



*Kern County*

**SHERIFF**

**DONNY YOUNGBLOOD**  
Sheriff-Coroner

1350 Norris Road, Bakersfield, California 93308-2231  
Telephone (661) 391-7500

**ISSUE: 22-22**

**TRAINING BULLETIN**

**DATE: June 16, 2022**

### **LEFTA Systems Software Update How to Read a Training Bulletin in METR**

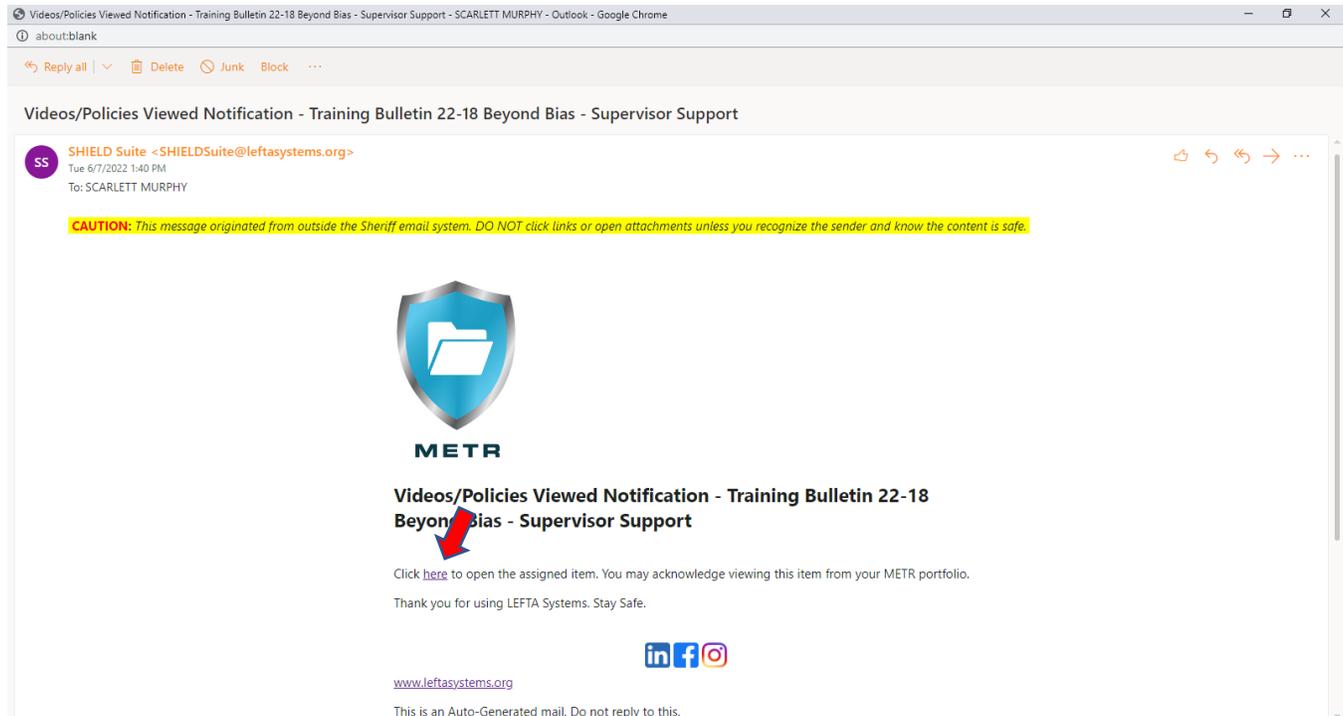
Effective today, future Training Bulletins will be distributed to staff using the Shield Suite/LEFTA Systems METR application. Training Bulletins will no longer be emailed from Kern County Sheriff Training Staff; the email will come from [SHIELDSuite@leftasystems.org](mailto:SHIELDSuite@leftasystems.org). Please read the attached instructions on how to access and read the Training Bulletins through METR.

