

**Event 1 - Police Sciences
Session - 40 LAN
LD 36 - Information Systems**

Date Revised 12/19/2019

Course Goal: To familiarize recruit officers with the Local Area Network (LAN) computer.

Session Goal: To show the recruit officer applications on the LAN system that will be used in daily police officers duties. The recruit officer will be familiar with applications such as Outlook, E-Forms and the LAPD intranet.

Learning Objectives

- Navigate through the Department Applications.
- Identify accessible drives.
- Access reports in E-Form; search for forms, save and prints various forms
- Create and send documents in Outlook email; use the address book, and send a phone message
- Navigate through LAPD internet, utilize Reference library folder and E-learning

Session Time: 2 hours

<p>Resources:</p> <ul style="list-style-type: none"> • Computer Lab Room 325.5 • LAPD Manual handout 3/788.40 	
<p>Session Summary: The Instructor will stress the importance of the computers in the law enforcement profession and how it is to be use with integrity.</p>	
<p>Outline</p>	<p>Instructor Notes</p>
<p>I. Introduction</p> <p>A. Instructor Introductions (1)</p> <p>B. Classroom Rules</p> <ol style="list-style-type: none"> 1. No eating. 2. Drinks with spill-proof lids are acceptable. 3. Raise your hand for help. 4. Avoid surfing the web during class. 5. Do not change the computer settings. <p>C. Handouts – 2014 Department Manual section 3/788.40</p> <p>D. Security Policy - Only personnel who have been trained and assigned an individual operator identification number and password shall be allowed to operate a Department Terminal (LAPD Manual volume 3/788.20) The internet and email policy will be review with the handout.</p> <p>E. LAPD Application Launcher Window – give a brief explanation of the various applications.</p>	<p>(1) Note Be sure to mention that this class is designed to provide everyone with a basic understanding of the LAPD Intranet and Windows applications. In doing so, we hope to create a foundation on which to expound as new programs are created to help us perform our job duties most efficiently.</p>

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F. Accessible Drives –

1. Open “Computer” on the desk top to access all drives. Briefly describe each drive and their capabilities.
 - a. C: Local hard drive
 - b. G: drive > server drive
“Guarded“ with user’s serial number
 - c. P: drive > “Public” or a shared by groups (ie Patrol or Burglary Det)
 - d. D: drive CD and DVD’s
 - e. E: drive – USB removable disk (aka thumb drive)
 - f. F:\ L;\ M:\ N:\ Y;\ and Z:\ - network drives Normally, you will not have a need to use these drive **(2) (3)**

(2) Ask: What drives are available to the user?

(3) Ask: Why is it important to be organized in your LAN account? **(3)**

II. LAPD E-Forms

A. Opening E-Forms

1. On the Applications window, open the LAPD application folder.

2. Open the LAPD Infoweb, E-Forms is on the right column.

B. Search Methods – There are three ways to search for a form.

1. Search by Keywords – **(4)**
 - a. Administrative
 - b. Detective
 - c. Patrol
2. Responsible Entity – May search for forms commonly used by a group or division.
3. Types of forms
 - a. PDF – allows a person to view or print only (Example: RD Maps).
 - b. IBM workplace – interactive forms, allows to type in the form..

(4) Note: This allows you to type the form name or form numeric name (example “Employee Report” or “15.7”) Use as few words as possible Category searches

C. Navigating a Report

1. Use the TAB key to move from one field to the next or click with the mouse to point the cursor.
2. Scroll key can be used for quick viewing/scrolling.

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<p>3. Spell check is available on the Viewer toolbar.</p> <p>4. Check box – left click to place and remove checks in small boxes</p> <p>D. Saving a Form (5)</p> <ol style="list-style-type: none">1. Click on File and Save As.2. Designate the Save location (6)3. Name your Document.4. Click on Save. <p>E. Printing a Form</p> <ol style="list-style-type: none">1. Click on the Print Icon the printer window will appear.2. Select printer if necessary.3. Click OK. <p>III. Microsoft Outlook (Email)</p> <p>A. Mailbox</p> <ol style="list-style-type: none">1. The Mailbox Window consists of the Menu Bar, Tool Bar, Folder List and Item Lists<ol style="list-style-type: none">a. Folder List<ol style="list-style-type: none">1) The Mailbox -Provides access to all e-mail messages2) Sent Items -Displays all messages you have sent to other users3) Contacts-Displays a listing of the people you have recently emailed.4) Calendar-Select the Calendar folder to open the Calendar view5) Documents-Open the Documents folder to view documents stored in Outlook.b. Title Bar<ol style="list-style-type: none">1) Located at the top row of the Outlook windowc. Menu Bar<ol style="list-style-type: none">1) Directly below the Title Bar	<p>(5) Ask which drive is recommended for saving your documents: G:\drive</p> <p>(6) Ask: Why is it important to be organized in your LAN account?</p>
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- d. Tool Bar
 - 1) The gray bar beneath the Menu Bar and contains the following Tabs:
 - a) Home, Mailbox, Calendar, Sent Items, Contacts and Cabinets

