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**SAN DIEGO POLICE DEPARTMENT
ORDER**

DATE/TIME: OCTOBER 28, 2022 1545 HOURS

NUMBER: OR 22-29

SUBJECT: WELLNESS RESOURCES FOR ALCOHOL VIDEO

COST CENTER: 1914161111

SCOPE: ALL MEMBERS OF THE DEPARTMENT

DEPARTMENT PROCEDURE AFFECTED: N/A

Across the nation, the misuse of alcohol continues to be a concern for many law enforcement agencies. A SuccessFactors video was made to highlight possible warning signs and the Wellness resources available. This video is mandatory for all Department members. The video is currently available for viewing on SuccessFactors. All Department members shall view this video by *November 25th, 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 Google Chrome Web Browser.
2. Enter **(Deleted – records of security)** 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 “Wellness Resources for Alcohol Video”.
6. The course will show up on your screen. Click on “Wellness Resources for Alcohol 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 “Wellness Resources for Alcohol 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 **November 25th, 2022**

Any questions please contact In-Service Training, (~~Deleted~~ – records of security).

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