



MCOLES
Michigan Commission on Law Enforcement Standards

MCOLES Information and Tracking Network

MITN

In-service Training Provider User Guide

Michigan Commission on Law Enforcement Standards
106 W. Allegan, Suite 600
Lansing, MI 48909

(517) 322-1417

November 2011

Table of Contents

Introduction.....	1
General Overview.....	2
Registering with MCOLES as an In-Service Training Provider	3
Logging Into the MITN System	4
<u>The In-Service Training Provider Home Page</u>	5
<u>Link Bar</u>	6
<u>Navigation Buttons</u>	7
<u>Training List</u>	8
<u>In-Service Course Information Detail</u>	11
Basic Course Information	12
Publishing to the MCOLES Training Course Registry	17
Instructor Information	18
Dates and Locations	19
MCOLES-Only Information.....	21
Goals & Objectives and Course Outline	26
Saving and Submitting a Course to MCOLES.....	27
<u>In-Service Training Roster</u>	29

MCOLES Training Course Registry 40

Maintaining Your Entity Profile with MCOLES 44

Maintain Password 51

Appendix A: In-Service Training Course Roster Form

Introduction

The Michigan Commission on Law Enforcement Standards (MCOLES) was created in 1965. One of the responsibilities of the Commission is the authority to categorize, classify, and record attendance with respect to in-service training for certified law enforcement officers in Michigan.

The Commission has fulfilled this responsibility through the in-service training course registration program. The registration process includes a review of a course's training goals, objectives, and content to ensure that the course has been properly developed and is law enforcement relevant. Registration of a training course, however, is not an endorsement of a training provider or a course.

In-service training registration also serves as a means to consolidate records of officers' training. Although many agencies keep their own training records, officers may change agencies or work at more than one agency at the same time. By recording training through MCOLES course registration, a single record can be created for an officer.

The MCOLES Information and Tracking Network (MITN) was implemented in 2003. This program has streamlined most agency interactions with MCOLES into a Web-based program. This includes academy recruit training, agency rosters of officers and employment transactions, and in-service training.

The in-service portion of MITN includes both the training course registration and officer training records. This guide is intended to help in-service training providers become familiar with the MITN system.

Some of the MITN in-service functions differ slightly for law enforcement agencies than private in-service training providers. These differences will be highlighted in this guide.

General Overview

The In-service training provider section of MITN has three main functions:

- Managing your registered training courses;
- Submitting new training courses for registration; and
- Publishing training offerings to the MCOLES Training Course Registry.

Access to your information will be secure, password protected, and available only to those people you designate. Each of the above functions will be done through interactive Web pages.

Managing your registered training courses

Courses that you have registered with MCOLES will be available on a Training List page. The list of courses will identify the registration status, and course registration dates. Individual courses can be selected from the list for you to review and add new offering dates and locations of a registered course. Training attendance is also recorded through a course's information page.

Submitting new training courses for registration

Training course registration will be through an online form, requesting the same information as the previous paper-based system. Courses submitted will appear on your training list, and once the course is reviewed and registered, the MCOLES registration information will show for that course. This saves the time of mailing courses in for review and the return mailing of course registration information.

A registered training course is valid for one year. Up to two additional years of registration for the course may be requested, if there are no changes in course content or hours. After the second renewal period has expired, a training course would need to be re-submitted for registration. This is to ensure that the course has been reviewed by both the training provider and MCOLES within a reasonable time period.

Publishing training offerings to the MCOLES Training Course Registry

If you choose to have a registered course displayed on the on-line MCOLES Training Course Registry, the course information as well as dates and locations will be available to law enforcement agencies and officers. The Training Course Registry is searchable by course category, subcategory, training provider, location, or "wildcard" search for words in the course descriptions.

Registering with MCOLES as an In-Service Training Provider

Certain information from an in-service training provider is required so that MCOLES can enter the provider into MITN and provide them with access. This includes information such as the agency head, key MITN operator, FEIN or SSN, address, phone/fax numbers, and e-mail.

The key MITN operator should be the *single* point of contact with the in-service training provider through who MCOLES staff can correspond regarding MITN issues. However, the training provider will be able to designate additional personnel for access to their MITN functions.

Each in-service training provider will receive the MITN Security Policy, and will be required to complete a User Agreement binding them to the MITN Security Policy. Each person a training provider wants to be allowed to use MITN will also have to complete an Operator Agreement. Each person will be given a unique logon ID and password.

Once MCOLES registers an in-service training provider, the key MITN operator will be provided with an access ID and a temporary password. The first time a person logs into MITN, they will not be able to proceed until their password is changed.

The MITN pages are secure; you will have access to enter and update only your information, and others will not have access to your pages.

Note to Law Enforcement Agencies:

In-service training is only one part of the MITN system available to agencies, with functions available for personnel transactions and other uses that are not relevant to training. MCOLES recommends that departments with a training section or division register that section separately as an in-service training provider within MITN, with the training supervisor as the point of contact. This will help to avoid access issues within the agency, and also improve communication with MCOLES and speed up the course registration process.

Logging Into the MITN System

The entrance point for MITN is through the MCOLES web site at www.michigan.gov/mcoles.

Selecting the link for MITN will take you to the Logon Page:

The screenshot shows the login page for the MCOLES Information & Tracking Network. It features a header with the MCOLES logo and the title "Welcome to the MCOLES Information & Tracking Network". Below the header, there is a message for authorized users to log in with their MITN User ID and Password. A red instruction "Please log in to the system." is displayed. The login form includes a warning about not using the browser's Back button, fields for MITN User ID and Password, and buttons for "Login" and "Forgot Password". A callout box at the bottom left provides instructions for new users to return to the MCOLES Network home page. Three numbered callout boxes on the right side of the page provide step-by-step instructions: 1. Enter your Logon ID (provided by MCOLES) here. 2. Enter your password here. 3. Click on the Login button here.

**Welcome to the MCOLES
Information & Tracking Network**

If you are already registered as an authorized user, please log in by entering your MITN User ID and Password.

Please log in to the system.

While visiting this site, do not use your browser's **Back** button to view a previous screen.

* MITN User ID :

* Password :

If you are a new user to MITN and do not have security access, please return to the [MCOLES Network home page](#).

1. Enter your Logon ID (provided by MCOLES) here.
2. Enter your password here.
3. Click on the Login button here.

If you cannot remember your password, click on the "Forgot Password" button, which will give you information on how to contact MCOLES to access your pages and reset your password.

You are allowed three attempts to log in. Both the Logon ID and password are case sensitive. If you are not allowed to log in, be sure you are using capital or lowercase letters where appropriate. Also, check your keyboard to see if the "Caps Lock" button has been pressed (a light on the keyboard should indicate if this function is on). If you attempt to log in three times and are not able to, you will no longer be able to try to log in, and you will have to contact MCOLES for a new password or Login ID.

The In-Service Training Provider Home Page

Overview:

This is the initial web page that you will see once you successfully log in to MITN. From this page, you will be able to access all of the functions available to you. Only you and your designated personnel will have access to this screen and any links to your information. Notice that your agency/company name is on the top of your MITN home page, as well as in the link bar.



MCOLES
Michigan Commission on Law Enforcement Standards

Michigan.gov
The Official State of Michigan Website

Welcome to MITN
ACME LAW ENFORCEMENT TRAINING

Exit MITN | Help | MITN Home | MCOLES Home | About MITN | Contact Us

Welcome **ACME LAW ENFORCEMENT TRAINING** to the MCOLES Information & Tracking Network

The main navigation is located on the left.

If you have questions, please go to the "Help" link at the top of any page on this site. If you do not find an answer there, you can click the "Contact Us" link to send us an e-mail with your question.

Back to Top

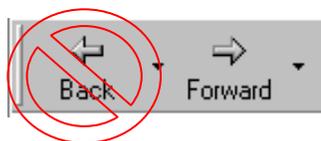
[Training List](#) | [Training Course Registry](#) | [View/Update Entity Profile](#) | [User Guide](#) | [Exit MITN](#) | [Field Rep Home](#)

[Exit MITN](#) | [MITN Home](#) | [MCOLES Home](#) | [About MITN](#) | [Contact Us](#)

No information is entered or changed from this page. It is a starting point to choose the page or function you want to do.

A note about moving between web pages in MITN:

You should not use the "Back" button on your web browser while in MITN. This will undo any entries or changes from the page you are leaving. Use the links or buttons within MITN to go to another screen.



Link Bar

Overview:

There are six options available on the link bar, which will appear under the banner at the top of every page within MITN. These same links are also available on the footer of each page.



