

SDPD IT 101 Lesson Plan Summary

- I. Introduction and Desktop Training
 - A. Introduction
 - B. Desktop Training
- II. SDPD Intranet Training
 - A. Department Policy 1.45 – Use of City Computers
 - 1. The importance of having both right to know and need to know
 - B. Databases
 - 1. ARJIS Portal/Security Center
 - a. Reset Password
 - b. Subscriptions
 - c. External links
 - d. BOLOs
 - e. Regional Directory
 - 2. Cal-Photo
 - a. Reset password
 - b. Reference numbers for inquiries
 - c. Demonstration with “goat” CDL
 - 3. SDLaw
 - a. Reset password
 - b. Explanations of multiple, state and federal inquires
 - c. eWarrant Inquiry
 - d. Explanations of Rap Sheets, restraining orders, drivers license checks and warrants
 - e. Demonstration with sample test entries

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4. County Mainframe
 - a. Reset password
 - b. Explanation of county mainframe inquires
 - c. Discuss the MA09, RI01, DA10 searches.

C. SDPD Resources

1. One SD
 - a. Time cards, saving plans and benefits
 - b. D.P. for timecards
2. Outlook
 - a. Department Policy
 - b. URL for outlook on web browsers
3. Resource Library
 - a. Investigative Supplemental
 - b. Policies and Procedures
 - c. Department Orders and Announcements
 - d. Department Phone List
 - e. Beat Maps

III. MCT (Mobile Computer Terminal) Training

- A. Menu Bar
 - a. Day/night mode
 - b. Sounds
 - c. Reloading Tables and Forms
- B. CAD Status

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- a. System indicator lights
 - b. Status bar
 - C. Logging on
 - a. Mandatory Fields
 - D. MCT Navigation
 - a. Keystrokes
 - b. Touch screen and mousing
 - c. Hot buttons
 - E. Incidents
 - 1. How to read incidents
 - 2. Mapping
 - F. MCT Forms
- IV. -LUNCH-
- V. MCT Training (continued)
- A. MCT Forms Continued
- VI. AFR Training
- A. The Grid
 - B. Crime Report and Arrest Report
 - 1. Crime and Arrest Report “test/assignment”
 - C. Additional victim/witness, suspect, property Reports and A-9
 - 1. Additional reports “test/assignment”
 - D. Parking Reports
 - E. Submitting Reports

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F. Delete Test Reports

VII. Communications Center

VIII. CRMS Training

A. Query and Retrieval

B. Query and Report

IX. Wrap Up and Last Minute Questions