

TRAINING STATISTICS REPORT

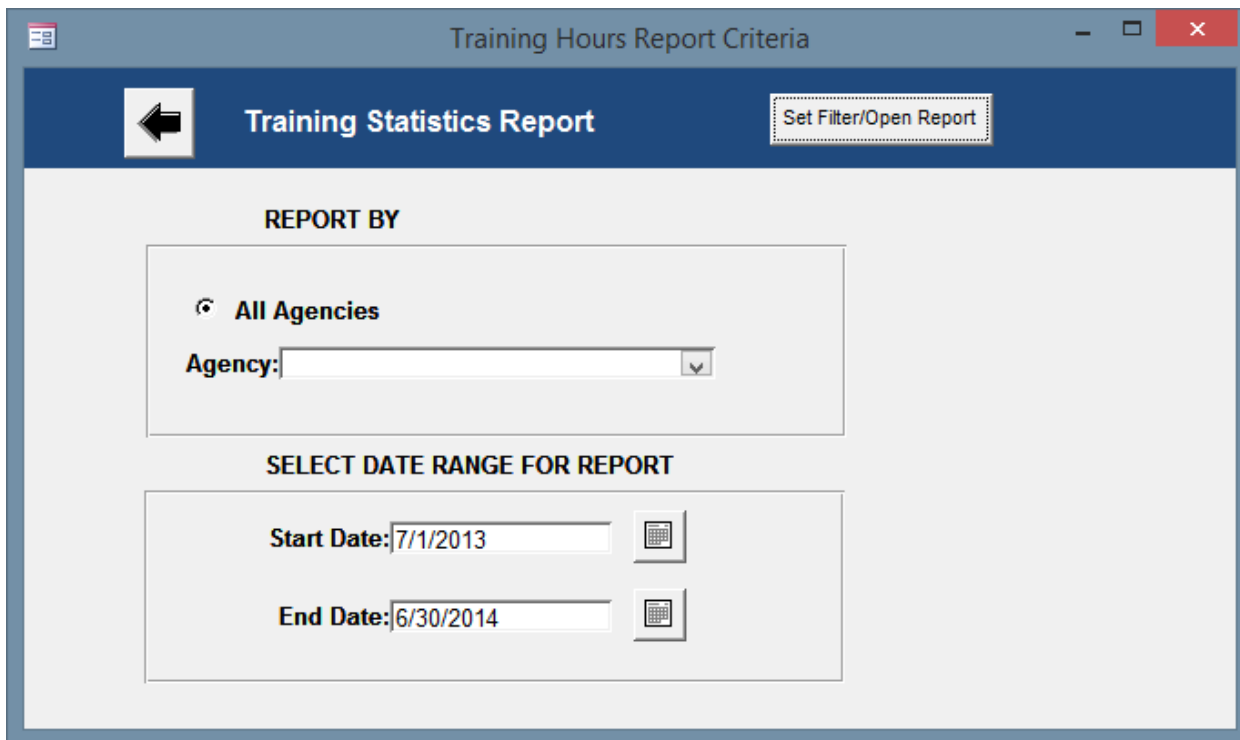
October 2017

The training statistics report is designed to give you a breakdown of all the training services that you have provided during a specific date range. This report will aid you in letting departments who participated in training at your facility know how many hours of training were provided.

Selecting Report Criteria

The Training Hours Report Criteria screen form allows you to select the criteria for the report. You may select "All Agencies" to include every agency that has sent people for training at your facility or you may use the drop-down list to print the report for just one specific agency.

You **MUST** enter a date range for the report. Once you have set your criteria, click the "Set Filter/Open Report" button.



The screenshot shows a web browser window titled "Training Hours Report Criteria". The page has a dark blue header with a left-pointing arrow icon and the text "Training Statistics Report". On the right side of the header is a button labeled "Set Filter/Open Report". Below the header, the form is organized into two main sections:

- REPORT BY**: This section contains a radio button selected next to "All Agencies". Below this is a text input field labeled "Agency:" followed by a dropdown arrow.
- SELECT DATE RANGE FOR REPORT**: This section contains two rows of date inputs. The first row is labeled "Start Date:" with the value "7/1/2013" and a calendar icon to its right. The second row is labeled "End Date:" with the value "6/30/2014" and a calendar icon to its right.

Report Body

The following is an example of the body of the report.

Data for this report ONLY includes trainees who completed the classes whether they successfully completed or unsuccessfully completed. It does not include people who are currently enrolled or who dropped out before completion. Please note that the report DOES include people who "unsuccessfully completed" the class as our intent is to get a count of hours dedicated to training and to get a count of individuals who attended.

Roanoke Police Department

Total # of Trainees: 310

	# of Classes	# Attending	Class Hours	Man Hours
Basic	1	14	1,080.00	15,120.00
In-Service	166	310	2,477.25	16,771.00
Instructor	5	20	240.00	1,240.00
Refresher	12	61	32.00	264.00
Other (generic)	24	46	285.00	503.00
Totals	208	451	4,114.25	33,898.00

Roanoke Regional Airport

Total # of Trainees: 13

	# of Classes	# Attending	Class Hours	Man Hours
Basic	0	0	0.00	0.00
In-Service	20	13	242.00	294.00
Instructor	1	1	40.00	40.00
Refresher	1	1	8.00	8.00
Other (generic)	0	0	0.00	0.00
Totals	22	15	290.00	342.00

Roanoke Sheriff's Office

Total # of Trainees: 10

	# of Classes	# Attending	Class Hours	Man Hours
Basic	0	0	0.00	0.00
In-Service	3	10	84.00	364.00
Instructor	0	0	0.00	0.00
Refresher	0	0	0.00	0.00
Other (generic)	0	0	0.00	0.00
Totals	3	10	84.00	364.00

Total Number of Trainees:

Beneath the name of each agency is a count of the total number of trainees from that agency who have received training at your facility during the time period specified. This is a count of each **DISTINCT** person who attended a class.

of Classes

This column is a count of the total number of classes where there where agency members enrolled.