1. Exit MITN

Clicking on this link logs you out of the MITN system. *It is important that you use this link instead of closing your web browser window.*

MITN is designed so that if there is no activity for 45 minutes, you will be automatically logged out of MITN. This is to help prevent unauthorized access to your information.

If you just close the web browser without using the “Exit MITN” link, you will not be able to log back in until after the 45 minute period; the log-in screen will show that you are already logged into the MITN system.

2. Help

Clicking on this link will give an explanation of how to navigate within the system.

3. MITN Home

This link will return you to the first page you see when you log in to MITN.

4. MCOLES Home

This link will open a second window of your web browser at the MCOLES home page. It will *not* log you out of MITN. MITN will remain open in the original browser window.

5. About MITN

This link will give you details on the MCOLES Information and Tracking Network.

6. Contact Us

If you have questions about how to use the MITN system or other MCOLES functions, this link will allow you to e-mail MCOLES with your question.

Note: The Link Bar will still be on the pages on the web, but will not be shown on the subsequent images in this User Guide. A link with blue text indicates that the web page for that link has not been visited; a link with purple text indicates that the web page for that link has been visited.

Navigation Buttons

Overview:

There are five navigation buttons that appear on the left side of every web page. These buttons may be used at any time to move to other functions within MITN. The same navigation functions appear on the bottom of each web page as links.



Be careful to save any changes on the page you are working on before using the Navigation Buttons to go elsewhere in MITN.

1. Training List

Clicking on this button will take you to the main page for managing your training courses. From that page, you will be able to submit new courses, add training dates for courses, and enter attendance rosters. The Training List information begins on page 8.

2. Training Course Registry

Clicking on this button will take you to the MCOL ES Course Registry. This is a listing of registered courses, which can be searched by category, subcategory, training provider, or location.

3. Entity Profile

This button will take you to a page where you can update information about your agency/company or change your password.

4. User Guide

This button will open this User Guide in a separate browser window.

5. Exit MITN

Clicking on this button will properly log you out of MITN.

Note: All of the Navigation Buttons will still be on the pages on the web, but will not appear on subsequent images in this User Guide.

Training List Page

Overview:

Selecting the [Training List](#) Navigation Button will take you to the In-Service Training List page. This is the main point from which your in-service training courses will be displayed and maintained.

In-Service Training List

The following is a list of training courses for:

ACME IN-SERVICE TRAINING

[In-Service Training List Report](#)

[Add New Training](#)

Your Course ID	Your Course Title	Instruction Hours	Registered Date	Expiration Date	Course Status	Status Date
APOL 8106	Oral Interviews Skills	8	07/28/2011	07/28/2012	Submitted	07/28/2011
APOL 8117	Police Records Management	16	07/28/2011	07/28/2012	Initial Registration	07/28/2011
APOL 8260	911 Homicide Call- Is the caller the killer	8	03/22/2011	03/22/2012	Initial Registration	03/22/2011
APOL 8306	ADVANCED VEHICLE CONTRABAND CONCEALMENT	16	01/30/2009	01/30/2012	First Registration Renewal	03/02/2010
APOL 8032	Advanced Combat Pistol	16	06/02/2009	06/02/2012	Second Registration Renewal	03/22/2011

1. In-Service Training List Report

This link prints a report with a list of all courses, including their status and dates, that are on your Training List.

2. Add New Training

This button is the way to submit a new course to MCOLES for registration. It will take you to a blank In-Service Course Information Detail web page to be able to complete the information for and submit the new course.

3. Search

The search function is available for the Course Title field.

4. Your Course ID

This is an *optional* field for your use. If you have a numbered series of courses, or if the course is offered through a college or university and has a course number, it can be added with the course. These are *not* the course IDs previously assigned by MCOLES.

5. Your Course Title

This is the title entered by you when you add the course. The title is a link, which when clicked on will take you to the In-Service Course Information Detail for that course. This section is described starting on page 11 of the user guide.

6. Sorting

Columns with the up/down arrows can be sorted A-Z or Z-A.

7. Instruction Hours

This is the number of hours you submitted with the course.

8. Registered Date

This will always be the date the course was initially registered with MCOLES. This date will not change with course renewals.

9. Expiration Date

This is the date that a registered course is valid until, and course offerings may be added up to this date. This date will change with course renewals to the updated expiration date.

On initial registration, this date will be one year from the registered date. On first or second renewals, the expiration date will be two or three years from the initial course registration date.

10. Course Status

There are several statuses that can appear here, depending on the course registration dates, submittal, expiration, or other factors. The statuses include:

- a. (Blank): A course with nothing appearing in the Course Status field indicates a course that you have worked on and saved, but has not yet been submitted to MCOLES.
- b. Submitted: This is for courses that have been submitted to MCOLES for review. There will be no registered or expiration dates that will show on the Training List. If additional information is required for registration of the course, the required information will be displayed in the Comments block in the Course Information Detail. This will be explained further in the Course Information Detail section, on page 16.

- c. Initial Registration: This is for courses that have been reviewed and registered by MCOLES. The Initial Registration status will be valid for one year from the registration date. Course offerings may be added at any point within this time to be published to the Training Course Registry.
- d. First Registration Renewal: This is for courses that were previously registered, and a one-year renewal is requested. The renewal request must be received within the one year following the expiration date of the course, and will extend the course registration to two years from the initial registration date. The course content and hours must remain the same for the renewal to be granted. Renewal requests should be sent to MCOLES via e-mail at msp-mcoles@michigan.gov or through "Contact Us" on the link bar.
- e. Second Registration Renewal: Similar to the First Registration Renewal, an additional year of registration may be given for a course. This will extend the course registration period to three years from the initial registration date.
- f. Not Registered: This is an agency-only option. It can be used for record-keeping for courses the agency does not want to submit for full registration. This will be described more in the Course Information Detail section.
- g. Expired: Courses that are not renewed or are past the final renewal eligibility (Second Registration Renewal) will have a status of expired. No additional course offerings may be added to an expired course.
- h. Denied: If for some reason a submitted course has issues that cannot be resolved, is not appropriate/relevant for law enforcement, or other reasons that would prevent the registering of a course, this status would be given.
- i. Revoked: If for some reason MCOLES has reason to believe that a registered course is found to be dangerous, inappropriate, has unqualified instructors, the training provider is disreputable, or other significant reason, MCOLES reserves the right to review and/or revoke course or provider approval.

The courses will appear on the Training List in this order, so that current submitted or registered courses will appear nearest to the top of the list.

11. Status Date

This date indicates when a course was placed into the status that appears for the course.

In-Service Course Information Detail

Overview:

The In-Service Course Information Detail page contains the detailed information about a submitted or registered course.

To submit a training course to MCOLES, a blank Course Information Detail will appear if the  button is selected from the Training List page. The information can then be entered and submitted to MCOLES.

General Notes:

For a new course being entered, all of the fields will be white, which means information can be entered there. If you want to change the information in one of these fields before the course is registered, you can do so at any time, even after the original information is submitted. Most of the fields cannot be changed once the course has been registered, and the fields will have a gray background; this means that they are protected from any changes or updates. If the course content or structure is changed, a new course will have to be registered separately.

For fields with a “Current” box and “New” box, the Current field shows what had been previously submitted, and has a gray background. Information is entered into the New field. Both the Current and New information will show until the change is received and reviewed by MCOLES. After that, the New information will show in the Current field, and the New field will be blank, where additional changes can again be made. The previous information from the Current field will be gone.

Most of the fields in the examples below have been grayed out, since a registered course is being used to demonstrate, and the gray fields can not be changed.

Fields with an asterisk (*) MUST have information entered for the course to be submitted to MCOLES.

As the Course Information Detail contains a large amount of information, functions of that page will be described below in sections, starting on the pages indicated:

Basic Course Information.....	12
Publishing to the MCOLES Course Registry.....	17
Instructor Information.....	18
Dates and Locations.....	20
MCOLES-only Information.....	24
Goals & Objectives and Course Outline.....	30
Saving and Submitting to MCOLES.....	32

Basic Course Information

In-Service Course Information Detail

1 { * MCOLES Registered Open Law Enforcement Training
 MCOLES Registered Agency Specific Training

2 →	Your Course ID :	Current: SCAdvanced New:
3 →	* Your Course Title :	Advanced Non-Impact Subject Control
4 →	* Course Description :	Advanced Non-Impact Subject Control program helps the officer deal with a sudden violent and deadly attack from a stand-up aggressor. Officers learn
5 →	Registered Date :	11/02/2004
6 →	Expiration Date :	11/02/2006
7 →	* Instruction Hours :	8
8 →	Objectives & Goals:	View or update the Goals & Objectives
	Outline :	View or update the Outline
9 →	Completion Requirements :	100% attendance & participation
10 →	Audience :	All law enforcement personel
11 →	Current Comment :	Medical, Legal & Tactical Evaluated and Approved to meet the MCOLES Officer-Subject Control Continuum.
	New Comment :	

1. MCOLES Registration Requested / NOT Requested



A screenshot of a web interface showing two radio button options. The first option is selected and is labeled "* MCOLES Registered Open Law Enforcement Training". The second option is labeled "MCOLES Registered Agency Specific Training".

