SAN DIEGO POLICE DEPARTMENT
ORDER

DATE/TIME: OCTOBER 8, 2019 - 1430 HOURS

NUMBER: OR 19-25

SUBJECT: DP 1.08 CAROTID RESTRAINT UPDATE VIDEO

COST CENTER: 1914161111

SCOPE: ALL SWORN MEMBERS OF THE DEPARTMENT

DEPARTMENT PROCEDURE AFFECTED: D.P. 1.08, D.P. 1.04

Department Procedure 1.08 Carotid Restraint has been updated with extensive changes. A Success Factors video is available to highlight some of the changes found in the updated procedure. This video is mandatory for all sworn Department members. The video is currently available for viewing on Success Factors. All sworn Department members shall view this video in its entirety between *September 26, 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, 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 "Carotid Restraint D.P. 1.08 Update".

4. A list of courses will show up on your screen. Click on "Carotid Restraint D.P. 1.08 Update" and then click on "Start Course".

5. On the next screen click on "Carotid Restraint D.P. 1.08 Update" 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.

<u>This video learning shall be completed by November 8th, 2019</u>

Any questions please contact In-Service Training, Officer Shannah Oliveras soliveras@pd.sandiego.gov or Officer Josh Hodge jhodge@pd.sandiego.gov

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

1.08 Carotid Restraint Update Success Factors Roster				
Name	PD ID	City ID	Signature	Date