All staff must have an active account in METR in order to receive and read Training Bulletins. If you are unable to access your account, please contact the Training Unit at [Training@kernsheriff.org](mailto:Training@kernsheriff.org) to request assistance.

# How to Read a Training Bulletin in METR From an E-Mail Notification

**STEP 1: Click the link in the email from [SHIELDSuite@leftasystems.org](mailto:SHIELDSuite@leftasystems.org).**

Training Bulletins will be sent from SHIELD Suite's METR application. They will be titled, "Videos/Policies Viewed Notification" and the Training Bulletin number and title will be listed. Click on the word "here" to be directed to the Training Bulletin page.



Videos/Policies Viewed Notification - Training Bulletin 22-18 Beyond Bias - Supervisor Support

SHIELD Suite <SHIELDSuite@leftasystems.org>  
Tue 6/7/2022 1:40 PM  
To: SCARLETT MURPHY

**CAUTION:** This message originated from outside the Sheriff email system. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

  
**METR**

**Videos/Policies Viewed Notification - Training Bulletin 22-18  
Beyond Bias - Supervisor Support**

Click [here](#) to open the assigned item. You may acknowledge viewing this item from your METR portfolio.

Thank you for using LEFTA Systems. Stay Safe.



[www.leftasystems.org](http://www.leftasystems.org)

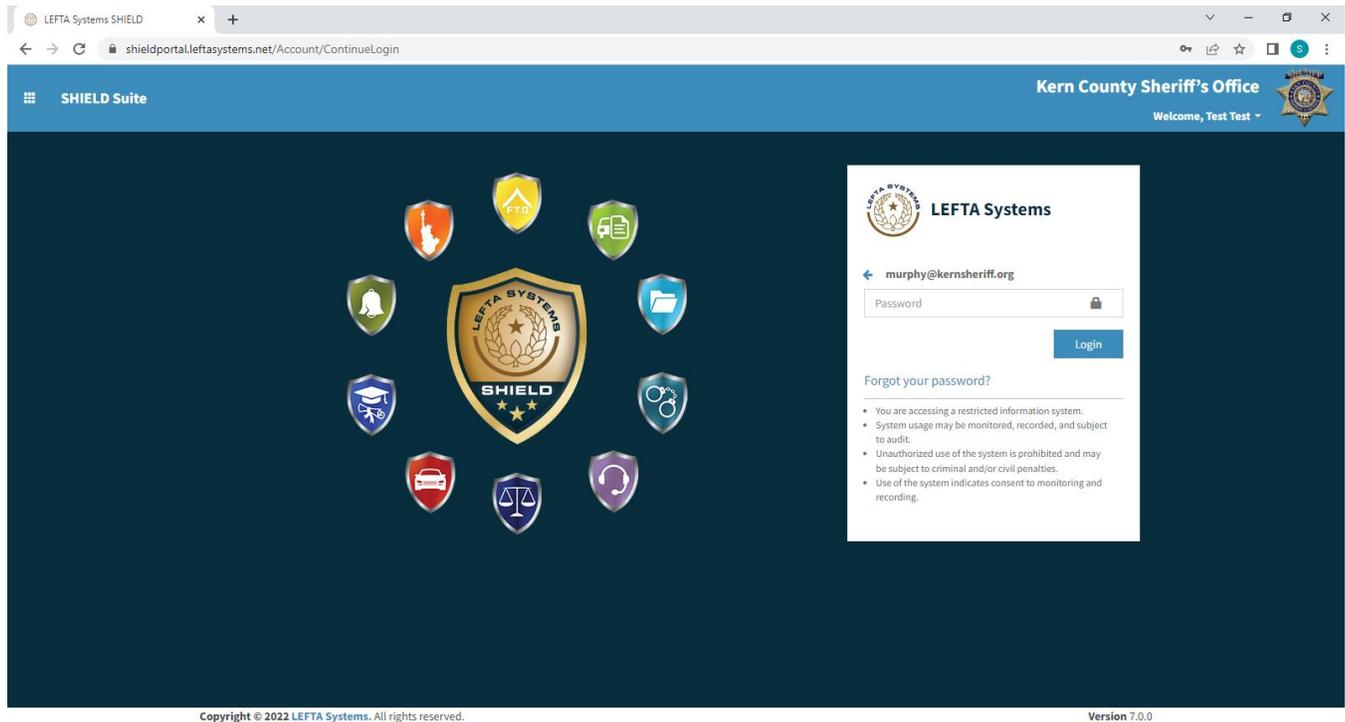
This is an Auto-Generated mail. Do not reply to this.