The Registered Open/Agency Specific function is only available to law enforcement agencies entering training courses. This option was designed so agencies could maintain a complete record for officers' training. Uses for this function include agency-specific training, such as internal policies and procedures, or for specialized training that not would otherwise be registered by the training provider, such as the FBI National Academy.

The option is defaulted to MCOLES Registered Open Law Enforcement Training for new entries; agencies can change the selection by clicking on the lower button.

Other In-service Training Providers, such as private vendors, universities and colleges, can not select this option. The buttons are gray, with the Registered Open Law Enforcement Training button selected.

2. Your Course ID



A screenshot of a web form for entering a Course ID. It shows the text "Your Course ID : |Current:" followed by a text input field containing "ALET 102". To the right, it says "New:" followed by an empty text input field.

This is an *optional* field for your use. If you have a numbered series of courses, or if the course is offered through a college or university and has a course number, it can be added with the course. These are *not* the course IDs that were previously assigned to a course by MCOLES.

Since this field is for your use, the Course ID can be changed at any time, even when the course has been registered.

3. Your Course Title

* Your Course Title : High-Risk Traffic Stops

This is the title of your course, and it must be entered for the course to be submitted. If a course is published to the MCOLES Course Registry this is what will appear, so be sure the title is clear and concise.

4. Course Description

* Course Description : This course is designed for patrol officers to affect felony traffic stops and other traffic stops where there are suspected or known risks

The description of your course is a brief summary of what the training will provide. This will also be published to the Course Registry, so again be sure that the description will tell others what the basic intent of the course is. The Course Description field can have more lines than can be viewed in the field, and the additional lines can be seen by using the scroll bar on the right side of the field. This field is also mandatory.

5. Registered Date

Registered Date : 04/12/2003

The Registered Date field indicates when MCOLES has reviewed the course and assigned a status of Initial Registration. You cannot enter information in this field. This date will not change, even with course registration renewals.

6. Expiration Date

Expiration Date : 04/12/2004

The Expiration Date is the end of the registration period for the course. No additional course offerings can be added for dates after the expiration date.

For the Initial Registration, the Expiration Date will be one year from the Registered Date. If a status of First Registration Renewal is assigned, the Expiration Date will be two years from the initial Registered Date. If a status of Second Registration Renewal is assigned, the Expiration Date will be three years from the initial Registered Date.

Following the expiration of the Second Registration Renewal, a new course must be entered, even if the course information remains the same. This ensures that both the training provider and MCOLES have reviewed the course information on a periodic basis.

7. Instruction Hours

* Instruction Hours :	<input type="text" value="8"/>
-----------------------	--------------------------------

The Instruction Hours field indicates the length of the training course, and is a required field. If the course content changes which makes the course longer or shorter, a new course must be submitted.

The hours entered are not to include travel time or meals, unless the meal is a working part of the course. Most training courses will have regular short breaks; these do not need to be deducted from the Instruction Hours.

8. Objectives & Goals / Outline

Objectives & Goals:	View or update the Goals & Objectives
Outline :	View or update the Outline

The Goals & Objectives and Outline fields are large free-form text fields further down on the In-Service Course Information Detail page because of their size. These are simply links down to their respective fields on the page; nothing is entered here.

9. Completion Requirements

Completion Requirements :	<input type="text" value="100% Classroom attendance."/> <input type="text" value="At least 80% on the written exam."/> <input type="text" value="Satisfactory performance on scenario practical"/>
---------------------------	--

This field is where any requirements for passing a course should be entered. This would include attendance requirements, written or performance exams, or other requirements if they apply to the course.

10. Audience

Audience :	Certified law enforcement officers, including those responsible for daily field service operations or special response operations.
------------	--

The Audience field is where a description of who should attend the course can be indicated. This is especially useful if the course is going to be published to the Training Course Registry. It will help determine if the course is appropriate for an agency to send officers to.

11. Current Comment / New Comment

Current Comment :	This course is an extended version of ALET's 4-hour high-risk course which does not include scenarios.
New Comment :	

The Comment areas will only show on your In-Service Course Information Detail. They will not display on the Training Course Registry. This is for you to use to give extra information to MCOLES for the review. It can also be used by MCOLES to request additional information for the course or other comments.

The eraser symbol under the New Comment box can be used to clear out the Current Comment; the change will only happen when the information is received by MCOLES.

Publishing to the MCOLES Training Course Registry

Publish to the MCOLES Registry
Current Contact Information :
James Madison, Training Coordinator
123 Main Street
Lansing, MI 48913
* New Contact Information :

 DO NOT publish to the MCOLES Registry

12. Publish / DO NOT publish to the MCOLES Registry

Any in-service training provider can choose to have a course published to the MCOLES Course Registry. This is an on-line list of upcoming courses for agencies and officers to see what training is available. It is searchable by category, subcategory, date range, parts of the state, or by “wildcard” search of the course description.

An agency that has a registered training course but would not open the course to officers from other agencies would select the DO NOT publish button. Likewise, a private in-service training provider may give trainings specifically for one agency or by invitation only, and may not want to display the course.

The Publish / DO NOT publish buttons are defaulted to Publish. Only registered, active courses can be displayed on the Course Registry. Courses entered by an agency for record keeping only, that are not registered, can not be displayed.

More information about the MCOLES Course Registry is in that section of the User Guide, beginning on page 45.

13. Contact Information

If a course is going to be published on the MCOLES Course Registry, Contact Information must be provided. The information provided can be in whatever format the training provider wants, such as name, telephone number, mailing address, e-mail, or any other means for officers to find out more about the training.

The Contact Information can be changed at any time when the course is submitted or registered.

Instructor Information

Instructor Information

16 →	Add Instructor	14	15
	Instructor Name ▲	Instructor Qualifications	
17 →	Update	John Barry	Tactical Program Coordinator since 1997; certified Instructor in defensive tactics 2003
	Update	William Haynes	Police officer since 2002; defensive tactics instructor training 2005

14. Instructor Name

At least one instructor and their qualifications must be initially submitted with a course. Instructors can be added to a course at any time, along with their qualifications, even after a course is registered. Instructors can not be removed. If an instructor no longer teaches the course, then they would simply not be assigned to a course offering.

15. Instructor Qualifications

A course's Instructor Information entries showcase the instructors' qualifications to teach *that particular* course. This is not meant to be a full resume for the instructor. Although instructors may have qualifications, instructor certifications, and extensive experience in many areas, the entry for a course should focus on those that directly relate to the course.

This would include instructor development courses, topic-specific instructor training courses, law enforcement experience related to the course (such as specialized assignments), and other appropriate information.

16. Add Instructor

The Add instructor button opens a pop-up window where a new instructor's name and qualifications can be added.

Add Instructor ✕

Instructor Information

* Instructor Name:

* Instructor Qualifications:

Finish Add Another Cancel

Clicking Finish will return the user to the Course Detail page; Add Another will clear the fields to enter a subsequent instructor.

Rows that have been added but not yet reviewed by MCOLES will appear in blue italics.

Instructor Information

<input type="button" value="Add Instructor"/>		
	Instructor Name ▲	Instructor Qualifications
<input type="button" value="Update"/>	John Barry	Tactical Program Coordinator since 1997; certified Instructor in defensive tactics 2003
<input type="button" value="Update"/>	<i>Richard Furling</i>	<i>Patrol tactics instructor for the Weston Police Department since 1997</i>
<input type="button" value="Update"/>	William Haynes	Police officer since 2002; defensive tactics instructor training 2005

This does not save the new instructor; any changes made to the Course Information Detail will only be saved when the Save button at the bottom of the page is clicked on.

17. Update

The Update button opens the pop-up window for the selected instructor to change relevant information. It should not be used to replace that person with a new instructor.

Dates and Locations

The Dates and Locations information block can be updated throughout a course's registration period. This allows upcoming and new offerings of a course to be posted on the Course Registry. A single instance of training (on a particular time and location) entered on this list is referred to below as a "course offering." This also is where student attendance will be recorded on the In-Service Training Roster, which will be explained starting on page 29.

