SAN DIEGO POLICE DEPARTMENT
ORDER

DATE/TIME: MARCH 5, 2024   1025 HOURS

NUMBER: OR 24-08

SUBJECT: OFFICER SAFETY REMINDERS FOR SEARCHING PRISONERS

SCOPE: ALL SWORN MEMBERS OF THE DEPARTMENT

DEPARTMENT PROCEDURE AFFECTED: 6.01

There has been an increasing number of persons arrested by San Diego Police Department officers who have entered San Diego County Jail facilities with weapons, drugs and other contraband on their person. The importance of a thorough pat down and search prior to placing a prisoner in a police vehicle, police facility or jail facility is critical to ensure the safety of the arresting officer, transporting officer and receiving/intake officers and deputies.

To increase officer safety, the In-Service Training Unit has created a video providing additional guidance and training on conducting a thorough pat down and search. In addition to watching this training video, all sworn members of the Department shall re-review Department Procedure 6.01 – Handcuffing, Restraining, Searching and Transporting Procedures.

All sworn members of the Department are required to complete the "Officer Safety Reminders for Searching Prisoners" module in Success Factors, which requires: 1) review of the video and 2) re-review of Department Procedure 6.01. This assignment shall be completed from the user's individual Success Factors account. To access the training, do the following:

1. Using the Google Chrome browser, log onto Success Factors via SDPD Intranet > SDPD Applications > OKTA Login Portal. Turn off all Pop-Up blockers.

2. At the first OKTA screen, select the "SuccessFactors" (Production) tile to access the application and then select the "My Learning" tile to access the learning module.

3. Make sure you see the word "Find Learning" in the upper left corner of the screen. There, you will see a box that contains a search line which reads, "What

do you want to LEARN today?" In that search box, type *"Officer Safety Reminders for Searching Prisoners"*.

4.   A list of courses will show up on your screen. Select *"Officer Safety Reminders for Searching Prisoners"* and then click on "Start Course" in the lower left corner of the course's tile.

5.   On the next screen, there will be links to the modules on the left side of the browser; *"Officer Safety Reminders for Searching Prisoners" and "D.P.6.01 Review"*

6.   Click on *"Officer Safety Reminders for Searching Prisoners"* Click "Launch Content." The video will open in a new window and may take a few minutes to load before it plays automatically. At the conclusion of watching the video you must click "Agree" at the bottom of the screen or the pop-window to ensure you receive credit for viewing the video. **This will affirm that you understand the learning.** Close video window.

7.   Click on "*D.P. 6.01 Review*" Click "Launch Content. The PDF will open in a new window and may take a few minutes to load. At the conclusion of reading the document you must click "Agree" at the bottom of the screen or the pop-window to ensure you receive credit for reviewing the document. **This will affirm that you understand the review of Department Procedure 6.01.** The window will close.

All Sworn personnel must complete the *"Officer Safety Reminders for Searching Prisoners" module in Success Factors* by <u>Friday, March 22, 2024</u>.

If you have any questions regarding the content of the video or aspects of the learning, please contact the In-Service Training Unit.

Please read at squad conferences and give a copy to all personnel.