



**ACEq
Browser-Based Software
USER'S GUIDE
ADORE Field Training Module**

ACE – Automated Observation Reports and Evaluations
CLASS – Academy & In-Service Training
ERM – Employee Records Management
Q – Equipment Tracking



ACE Browser-Based: User's Guide

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LOGGING INTO ACE

From the Login screen (*Illustration #1*) input your Login ID and Password and hit 'Go'.

MD E, Inc. ACE ADORE/Performance Evaluation Class/In-Service Training Employee Records Management

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[change password](#)
[logout](#)

Classes Positions Administration Eval

Login

Login ID

Password

Go

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Illustration #1

The Administrator of the program must enter your personal password into the system. If you have forgotten your password, notify the Program Manager through the proper chain of command. If you would like to change your password, you can do so by selecting the "Change Password" link in the top right corner (*Illustration #2*), completing the fields, and selecting "Set Password" (*Illustration #3*). Typically training records are considered personnel records, therefore, confidentiality is imperative.



Illustration #2

MD E, Inc. ACE ADORE/Performance Evaluation Class/In-Service Training Employee Records Management

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[change password](#)
[logout](#)
in CT TO CT TEP

ERM Classes Positions Administration Eval

Change Password:

* Designates Required Field

* Old Password

* New Password

* Confirm New Password

OK Cancel

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Illustration #3



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Daily Reports – DOR/Task List/Call Log

DORs

From the Positions page, hit 'Expand All' to show the entire organization chart or open the appropriate folders to find the person's name who will be evaluated. Select the "New DOR" Button from the drop-down list next to the officer's name. (Illustration #4).

The screenshot shows the ACE software interface. At the top, there is a navigation bar with the MdE, Inc. logo, the ACE logo, and the text "ADORE/Performance Evaluation", "Class/In-Service Training", and "Employee Records Management". To the right, it says "WYDoC MdE, Inc. Demo" and "Amazon Login" with options for "change password", "logout", and "Hi LENNIE D DIMAS". Below the navigation bar, there are tabs for "ERM", "Class", "OrgCharts", "Administration", "Equipment", and "Reports". The "Administration" tab is selected. Under "Administration", there are links for "show vacant" and "show unsupervised". Below these links, there are dropdown menus for "Prison" and "Contract-WHCC", a "Go" button, and links for "expand all", "collapse all", "find", and "Periodic Reports". The main content area is a table with columns: Job, Name, Division, Eval, Report, and Action. The table lists various jobs and personnel, including "1. Training Academy Manager", "1. Field Training Admin.", "1. Field Training Coordinato", "1. FTO", "2. FTO", "2. Field Training Coordinato", "3. FTO", "1. Trainee", "4. FTO", "5. FTO", "3. Field Training Coordinato", "4. Field Training Coordinato", "6. FTO", "7. FTO", "8. FTO", "9. FTO", and "5. Field Training Coordinato". The "Eval" column for "4. FTO" (DIMAS, LENNIE D) has a dropdown menu open, showing "New DOR" selected. The "Action" column for each row contains links for "edit" and "vacate".

Job	Name	Division	Eval	Report	Action
1. Training Academy Manager	NORRIS, PETER H	FTO			edit vacate -
1. Field Training Admin.	SMITH, ROBERT	FTO			edit vacate -
1. Field Training Coordinato	COON, CLAYTON D	WWC			- - -
1. FTO	Vacant	WWC			- - -
2. FTO	APPLEGARTH, DANIEL J	WWC			- - -
2. Field Training Coordinato	EDWARDS, KEVIN M	WMCI			edit vacate -
3. FTO	Vacant	WMCI			edit vacate -
1. Trainee	CRAWFORD, TODD	WMCI	Select...	Select...	edit vacate -
4. FTO	DIMAS, LENNIE D	WMCI	Select New DOR	Select...	edit vacate -
5. FTO	METEVIER, PAUL E	WMCI			edit vacate -
3. Field Training Coordinato	HALTER, WENDY	FTO			edit vacate -
4. Field Training Coordinato	KOSKI, ROBERT J	WHF			- - -
6. FTO	Vacant	WHF			- - -
7. FTO	JACKSON, BRENDA M	WHF			- - -
8. FTO	JOHNSON, RYAN R	WHF			- - -
9. FTO	WASHBURN, LAWRENCE J	WHF			- - -
5. Field Training Coordinato	NELSON, GILBERT J	WHCC			- - -

Illustration #4

NOTE: Use "CTRL – F" on the keyboard to open a Find Window, allowing you to search for a name.



Entering Category Ratings:

When the 'DOR' question group is selected, ACE displays the list of categories on the screen (*Illustration #5*). All other question groups will provide a list of the appropriate Task items to be checked off in the same fashion as the DOR Categories.

The screenshot shows the ACE software interface. At the top, there is a header with the MdE, Inc. logo on the left, the ACE logo in the center, and the text "ADORE/Performance Evaluation Class/In-Service Training Employee Records Management" on the right. Below the header, there is a navigation bar with the following information: Evaluation: 1, Question Group: DOR, Employee: CRAWFORD, TODD, Supervisor/Trainer: DIMAS, LENNIE D, Date: 02/11/2011, Phase: -- Select Phase --, and DivisionReal: FTO. Below the navigation bar, there is a table with the following columns: Number, Question, and Response. The table contains 20 rows of categories, each with a response value of "-".

Number	Question	Response
1	General Appearance	-
2	Acceptance of Feedback	-
3	Self Assurance/Self Co	-
4	Physical Control	-
5	Security of Facility	-
6	Operate Equipment	-
7	Problem Solving	-
8	Supervise/Observe Inma	-
9	Monitor Inmate Wellbei	-
10	Communication with Sta	-
11	Written Reports	-
12	Personal Mastery	-
13	Facility Sanitation	-
14	Inmate Rules/Regs	-
15	Inmate Rights	-
16	Dept. Policy	-
17	Officer Safety	-
18	Most Acceptable Perf.	-
19	Least Acceptable Perf	-
20	Additional Comments	-

Illustration #5

Complete any fields in the header. Select the category you would like to modify. To read the category description when the text is longer than the visible block, simply click in the text area and a scroll bar will appear on the right hand side of the text block (*Illustration #6*). Use this to read the full description of the category.

A full description of the definition of each DOR response value (Standard Evaluation Guideline (SEG)) is available by selecting the response description, i.e. put a 'bullet' in the circle to the left of "Less Satisfactory," and the SEG appears below (*Illustration #6*). Leave the 'bulleted' item as is or change the rating to the appropriate rating or 'Not Observed.'