Dates and Locations 17

<input type="button" value="Add Date and Location"/>		20	21	22	23	Search: <input type="text"/>	26	
18	19 Roster	Location ▲	State ⚡	Begin Date ⚡	End Date ⚡	Cost per Student	District	
<input type="button" value="Update"/>	<input type="button" value="Roster"/>	East Campus	Michigan	05/20/2010	05/21/2010	\$150.00		
							24	25

17. Add Date and Location

This button opens a pop-up window where course offerings can be added.

Add Dates and Locations	
* Location:	<input type="text"/>
* State:	<Choose New State>
* Begin Date:	<input type="text"/>
* End Date:	<input type="text"/>
Cost per Student:	<input type="text"/>
District:	<Choose New District>

Finish Add Another Cancel

18. Roster

The Roster button opens the In-Service Training Roster page where the enrollment and attendance is recorded for that course offering. The In-Service Training Roster is described starting on page 29.

19. Update

The Update button opens the pop-up window for the selected course offering to change relevant information.

20. Location

The location of a course offering is required, but it can be entered how you want it to appear, such as "River Police Department Training Room," or "Cobo Hall, Detroit, Room 201."

21. State

The state where the course offering will be held must be entered. Out-of-state course offerings require a Special Use Request if Law Enforcement Distribution funds will be used.

22./23. Course Offering Dates

Course dates must be entered for each offering. If the course is over more than one day, the appropriate starting and ending dates should be entered. If the course is only one day, the End Date still needs to be entered and would be the same as the Begin Date.

24. Cost per Student

The cost of the training may be entered here. The Cost per Student is for the course tuition only; travel costs, meals, lodging, or other expenses are not to be included here.

25. District

To help agencies and officers search for training in their area, you may enter a district. The list of districts is broken into parts of the state. The District field is not required to be entered.

MCOLES-only Information

The MCOLES-only Information area contains information for numbers and statuses assigned by MCOLES. Some of this information will be shown on the Training Course Registry with the general course information.

MCOLES-only Information

26	Course Status :	First Registration Renewal	Status Date:	03/22/2011	27
28	Category :	Patrol Activities	Sub-category :	Advanced Patrol Techniques	29
30	LED Approved :	Yes	SUR Approval # :		31

20. Course Status

This shows the current status that MCOLES has for a course. The statuses are discussed on page 9 as part of the Training List Page. The status type assigned will determine if offering dates and locations can be added to the course.

21. Status Date

This is the date that MCOLES assigned the course's current status.

22. / 29. Category / Sub-category

MCOLES has determined a list of categories that can be assigned to training courses. Within each category, there are several sub-categories. This is used for the MCOLES Course Registry when someone is searching for a training course. The MCOLES Course Registry is described starting on page 40.

The course category and sub-category are initially assigned by MCOLES so that there is consistency for the Course Registry. For a listing, see the table starting on the next page. If you do not agree with the category or sub-category that MCOLES assigned, you can contact the Career Development Section or send an e-mail to msp-mcoles@michigan.gov.

30. LED Approved

This shows if the course meets the requirements so that Law Enforcement Distribution funds can be used for this course.

31. SUR Approval Number

If the course requires additional review, such as an Out-of-State Special Use Request, a specific approval number will be assigned for LED reporting.

Course Categories and Sub-Categories

Accident Investigation

Accident Investigation	Accident Evidence Collection	Railroad Crossing
------------------------	------------------------------	-------------------

Communication Skills

Communications	Court Functions	Public Relations
Courtroom Testimony	Expert Witness	Report Writing
Conflict Resolution	Languages	Telephone

Community Policing and Problem Solving

Community Policing	Crime Analysis	Crime Prevention Against Elderly
Community Relations	Crime Prevention	Persons
Conflict Resolution		Public Perception of Police

Computer and Technology Use

Computers	Computer Skills	LEIN
-----------	-----------------	------

Correctional Officer Training

Corrections	Jail	Lockup Training
In Custody Death	Prison	

Critical Incident Response

Aircraft Disaster	Emergency Management	Rail Disaster
Bombs/Explosives	Executive Protection	Search and Rescue
Chemical Agents	Floods	Sniper
Critical Incident Debriefing	Fugitive Apprehension	Security
Critical Incident Response/ Rapid Deployment	Hazardous Materials	Tactical/SWAT
Crowd Control	Homeland Security	Terrorism
Dive Rescue	Hostage Negotiation	Violence in the Workplace
Domestic Terrorism	Incident Management	Weapons of Mass Destruction
	Mobile Field Force	

Cultural Diversity

Cultural Diversity	Native American Issues	Racial Issues
Racial Profiling	Spanish Issues	

Domestic Violence

Domestic Violence	Personal Protection Orders	Elderly Abuse
-------------------	----------------------------	---------------

ETSC

Basic	Management	LEIN
Operational	Supervision	

Evidence/Forensics

Blood Spatter Patterns	Fingerprints	Photography
Crime Scene Processing	Forensic Pathology	Physical Evidence
Evidence/Property Management	Forensic Science	

Course Categories and Sub-Categories (Continued)

Field Training Officer

Basic Field Training Officer	Advanced Field Training	FTO Program Supervision
------------------------------	-------------------------	-------------------------

Firearms

Firearms Long Guns Weapons	Active Duty Firearms Standard Shotguns	Handguns Select-Fire Weapons
----------------------------------	---	---------------------------------

First Aid

Air and Bloodborne Pathogens Automated External Defibrillators	CPR First Aid	First Responder Trauma/Triage
---	------------------	----------------------------------

First Line Supervision

First Line Supervision

Instructor

Instructor Development	Presentation Skills	Train-the-Trainer
------------------------	---------------------	-------------------

Investigation Techniques

Confidential Informants Criminal Profiling	Interview and Interrogation Polygraph	Surveillance Undercover
---	--	----------------------------

Investigation - Crimes Against Persons

Assault Crimes Against Children Crimes Against the Elderly Criminal Sexual Conduct	Hate Crimes Homicide/Deaths Robbery Serial Killers	Stalking Suicide Violent Crimes Violent School Incident
---	---	--

Investigation - Crimes Against Property

Arson/Fire Breaking and Entering Computer Crime Credit Card Fraud	Documents and Forgery Financial Fraud	Larceny White Collar Crime Vehicle Theft
--	---	--

Investigation - Crimes Against the State

Computer Crime Contraband Drug Enforcement	Environmental Gambling/Games License Violations	Narcotics Vice
--	---	-------------------

Investigation - Organized Crime

Cults Drugs	Gangs Gambling/Games	Organized Crime
----------------	-------------------------	-----------------

Juveniles

Juveniles Juvenile Gangs Juvenile Violence	RAVES Schools School Liaison Officer	School Violence/ Violent School Incidents Student Mentoring
--	--	---

Legal Issues

Americans with Disabilities Act Civil Liberties Criminal Law Criminal Procedures Entrapment	Forfeiture Information/FOIA Legal Issues Legal Updates Liability	Prosecution Search and Seizure Victim Rights Warrantless Vehicle Searches
---	--	--

Course Categories and Sub-Categories (Continued)

Management/Executive

Budget/Fiscal	Liability Control	
Discipline/Ethics	Management	Problem Employees / Early Warning System
Grant Management	Management/Supervision	Public Safety Manager
Grant Writing	Media Relations	Records Management
Harassment/Discrimination	Personnel Selection/Oral Boards	Supervision
Internal Affairs	Policy/Planning/Research & Development	Time Management
Labor Relations	Promotion Evaluation	Vehicle/Fleet Management
Leadership		

Motor Carrier

Motor Carrier Enforcement

Patrol Activities

Advanced Patrol Techniques	In Custody Death	Patrol Tactics
Advanced Police Officer Training	Mentally Ill	Severe Weather Observation
Autism	Mobile Video Training	Suicide Prevention
Crisis Intervention	Mountain Bike Patrol	Street Psychology
High Risk Traffic Stops	Officer Safety (Survival)	

Personal Development

Attitudes and Behavior	Physical Training	Stress Management
Employee Substance Abuse	Post Incident Trauma	Time Management
Health/Wellness	Self Improvement	

Specialized Assignments

Airport Security	Court Security	Motorcycle Operator
Aviation	Dive Rescue	Mounted Patrol
Bailiff	Industrial Security	Transit Security
Canine (K-9)	Marine Patrol	

Speed Measurement

Basic Radar	LIDAR Operator	
-------------	----------------	--

Support Operations

Audio Visual	Chaplains	Graphic Arts
Auxiliary	Dispatch	Police Reserves

Traffic Enforcement

Highway Traffic Safety	OUIL/OUID Enforcement and Detection	Traffic Stops
------------------------	--	---------------

Use of Force

Chemical/Aerosol Sprays	Impact Weapon Training	Restraint Instruments
Decision Making	Less-Lethal Weapons	Subject Control

Vehicle Operations

Defensive Driving	Emergency Vehicle Operation	Specialized Vehicles
-------------------	-----------------------------	----------------------

Goals & Objectives and Course Outline

These sections demonstrate what is to be instructed in the course, that it is law enforcement relevant, and that the course has been properly developed.

