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TRAINING BULLETIN

A PUBLICATION OF THE SAN DIEGO POLICE DEPARTMENT

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22-13

NOVEMBER 03, 2022

NEW SDPD SHAREPOINT UPLOAD GUIDANCE

I. PURPOSE

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.

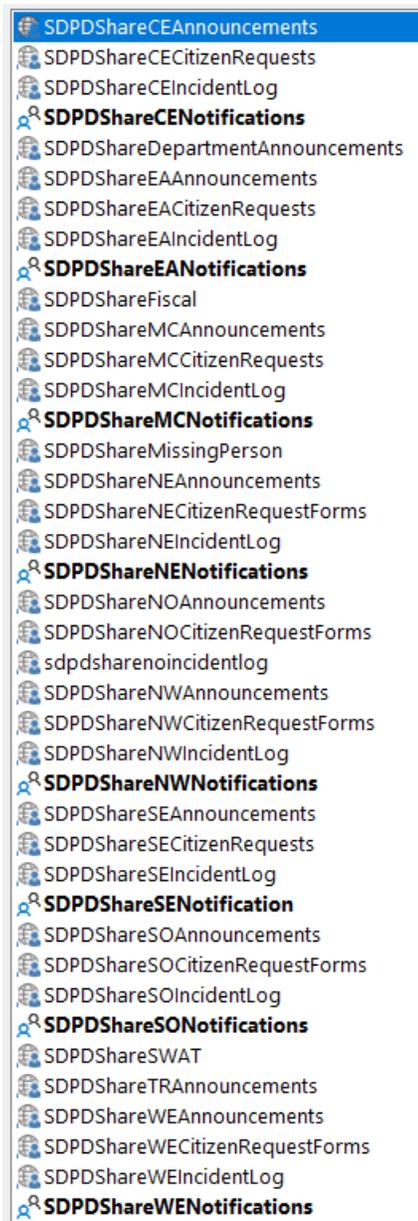
II. SCOPE

This training bulletin applies to all personnel.

IV. PROCEDURES

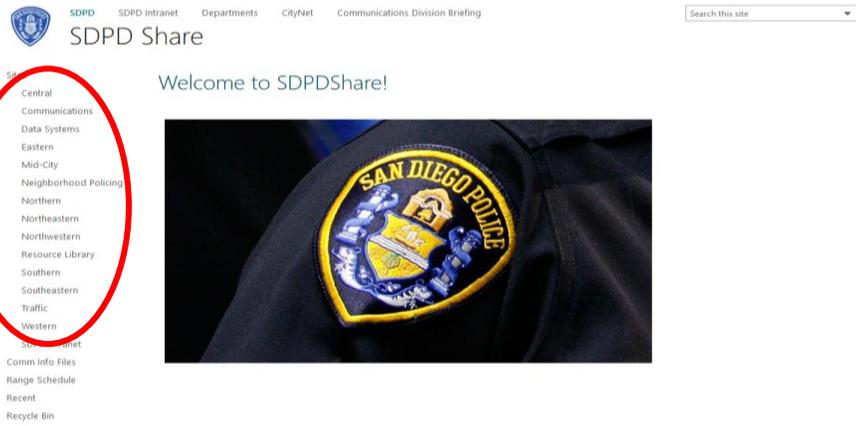
On November 4, 2022, the Department will upgrade the SharePoint system. All Department members will now have this set as their default Microsoft Edge and Chrome browser home page. If Department members would like to manually set this site as their home page, they can do so by setting it to the following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