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The screenshot shows the ACE interface for a performance evaluation. At the top, the MdE, Inc. logo is on the left, and the 'ACE' logo is in the center with the text 'ADORE/Performance Evaluation Class/In-Service Training Employee Records Management'. On the right, it says 'February 11, 2011 Welcome DIMAS, LENNIE D. Authority: Employee Logout'. Below this is a header bar with 'Evaluation: 1', 'Question Group: DOR', 'Employee: CRAWFORD, TODD', and 'Supervisor/Trainer: DIMAS, LENNIE D'. A sub-header bar shows 'Date: 02/11/2011', 'Phase: Phase 1', and 'DivisionReal: FTO'. On the left is a table of questions:

Number	Question	Response
1	General Appearance	0
2	Acceptance of Feedback	0
3	Self Assurance/Self Co	0
4	Physical Control	-
5	Security of Facility	0
6	Operate Equipment	-
7	Problem Solving	-
8	Supervise/Observe Inma	-
9	Monitor Inmate Wellbei	-
10	Communication with Sta	-
11	Written Reports	-
12	Personal Mastery	-
13	Facility Sanitation	-
14	Inmate Rules/Regs	-

The main content area shows 'Question 1: GENERAL APPEARANCE'. The response is '1 Less Satisfactory'. Below the response is a 'Response Description' box containing the text: 'Less Than Satisfactory - Uniform wrinkled, worn improperly, poorly fitted. Shoes other than black, scuffed and dirty. Missing and/or damaged, dirty equipment. Poor hygiene. (Does not know the dress and grooming policy.)'. Below this is a 'Comments (Required)' section with a red/pink background and the text: 'Trainee came in today with uniform wrinkled and shoes scuffed and dirty.' There are also 'Comments' and 'Training Comments' sections, and a 'View/Attach file(s) to question 1' button with '0 files attached'.

Illustration #6

If a low or high response is given, the Comments section will turn red/pink and indicate “Comments Required.” (Illustration #6). You may comment at any time, even with ratings which don’t require comments. NOTE: These “require comment” settings are the default settings which can be modified by the user’s ACE administrator.

Input the training minutes in the ‘Training Time’ box when applicable. Bullet “Training Comments” and **detail the specific training provided in the “Training Comments” box (Illustration #7).**

This screenshot is similar to the previous one, but the 'Comments (Required)' section is now pink. The 'Training Comments' section is also pink and contains the text: 'Discussed with trainee the need to have a professional appearance, especially when dealing with citizens.' Below this is a 'Training' box with the value '10 (Min.)'. At the bottom left, there are radio buttons for 'Not Complete' and 'Complete'.

Illustration #7



Spellcheck

When you complete the category, select another category. Your comments will be automatically spell-checked and the information regarding the DOR category you select will be displayed. The spellcheck box will identify each misspelled word. Select the appropriate word or correct it in the 'Change To' field and click "Change." (*Illustration #8*).

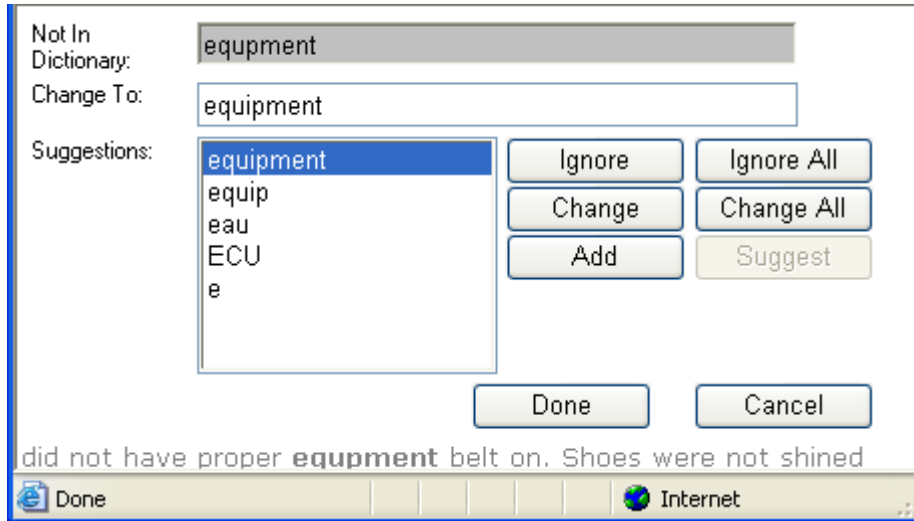


Illustration #8

To add the original word (in the gray "Not in Dictionary" field to the Dictionary, hit the 'Add' icon and then 'OK' when prompted to add this word to the dictionary. (*Illustration #9*).



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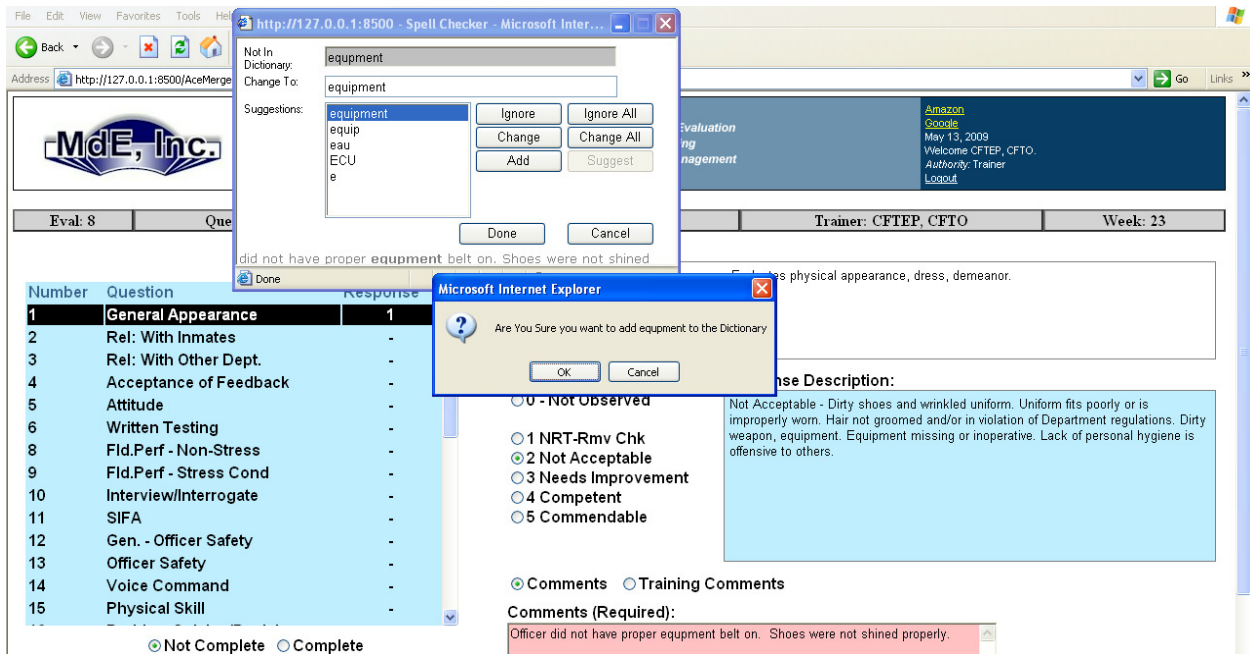


Illustration #9

On low ratings which require training time, you may get the following prompt. Hit "OK" and input training time in the box provided.

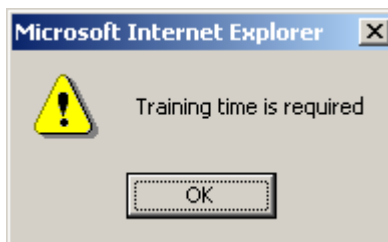


Illustration #10

By default, each category has a rating of 'Not Observed.' If you do not enter the category, this will be designated with a hyphen (-). If you enter the category but did not assign a rating, the 'Not Observed' rating will be designated with a zero (0).

