SAN DIEGO POLICE DEPARTMENT
ORDER

DATE/TIME: SEPTEMBER 7, 2022   1700 HOURS

NUMBER: OR 22-24

SUBJECT: ACTIVE SHOOTER RESPONSE REFRESHER VIDEO

COST CENTER: 1914161111

SCOPE: ALL MEMBERS OF THE DEPARTMENT

DEPARTMENT PROCEDURE AFFECTED: D.P. 1.04, 1.05, and 8.05

In light of recent national events, a SuccessFactors video is available to highlight responding to an active shooter incident. This video is mandatory for all sworn Department members. The video is currently available for viewing on SuccessFactors. All sworn Department members shall view this video by ***October 7th, 2022. 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 SuccessFactors:

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 "Active Shooter Response Refresher Video".

6. The course will show up on your screen. Click on "Active Shooter Response Refresher Video" and then click on "Start Course".

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 "Active Shooter Response Refresher Video" 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 <u>October 7th, 2022.</u>

Any questions please contact In-Service Training, Officer Joshua Hodge
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Please read at squad conferences and give a copy to all personnel.