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

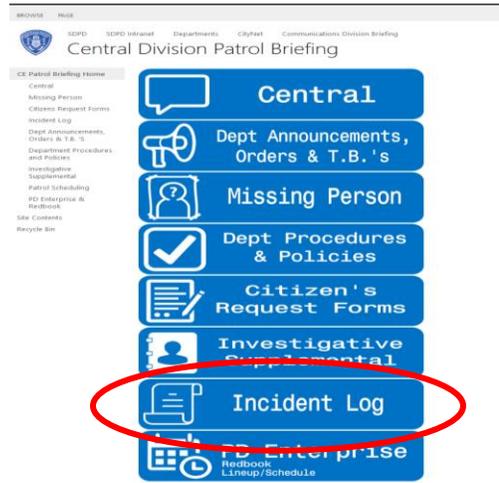


A. Uploading Incident Logs to SharePoint

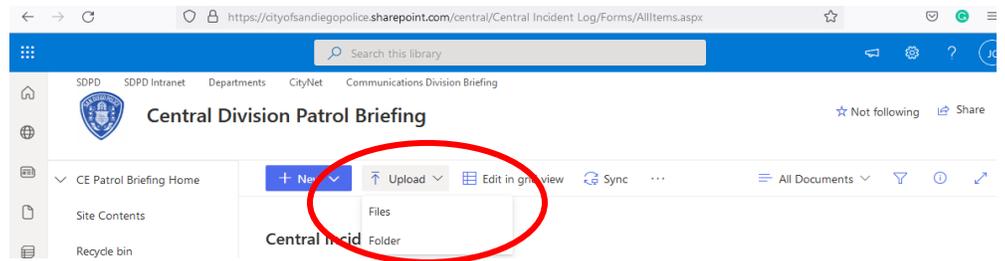
1. Department members who have completed an Incident Log shall upload the document to the new site at the following link:
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 - a. On the left side of the screen, select your command (e.g. Central, Eastern, Mid-City, etc.).



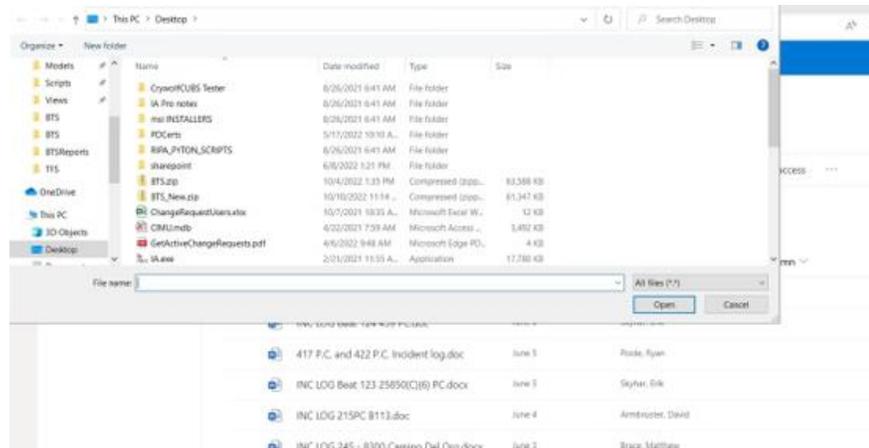
b. On the site of the specific command, click on the Incident Log tile.



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



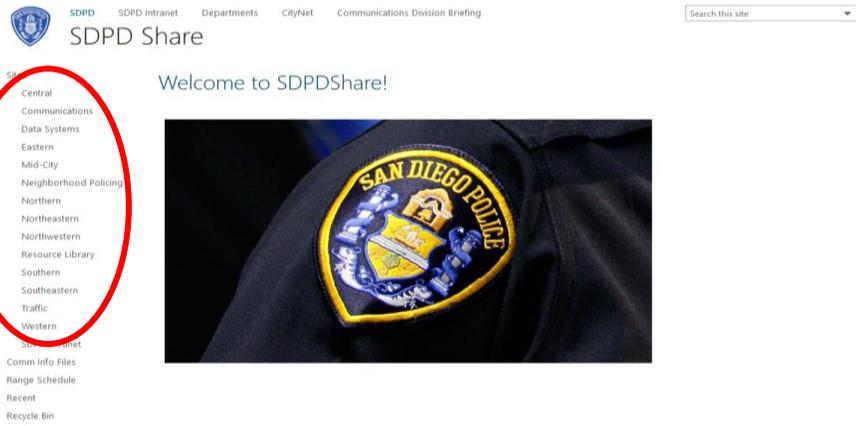
d. Select the Incident Log file to be uploaded and confirm the upload.