You may stop at any point by clicking the "EXIT" icon. Selecting "EXIT" will take you back to the DOR Summary page. Update these fields if necessary. (Illustration 11).



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Date	02/11/2011	Rapid Entry
Supervisor/Trainer	DIMAS, LENNIE D	Call Task Log
Employee	CRAWFORD, TODD	Exit
Phase	Phase 1	
Question Group	DOR	
Evaluation Number	1	
DivisionReal	FTO	

Illustration 11

Then Exit to return to the Positions/OrgChart home page, (Illustration #4).

Do NOT mark the report as 'Complete' until you have completed the Activity Log and DOR for the day. VIEW the daily reports with the trainee, make any necessary modifications, mark the DOR complete, and sign the report as detailed in the User's Guide.

Task List

To mark off items on the task lists, simply log in and select "Existing Reports" on the Right-side Drop-down list next to the trainee. (Illustration #12)

Job	Name	Division	Eval	Report	Action
1. Training Academy Manager	NORRIS, PETER H	FTO			edit vacate -
1. Field Training Admin.	SMITH, ROBERT	FTO			edit vacate -
1. Field Training Coordinato	COON, CLAYTON D	WWC			- - -
1. FTO	Vacant	WWC			- - -
2. FTO	APPLEGARTH, DANIEL J	WWC			- - -
2. Field Training Coordinato	EDWARDS, KEVIN M	WMCI			edit vacate -
3. FTO	Vacant	WMCI			edit vacate -
1. Trainee	CRAWFORD, TODD	WMCI	Select...	Select...	edit vacate -
4. FTO	DIMAS, LENNIE D	WMCI			edit vacate -
5. FTO	METEVIER, PAUL E	WMCI			edit vacate -
3. Field Training Coordinato	HALTER, WENDY	FTO			edit vacate -
4. Field Training Coordinato	KOSKI, ROBERT J	WHF			- - -
6. FTO	Vacant	WHF			- - -
7. FTO	JACKSON, BRENDA M	WHF			- - -
8. FTO	JOHNSON, RYAN R	WHF			- - -
9. FTO	WASHBURN, LAWRENCE J	WHF			- - -
5. Field Training Coordinato	NELSON, GILBERT J	WHCC			- - -

Illustration #12



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Select the appropriate DOR for which you are marking off Task List items:

The screenshot shows the ACE system interface. At the top, there is a header with the MdE, Inc. logo, the ACE logo, and the text "ADORE/Performance Evaluation Class/In-Service Training Employee Records Management". The date is February 11, 2011, and the user is identified as DIMAS, LENNIE D. Below the header, there are dropdown menus for "Select Evaluation by: Employee: CRAWFORD, TODD" and "Supervisor/Trainer:". There are also radio buttons for "Show Disabled Users?" (No is selected). Below these are several buttons: "Modify / Update", "View Text Report", "View Graph Report", "Active Objectives for Employee", "Inactive Objectives for Employee", and "Exit". A note states: "* View buttons are not visible if there is only data for Objectives/Tasks." Below this is a table with columns: Date, Employee Name, Supervisor/Trainer Name, Evaluation #, Completed, Uploaded, Responses, Employee, and Signatures. The table contains one row of data.

Date	Employee Name	Supervisor/Trainer Name	Evaluation #	Completed	Uploaded	Responses	Employee	Signatures
11-Feb-11	CRAWFORD, TODD	DIMAS, LENNIE D	1	No		1		

Illustration #13

Hit Modify/Update and select the appropriate Question Group:

The screenshot shows the ACE system interface with a form for modifying an evaluation. The form has the following fields: Date (02/11/2011), Supervisor/Trainer (DIMAS, LENNIE D), Employee (CRAWFORD, TODD), Phase (FTO), Question Group (Tasks), Evaluation Number (1), and DivisionReal (FTO). To the right of the form are three buttons: "Rapid Entry", "Call Task Log", and "Exit".

Illustration #14

Select "Rapid Entry." Mark the item with the appropriate Response: (Illustration #15).



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The screenshot displays the ACE (Adaptive Computerized Evaluation) interface. At the top, the MdE, Inc. logo is on the left, the 'ACE' title and 'ADORE/Performance Evaluation Class/In-Service Training Employee Records Management' are in the center, and the date 'February 11, 2011' and user information 'Welcome DIMAS, LENNIE D. Authority: Supervisor/Trainer Logout' are on the right.

Below the header, a navigation bar shows 'Evaluation: 1', 'Question Group: Tasks', 'Employee: CRAWFORD, TODD', and 'Supervisor/Trainer: DIMAS, LENNIE D'. A secondary bar shows 'Date: 02/11/2011', 'Phase: FTO', and 'DivisionReal: FTO'.

The main content area is split into two panes. The left pane is a task list table:

Number	Question	Response
T21	Facility Access	-
T22	Counts	-
T23	Key/Lock Control	-
T24	Tool Control	-
T25	Visitation - Visitors	-
T26	Visitation - Inmates	-
T27	Inmate Movement	-
T28	Radio Protocol and Use	-
T301	Logging Procedures	-
T302	Report Writing	-
T303	Disciplinary Process	-
T304	Form #102 Staff Report	-
	Form 340	-

The right pane shows 'Question T21:' with the text: 'Facility Access Module 2.1 07/10 Performance Objective: Employees will secure facility access by identifying, and recording any and all movement into or out of the facility. Identify all persons entering the facility Search persons Search vehicles Search tools/equipment, etc. Track individuals who are present in the facility to include employees, visitors, and volunteers by documenting their presence while in /through their assigned area'. Below this is a 'Response:' section with radio buttons for '0 - Not Observed', '1 Read/Reviewed', '2 Explain/Demonstrated', '3 Explain to Supervisor', and '4 Proficiency to FTO'. A 'Response Description:' text area is also present. At the bottom, there are 'Comments' and 'Training Comments' sections, with a 'View/Attach file(s) to question T21' button and '0 files attached'.

Illustration #15

Continue marking off task list items that were addressed for the day. Once the task has been marked off and the report has been marked complete, the ratings will 'disappear' on future daily reports.

You may stop at any point by clicking the 'EXIT' icon. Selecting "EXIT" will take you back to the sign in screen, (*Illustration #4*).

Do NOT mark the report as 'Complete' until you have marked off all Tasks for the day and the Call Task Log, if using. VIEW the daily reports with the trainee, make any necessary modifications, mark the Task List complete and sign the report as detailed in the User's Guide.



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Activity Log (Call/Task Log)

To enter the number of calls/activities handled on a given day, sign in and, from the Positions/OrgChart home page, select "Existing Reports" next to the trainee's name. (Illustration #16).

The screenshot shows the ACE system interface. At the top, there is a navigation bar with 'Administration' selected. Below it, the 'OrgCharts' section is active, showing a list of jobs for 'Prison' under 'Contract-WHCC'. A dropdown menu is open for the job '1. Trainee' (CRAWFORD, TODD), with 'Existing Reports' highlighted. The table below lists various jobs and their details.

