



HRCJTA TB 2023-1

DATE: February 6, 2023

TO: Hampton Roads Criminal Justice Training Academy Member Agencies

FROM: Scott Barlow, Executive Director

SUBJECT: HRCJTA Training Bulletin 2023-1 (Accessing Training Records via TRACER)

The Virginia Department of Criminal Justice Services (DCJS) has developed a new training manager system. This system is called TRACER, and performs many functions. One of the functions beneficial to all certified officers/deputies/dispatchers is the ability to access your personal training records with your TRACER Identification number.

We have attached a quick power point to this Training Bulletin which may assist you in using this system. For additional questions contact your agencies training coordinator.



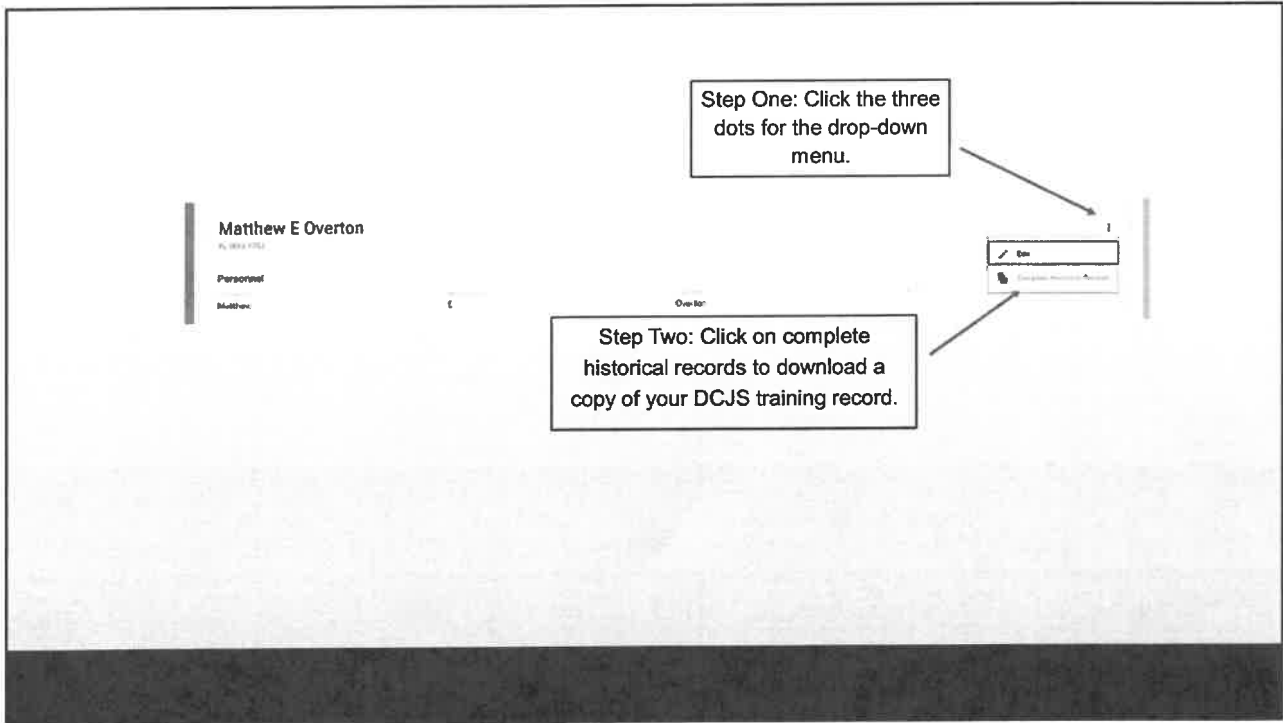
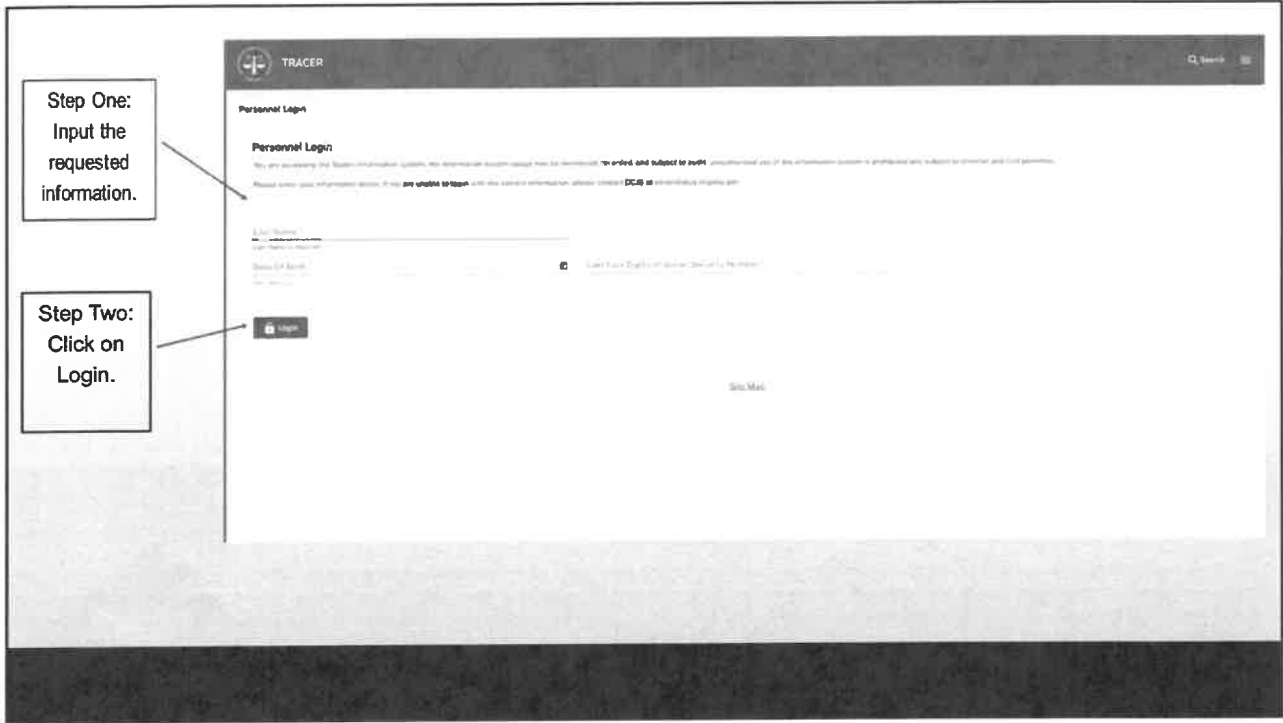
Personnel Training Record Access