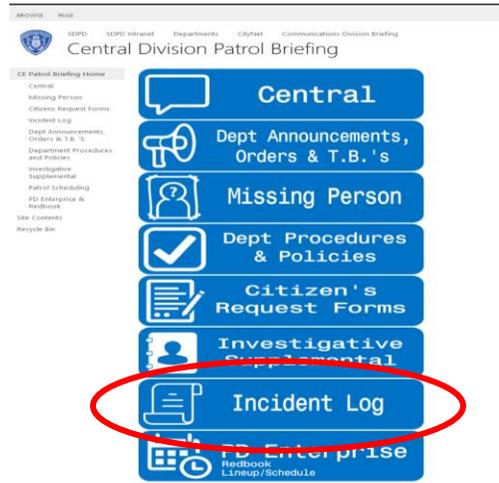
- e. Uploading Department members shall confirm the upload and exit out of the site when finished.
- f. All personnel are reminded that these Incident Logs documents are subject to disclosure, per state law, and should be professional in nature. Unless pertinent to a specific suspect’s modus operandi, 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

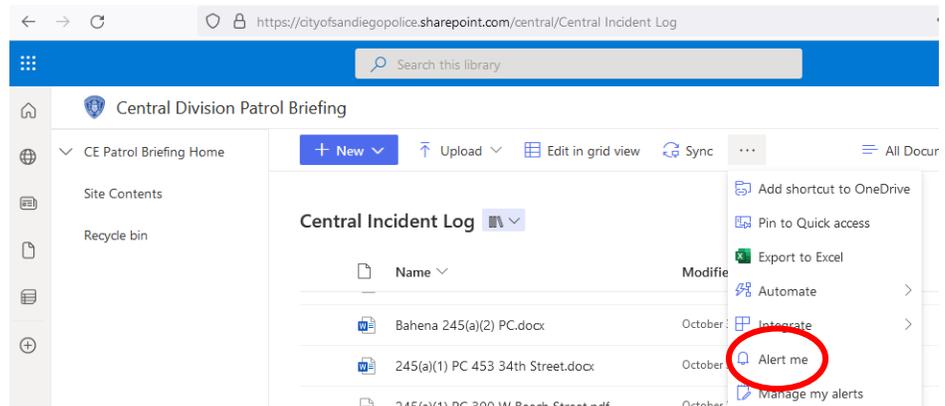
1. Alerts can be set on Incident Log uploads. To do so, personnel should go to the new SharePoint website at:
(Deleted – records of security)
 - a. On the left side of the screen, select your command (e.g. Central, Eastern, Mid-City, etc.).



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".

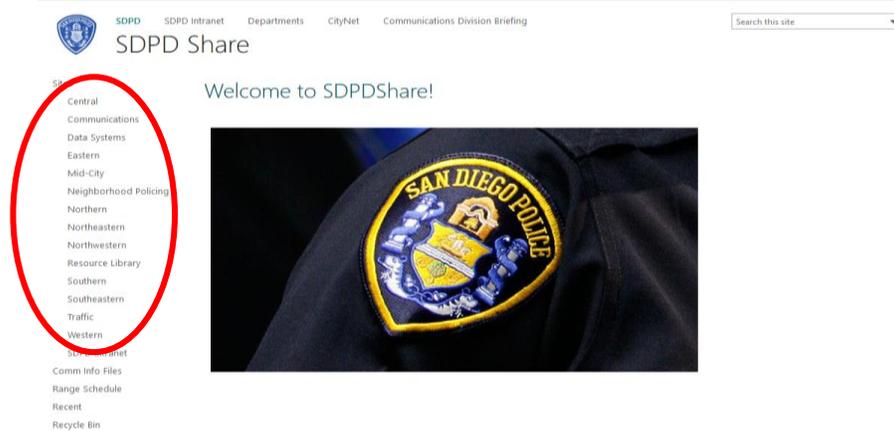


- d. Select your alert preferences, including notifications by email or text message, and click “OK”. Once set, you will receive alerts via email or text message.

