

SAN DIEGO POLICE DEPARTMENT ORDER

DATE/TIME: OCTOBER 8, 2019 - 1400 HOURS

NUMBER: OR 19-24

SUBJECT: SUCCESS FACTORS VIDEO – PROPERTY ROOM AND EVIDENCE DISPOSITION

COST CENTER: 1914161111

SCOPE: ALL MEMBERS OF THE DEPARTMENT

DEPARTMENT PROCEDURE AFFECTED: D.P. 3.02

A video highlighting background information about the Property Unit and the importance of reviewing evidence for disposition is now available through Success Factors. This video is 3 minutes and 24 seconds in duration and is mandatory for all Department members. The video will be available for viewing starting September 30th, 2019. All Department members shall view this video in its entirety between *September 30, 2019 and November 8, 2019*.

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, the word “Learning” should appear in the upper left corner of your screen. 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 “Disposition of Evidence Briefing”.

4. A list of courses will show up on your screen. Click on “Disposition of Evidence Briefing” and then click on “Start Course”.
5. On the next screen click on “Disposition of Evidence Briefing” 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 minute to load before it play 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 November 8th, 2019

Any questions please contact In-Service Training, Officer Joshua Hodge
jhodge@pd.sandiego.gov

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