Job	Name	Division	Eval	Report	Action
1. Training Academy Manager	NORRIS, PETER H	FTO			edit vacate
1. Field Training Admin.	SMITH, ROBERT	FTO			edit vacate
1. Field Training Coordinato	COON, CLAYTON D	WWC			- - -
1. FTO	Vacant	WWC			- - -
2. FTO	APPLEGARTH, DANIEL J	WWC			- - -
2. Field Training Coordinato	EDWARDS, KEVIN M	WMCI			edit vacate
3. FTO	Vacant	WMCI			edit vacate
1. Trainee	CRAWFORD, TODD	WMCI	Select...	Select...	edit vacate
4. FTO	DIMAS, LENNIE D	WMCI		Select...	edit vacate
5. FTO	METEVIER, PAUL E	WMCI		Existing Journal	edit vacate
3. Field Training Coordinato	HALTER, WENDY	FTO		Existing Trimester Eval	edit vacate
4. Field Training Coordinato	KOSKI, ROBERT J	WHF		Performance - Journal	edit vacate
6. FTO	Vacant	WHF		Performance - Trimester Eval	- - -
7. FTO	JACKSON, BRENDA M	WHF		Call Task Log	- - -
8. FTO	JOHNSON, RYAN R	WHF		Trimester Special	- - -
9. FTO	WASHBURN, LAWRENCE J	WHF		Roll Up - Trimester Eval	- - -
5. Field Training Coordinato	NELSON, GILBERT J	WHCC		Existing Reports	- - -
				Performance Chart	- - -
				Measured Item Chart	- - -
				Comparison Reports	- - -

Illustration #16

Select the DOR that requires modification and hit 'Modify/Update.' (Illustration #17)

The screenshot shows the 'Modify/Update' screen in the ACE system. It displays the employee 'CRAWFORD, TODD' and provides options to view or update their data. A table at the bottom shows the evaluation details for this employee.

Date	Employee Name	Supervisor/Trainer Name	Evaluation #	Completed	Uploaded	Responses	Employee	Supervisor/Trainer
11-Feb-11	CRAWFORD, TODD	DIMAS, LENNIE D	1	No		1		

Illustration #17

Complete/change any fields as necessary and choose the "Call Task Log" icon at the DOR Summary Screen. (Illustration #18).



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Date	<input type="text" value="02/11/2011"/>	Rapid Entry
Supervisor/Trainer	DIMAS, LENNIE D	
Employee	CRAWFORD, TODD	
Phase	<input type="text" value="FTO"/>	Call Task Log
Question Group	<input type="text" value="DOR"/>	
Evaluation Number	<input type="text" value="1"/>	Exit
DivisionReal	FTO	

Illustration #18

Input the number of occurrences for each method in which the trainee was involved, i.e. how many of each activity the trainee completed him/herself should be input as 'Completed' (Illustration #19). Activities will be listed alphabetically. By inputting a letter in the box for "Jump to letter," ACE will jump to the first call beginning with that letter or you can scroll using the scroll bar on the right.

	Performed	Role Played
Cell Inspection	<input type="text" value="0"/>	<input type="text" value="0"/>
Pat Down	<input type="text" value="0"/>	<input type="text" value="0"/>
Razor Pass	<input type="text" value="0"/>	<input type="text" value="0"/>

NOTE: Input the total number of each type of call in each box above

Enter a letter to jump to:

Illustration #19

Click on the "Update" icon to modify the overall totals for that day. (Illustration #19). Select "Exit" to exit back to the Positions/OrgChart Home page.



View/Change an existing DOR/Task List/Activity Log

When your trainee is ready to review the reports, log into ACE and select "Existing Reports" for the appropriate trainee from the Report Dropdown list on the Positions/OrgChart Home page.

View a DOR

Select a DOR and click the "View Text" or "View Graph" button. (Illustration #20).

Select Evaluation by: Employee: or Supervisor/Trainer:

Show Disabled Users? No Yes

Buttons:

* View buttons are not visible if there is only data for Objectives/Tasks.

Date	Employee Name	Supervisor/Trainer Name	Evaluation #	Completed	Uploaded	Responses	Employee	Supervisor/Trainer	Signatures
11-Feb-11	CRAWFORD, TODD	DIMAS, LENNIE D	1	No		1			

Illustration #20

When selecting the "View Text" icon, the DOR and the Signature Page will generate in two separate windows. (Illustration #21).



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Evaluation

Employee	CRAWFORD, TODD	Date	02/11/2011	Evaluation	1
Supervisor/Trainer	DIMAS, LENNIE D	Phase	FTO		

DOR: DivisionReal: FTO

Question	Rating	Measured Item
1 General Appearance	Less Satisfactory (1)	10.0
<i>Comment: Trainee came in today with uniform wrinkled and shoes scuffed and dirty. Training Comment: Discussed with trainee the need to have a professional appearance, especially when dealing with citizens.</i>		
2 Acceptance of Feedback or Advice		
3 Self Assurance and Self Control		
4 Physical Control		
5 Security of the Facility		
6 Operate Equipment		
7 Problem Solving		
8 Supervising Observing Inmates		
9 Monitoring Inmate Wellbeing		
10 Communication with Staff and Inmates		
11 Preparing Written Reports		
12 Achieving Personal Mastery		
13 Knowledge of Facility Sanitation		
14 Knowledge of Inmate Rules and Regulations		
15 Knowledge of Inmate Rights		

Evaluation Signatures and Comments

Employee	Supervisor/Trainer	Evaluation	Date Completed
CRAWFORD, TODD	DIMAS, LENNIE D	1	

Certifications

Employee's signature certifies that he/she has read comment.:

Counters

	Performed	Role Played
Cell Inspection	1	3
Pat Down	1	1
Razor Pass		1

Signatures

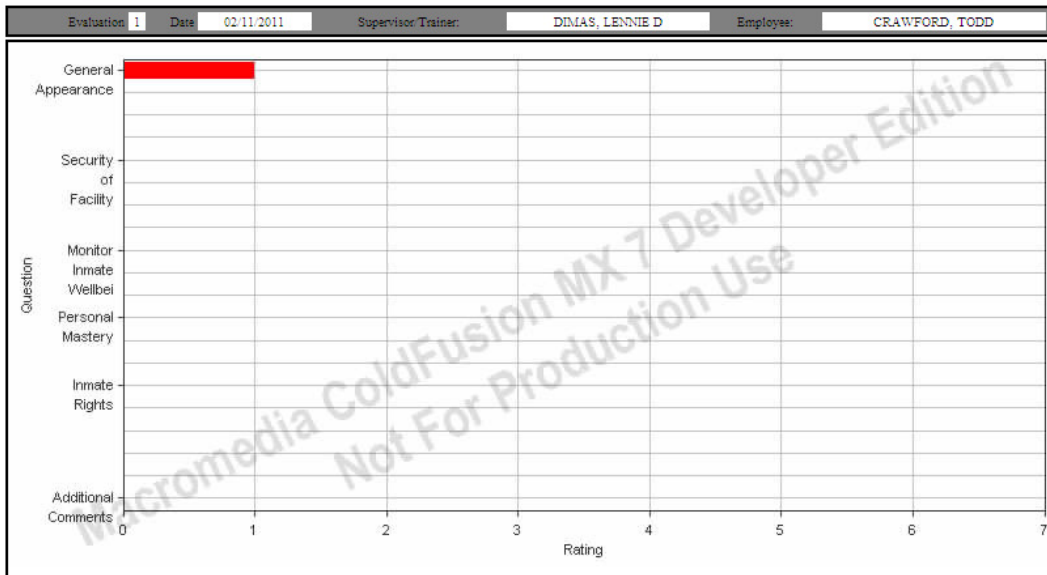
Employee: CRAWFORD, TODD has not signed yet

Supervisor/Trainer: DIMAS, LENNIE D has not signed yet

*Illustration #21
Signature Page associated with the DOR shows Activities of that day only*

The "View Graph" report shows a bar chart of the DOR selected:

Evaluation





View the Task List – Progress To Date

When your trainee is ready to review the reports, log into ACE from the Positions/OrgChart Home page select “Existing Reports” for the appropriate trainee. Click on “Active Objectives for Trainee.”



