

SAN DIEGO POLICE DEPARTMENT ORDER

DATE/TIME: SEPTEMBER 22, 2021 1600 HOURS
NUMBER: OR 21-26
SUBJECT: NIBRS and 10851 REPORTING UPDATE TRAINING
COST CENTER: 1914161111
SCOPE: ALL MEMBERS OF THE DEPARTMENT
DEPARTMENT PROCEDURE AFFECTED: D.P. 6.04 and 6.13

Portions of this document are deemed by the San Diego Police Department to be records of security procedures and are exempt from disclosure under the California Public Records Act (CPRA), Government Code Section 6254 (f).

Since the implementation of NetRMS, several training issues related to NIBRS and Auto Theft reporting have been identified. Department Order 21-11 was distributed on March 25, 2021 instructing all sworn Department members and civilian members with police reporting writing responsibilities to complete the “NetRMS NIBRS & 10851 Update Training” in Success Factors by April 23, 2021, however a glitch prevented the training from being properly assigned. The glitch has been corrected and the training has now been added to SuccessFactors for those who did not originally receive the assignment. Department members who received the updated assignment shall completed the training in SuccessFactors by **October 14, 2021**.

There are two modules within this training, “NetRMS 10851 Update” and “NetRMS NIBRS Update”. Success Factors captures the time stamp of your initial access and closing of the learning. Do not open any other windows while completing the learning.

To access the video in Success Factors:

1. Please use Firefox Web Browser.
2. Enter <https://cityofsandiego.okta.com> and login with City LAN access.
3. Select “Success Factors (Production)”
4. 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.
5. 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 “NetRMS NIBERS & 10851 Update Training”.

6. The course will show up on your screen. Click on ***“NetRMS NIBERS & 10851 Update Training”***.
7. Two courses assignments will appear. ***“NetRMS 10851 Update” and “NetRMS NIBERS Update”*** Click Start Course. (You will complete Steps 7 and 8 twice.)
8. On the next screen there will be two segments to complete. The Update Slides and Update Quiz. These are in blue font. Click the blue font for the Update Slides to begin the section. At the conclusion, you must click “agree” at the bottom of the screen to ensure you receive credit for completing the section. You will then click “Return to Content Structure”. Click the blue font for the Quiz Slides to begin the section. Click “Start Quiz”. At the conclusion, you must click “Submit Quiz” for grading. Click “Yes” grade the quiz. A passing score is 100%. If a passing score is not achieved, you will need to retake the quiz. Once complete click “Exit” You will then click “Return to Content Structure” to end the learning and view the completion certificate.

This learning shall be completed by October 14, 2021.

Any questions regarding the contents of this learning please contact **(Deleted – records of security)** at Data Systems **(Deleted – records of security)**. For questions regarding SuccessFactors please contact In-Service Training, **(Deleted – records of security)**

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