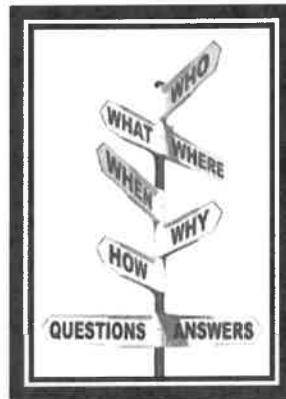
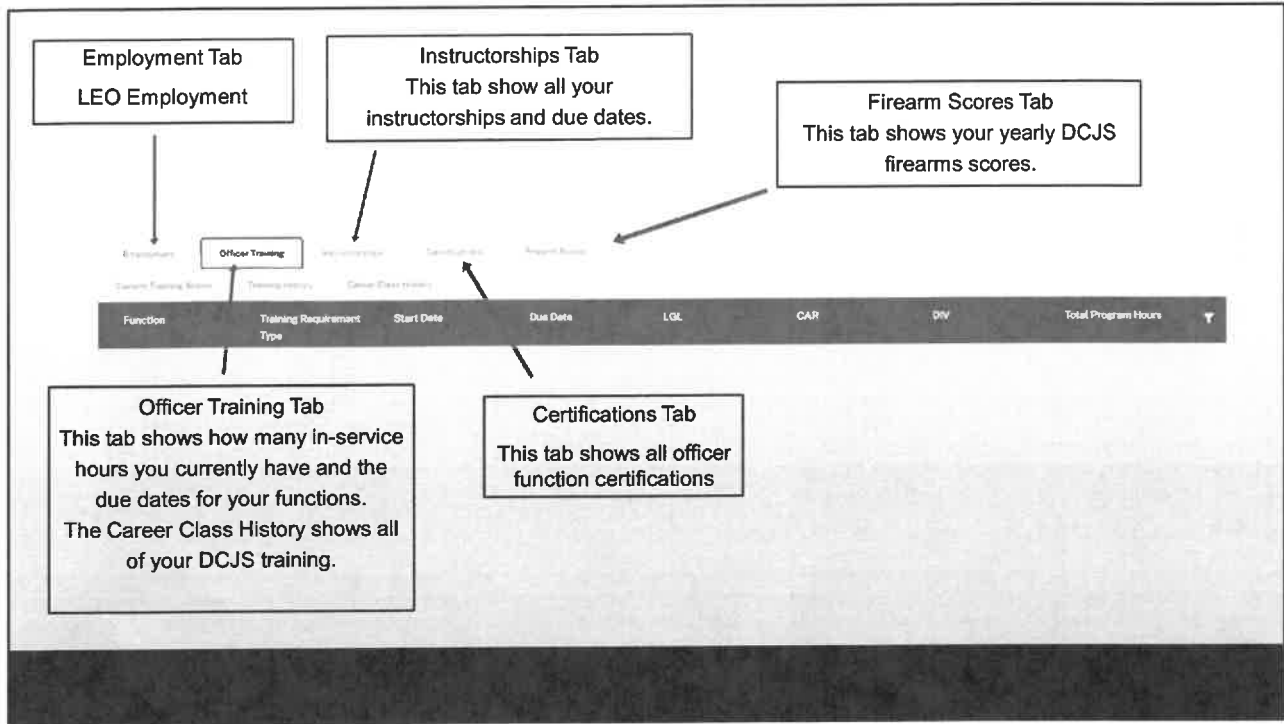
Personnel DCJS Training Record Access

- Now you have access to your DCJS Training Record.
- Click on the link to the website: <https://tracer.dcjs.virginia.gov/personnel/login>
- You can self-check when your functions expire (LEO, Court Security, Civil Process), in-service training hours, and instructorships.
- You can also obtain a copy of your complete historical records (DCJS Training Record). Note: If you took a non-DCJS credited course, it will not be on your DCJS training record.

Click on the next slide to learn more.







If you have any problems or questions, feel free to contact your Training Officer, or DCJS
Thanks

Training Coordinator