the Print Selected button to produce a printer friendly version.

Exporting Data
Microsoft Excel
Microsoft Word
Delimited Text File
Global Search Option

Export results

Use the Data Range option to select all records or the currently displayed page. Data can be exported in the following formats:



Export selected

There is a check box to the left of each row of data to select and de-select individual rows. Use the Export Selected button to produce a file of selected records in the format chosen.

Global Search



Enter text in the Global Search box above and click the search icon to search for the word, name or phrase entered. TRIS will produce the records that have the text in any of the columns defined for the applicable menu option.

Examples:

For Training Completed, enter “Rapid Deployment” for a list of all personnel in an agency who received rapid deployment training.

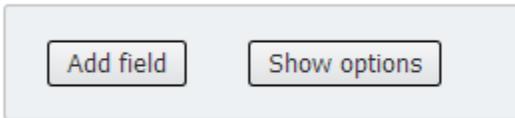
For Open Courses, enter “Barren River” for a list of all open courses that will be conducted at Barren River.

Search Options

Query Builder

Query Builder

Click the drop down arrow  icon to build queries using multiple fields when the global search previously described is not adequate. After clicking the drop down arrow, the buttons shown below will display.



Use the Add Field button to display a list of available database fields shown below for your query.

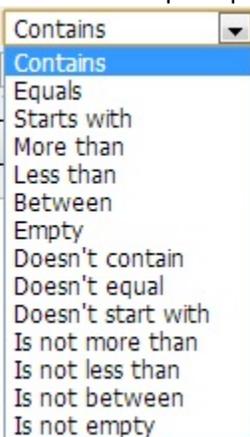


Once a field is selected, enter the search criteria. Use the red "X" to remove a selected field from the search.



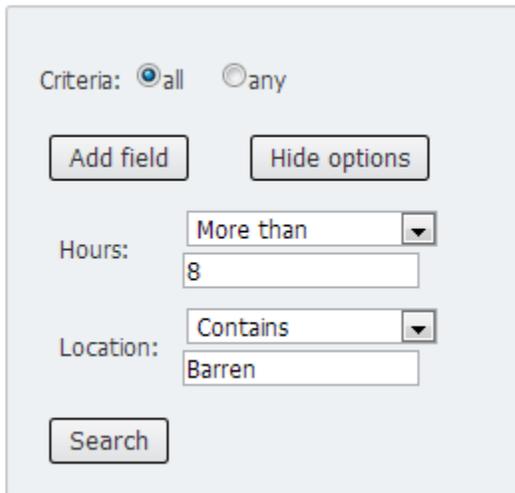
In a field that contains text, the default method searches for the text entered. The default search looks for an exact match for numeric and date fields.

For more complex query functions, use the  button to produce the list shown below.



Query Builder (Continued...)

Multiple search fields display the “all” or “any” criteria option shown below. Use “all” for records that match all of the criteria fields and values. Use “any” for records that match any of the values.



Criteria: all any

Hours:

Location:



The arrow up icon will hide the Query Builder options.



The pin cushion icon will allow the Query Builder window to float or stay pinned to the left side of the display screen.

Column Sorting

Columns can be sorted by single clicking a column heading. Press and hold the CTRL key to select multiple columns. Black arrows pointed up indicate sort is ascending (A-Z); black arrow pointing down indicate sort is descending (Z-A).

 <u>Course No.</u>	<u>Description</u>	<u>Begin Date</u> 	<u>Hours</u>	<u>Location</u>	<u>Training Type</u>
  1100-12J	PPCT Defensive Tactics Instructor Recertification	10/10/2012	24	Richmond	Instructor Development
  0248-11J	Patrol Shotgun	10/15/2012	40	Richmond	Skills
  0803-11J	Interviews & Interrogations	10/15/2012	40	Louisville	Investigations
  1007-11J	DUI/Standardized Field Sobriety Test	10/15/2012	40	Richmond	Patrol
  112TDL-12J	CJIS - Full Access - In-Service - Online - 2012	10/15/2012	4	Online	Distance Learning
  1441-10A	Crisis Intervention Team Training For Ky Len	10/15/2012	40	Elizabethtown	Patrol
  1517-11A	Commercial Vehicle Awareness & Cmv Crash Reporting	10/15/2012	24	Richmond	Patrol
  1756-12J	Instructor Update - 2012	10/15/2012	8	Richmond	Instructor Development
  1544-12J	Legal Issues: 2012	10/15/2012	8	Calvert City	Patrol
  1404-12J	Elder Abuse Investigation	10/15/2012	40	Richmond	Investigations
  1692-11J	Values Based Leadership	10/16/2012	32	Calvert City	Supervision/Management