

## SAN DIEGO POLICE DEPARTMENT ORDER

**DATE/TIME:** OCTOBER 14, 2021 1600 HOURS

**NUMBER:** OR 21-31

**SUBJECT:** LAW ENFORCEMENT NATURAL GAS SAFETY VIDEO  
TRAINING SERIES

**COST CENTER:** 1914161111

**SCOPE:** ALL MEMBERS OF THE DEPARTMENT

**DEPARTMENT PROCEDURE AFFECTED:** D.P 8.16

Portions of this document are deemed by the San Diego Police Department to be exempt from public disclosure because the public interest served by not disclosing the information clearly outweighs the public interest served by disclosure, pursuant to California Government Code section 6255.

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Department Procedure 8.16 involves responding to incidents involving hazardous materials. In the Department's ongoing efforts to provide relevant safety training, a Success Factors video series is available providing key information and guidance uniquely tailored to the situations encountered by law enforcement during a natural gas emergency. This video is mandatory for all sworn Department members. The video is currently available for viewing on Success Factors. All Department members shall view this video by ***November 22<sup>nd</sup>, 2021. 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 "Natural Gas Leak Safety Videos".

6. The course will show up on your screen. Click on “Natural Gas Leak Safety Videos” and then click on “Start Course”. On the next screen click the blue font “Natural Gas Leak Safety Video 1” and watch the video.
7. 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” to end the learning.
8. Then Click on “Natural Gas Leak Safety Video 2” and watch the video.
9. On the next screen click on the section for this learning. This is in blue font. Click the blue font 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” to end the learning and view the completion certificate.

**This learning shall be completed by November 22, 2021**

Any questions please contact In-Service Training, **(Redacted – record exempt)**

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