A report will generate showing all items on the Task List and the date each was Trained or Performed. (Illustration #22).

2-Critical Task		
Question	Discussed	Performed
35 KEYS AND EQUIPMENT - Keys: Identification and usage - Proper radio procedures - Accountability of Rescue Knife	04/09/09 (1)	
36 ASSUMING POST - Initial briefing - Shift logs; Log books - Initial Walkthrough and Security Check - Janitorial Inventory	04/09/09 (1)	04/09/09 (2)
37 INMATE COUNTS - Formal, Informal, and Special Counts - Emergency Procedures; Inmate unaccounted for		
38 D.R.C. - Switch positions and functions - Outer Dayroom and Rec Yard Doors - Emergency Open Button		
39 MEDICATION PASS - Announcement and instructions to inmates - Safety and Positioning - Palming, cheeking, and hiding of medication		
40 SEARCHES: INMATE AND FACILITY - Officer Safety - Contraband & Houskeeping - Systematic Searches		
41 MODULE FORMS - Property, Money, and Vehicle Releases - Inmate Request / Grievances	04/03/09 (1)	04/03/09 (2)
42 COMPUTER SYSTEMS - Functions of ITAG and CTRACK - Creating Reports and Retrieving Information - Memos, Officer's Reports, Application for Leave, Use of Force		
43 ISOLATION HOUSING - Suicide Risks; Signs and Symptoms - Medical HIV / AIDS / TB / Hepatitis - Transportation of inmates to 2C - 2 and 4 point restraints - Restraint Chair - Reporting procedures		
44 RAZOR PASS - Initial announcement and instructions - Accountability of Razors passed and collected - Magic Shave, Procedures and Safety Issues - Missing or altered razors - Custody Levels		
45 LINEN EXCHANGE - Initial setup and instruction - Room / Bunk searches; main concerns - Disciplinary Procedures for missing or damaged linen		
46 CENTRAL BOOKING (routine) - Post assignments and general responsibilities - Communication skills - Positioning, Officer Safety, and Liability issues - Clothed Searches		
47 CENTRAL BOOKING (less frequent) - Code 5 Inmates - Blood Draws - Probable Cause Strip Searches - Weekenders, Order to Produce, Class II & Walk-throughs - Sick / Injured, and / or Intoxicated Subjects - Detox procedures		
48 DISCUSSION GROUP 1 1/000.02 Law Enforcement Code of Ethics 2/102.01 Use of Discretion 4/100.00 Conformity to Rules and Regulations 4/100.01 Violation of Rules and Regulations 4/101.01 Disorderly Conduct		
49 DISCUSSION GROUP 2 4/101.02 Consorting with Persons of Ill Repute 4/101.03 Fraternization Prohibited 4/101.04 Accepting Gifts from Suspects 4/101.05 Soliciting Special Privileges		
50 DISCUSSION GROUP 3 4/101.18 Cheating on Employ/Promotional Exams 4/102.03 Performance of Duty 4/102.06 Giving Assistance to Suspects 6/002.00 Use of Force (Carrying Off Duty Firearms)		

Illustration #22

You should debrief the trainee as to your ratings and observations. If a discussion ensues in which you are inclined to change a rating or add some descriptions, it is possible to do so as long as the report has NOT been marked ‘Complete.’

Sign the Daily Report

If the DOR, Call Log and Task List items have been viewed and are ready to be marked complete for the day, select “Existing Reports” for the appropriate trainee to show that trainee’s DORs. A Red box indicates that a particular individual has not signed that DOR. If the DOR is not marked as complete, highlight that DOR to activate the icons at the bottom of the screen (Illustration #23) and then select ‘Modify/Update.’



ACE Browser-Based: User's Guide

February 11, 2011
Welcome DIMAS, LENNIE D.
Authority: Supervisor/Trainer
[Logout](#)

Select Evaluation by: Employee: or Supervisor/Trainer:

Show Disabled Users? No Yes

* View buttons are not visible if there is only data for Objectives/Tasks.

Date	Employee Name	Supervisor/Trainer Name	Evaluation #	Completed	Uploaded	Responses	Employee	Supervisor/Trainer
11-Feb-11	CRAWFORD, TODD	DIMAS, LENNIE D	1	No		1		

Illustration #23

Make any necessary corrections to the summary page and choose "Rapid Entry." Make any necessary changes and then select "Complete". The signature screen will appear. (Illustration #24).

February 11, 2011
Welcome DIMAS, LENNIE D.
Authority: Supervisor/Trainer
[Logout](#)

Signature Page

Employee: Prepared By: **REPORT 1**

Certifications [Signatures](#)

Employee's signature certifies that he/she has read comments.

Signature (Employee) Password:
 Signature (Supervisor/Trainer) Password:

Illustration #24

Read any certifications which may be above the list of signatures. To sign the DOR/Activity Log or Task List, input your password for your authority level and input any names on respective drop-down lists. Select "Update". This will take you back to the Positions/OrgChart home page (Illustration #4).



This is why the security of your password is important. This signature has the same credibility as if you signed with pen. Having a secure password prevents anyone else from signing for you.

Exiting the Daily Report (DOR/Task List/Call Log)

Once a DOR is marked "*Complete*" and you close the ACE program by exiting, the DOR/Task List/Call Log cannot be modified. You must contact the appropriate Supervisor to 'Undo' the Daily Report.

'Undo' a Daily Report (DOR/Task List/Call Log)

From the Positions/OrgChart Home page, select "*Existing Reports*" for the appropriate trainee to show that trainee's DORs. Click on the 'Undo' icon for the respective report. This removes the signatures and marks the Daily Report incomplete so that the Trainer can make modifications to their Daily Report.