B. Create New Mail (7)

1. Select the Mail box tab
2. Select Create Mail button.
3. In Mail To: window, either type in name of user or select Address Book button located on right side of Mail To window
 - a. In the Address Book, select the tab marked Outlook Address Book.
 - b. All LAPD users are located in this section of the Address Book.
4. In the field Address List, select TO:
 - a. Select name of user by any one of the four below listed techniques to access individuals from the Address Book:
5. Type in Subject, Message and click Send.

C. Sending E-mail with an Attached Document (8)

1. Follow Steps to Create New Mail.
2. Type in a Subject
3. In Mail To: window, press the Attach button (paperclip icon), this opens the Attach File window.
4. Select the drive where the document(s) is located, if document is in a folder, open folder first, highlight document, click OK.
 - a. Send Options in order to track **(9)**

D. Create a Phone Message

1. Click on File > New, > Phone

(7) CC: and BC: can be utilized by the sender. CC: is considered a carbon copy to another user, other than the recipient.

BC is considered a blind copy to another user without the knowledge of the recipient.

(8) Note: To select multiple attachments, hold down the Ctrl key and select each document.

(9) Ask the student why email is an efficient way to subpoena officers?

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- Message.
2. In the To: line, enter the email address(es) you plan to send the Phone Message to.
 3. Fill the Caller, Company, Phone fields, if necessary.
 4. Check off Message boxes as necessary.
 5. Type the Phone Message.
 6. Click the send button

IV. LAPD Intranet (10)

Many LAPD resources are available through the LAPD Home Page. Below there is a listing of several with a brief explanation of their function. Click on the hyperlink and explain each header.

- A. Important Department Wide Notice
 1. LAPD manual , Volume 3, 788.40 Internet Usage Guidelines (see handout)
The computer system is a tool to be used for efficacy in the performance of work related duties only. Therefore, the department monitors the system and all employees should use their best judgment to govern their actions.
- B. Chief's Message – Located on the top portion of the page. Further down the page will be messages/notices that are related to the department.
- C. Direct Deposit – Access one's own paycheck stub in the city website
- D. Reference Library– Houses the majority of LAPD's reference material and documentation.
 1. Memorandum of Understanding (MOU) – Sworn Officers' union manual agreement with the City. It includes pay schedule, sick time, vacation time.
 2. Codes – California codes and Vehicle Code

(10) Note: Some websites are only available to LAPD personnel from an LAPD terminal because these sites are housed specifically on LAPD's Intranet.

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<ul style="list-style-type: none"> <li style="margin-left: 40px;">a. Vehicle code – Search for “Loiter from a vehicle.” 3. Manuals – Various department manuals including LAPD Manual, CCHRS, Homicide etc. 4. Orders – Administrative, Special, and Operations 5. Calendars – <ul style="list-style-type: none"> a. qualification schedule – a perpetual calendar for monthly qualification schedule for sworn personal b. Deployment calendar E. TEAMS II – Training Evaluation and Management System (11) F. E-learning – Online training and update of Special Orders. Log on with your Serial number and the last four digits of your Social Security Number. G. Inside LA <ul style="list-style-type: none"> 1. Provides links to several other useful city-based resources. <ul style="list-style-type: none"> a. http://insidela.ci.la.ca.us/ b. A few useful links are: <ul style="list-style-type: none"> 1) CityPay 2) City Phone 3) Personnel H. LAPD Online <ul style="list-style-type: none"> 1. Our Communities 2. Crime Maps I. Bureaus Folder – Provides a listing of all-geographic areas and links to their home pages (12) 	<p>(11)This allows each person to view their TEAMS report. An employee logs on with their Serial number and LAN password</p> <p>(12) Ask the students to find the division they aspire to work on the LAPD intranet.</p>
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