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 <u>Code Section 6254 (f).</u>

TRAINING BULLETIN

A PUBLICATION OF THE SAN DIEGO POLICE DEPARTMENT

DAVID NISLEIT CHIEF OF POLICE

22-13

NOVEMBER 03, 2022

NEW SDPD SHAREPOINT UPLOAD GUIDANCE

I. <u>PURPOSE</u>

This training bulletin establishes the process to upload incident logs to the new San Diego Police Department SharePoint and provides guidance on how to create upload alerts for personnel.

II. <u>SCOPE</u>

This training bulletin applies to all personnel.

IV. <u>PROCEDURES</u>

On November 4, 2022, the Department will upgrade the SharePoint system. All Department members will now have this set as their default Microsoft Edge and Chrome browser home page. If Department members would like to manually set this site as their home page, they can do so by setting it to the following link: (Deleted – records of security)

After the migration, the group SharePoint e-mails shall no longer be used and will be removed from Outlook.

SDPDShareCEAnnouncements
SDPDShareCECitizenRequests
SDPDShareCEIncidentLog
SDPDShareCENotifications
SDPDShareDepartmentAnnouncements
SDPDShareEAAnnouncements
SDPDShareEACitizenRequests
SDPDShareEAIncidentLog
SDPDShareEANotifications
SDPDShareFiscal
SDPDShareMCAnnouncements
SDPDShareMCCitizenRequests
SDPDShareMCIncidentLog
SDPDShareMCNotifications
SDPDShareMissingPerson
SDPDShareNEAnnouncements
SDPDShareNECitizenRequestForms
SDPDShareNEIncidentLog
g ^Q SDPDShareNENotifications
SDPDShareNOAnnouncements
SDPDShareNOCitizenRequestForms
sdpdsharenoincidentlog
SDPDShareNWAnnouncements
SDPDShareNWCitizenRequestForms
SDPDShareNWIncidentLog
2 ^Q SDPDShareNWNotifications
SDPDShareSEAnnouncements
SDPDShareSECitizenRequests
SDPDShareSEIncidentLog
g ^Q SDPDShareSENotification
SDPDShareSOAnnouncements
SDPDShareSOCitizenRequestForms
SDPDShareSOIncidentLog
2 ^Q SDPDShareSONotifications
SDPDShareSWAT
SDPDShareTRAnnouncements
SDPDShareWEAnnouncements
SDPDShareWECitizenRequestForms
SDPDShareWEIncidentLog
<u> </u>

- A. Uploading Incident Logs to SharePoint
 - Department members who have completed an Incident Log shall upload the document to the new site at the following link: (Deleted – records of security)
 - a. On the left side of the screen, select your command (e.g. Central, Eastern, Mid-City, etc.).



b. On the site of the specific command, click on the Incident Log tile.



c. On the taskbar at the top of the page, click the Upload drop-down and select "Files".



d. Select the Incident Log file to be uploaded and confirm the upload.

		e pursely .					1.		12128		-	A
ignize • Ne	wfolder								目・ 🛯	0		
Models.	1 "	Name		Date modified	Type	529				1		
E Scripts	1	CrywolfCUBS Tester		6/26/2021 6/41 AM	File folder							
I Views	1	A Pro notes		8/26/2021 0-41 AM	Film Falchier							
# BTS	10	mai INSTALLERS		8/26/2023 6/43 AM	File Tolder							
875		FOCerts		5/17/2022 NB/NEA	File folder							
BTSReports		BRA, PHTON, SCRIPTS		8/25/2021 5:41 AM	File folder					- 12		
I THE		a sharepoint		6/8/2022 1:21 PM	File tolder						ACCESS.	
and the second		# #TS.zp		10/4/2022 1:35 PM	Compressed (spp	83,568 KB					P	
 OneDvive 		ITS_New.zip		10/10/2022 11:14	Congressed (pipp-	61.347.KB						
In This PC		ChangeRequentUsers also		10/7/2021 10:35 A.,	Microsoft Excal W.	12 108						
3 10 Objects		CIMUndb		4/22/2021 7:59 AM	Micresoft Access	3.452 KB						
Conking:		CetActiveChangeRequests.pdf		4/6/2022 (HAR AM	Nicrosoft (dg# PD.	4.82						
10 m	Υ.	The Shann		2/21/2021 11:55 A.	Apprication	12,790.408					mn ~	
	lie aane:	1	-				ų	Al files (1/)			-	
								-	1	2		
								oper	Case			
			10	- odd. Dibel oblas, characters	2.044	1010-0						
			¢)	417 P.C. and 422 P.C. Incident log.doc		June 3	10	table, Pyran				
		INC LOG Beat: 123 25850(C)(6) PC docx		R(C)(6) PC doox	June 3	0	isphar, Erik					
			6	INC LOG 215PC 8113.4c	×.	June 4		Ventrusier, David				

- e. Uploading Department members shall confirm the upload and exit out of the site when finished.
- f. All personnel are reminded that these Incident Logs documents are subject to disclosure, per state law, and should be professional in nature. Unless pertinent to a specific suspect's modus operandi, cursing and other expletives should be removed from incident logs.
 - 1. For the purposes of the incident log, a listing of "sexually assaulted" is sufficient to describe the various sex crimes. No further description should be used. This does not pertain to the criminal charges listed.
 - 2. Homicides shall not be placed in the incident logs. The Homicide Unit will release any information regarding homicide cases.
- B. Setting Alerts on Incident Log Uploads
 - Alerts can be set on Incident Log uploads. To do so, personnel should go to the new SharePoint website at: (Deleted – records of security)
 - a. On the left side of the screen, select your command (e.g. Central, Eastern, Mid-City, etc.).



b. On the site of the specific command, click on the Incident Log tile.



c. On the taskbar at the top of the page, click the three-dot drop-down and select "Alert me".



- d. Select your alert preferences, including notifications by email or text message, and click "OK". Once set, you will receive alerts via email or text message.
- C. Managing and Editing Alerts on Incident Log Uploads
 - Alerts can also be managed on Incident Log uploads. To do so, personnel should go to the new SharePoint website at: (Deleted – records of security)
 - e. On the left side of the screen, select your command (e.g. Central, Eastern, Mid-City, etc.).



f. On the site of the specific command, click on the Incident Log tile.



g. On the taskbar at the top of the page, click the three-dot drop-down and select "Manage my alerts".



h. The menu takes you to a page where you can see all your alerts. If you have already created alerts, you are able to edit them on this menu.



If you have any questions, please contact the SDPD Help Desk at (**Deleted – records of security**)