TRAINING BULLETIN

A PUBLICATION OF THE SAN DIEGO POLICE DEPARTMENT

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NEW NetRMS DISCOVERY PACKAGE UPLOAD GUIDANCE

I.   PURPOSE

This training bulletin establishes the process of the creation and submission of a Discovery Packages in NetRMS and forwarding them to the City or District Attorney's offices.

II.   SCOPE

This training bulletin applies to all personnel.

V.   PROCEDURES

On July 10, 2023, the Department will upgrade the NetRMS system to all electronic submissions of Discovery Packages to both the City and District Attorney's offices. The rollout will start with Western Division and then will be rolled out a few divisions at a time. Divisions will not be allowed to submit NetRMS discovery packages to the City or District Attorney's offices until notified in a Departmental Announcement. **All packages submitted prior to divisional authorization will be discarded.**

Creating a Discovery Package

1.   Find and open the Case. In the Case Folder, in the lower left area, you should see a "Create Discovery Package" link. Click that link to Create a new Discovery Package for the Case.

a.   This will open a Template selection dialog, like the following:

b.   In the "Discovery Template" drop-down, select the appropriate Prosecutor Package template, then click "Continue" to begin building the Package. The new templates are as follows:

NOTE: Selecting Not-In Custody or In-Custody templates ensure proper routing to the selected prosecutors.

2. Discovery Document Selection

    a. For each of the documents and attachments shown, select the ones
    you wish to include in the left "Discovery Status" column. A check
    mark in this column means the document or attachment will be
    included, and a blank box means the document/attachment will
    NOT be included.

    **Note: You may need to scroll to additional rows to see all
    possible documents and attachments.**

    b. When you have selected all the desired documents/attachments,
    click "Continue" to proceed.

3. Discovery Document Sequencing

    a. On the Discovery Document Sequencing page, the selected
    documents/attachments from the preceding page will be displayed,
    in the default order (the default order is determined by the order in
    which the documents/attachments were added to the selected
    Template).
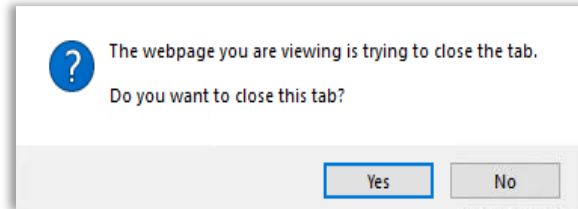
b.   To re-order the documents in the final package, enter the desired order in the "New Seq No" fields in the second column.

c.   When you have entered your desired order, be sure to click the "Re-Sequence Documents" button in the upper right.

d.   When you click the "Re-Sequence Documents" button, the documents will re-sequence and should display in the desired order.

        NOTE: HOWEVER, the "Seq No" field values will not change, as these refer to an internal reference identifier.

e.   Click "Continue" to proceed.

4. Discovery Package Generation

    a.   The "Discovery Package Generation" page will display the intended contents of the Discovery Package and request confirmation.

b.   Click "Generate Package" to create the package, or use the "Back" or "Cancel" buttons to change or abort the package generation.

NOTE: You will usually get a dialog saying the following: Click "Yes" to proceed and close the dialog.
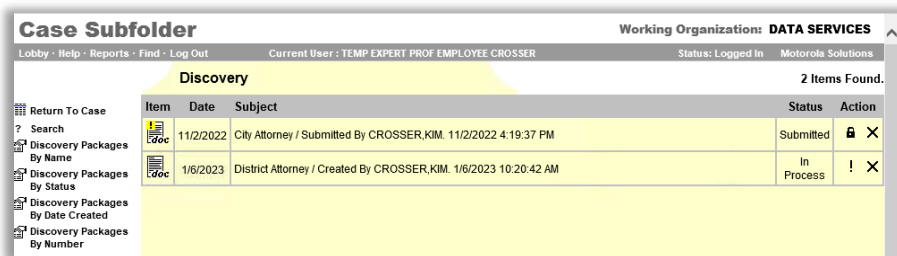

5.   The "Discovery" Folder

After the Motorola Discovery Service processes the Discovery Package generation (which may take a while – possibly several minutes depending on the Service schedule and the number of other Discovery Packages being generated at that same time), a "Discovery" folder will appear in the Case folder.

NOTE: You may need to wait and periodically click the Refresh button on the browser to see the folder appear.

6.   Submitting a Discovery Package

a.   After a Discovery Package has been successfully created by the Motorola Discovery Service, in the Case folder, inside the "Discovery" folder, you will find the Discovery Package.

b.   A newly created Package will have a Status of "In Process." To "Submit" the Package for Approval, click the Exclamation point symbol ("!") in the Action column. This will bring up the "Submit Discovery Package" dialog for confirmation.

c.   Click "Finish" to Submit the Package for Approval. Click "Submit" on the confirmation dialog to submit the package.
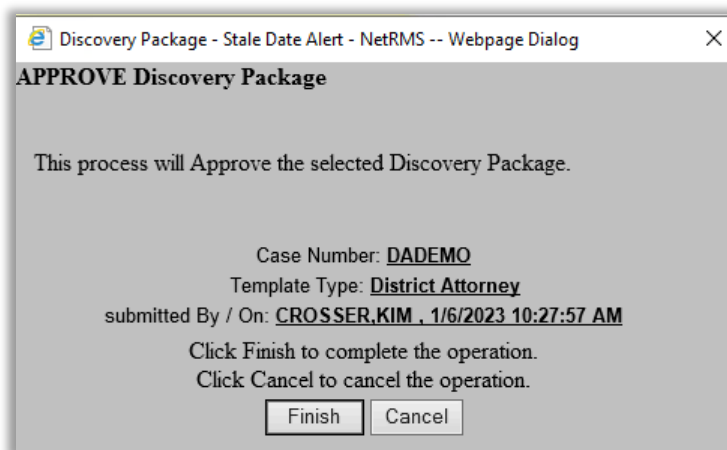
7. Approving a Discovery Package

    a. When a Discovery Package has been "Submitted," it will show a Status of "Submitted," and there will be an Approval "lock" icon displayed in the Action Column.

    b. Click the "lock" icon to begin the Approval process. This will bring up the initial "Approve Discovery Package" dialog.

c.   Click "Finish," then click "Finish" again on the "Attachment Approval" page to Approve the Discovery Package.

NOTE: Approving the package will cause the package to be queued for the DA Export Service for transmission to either the DA or the City Attorney, as appropriate.

If you have any questions, please contact **(Deleted – records of security)**