

SAN DIEGO POLICE DEPARTMENT ORDER

DATE/TIME: DECEMBER 23, 2021 1330 HOURS
NUMBER: OR 21-35
SUBJECT: TRAINING BULLETINS 21-10 AND 21-11
COST CENTER: 1914000022
SCOPE: ALL MEMBERS OF THE DEPARTMENT
DEPARTMENT PROCEDURE AFFECTED: NONE

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).

Due to various legal updates that will be **going into effect on January 1, 2022**, Training Bulletins 21-10 and 21-11 have been created. These Training Bulletins were created to train Department Members in the new legislation until the Department Policies and Procedures can be updated appropriately.

All Department members shall read Training Bulletins TB 21-09 and TB 21-10 and access their Success Factors accounts to verify they have read and understood both Training Bulletins. Department members shall have accessed and completed the verification of these Training Bulletins in SuccessFactors by **December 31, 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 documents 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 "**Training Bulletins TB 21-10 and TB 21-11**".

6. The course will show up on your screen. Click on **“Training Bulletins TB 21-10 and TB 21-11”**.
7. The system will ask you if you want to “Open” or “Save” the application. Click “Open.” The document may take a few minutes to load before opening.
8. At the conclusion of the training, you must click “Agree” at the bottom of the screen to ensure you receive credit for completing the training.

This learning shall be completed by December 31, 2021.

Any questions regarding the contents of the Training Bulletins should contact **(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.