

**SAN DIEGO POLICE DEPARTMENT
ORDER**

DATE/TIME: FEBRUARY 23, 2021 1700 HOURS
NUMBER: OR 21-09
SUBJECT: CF-33 LAPTOP/TABLET USE TRAINING AND VIDEO
COST CENTER: 1914131601
SCOPE: ALL MEMBERS OF THE DEPARTMENT
DEPARTMENT PROCEDURE AFFECTED: N/A

Recently, the San Diego Police Department changed its ruggedized tablet assignment process and inventory tracking process. Previously, tablets were assigned to a specific vehicle. With the recent change, a predetermined number of tablets will be assigned to each area command and shall be the responsibility of that area command.

All tablets will be available as “pool” equipment for staff assigned to the command to use. While not in use, the tablets shall be docked in storage carts that will be installed at each station. The carts will recharge equipment batteries and will allow the tablets to receive necessary software updates.

To understand the processes to dock and undock the computers safely and prevent inadvertent damage to the tablets and keyboards, all sworn personnel, and those non-sworn personnel who are assigned to functions that include the possible use of the CF-33 ruggedized laptop, shall read and comply with TB 21-01 (attached to the email) and watch the video entitled, “CF-33 Dock and Cart Video” in Success Factors.

There are two options for ensuring all Department members view this video.

Option 1 - Individual Department members may watch the video through their individual Success Factors account. If the video is viewed using this option, Department members will click “agree” at the bottom of the page at the conclusion of the video. By clicking “agree” the Department member will receive credit for watching the video and the In-Service Training Unit will automatically be notified.

Option 2 - Supervisors may facilitate viewing of the video in a lineup format. If this option is used, the supervisor facilitating the lineup will use their Success Factors account to retrieve the video. The supervisor facilitating the viewing is responsible for capturing a roster of all Department members at the viewing using the roster attached to this order. Once completed, the roster shall be scanned and emailed to Officer Joshua Hodge at jhodge@pd.sandiego.gov. If the final roster is not submitted, those who watched the video in the lineup will not receive appropriate credit.

To access the video in Success Factors for both options:

1. Log onto Success Factors.
2. At the first screen, check to make sure you see the word “Learning” in the upper left corner. If you see “Analytics” or “Home” in that area, click on that word and then click on “Learning” from the drop down. This will take you to the “Learning” page.
3. In the middle of the screen you will see a box with the header “Find Learning” that contains a search line which reads, “What do you want to LEARN today?” In that search box type “CF-33 Dock and Cart Video”.
4. A list of courses will show up on your screen. Click on “CF-33 Dock and Cart Video” and then click on “Start Course”.
5. On the next screen click on “CF-33 Dock and Cart Video” which is in blue font. The system will ask you if you want to Open or Save the application. Click “Open”. The video may take a few minutes to load before it plays automatically.
6. At the conclusion of the video you must click “agree” at the bottom of the screen to ensure you receive credit for viewing the video.

This video learning shall be completed by March 19th, 2021.

Any questions regarding Success Factors please contact Officer Josh Hodge at jhodge@pd.sandiego.gov. Any questions regarding the video content, please contact Officer Paul Klotz at pklotz@pd.sandiego.gov.

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