Number Attending

This is a count of how many people attended each type of class. Bear in mind that the subtotal of this column will **NOT** necessarily match the Total Number of Trainees at the top of each Agency section. This is because an individual trainee most likely will attend several different categories of classes.

For example, if an officer attends one In-Service class and one Instructor class, that person will be counted twice: Once for attending in-service and once for attending instructor.

We are counting **PEOPLE** who attended each category of class, not how many times they attended each category of class.

Class Hours

The Hours field is a total of the hours for each type of class that the agency participated in. These hours are the "Total Class Hours" for each class. They are **NOT** multiplied by the number of members attending. In the example above, the Roanoke Police Department participated in three Basic classes.

The total number of Basic hours is calculated to be the sum of hours of these classes. This column is intended to show the number of class hours that your facility provided for the agency.

Man Hours

There will not always be a direct correlation between the number of people attending and the class hours because in this calculation we are counting the hours for **each person, each time** he/she attended a class in that category.

For example:

Officer A and Officer B attends 3 in-service classes

Class 1 – 4 hours

Class 2 – 4 hours

Class 3 – 2 hours

Man Hours: $2 \times 10 = 20$ Man Hours

Officer B attends 1 in service class

Class 1 – 4 hours

Man Hours: $1 \times 4 = 4$ Man Hours

Total Man Hours = 24

Grand Totals

At the end of the report is a grand totals section. This section totals all the classes, people and hours across all types of training.

Vinton Police Department

Total # of Trainees: 1

	# of Classes	# Attending	Class Hours	Man Hours
Basic	0	0	0.00	0.00
In-Service	2	1	80.00	80.00
Instructor	0	0	0.00	0.00
Refresher	0	0	0.00	0.00
Other (generic)	0	0	0.00	0.00
Totals	2	1	80.00	80.00

Western VA. Regional Jail

Total # of Trainees: 7

	# of Classes	# Attending	Class Hours	Man Hours
Basic	0	0	0.00	0.00
In-Service	3	7	62.00	190.00
Instructor	0	0	0.00	0.00
Refresher	0	0	0.00	0.00
Other (generic)	0	0	0.00	0.00
Totals	3	7	62.00	190.00

	# of Classes	# Attending	Class Hours	Man Hours
Grand Totals	175	490	3,533.25	14,052.50

***NOTE

Individuals are not being counted multiple times when they complete a class that has multiple schools **AS LONG AS ALL SCHOOLS ARE THE SAME TYPE**. In the example below, both schools are In-service.

ACE SYSTEM ACETRACK Records Management Class Definition BISCodes Trainee Management Training Statistics

CIT Done Save Class ID: 5190 This class is closed. Discard This Class

General Hours and Credits Instructors/Scheduling Roster Apply Credits F41 Create/View Certify Reports/Docs

MANDATE CREDITING:
Tell us how many hours of this class will be credited toward the mandates that you selected. You cannot credit hours to Generic classes.

Legal Hours:

Career Development Hours:

Cultural Diversity Hours:

Note: Total Program Hours do NOT need to equal the sum of mandated hours.

Total Program Hours:

School

What kind of school is this? Select one or more below:

Court Security/Civil Process In-Service	<input type="checkbox"/>	<input type="button" value="X"/>
Jailor/Custodial In-Service	<input type="checkbox"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="checkbox"/>	<input type="button" value="X"/>

Record: 1 of 2 No Filter Search

Example: An individual is enrolled in this class and has two functions (see image below) but is only being counted once because both schools are designated as in-service.

If, however, the class was set up as both in-service and generic or instructor, he would be counted once for each of those categories. (The system won't allow you to designate a class as both in-service and basic.)

ACE SYSTEM | ACETRACK Records Management | Class Definition | BISCodes | Trainee Management | Training Statistics

Done

ACE ID: 574

Save Changes

Print this person

Employment | **Functions/Status** | Classes | Certifications | Firearms | F41 Forms | Demographic | Contact

Functions: Please list all functions for which you will require training and certification. Select one function as a PRIMARY function. Select SECONDARY for all others.

Add New Function | Refresh Hours

Hours accrued between: January 1 2018 and December 31 2019

Function	Due Date	Function Status	Hours
Jail Officer/Inmate Security	12/31/2019	<input checked="" type="radio"/> Primary Function <input type="radio"/> Secondary Function	Legal: <input type="text"/> Career Dev.: <input type="text"/> Cultural Div.: <input type="text"/>
	<input type="checkbox"/> Extension		
Hours accrued between: January 1 2018 and December 31 2019			
Court Security/Civil Process Officer	12/31/2019	<input type="radio"/> Primary Function <input checked="" type="radio"/> Secondary Function	Legal: <input type="text"/> Career Dev.: <input type="text"/> Cultural Div.: <input type="text"/>
	<input type="checkbox"/> Extension		

Complicated, yes?

Janet