32 → **Goals & Objectives**

[Click to see example](#) ← 33

34 { Does the course incorporate the MCOLES-mandated in-service training curriculum for:
Active Duty Firearms Standard

Yes No

Officers will learn:

- 1) How to handle various forms of spontaneous violent stand up aggression.
- 2) The ALEA Escort principles and follow up to aggression / resistance
- 3) How to takedown an aggressive subject from the front and rear.
- 4) Baton use - Impact (use of force, body target areas, legal)
- 5) Baton Use - Grappling

35 → **Outline**

[Click to see example](#)

```
8:30am-8:45am:
INTRODUCTION
8:45am-9:00am:
MCOLES FORCE CONTINUUM
9:00am-9:15am:
ATTACK & DEFENSE ZONES, LINES OF ATTACK
9:15am-10:00am:
DEFENSE ATTACK #1 / DISENGAGE
10:00am-10:20am:
DEFENSE ATTACK #1 / ENGAGE
10:20am-10:40am:
DEFENSE ATTACK #2 / DISENGAGE
10:40am-11:00am:
DEFENSE ATTACK #2 / ENGAGE
11:00am-11:15am:
DEFENSE ATTACK #3 / ENGAGE
11:15am-11:30am:
TAKEDOWN REAR / FRONT
```

32./35. Goals & Objectives and Outline

These are text fields where their respective information should be entered. These fields allow for existing text to be copied from a word-processing program. Since these fields are large, they are located lower down on the In-Service Course Information Detail page. There are links from the basic information block at the top of the page that take you down to the Goals & Objectives and Outline.

33. Click to see example

These links open a window with sample Goals & Objectives or Course Outline.

34. MCOLES-Mandated In-Service Training

If a training course includes an MCOLES-m andated in-service training component, select “Yes.” Doing so allows law enforcement agencies to track which officers have complet ed or still need to attend a course with that m andate via a web pa ge in their component of MITN.

Saving and Submitting a Course to MCOLES

There are three buttons at the bottom of the In-Service Course Information Detail page. These allow new courses to be entered, new instructors or course dates and locations to be added to a registered course, or to cancel changes you started to make to a course. You must save and/or submit changes for any added or changed information stored.

For the instructors and the dates and locations fields that have the Add button, the Add button does not save the changes, only adds the information like any other field. One of the save options described below must still be selected.



35. Save & Finish Later

When you are entering a new course, you can stop and return to the course to finish entering the information or make any changes before submitting the course to MCOLES. The Save & Finish Later button will keep any information you have entered, but will not be reviewed by MCOLES at this point. There will be no course status listed while it is in this stage.

Once the course has been submitted to MCOLES, this button will still appear but will no longer be available to you, but you will still be able to make changes as described below.



36. Save & Submit to MCOLES

When you are entering a training course, you can choose to submit it to MCOLES even if you are not done entering the information yet, or you can wait until you have filled in all of the required information. The new course will have a status of Submitted, and you can continue to make any changes while it is in this status.

Once a course has been registered, you will not be able to change any of the course details, but you can continue to submit new instructors or dates and locations at any time while the course is within its registration period. Those areas that can not be updated once the course is registered will have a gray background. Those that can be updated will still have a white background.

37. Cancel

The Cancel button does not cancel a course or a submission. If you are entering information on the course, new instructors, or new dates and locations, the Cancel button will just stop any changes you have just made before selecting one of the save options.

In-Service Training Roster

Overview:

The In-Service Training Roster page is where student attendance and grades are recorded. A roster is attached to each specific course offering. Entering the students' information on the roster automatically adds the training course to their individual training records. This allows the officers and their agencies keep track of the training attended.

To get to the In-Service Training Roster page for a particular course offering, use the Roster button on the Course Information Detail on the row for that specific Dates and Locations entry. See Item #18 for the In-Service Course Information Detail on page 20.

In-Service Training Roster

1	Course Title :	Advanced Police Tactics						
	Course ID :	10-APOL 8198						
	Location :	East Campus						
	Begin Date :	11/01/2010						
	End Date :	11/02/2010						
2		Current	Update					
	* Instructor 1:		<Choose New Instructor 1> ▼					
	Instructor 2:		<Choose New Instructor 2> ▼					
		<input type="button" value="Insert 25 blank rows"/>	<input type="button" value="Retrieve Student Information"/>					
		<input type="button" value="Set all Attended/Passed/Completed"/>						
3	Search:	<input type="text"/>						
	Student Name ▼	* MCOLES Number ▼	Agency ▼	* Status	Course Pass/Fail	Score	Met Completion Requirements	Comments
	No data available in table							
Please note: Students without an enrollment status will not be saved.								
		<input type="button" value="Save & Submit to MCOLES"/>	<input type="button" value="Cancel"/>					
4	Attendance Roster Report							
5	Return to Course Information Detail							

1. Basic Offering Information

The top part of the In-Service Training Roster shows the information that was entered on the Dates and Location row for this offering.

2. Instructor 1 and Instructor 2

Although many instructors may be entered on the Course Information Detail page who can or will be teaching the course, the In-service Training Roster allows for up to two primary instructors to be associated with any one course offering. If more than two instructors are used for a single course offering, MCOLES recommends that you keep records of all instructors with your other documentation of the training, but still enter two instructors, such as those presenting a majority of the course material.

The instructors submitted to MCOLES will be available from a drop-down list next to the Instructor 1 and Instructor 2 fields.

3. Student Attendance Information

Once information on student is entered, it will appear on the bottom part of the roster page. It will be blank until any information is entered.

4. Attendance Roster Report

The Attendance Roster Report can be printed at any time, including student enrollment information entered before a class begins, and the actual attendance at any time following the course. An example is shown on page 44.

5. Return to Course Information Detail

If you want to return to the Course Information Detail page for the current course without going back through the In-Service Training List page, use this link. This is helpful if you have more than one roster to enter.

6

Insert 25 blank rows Retrieve Student Information ← 9

Set all Attended/Passed/Completed ← 12

Search: <input type="text"/>			
7 Student Name	* MCOLES Number	Agency	* Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<Choose Status> ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	<Choose Status> ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	<Choose Status> ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	<Choose Status> ▼

Left View

14	15	16	17	18
Course Pass/Fail	Score	Met Completion Requirements	Firearms Pass/Fail	Comments
<none> ▼		<none> ▼	<none> ▼	
<none> ▼		<none> ▼	<none> ▼	
<none> ▼		<none> ▼	<none> ▼	

Right View

6. Insert 25 Blank Rows

To start entering roster information, the “Insert 25 Blank rows” button will add spaces for all of the student attendance information. This button can be used as many times as necessary to add more lines until all of the students can be entered.

A simple sign-in sheet will be used at the course where students will give their name, MCOLES number, and agency. This information will be used to complete the roster. MCOLES recommends that you keep the paper roster for your training records, even though the information will be entered into MITN. A sample sign-in sheet is included at the end of this guide.

7. Student Name

This is where the student name will be recorded; however, notice that the field is grayed out. This means that information can not be entered here. Officers will be issued their MCOLES number, which will be unique to them.

Rather than having to type the names and making sure the name is spelled correctly, the name field will be automatically filled in after their MCOLES number is entered and information retrieved (see Item #9, Retrieve Student Information). Simply check the name on the roster against the name that appears to be sure the right MCOLES number was given by the student. If the name retrieved does not match the roster, see Correcting the Roster on page 42.

8. MCOLES Number

In order to enter student information, the student must provide their MCOLES number on the sign-in roster and, if you prefer, prior to the course offering to enter enrollment information.

Note: If one student does not have their number, they can provide it later. This will not prevent the entering of the remaining students’ information.

9. Retrieve Student Information

When the MCOLES number and a status have been entered, use the Retrieve Student Information button to return the Names and Agencies associated with the MCOLES number to verify that the record matches the student.

Note: Retrieving the information may take several moments depending on your connection speed. Do not click the Retrieve Student Information button again if the browser window indicates it is still working.

10. Agency

As with the Student Name, notice that this field is grayed out, and can not be entered directly into the block. This is slightly different from the name though.