PERIODIC REPORTS

To begin a narrative report such as the Remedial Training Worksheet, Supervisor's Progress Report or any other narrative report, select the 'Periodic Report' hyperlink at the top of the Positions/OrgChart Home page. (*Illustration #25*)

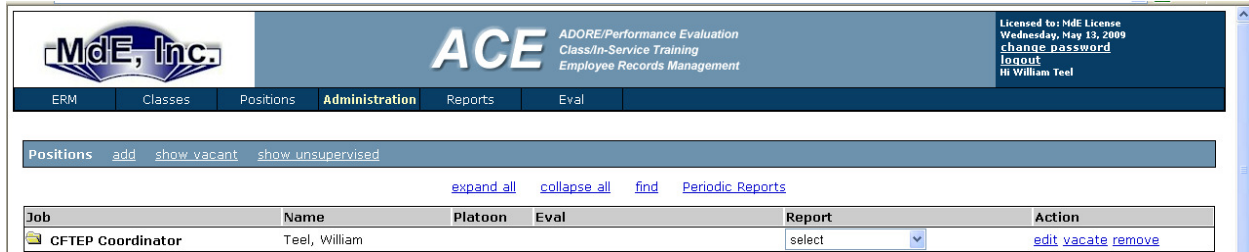


Illustration #25

Highlight the name of the Report and the name of the Trainee. (*Illustration #26*)



Illustration #26

NOTE: If there is not a drop-down arrow in the box, click inside the box and a list will appear.



Select 'Enter/Create New Report' to begin a new report. Complete all boxes in the pink area. (Illustration #27).

The screenshot shows the 'Remedial Training Report' form in a web browser. The header includes the MdE, Inc. logo and the ACE logo with the text 'ADORE/Performance Evaluation Class/In-Service Training Employee Records Management'. The user is logged in as 'Teel, William' with 'Authority: Executive'. The form contains the following fields and sections:

- Header:** New Officer: CFTEP, Test1; Prepared By: Teel, William; REPORT 1
- Form Fields:** Week (dropdown), Phase (dropdown), Subject (text input), Persons present in Counseling (text input).
- Signature Section:** Three rows for 'Signature (Lieutenant)', 'Signature (New Officer)', and 'Signature (Trainer)'. Each row has a dropdown menu and a 'Password:' field.
- Buttons:** 'Update' and 'Exit' buttons at the bottom.

Illustration #27

Fill in the signature blocks. Hit the 'Update' icon to exit and save any changes made. The spellcheck will activate. Once any corrections are made, the system will return to the 'Periodic Reports' page. If you hit the 'Exit' icon, the following prompt will appear (Illustration 28 Hit 'OK' to exit WITHOUT saving your changes. Hit 'cancel' and then the 'Update' icon to spellcheck and save your changes.



(Illustration 28

Existing Periodic Reports

To enter an existing report, highlight an existing report and choose "Enter/Modify Past Report" to modify/enter an existing report. (Illustration #29.



ACE Browser-Based: User's Guide

The screenshot shows the ACE browser-based interface. At the top, there is a header with the MdE, Inc. logo on the left, the ACE logo in the center, and the text "ADORE/Performance Evaluation Class/In-Service Training Employee Records Management" on the right. Below the header is a navigation bar with several tabs: "Report", "Training Session", "NewOfficer", "Platoon", "Entry Date", "Completion Date", "Report", and "Prepared By". The "Report" tab is selected. Below the navigation bar is a table of reports. The table has columns for "Report", "Count", "NewOfficer", "Platoon", "Entry Date", "Completion Date", "Count", "Report", and "Prepared By". The table contains two rows of data:

Report	Count	NewOfficer	Platoon	Entry Date	Completion Date	Count	Report	Prepared By
Remedial Training Report	0	CFTEP, Test1	CBBA	05-13-2009	3	1	Teel, William	
Release from Training	0	CFTEP, Test1	CBBA	05-12-2009	5	1	Suey, Richard	

Below the table is a "Report Count: 2" label. At the bottom of the interface is a navigation bar with several buttons: "Enter/Create New Report", "List Pending Signatures", "Enter Modify Past Report", "View Report", "Print Report", "Delete Report", and "Exit".

Illustration #29

In the center of the screen, notice the scroll bar. This will allow you to scroll down and answer all questions. Input the appropriate names in the drop-down boxes of the signature section. Once you have input data, you must hit the 'Update' button to save those changes. (Illustration #30).

The screenshot shows the ACE browser-based interface with the "Remedial Training Report" form open. The form has a header with the MdE, Inc. logo on the left, the ACE logo in the center, and the text "ADORE/Performance Evaluation Class/In-Service Training Employee Records Management" on the right. Below the header is a navigation bar with several tabs: "Report", "Training Session", "NewOfficer", "Platoon", "Entry Date", "Completion Date", "Report", and "Prepared By". The "Report" tab is selected. Below the navigation bar is a form with the following fields:

- NewOfficer: CFTEP, Test1
- Prepared By: Teel, William
- REPORT: 1
- Week: 2
- Phase: 1
- Subject: Communication with Inmate
- Persons present in Counseling: Sergeant Teel, FTO Smith, New Officer.
- Signature (Lieutenant): Butler, Darrick
- Signature (NewOfficer): CFTEP, Test1
- Signature (Trainer): CFTEP, CFTO
- Password: [Input field]
- Password: [Input field]
- Password: [Input field]

At the bottom of the form are two buttons: "Update" and "Exit".

Illustration #30



ACE Browser-Based: User's Guide

Sign the Periodic Report

If the Periodic Report has been viewed and is ready to be marked complete, go into "Periodic Reports" from the Positions/OrgChart home page. Select a Trainee and/or Report Type from the drop-down lists. (Illustration #31)

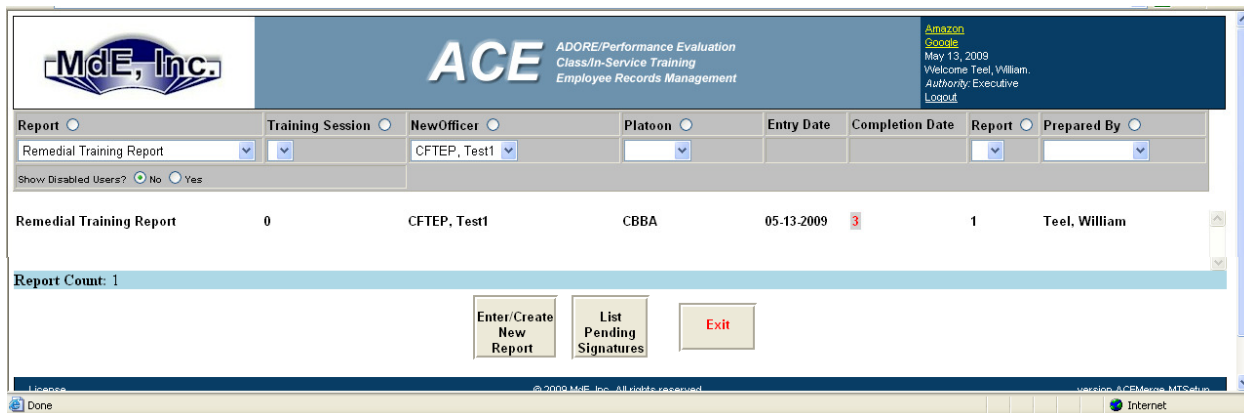


Illustration #31

A Red number indicates the number of missing signatures. Click on that number to pull up the signature section of the Periodic Report. (Illustration #32).

