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## TRAINING BULLETIN

#### A PUBLICATION OF THE SAN DIEGO POLICE DEPARTMENT

## DAVID NISLEIT CHIEF OF POLICE

23-10

JULY 11, 2023

### NEW NetRMS DISCOVERY PACKAGE UPLOAD GUIDANCE

#### I. <u>PURPOSE</u>

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. <u>SCOPE</u>

This training bulletin applies to all personnel.

#### V. <u>PROCEDURES</u>

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. <u>All packages submitted prior to divisional authorization will be discarded.</u>

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:

Create Discovery Package - NetRMS	Webpage Dialog	×
Discovery Wizard		
	This wizard will create a new Discovery Package using the Case and Discovery Template information provided.	
Net RMS)	Enter the Case Number	
	LCTEST	
Wizard	Discovery Template(*Prosecutor Package) *Prosecutor Template ✔	
	Click on Continue to continue. Click Cancel to cancel this operation.	
	Continue Cancel	

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:

City Att Not In-Custody
City Att In-Custody
Dist Att Not In-Custody
Dist Att In-Custody

**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.

Case N Date O Assign Subjec	Derry Document Sequilumber: <u>DADEMO</u> pened: <u>5/8/2020</u> ed Detective: <u>CROSSER, K</u> t: <u>DA Demo Case</u> e Type: <u>BW-F-ZZ- FELONY</u>	<u>um</u>	•	Dat Agency II	ls For Service Number: e of Incident: <u>5/8/2020</u> D: <u>SH - Sheriff</u> ENCY); 13.4D-MT- SPI	12:00:00 PM Controlling Orgain		
Selecte Discovery Status	d Template: <u>District Attorn</u> Template Rule	ey Template Order		Document Type	Document Number/Name	Document Date	Status	Last Update
<b>v</b>	Selectable	1		Case Report	DADEMO.1 Incident Report	5/8/2020 2:19:23 PM	Approved	3/2/2022 9:30:42 AM
	Selectable	1		Case Report	DADEMO.1 SOC-Arrest Report	5/8/2020 2:19:23 PM	Approved	3/2/2022 9:30:42 AM
	Selectable	1		Case Report	DADEMO.1 SOC-Warrant Report	5/8/2020 2:19:23 PM	Approved	3/2/2022 9:30:42 AM
	Selectable	1		Case Report	DADEMO.1 Witness List	5/8/2020 2:19:23 PM	Approved	3/2/2022 9:30:42 AM
1	Select to Include P&E-CR	1		Case Report	DADEMO.1 Property and Evidence	5/8/2020 2:19:23 PM	Approved	3/2/2022 9:30:42 AM
1	Selectable	1		Case Report	DADEMO.1 Victim Records Request	5/8/2020 2:19:23 PM	Approved	3/2/2022 9:30:42 AM
	Selectable	4		Field Interview	155191	5/8/2020 3:04:31 PM	In Progress	6/23/2021 4:32:42 PM
-	Embed Selected Attachments	2		Document	test	1/11/2021 4:35:30 PM	On File	1/11/2021 4:35:30 PM
				Back C	ontinue Cancel			

- 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).

Disco	overy Do	ocume	nt Sequenci	ng					
Case N	lumber: <u>D</u>	ADEMO		Calls For	Service Number:				
	pened: <u>5/8</u>			Date of Incident: 5/8/2020 12:00:00 PM					
-			SSER, KIM	Agency ID: <u>SH -</u>	Sheriff Control	ing Orgainiza	tion: <u>DSD</u>		
	t: <u>DA Den</u>				A2 4D MT CONTINC ON				
Offense	е туре: <u>Бч</u>	V-F-22-	FELUNT DENU	HWARRANT (OUR AGENCY)	; 13.4D-MIT- SPITTING OF		<u>NSIT VERICLE (I</u>		
						_			
Selecte	d Templat	e: <u>Distri</u>	ct Attorney			Re-Sec	quence Documents		
Seq No	New Seq No	Sub Folder	Document Type	Document Number/Name	Document Date	Status	Last Update		
1	1		Case Report	DADEMO.1 Incident Report	5/8/2020 2:19:23 PM	Approved	3/2/2022 9:30:42 AM		
5	2		Case Report	DADEMO.1 Property and Evidence	5/8/2020 2:19:23 PM	Approved	3/2/2022 9:30:42 AM		
6	4		Case Report	DADEMO.1 Victim Records Request	5/8/2020 2:19:23 PM	Approved	3/2/2022 9:30:42 AM		
8	3		Document	test	1/11/2021 4:35:30 PM	On File	1/11/2021 4:35:30 PM		
	$\square$								

- 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.

Case Subfolder Working Organization							S
$Lobby \cdot Help \cdot Reports \cdot \\$	Find • I	Log Out	Current User : TEMP EXPERT PROF EMPLOYEE CROSSER	Status: Logged In	Motorola S	olutio	ns
		Discov	ery		2 Item	is Fo	uno
🗰 Return To Case	Item	Date	Subject		Status	Act	on
? Search 읅 Discovery Packages	doc	11/2/2022	City Attorney / Submitted By CROSSER,KIM. 11/2/2022 4:19:37 PM		Submitted	8	×
	doc	1/6/2023	District Attorney / Created By CROSSER,KIM. 1/6/2023 10:20:42 AM		In Process	!	×
Discovery Packages By Date Created							
Discovery Packages By Number							

- 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.

	Discovery 2 Items Four					
Item	Date	Subject	Status	Acti	on	
doc	11/2/2022	City Attorney / Submitted By CROSSER,KIM. 11/2/2022 4:19:37 PM	Submitted	8	×	
doc	1/6/2023	District Attorney / Submitted By CROSSER,KIM. 1/6/2023 10:27:57 AM	Submitted	8	×	

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**)