If an officer attending the training works for only one department, then the agency name will be automatically filled in when the information is retrieved. However, if the officer currently works for more than one agency, then the field will remain blank and an additional step must be done to indicate which agency sent the officer (see page 34). This is because of the Law Enforcement Distribution fund; the correct agency is essential to make sure that the agency can properly use their funds.

11. Status

There are several statuses of students that you can assign. A status must be entered for a student before the entries are retrieved, or none of the information will be saved for that person.

If you want, students can be entered with a status of Enrolled prior to a course offering, although this is not a necessary step. This can be helpful if there are a limited number of spaces in the class.

After the course, students who were in the class should be changed to a status of Attended, or to another appropriate status. The student information can simply be entered after the course offering if you choose not to use the Enrolled status.

12. Set all Attended/Passed/Completed

As a time-saving measure, since most attendees generally successfully complete a training course, this button will automatically set the Course Status to Attended, the Course Pass/Fail and any MCOLES-mandated training component Pass/Fail to Pass, and the Met Completion Requirements to Yes for all rows with an MCOLES number entered. If an officer did not meet all these criteria, simply go to that officer's row and change the response as appropriate.

13. Search

The search function is available on the Student Name field.

Sample Roster Screens – Left View

1. Click here to add blank rows.

3. Click on the Retrieve Student Information button to return the students' names and agencies.

2. Enter the students' MCOLES numbers.

Insert 25 blank rows Retrieve Student Information

Set all Attended/Passed/Completed

Search:

Student Name	* MCOLES Number	Agency	* Status
	<input type="text"/>		<Choose Status> ▼
	<input type="text"/>		<Choose Status> ▼
	<input type="text"/>		<Choose Status> ▼
	<input type="text"/>		<Choose Status> ▼

Note: The Eraser will clear what you have entered in a field.

Student Name	* MCOLES #	Agency	* Status
CRAWFORD, ROBERT	9230	SOUTH RANGE POLICE	Enrolled
HOWARDS, CHARLES	6302	CENTREVILLE POLICE	Enrolled
JONES, DAVID	892		Enrolled
RODGERS, JAMES	38735	HOME TOWNSHIP PO	Enrolled

4. After retrieving the information, the Student Name and Agency are filled in except for Jones.

5. Jones works for two agencies, so the proper agency must be selected. Click on the Magnifying Glass.

6. A separate window will appear to select the agency.

7. Click on the desired agency, and you will return to the roster and that agency will be filled in.

It is essential that the correct agency be selected, as failure to do so will not allow the agency to use their Law Enforcement Distribution funds for students attending the course.

Student Name	* MCOLES #	Agency	* Status
CRAWFORD, ROBERT	9230	SOUTH RANGE POLICE	Enrolled
HOWARDS, CHARLES	6302	CENTREVILLE POLICE	Enrolled
JONES, DAVID	892	FARWELL POLICE DEI	Enrolled
RODGERS, JAMES	38735	HOME TOWNSHIP PO	Enrolled

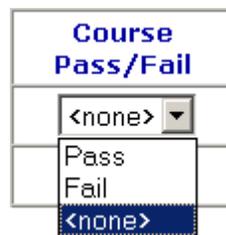
After the information has been retrieved, it must then be saved using the Save & Submit to MCOLES button. Additional students may be added to the roster, using the Insert 25 Blank Rows button as necessary for more lines.

If there are errors on the retrieved information, it must be corrected prior to selecting the Save & Submit to MCOLES button. See Correcting the Roster on page 37.

After a course offering, additional information must be added. The Status for each student should be changed to Attended, Did Not Show, or any other status listed that applies.

14. Course Pass/Fail Indicator

The Course Pass/Fail field is used to indicate if a student has passed a training course. A Pass or Fail must be entered for each student attending the course. Click on the down arrow next to the Pass/Fail box and a list will appear. Click on either Pass or Fail, as applicable.



15. Score

The Score field is optional, and can be used if a score on a test was given. This can be a number or letter grade.

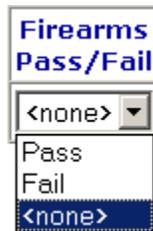
16. Met Completion Requirements

This is optional, if certain requirements had to be met to pass the class. This would include percent of class attended, practical exams, etc. Although this field is not required, if a student does not meet the completion requirements, then they have failed, and the Pass/Fail indicator should be set to Fail.



17. Mandated Training Pass/Fail

If a training course was indicated as containing an MCOLES-mandated training component, an additional Pass/Fail column will appear for that mandate. This is because a course may consist of multiple components, with the mandate being only one part. An example would be an advanced officer training course that includes firearms, emergency vehicle operations, and legal update. An officer might pass the firearms mandate but fail the emergency vehicle operations portion. The Course Pass/Fail would be fail, but the officer has still satisfied the firearms requirement. It would not be possible to fail the mandate but pass the course.



18. Comments

The Comments field is a text field where any information can be entered such as hours missed.

The items in #14-18 can be entered either before the student information is retrieved or after. If the information is entered after the initial information is retrieved, remember to click on the Save & Submit to MCOLES button.

Correcting the Roster

There are two types of errors that can be corrected on the In-Service Training Roster:

- MCOLES numbers entered with transposed or missing digits, or
- MCOLES numbers entered for people that should not appear on the roster.

Both of these types of errors must be fixed as described below prior to selecting the Save & Submit to MCOLES button. Otherwise, you must contact MCOLES to correct an error.

1. Transposed or Missing Digits

While entering several MCOLES numbers from a roster, it can be easy to mistype a number. After the information for a set of 10 rows is retrieved and a wrong name is found, it can be corrected at that time.

Student Name	* MCOLES #	Agency	* Status
LANDERS, ALVIN	9320		Enrolled
HOWARDS, CHARLES	6302	CENTREVILLE POLICE	Enrolled
JONES, DAVID	892	FARWELL POLICE DEI	Enrolled
ALTAIR, LINDA	3873		Enrolled

From the previous example, the first MCOLES number should have been 9230 but was entered as 9320. The correct name does not match. The fourth MCOLES number is missing a digit, and should have been entered as 38735.

To correct the entries, simply change the numbers to the proper ones. The wrong names will disappear.

Student Name	* MCOLES #	Agency	* Status
	9230		Enrolled
HOWARDS, CHARLES	6302	CENTREVILLE POLICE	Enrolled
JONES, DAVID	892	FARWELL POLICE DEI	Enrolled
	38735		Enrolled

You must click on the Retrieve Student Information button again, and the corrected names should appear.

Student Name	* MCOLES #	Agency	* Status
CRAWFORD, ROBERT	9230	SOUTH RANGE POLICE	Enrolled
HOWARDS, CHARLES	6302	CENTREVILLE POLICE	Enrolled
JONES, DAVID	892	FARWELL POLICE DEPT	Enrolled
RODGERS, JAMES	38735	HOME TOWNSHIP POLICE	Enrolled

Once the names are verified, click on the Save & Submit to MCOLES and continue with the next set of rows if needed.

2. People that should not appear on the roster

If an incorrect entry is made that is not a mistake in the number but should not appear at all, that row can also be removed entirely.

Student Name	* MCOLES #	Agency	* Status
CRAWFORD, ROBERT	9230	SOUTH RANGE POLICE	Enrolled
HOWARDS, CHARLES	6302	CENTREVILLE POLICE	Enrolled
JONES, DAVID	892	FARWELL POLICE DEPT	Enrolled
RODGERS, JAMES	38735	HOME TOWNSHIP POLICE	Enrolled
CASPER, RICHARD R	40024	DETROIT POLICE DEPT	Enrolled

In this example, the bottom entry should not have been made. Remove the number and the name will be removed:

Student Name	* MCOLES #	Agency	* Status
CRAWFORD, ROBERT	9230	SOUTH RANGE POLICE	Enrolled
HOWARDS, CHARLES	6302	CENTREVILLE POLICE	Enrolled
JONES, DAVID	892	FARWELL POLICE DEPT	Enrolled
RODGERS, JAMES	38735	HOME TOWNSHIP POLICE	Enrolled
			Enrolled

Again, if you save an incorrect row, you must contact MCOLES to correct the record.

Attendance Roster Report

The Attendance Report Roster can be printed at any time, which will show the information you have entered on the web page.