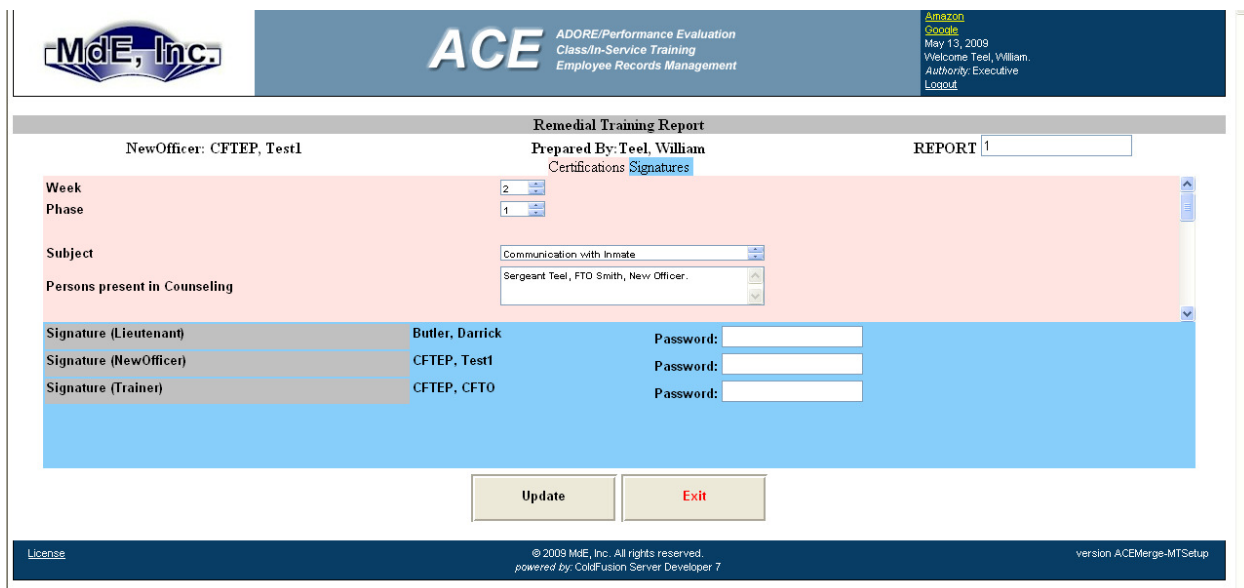


Illustration #32

Input passwords, names on drop-down lists and then select "Update."



View a Periodic Report

To view an existing report, highlight an existing report and choose "View Report" (*Illustration #33*).

<u>New Officer</u>	<u>Prepared By</u>	<u>Report</u>	<u>Date Entered</u>
CFTEP, Test1	Teel, William	1	05-13-2009

Certifications
Week: 2
Phase: 1

Subject:
Communication with Inmate

Persons present in Counseling:
Sergeant Teel, FTO Smith, New Officer.

Incident Details:
This describes what the trainee did incorrectly to justify remedial training.

Department Policy:
This is the Department policy which applies to the issue.

Targeted Training Area:
This describes the targeted training area and what type of training/assignment will be provided.

Teaching Methods Provided:
This describes the training methods already provided, e.g. scenario, consultation, role play, etc.

Results:
These are the results of the training provided.

Signatures
Waiting on signature for Lieutenant Butler, Darrick
Waiting on signature for New Officer CFTEP, Test1
Waiting on signature for Trainer CFTEP, CFTO

Illustration #33

'Undo' a Periodic Report

From the Positions/OrgChart Home page, click on "Periodic Reports." Select a Trainee and/or Report Type from the drop-down lists and then highlight the report to be marked 'incomplete.' Click on the 'Undo' icon for the respective report. This removes the signatures and marks the report incomplete so that the owner of that report can make modifications.



Pending Signatures Report

To view a list of pending signatures, from the Periodic Reports page, click on the "List Pending Signatures". This will provide a list of signatures which have not been input, sorted by Authority Level (*Illustration #34*).

Pending Signatures By Signer				
FTEP Coordinator				
Suey, Richard				
Entered	Report Type	Period#	Eval#	NewOfficer
05/11/2009	Signatures and Comments		1	Butler, Darrick
05/11/2009	Signatures and Comments		1	Butler, Darrick
05/11/2009	Signatures and Comments		2	Butler, Darrick
05/11/2009	Signatures and Comments		2	Butler, Darrick
05/12/2009	Signatures and Comments		3	Butler, Darrick
05/12/2009	Signatures and Comments		3	Butler, Darrick
Lieutenant				
Butler, Darrick				
Entered	Report Type	Period#	Eval#	NewOfficer
05/13/2009	Remedial Training Report	1		CFTEP, Test1
05/11/2009	Signatures and Comments		1	Butler, Darrick
05/11/2009	Signatures and Comments		2	Butler, Darrick
05/12/2009	Signatures and Comments		3	Butler, Darrick
NewOfficer				
CFTEP, Test1				
Entered	Report Type	Period#	Eval#	NewOfficer
05/13/2009	Remedial Training Report	1		CFTEP, Test1
05/11/2009	Signatures and Comments		1	CFTEP, Test1
05/12/2009	Signatures and Comments		2	CFTEP, Test1
05/12/2009	Signatures and Comments		3	CFTEP, Test1
05/13/2009	Signatures and Comments		4	CFTEP, Test1
05/13/2009	Signatures and Comments		5	CFTEP, Test1
05/13/2009	Signatures and Comments		6	CFTEP, Test1
05/13/2009	Signatures and Comments		7	CFTEP, Test1
05/13/2009	Signatures and Comments		8	CFTEP, Test1

Illustration #34



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ADDITIONAL REPORTS

Performance Chart

To access the performance chart select Performance Chart from the "Report" dropdown for the appropriate Trainee. (*Illustration 35*).