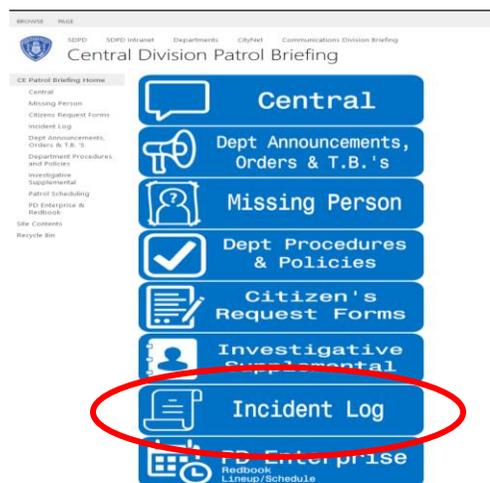
C. Managing and Editing Alerts on Incident Log Uploads

- 2. 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)**

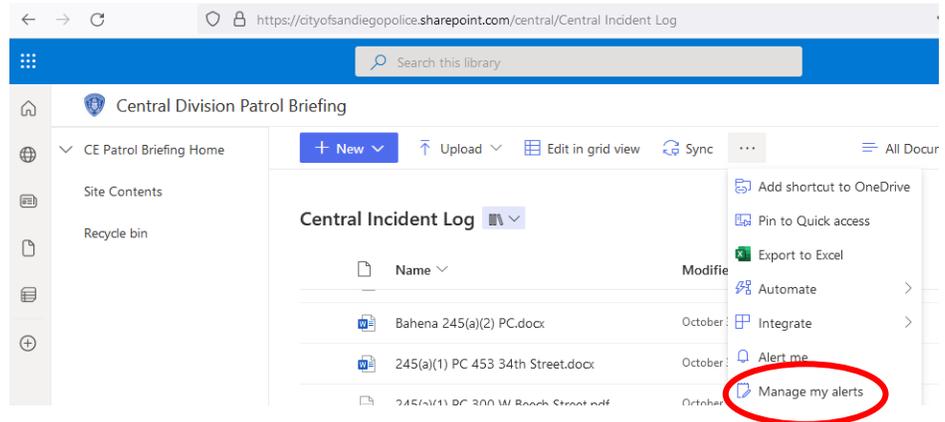
- e. On the left side of the screen, select your command (e.g. Central, Eastern, Mid-City, etc.).



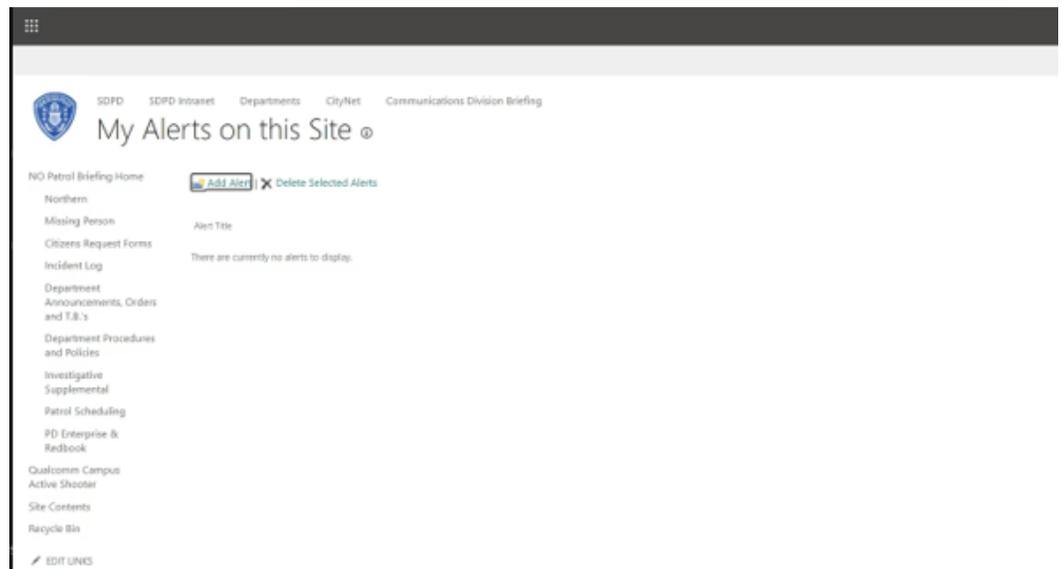
- f. On the site of the specific command, click on the Incident Log tile.



- 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)**