Page 1 of 1

Michigan Commission On Law Enforcement Standards In-Service Training Roster Report

Course Title : High-Risk Traffic Stops
Course ID : ALET 102
Location : Western Community College
Instructor 1 : Douglas Lake
Instructor 2 :
Begin Date : 09/01/2003
End Date : 09/01/2003

Student Name	MCOLES #	Agency	Status	Pass/Fail	Score	Met Completion Requirements	Comments
CRAWFORD, ROBERT	9230	SOUTH RANGE POLICE DEPARTMENT	Enrolled				
HOWARDS, CHARLES	6302	CENTREVILLE POLICE DEPARTMENT	Enrolled				
JONES, DAVID	892	FARWELL POLICE DEPARTMENT	Enrolled				
RODGERS, JAMES	38735	HOME TOWNSHIP POLICE DEPARTMENT	Enrolled				

MCOLES Training Course Registry

Overview:

If you choose to have a registered course displayed on the on-line MCOLES Training Course Registry, the course information as well as dates and locations will be available to law enforcement agencies and officers.

The Training Course Registry is searchable by several criteria, including course category, subcategory, training provider, date, location, or “wildcard” search for words in the course descriptions. Any number of these criteria can be used, to widen or narrow your search.

MCOLES Course Registry Search

Please choose your search criteria, then click the Search button.

Category:	<Choose a Category>
Sub-category (must first choose a Category):	<Choose a Sub-category>
Keyword (use * for wildcard):	<input type="text"/>
Criminal Justice Entity:	<input type="text"/> 
Date to begin searching:	04/29/2003 
MCOLES District:	<Choose a District>
<input type="button" value="Search"/> <input type="button" value="Clear"/>	

A search with no criteria selected will begin with the current date and search forward. This will show all courses available.

MCOLES Course Registry List

[Perform a New Search](#)

Criteria

Category :
 Sub-category :
 Keyword :
 Criminal Justice Entity :
 Date to begin searching : 04/29/2003
 MCOLES District :

Course Title	Provider	Course Category	Hours
Building Searches	TACTICAL TRAINING, INC.	Patrol Activities	12
High-Risk Traffic Stops	ACME LAW ENFORCEMENT TRAINING	Patrol Activities	8
Managing Time	ADVANCED IN-SERVICE TRAINING	Management/Executive	25
Managing the Problem Employee	ACME LAW ENFORCEMENT TRAINING	Management/Executive	14
Supervising the Field Training Program	ACME LAW ENFORCEMENT TRAINING	Field Training Officer	24

If you select one of the criteria, only those courses in the Training Course Registry will be shown. In the below example, only the category was selected. If category is selected, you do not need to use a sub-category as well. Leaving sub-category blank will return all courses within that category. The categories and sub-categories available for search are listed with the In-Service Course Information Detail on page 26.

MCOLES Course Registry Search

Please choose your search criteria, then click the Search button.

Category:	Management/Executive
Sub-category (must first choose a Category):	<Choose a Sub-category>
Keyword (use * for wildcard):	<input type="text"/>
Criminal Justice Entity:	<input type="text"/> 
Date to begin searching:	04/29/2003 
MCOLES District:	<Choose a District>
<input type="button" value="Search"/> <input type="button" value="Clear"/>	

MCOLES Course Registry List

[Perform a New Search](#)

Criteria

Category : Management/Executive
 Sub-category :
 Keyword :
 Criminal Justice Entity :
 Date to begin searching : 04/29/2003
 MCOLES District :

Notice that the search criteria show on the list that was returned.

Course Title	Provider	Course Category	Hours
Managing Time	ADVANCED IN-SERVICE TRAINING	Management/Executive	25
Managing the Problem Employee	ACME LAW ENFORCEMENT TRAINING	Management/Executive	14

If a category is selected, the sub-categories that will show will be only those for the category.

MCOLES Course Registry Search

Please choose your search criteria, then click the Search button.

Category:	Management/Executive
Sub-category (must first choose a Category):	Time Management
Keyword (use * for wildcard):	
Criminal Justice Entity:	<input type="text"/> 
Date to begin searching:	04/29/2003 
MCOLES District:	<Choose a District>
<input type="button" value="Search"/> <input type="button" value="Clear"/>	

MCOLES Course Registry List

[Perform a New Search](#)

Criteria

Category : Management/Executive

Sub-category : Time Management

Keyword :

Criminal Justice Entity :

Date to begin searching : 04/29/2003

MCOLES District :

Course Title	Provider	Course Category	Hours
Managing Time	ADVANCED IN-SERVICE TRAINING	Management/Executive	25

For a keyword search, it is best to use a word or short phrase, since the search will look for exactly what you entered. Surround the keyword with asterisks, e.g. *felony*.

For an entity search (an in-service training provider), click on the Magnifying Glass. This will open a second window where you can enter all or part of the training provider name.

For an MCOLES district search, a list of MCOLES field representative districts can be used.

Once a course or courses are found that meet your criteria, click on the name in the Course Title for the desired course. This will bring you to an MCOLES Course Registry Detail page, which looks very similar to the In-Service Training Course Detail page. However, no information is enterable here, since an officer or agency would be viewing a course that is not their own. An interested person would use what was provided in the Contact Information block to get more information or register for a course.

MCOLES Course Registry Detail

Course Information

Course Title :	High-Risk Traffic Stops		
Provider :	ACME LAW ENFORCEMENT TRAINING		
Provider Course ID :	ALET 102	MCOLES Registration # :	649002
Course Hours :	8		
Course Category :	Patrol Activities		
Course Sub-category :	High Risk Traffic Stops		
Description :	This course is designed for patrol officers to effect felony traffic stops and other traffic stops where there are suspected or known risks above and beyond traffic violation stops.		
Audience :	Certified law enforcement officers, including those responsible for daily field service operations or special response operations.		
Goals & Objectives :	View the Goals & Objectives		
Outline :	View the Outline		
Contact Information :	James Madison, Training Coordinator 123 Main Street Lansing, MI 48913 (800) 555-2525		
LED Approved :	Yes	LED Approval # :	
ETSC Approved :			

Offering Information

Begin Date	End Date	Location	Instructor 1	Instructor 2	Cost per Student	MCOLES District
08/12/2003	08/12/2003	River Police Department	John Horroch	Douglas Lake	\$ 50.00	Eastern Detroit Metro Area
09/01/2003	09/01/2003	Western Community College	Douglas Lake		\$ 45.00	Western Lower Peninsula

[Return to List](#)

[Perform a New Search](#)

Note: The web page continues with the Goals & Objectives and Outline that you entered below this point, so that officers or agencies can see what the course is offering.

Maintaining Your Entity Profile with MCOLES

Overview:

Certain information is required for MCOLES to maintain information and properly contact your agency. The information currently on file with MCOLES is found on the Entity Profile page. Certain items can not be changed using the web page, and you will have to call MCOLES at (517) 322-5615.

The first section contains agency identifying information.

Criminal Justice Entity Profile

Name :	HORIZON POLICE DEPARTMENT
ORI :	1078901
FEIN or Social Security Number :	38-1486455
Also Known As :	HORIZON PD
New Also Known As :	<input type="text"/> 

The next sections are individual contact information for four specific individuals related to the agency in order to give MCOLES the ability to communicate directly with appropriate individuals as necessary. These are for the Agency Head, Administrative Contact, Key MITN Operator, and Fiscal Officer. **Be assured that under no circumstances will contact information be distributed or used for purposes other than MCOLES business.**

* Entity Head

	Current	New
Last Name :	HENDRICKSON	
First Name :	EDWARD	
Middle Name :	R	
Title :	Chief of Police	
Prefix :	Chief	
Suffix :		
* E-mail :	ehendrick@ci.horizon.mi.us	<input type="text"/>
* Phone :	517-996-1840	<input type="text"/> (e.g., 517-322-5615)
* FAX :	517-996-2011	<input type="text"/> (e.g., 517-322-5615)

A change in agency head must be reported directly to MCOLES and cannot be changed in MITN by the agency. Only contact information may be updated here. All information for the next three contacts, including names, can be entered or changed as appropriate. An option is available to select the agency head where the information applies to more than one contact type. This will repeat the contact information without having to enter the information multiple times.

Select this option where the individual is not the same as the agency head.

*** Key MITN Operator**

- Same as Entity Head
- Use the Following Contact **(Current)**

	Current	New
* Last Name :	HOLLIS	<input type="text"/>
* First Name :	JAMES	<input type="text"/>
Middle Name :	A	<input type="text"/>
Title :	Training Administrator	<input type="text"/> (e.g., Chief of Police, Director of Public Safety, Training Director)
Prefix :	Sergeant	<input type="text"/> (e.g., Chief, Sheriff, Ms., Sgt.)
Suffix :		<input type="text"/> (e.g., Jr., Sr., III)
* E-mail :	jhollis@ci.horizon.mi.us	<input type="text"/>
* Phone :	517-996-1842	<input type="text"/> (e.g., 517-322-5615)
* FAX :	517-996-2011	<input type="text"/> (e.g., 517-322-5615)

Select this option to repeat the agency head information without retyping.