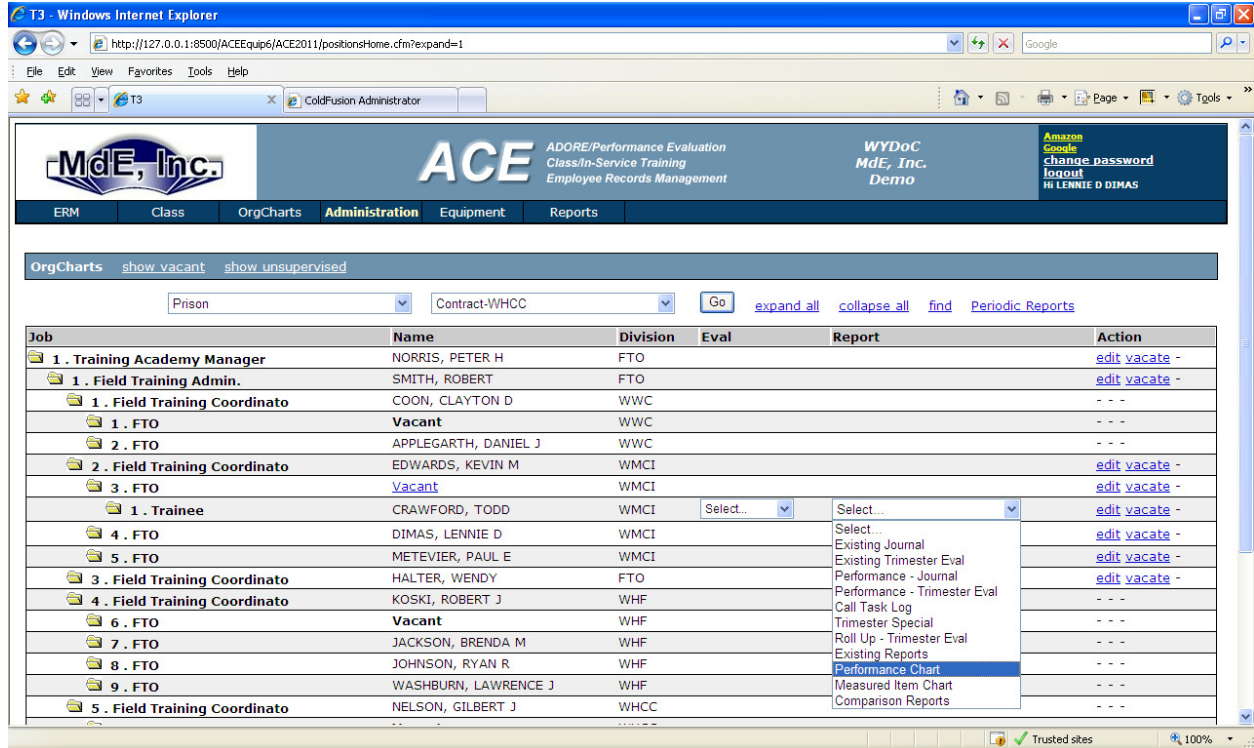


Illustration 35

Select the Group and input the time period and hit 'Generate Report.' (*Illustration 36*).

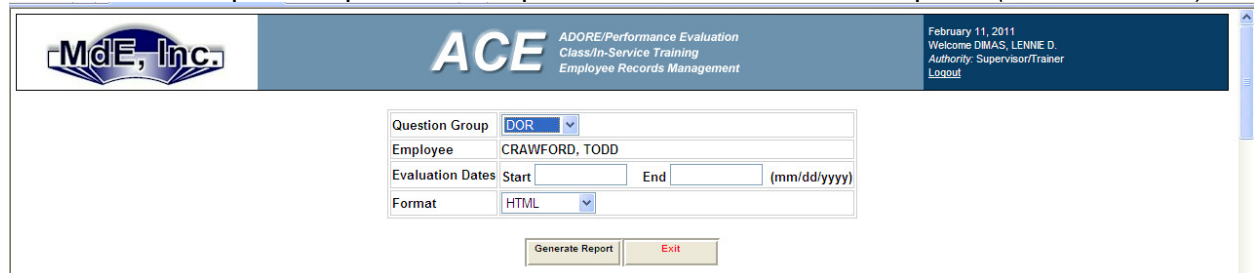


Illustration 36



ACE Browser-Based: User's Guide

Hit 'Generate Report' to view the Performance Chart (Illustration 37).

Daily Rating Chart Employee: CRAWFORD, TODD

Date	02/11/2011	
Evaluation #	1	
General Appearance	1	Rating: 1 <i>Comment:</i> Trainee came in today with uniform wrinkled and shoes scuffed and dirty. <i>Training Comment:</i> Discussed with trainee the need to have a professional appearance, especially when dealing with citizens.
Acceptance of Feedback	0	
Self Assurance/Self Co	0	
Physical Control		
Security of Facility	0	
Operate Equipment		
Problem Solving		
Supervise/Observe Inma		
Monitor Inmate Wellbei		
Communication with Sta		

Illustration #37

Put your cursor over a colored number to read any associate Comments and/or Training Comments:

Activity Log (Illustration #39)

To access the activity log select Call Task Log from the "Report" dropdown for the appropriate Trainee. Input the time period. (Illustration 38).

The screenshot shows the top navigation bar with the MdE, Inc. logo, the ACE logo, and the text "ADORE/Performance Evaluation Class/In-Service Training Employee Records Management". On the right, it displays the date "February 11, 2011", the user name "Welcome DMAS, LENNIE D.", and the authority "Supervisor/Trainer". Below the navigation bar is a form with the following fields:

- Employee: CRAWFORD, TODD
- Evaluation Dates: Start [] End [] (mm/dd/yyyy)
- Format: HTML

At the bottom of the form are two buttons: "Generate Report" and "Exit".

Illustration 38



Hit 'Generate Report.' (Illustration 39).

Call Task Log Employee: CRAWFORD, TODD

Date	02/11/2011	
Evaluation #	1	Tot.
Counter Type	P R P R	
Cell Inspection	1 3 1 3	
Pat Down	0 1 0 1	
Razor Pass	0 1 0 1	

Illustration #39

Roll-Up Report (Illustration #41)

To access the Roll-Up Report, select "Comparison Reports " from the "Report" dropdown for the appropriate Trainee. Make any changes (Illustration 40).

The screenshot shows the ACE web application interface. At the top, there is a header with the MdE, Inc. logo, the text "ACE ADORE/Performance Evaluation Class/In-Service Training Employee Records Management", and a user information box for "February 11, 2011, Welcome DMAS, LENNE D., Authority: Supervisor/Trainer, Logout". Below the header is a form with several sections:

- Question:** A dropdown menu set to "DOR" and a list of questions: "1: General Appearance", "2: Acceptance of Feedback", "3: Self Assurance/Self Co", "4: Physical Control".
- Time Frame:** "Start" and "End" input fields.
- Value to Display:** Radio buttons for "Response Value" (selected), "Remedial Training", and "Calls".
- Statistic Type:** Radio buttons for "Averages" (selected) and "Totals".
- Group By:** Radio buttons for "Supervisor/Trainer" (selected), "Employee", "Phase", "Direct/Lateral", and "Division/Real".
- Sort Type:** Radio buttons for "Group By" (selected) and "Statistic Type".
- Report Type:** Radio buttons for "Text", "Graph", and "Both" (selected).

On the right side of the form, there are two buttons: "Generate Report" and "Exit".

Illustration #40



ACE Browser-Based: User's Guide

Hit "Generate Report" on the right side of the screen:

Report Criteria
Question Group: 1-DOR
Values on Display: Response Value
Statistic Type: AVERAGES
Group By: NewOfficer
NewOfficers: CFTEP, Test1

Question #1: General Appearance

<i>Rating</i>	1	2	3	4	5	6	7	8	9
<i>Totals</i>	0	1	2	0	0	0	0	0	0

Eval	Trainer	Date	Rating	Comments
1	Varner, Corey	01-Apr-09	3	<i>Comment:</i> spelcheck
8	CFTEP, CFTO	08-Apr-09	2	<i>Comment:</i> Officer did not have proper equipment belt on. Shoes were not shined properly. <i>Training Comment:</i> Showed picture of properly uniformed officer and pointed out differences between proper dress code and how the officer was currently dressed.

Question #2: Rel: With Inmates

<i>Rating</i>	1	2	3	4	5	6	7	8	9
<i>Totals</i>	0	1	0	0	0	0	0	0	0

Eval	Trainer	Date	Rating	Comments
8	CFTEP, CFTO	08-Apr-09	2	<i>Comment:</i> Is frequently abrupt, belligerent, overbearing, and arrogant toward inmates. Is not service oriented

No Responses for Question #3: Rel: With Other Dept.

Illustration #41