

INTRADEPARTMENTAL CORRESPONDENCE

Divisional Order 07-01

February 1, 2007

**TO:** All Metropolitan Division Personnel

**FROM:** Commanding Officer, Metropolitan Division

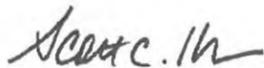
**SUBJECT:** METROPOLITAN DIVISION AUTOMATED PUBLICATION  
DISTRIBUTION SYSTEM IMPLEMENTATION

Effective immediately, Metropolitan Division is implementing the Automated Publication Distribution System. All Department Special Orders, Administrative Orders, Notices, and informative publications will be distributed as e-mail attachments to personnel via the GroupWise System on the Local Area Network (LAN). Personnel will be able to read, save and/or print these documents. Personnel Department Publication Receipts are created when the employee opens their e-mail.

All employees required to receive Department orders and informative publications shall maintain a LAN and GroupWise account. Employees are also required to check their GroupWise Account on a weekly basis in order to open and read all "publication" related e-mails sent to them in a timely manner.

All officers in charge shall be responsible for ensuring that the employees under their supervision open all "publication" related e-mails sent to them. The Metropolitan Training Unit will obtain the e-mail personnel receipts and maintain a copy in the employee's publication receipt file. To acquire or reset an individual's LAN password, a request may be made by the employee's supervisor via e-mail to the Help Desk.

For further information, please contact Sergeant Kirk Smith, Training Coordinator, Metropolitan Division, at (213) 972-1809.



SCOTT C. KROEBER, Captain  
Commanding Officer  
Metropolitan Division

**Acknowledgement of Receipt**

I acknowledge the receipt of a personal copy of the Metropolitan Division directive to maintain a LAN and GroupWise account for the Automated Publication Distribution System and to open all "publication" related e-mails for review on a weekly basis.

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Serial Number

\_\_\_\_\_  
Date

UPON OPENING YOUR E-MAIL, THE TRAINING UNIT WILL BE NOTIFIED THAT YOU HAVE RECEIVED THE ATTACHED PUBLICATIONS AND A HARDCOPY IS THEN PLACED IN YOUR PUBLICATION RECEIPT FILE.  
(LAPD Manual Section 5/1.42.0)

The Department Automated Publication System was created to insure that employees receive all required publications in an efficient and timely manner. You are responsible for opening the attachments and reading the required publications (LAPD Manual Section 0/095). If you are unable to do so or need instruction on how to, please contact the Training Unit or a fellow employee for assistance.

#### VIEWING A DOCUMENT ON YOUR COMPUTER SCREEN

After placing the cursor on the document icon in the attachment box, double click on the left mouse button. A default program such as Word® or Adobe Acrobat® will open the attachment for you to view. If the default application does not open, use below instructions:

1. Place the cursor (arrow) on the attached document icon.
2. Right click once with the mouse.
3. A gray message box will appear.
4. Move the arrow to "open with...".
5. Left click once and another message box will appear listing a choice of programs.
6. Place the cursor (arrow) on Adobe Reader® and double click with the left mouse.

This will open the Adobe Acrobat Reader® program so you may view the document in a normal size and print if desired.

#### PRINTING A DOCUMENT AFTER IT IS OPENED

For either an Adobe Acrobat® (.pdf) or Word® (.doc) document: You may either double-click on the small printer icon on the toolbar or click on File > Print > OK.

#### DOWNLOADING AN ATTACHED DOCUMENT

After placing the cursor on the document icon in the attachment box, click on the right mouse button once. A drop-down menu will appear. Drag the cursor to "save as" and click on the left mouse button once. You may now save the publication in your files.

NOTE: While you are required to make yourself aware of each Department Publication, it is not necessary to save all of them on your computer drive. Many of these publications that are sent to you can eventually be found under "LAPD Reference" on the Department Website.