*** Administrative Contact**

- Same as Entity Head **(Current)**
- Use the Following Contact

	Current	New
* Last Name :	HENDRICKSON	<input type="text"/>
* First Name :	EDWARD	<input type="text"/>
Middle Name :	R	<input type="text"/>
Title :	Chief of Police	<input type="text"/> (e.g., Chief of Police, Director of Public Safety, Training Director)
Prefix :	Chief	<input type="text"/> (e.g., Chief, Sheriff, Ms., Sgt.)
Suffix :		<input type="text"/> (e.g., Jr., Sr., III)
* E-mail :	ehendrick@ci.horizon.mi.us	<input type="text"/>
* Phone :	517-996-1840	<input type="text"/> (e.g., 517-322-5615)
* FAX :	517-996-2011	<input type="text"/> (e.g., 517-322-5615)

Key MITN Operator

The Key MITN Operator should be that person identified as a single point of contact that MITN-related issues can be sent to and is responsible for identifying the agency's MITN operators who should no longer have access to the system based on employment transactions or transfer of assignments.

An additional link, "View/Remove MITN Operators," appears on the Entity Profile page when the person logged in is the identified Key MITN Operator.

* **Key MITN Operator**

Same as Entity Head

Use the Following Contact (**Current**)

	Current	New
* Last Name :	HOLLIS	<input type="text"/> 
* First Name :	JAMES	<input type="text"/>
Middle Name :	A	<input type="text"/> 
Title :	Training Administrator	<input type="text"/>  (e.g., Chief of Police, Director of Public Safety, Training Director)
Prefix :	Sergeant	<input type="text"/>  (e.g., Chief, Sheriff, Ms., Sgt.)
Suffix :		<input type="text"/>  (e.g., Jr., Sr., III)
* E-mail :	jhollis@ci.horizon.mi.us	<input type="text"/>
* Phone :	517-996-1842	<input type="text"/> (e.g., 517-322-5615)
* FAX :	517-996-2011	<input type="text"/> (e.g., 517-322-5615)

[View/Remove MITN Operators](#)

The View/Remove MITN Operators page displays the current list of authorized MITN users for that agency. Operators who are no longer employed with the agency, have changed functions within the agency, or otherwise should not have access to MITN can have their rights removed. No new operators can be added from this page.

Removing MITN operator rights in a timely manner when appropriate is critical to the security of the information available to prevent misuse.

View/Remove MITN Operators

Please contact MCOLES at (517) 322-5615 if you have any questions related to your agency's MITN operator access.

Name	Remove MITN Operator Rights
JANICE FREEMONT	Remove
JAMES HOLLIS	Remove
EDWARD HENDRICKSON	Remove

* MITN Operators may only be added by completing an Operator Security Agreement and faxing the Agreement to the MCOLES Licensing Services Section at (517) 322-9926.

Click on the "Remove" link on the row of the individual who is to no longer have access to MITN. This opens a page where the effective date of removal rights, reason for removal, and any additional comments is entered.

Removal of MITN Operator Rights

Name: JANICE FREEMONT

1 → * **Date of Removal of MITN Operator Rights:** 

2 → * **Removal Reason:**

- Reassigned to a different function within this agency
- Security Policy Sec 5.12 Access Violation
- Security Policy Sec 5.8 Charges/Conviction
- Termination from this agency
- Unauthorized dissemination of MITN records or User ID/Password
- Voluntarily left employment with this agency

3 → **Removal Comments:**

I recognize that any misrepresentation on my part constitutes fraud and is punishable as a felony under Section MCL 750.218 and/or MCL 750.248.

4 →

5 → [Run Report](#)

1. Enter the date of removal of MITN Operator Rights.

2. Select the appropriate removal reason. The referenced Security Policy sections are:

5.8 Access shall not be requested or granted if the user is a fugitive from justice, has pending charges, or has ever been convicted of:

- Any felony or any offense punishable by more than 1 year
- Any crime involving fraud or misappropriation
- Any crime of misuse of computer systems or information

5.12 Users shall access the MCOLES Network only for those purposes and to the extent for which they are authorized in the applicable *Agreement*. Sanctions for access violations may be applied to the agency operator, user agency, or law enforcement officer.

3. Enter removal comments, if you wish.

4. Click on the Save & Submit button to send the removal information to MCOLES.

5. Before you leave this web page, be sure to print the transaction report using the Run Report link below the Save & Submit button. The report will open in a new window and can be printed from there.

Page 1 of 1	Michigan Commission On Law Enforcement Standards Removal of MITN Operator Rights Report	05/08/2008 10:02 AM
-------------	---	------------------------

Operator Name: JANICE FREEMONT

Agency Name: HORIZON POLICE DEPARTMENT

* Date of Removal of MITN Operator Rights: 01/08/2008

* Removal Reason

- Reassigned to a different function within this agency
- Voluntarily left employment with this agency
- Termination from this agency
- Security Policy Sec 5.8 Charges/Conviction
Access shall not be requested or granted if the user is a fugitive from justice, has pending charges, or has ever been convicted of :
 - any felony or any offense punishable by more than 1 year;
 - any crime involving fraud or misappropriation; or
 - any crime of misuse of computer systems or information.
- Security Policy Sec 5.12 Access Violation
5.12 Users shall access the MCOLES Network only for those purposes and to the extent for which they are authorized in the applicable *Agreement*. Sanctions for access violations may be applied to the agency operator, user agency, or law enforcement officer.

Removal Comments:
Ms. Fremont resigned from the Horizon Police Department on 01/30/2008.

I recognize that any misrepresentation on my part constitutes fraud and is punishable as a felony under Section MCL 750.218 and/or MCL 750.248.

Signature of Agency Head

Date

Print Name and Title

Obtain the signature of the entity head and fax the report to MCOLES at (517) 316-0824.

Agency Business Information

Following the contact information blocks are sections where the general business information is displayed and updated.

*** Business Information**

	Current	New
* Business Phone :	517-567-9585	<input type="text"/> (e.g., 517-322-5615)
* Business FAX :	517-567-9586	<input type="text"/> (e.g., 517-322-5615)
* Business Hours :	8am-5pm	<input type="text"/>
* Business E-mail :	admin@ci.horizon.mi.us	<input type="text"/>
Business Website :	www.horizonpolice.org	<input type="text"/> 

*** Business Address**

	Current	New
* Address Line 1 :	14 E MAPLE ST	<input type="text"/>
Address Line 2 :		<input type="text"/> 
Address Line 3 :		<input type="text"/> 
City :	HORIZON	<input type="text"/>
State :	MI	<input type="text"/>
* Zip :	48917	<input type="text"/> - <input type="text"/> 

Mailing Address

- Same as Business Address (Current)
- Use the Following Address

	Current	New
* Address Line 1 :		<input type="text"/>
Address Line 2 :		<input type="text"/> 
Address Line 3 :		<input type="text"/> 
City :		<input type="text"/>
State :		<input type="text"/>
* Zip :		<input type="text"/> - <input type="text"/> 

[Click Here to Maintain Your MITN Web Password](#)

Maintaining your MITN Password

To change your pass word to access MITN, click on t he link at the bottom of the Entity Profile page. This will take you to the Maintain Password page.

Maintain Password

Overview:

You can change your MITN logon password at any time through the Maintain Password web page. This page is accessed through the link on the Entity Profile page (see previous page). MCOLES recommends that you change your password on a regular basis.

Passwords must be at least six (6) characters long. They must contain at least one number and one letter, but can be any mix of these. Special characters, such as \$ or # can not be used in the password. Passwords are case sensitive for letters, so if you enter letters as uppercase or lowercase, these must be used when logging into MITN.

When you enter your passwords here or on the login screen, asterisks will appear instead of the letters or numbers you type. Also, MCOLES can not see your passwords. If you forget your password, MCOLES will give you a new temporary password, which must be changed immediately the next time you log into MITN. You will be taken directly to the Maintain Password page.

Maintain Password

The following options will allow you to change your password.

(all fields are required)

* Old Password :	<input type="password"/>
* New Password :	<input type="password"/>
* Confirm New Password :	<input type="password"/>
<input type="button" value="Change Password"/> <input type="button" value="Cancel Change"/>	

1. Enter your existing password here.
2. Enter the new password that you want to use here.
3. Re-enter the new password here to make sure it was typed correctly above.
4. Click on Change Password to submit the change, or Cancel Change to keep your old password without submitting the change.