## STEP 2: Log into METR.

Your Username is your KCSO email address. If you have forgotten your password, click on "Forgot your password?" and a link to change your password will be emailed to you from the program vendor, Shield Suites/LEFTA Systems.

If you have issues logging into LEFTA Systems, contact [Training@kernsheriff.org](mailto:Training@kernsheriff.org) to request assistance.

Please Note: The links embedded in the Training Bulletins are accessed through the Kern County Sheriff's Sharepoint program. You must be signed into the KCSO network to access the links.



The screenshot shows a web browser window with the URL `shieldportal.leftasystems.net/Account/ContinueLogin`. The page header includes "SHIELD Suite" on the left and "Kern County Sheriff's Office" with a "Welcome, Test Test" message and a logo on the right. The main content area features a central "LEFTA SYSTEMS SHIELD" logo surrounded by various icons representing different system modules. On the right side, there is a login form with the following elements:

- LEFTA SYSTEMS logo
- Username field: `murphy@kernsheriff.org`
- Password field with a lock icon
- Blue "Login" button
- "Forgot your password?" link
- Terms of use section with the following text:
  - You are accessing a restricted information system.
  - System usage may be monitored, recorded, and subject to audit.
  - Unauthorized use of the system is prohibited and may be subject to criminal and/or civil penalties.
  - Use of the system indicates consent to monitoring and recording.

At the bottom of the page, there is a copyright notice: "Copyright © 2022 LEFTA Systems. All rights reserved." and a version number: "Version 7.0.0".

### STEP 3: You should be directed to the Videos/Policies Viewed page.

To view the Training Bulletin, click on the "File" link.

The screenshot shows the 'Videos/Policies Viewed' page in the LEFTA Systems SHIELD interface. The page header includes 'METR', 'Records', 'Forms', and 'Help' menus, along with the 'Kern County Sheriff's Office' logo and a 'Welcome, Test Test' message. The main content area displays the following information:

- Record Identifier: VDO-000018
- Title: Training Bulletin 22-18 Beyond Bias - Supervisor Support
- Description: All SWORN personnel holding the rank of Sergeant or Detentions Sergeant, must read the Training Bulletin and complete the online training by Friday, May 27, 2022
- Keyword(s): Select Keywords...
- Type: [Dropdown menu]
- URL: http://sharepoint/ASB/PersonnelDivision/Training/Training%20Bulletins/2022/22-18%20Beyond%20Bias%20-%20Super
- Expiration Length: [Text field]
- File: 22-18 Beyond Bias - Supervisor Support.pdf
- View By Date: [Text field]

A red arrow points to the 'File' field. Below the main content area, there is a 'Back' button and an 'Employee(s)' section with a search bar and 'Search' and 'Clear' buttons.

A PDF file will show up at the bottom of the screen, and an "Acknowledge" button will show up in the screen.

The screenshot shows the 'Videos/Policies Viewed' page in the LEFTA Systems SHIELD interface, similar to the previous one. The main content area displays the same information as above. A red arrow points to the 'Acknowledge' button, which is located below the 'View By Date' field. Another red arrow points to the 'Employee(s)' section, which is located below the 'Acknowledge' button. At the bottom of the screen, a PDF file '22-18 Beyond Bias...pdf' is visible, and a 'Show all' button is located in the bottom right corner.

## STEP 4: Read the Training Bulletin.

Open the PDF that showed up on the bottom of your screen, read and follow any instructions within the PDF.

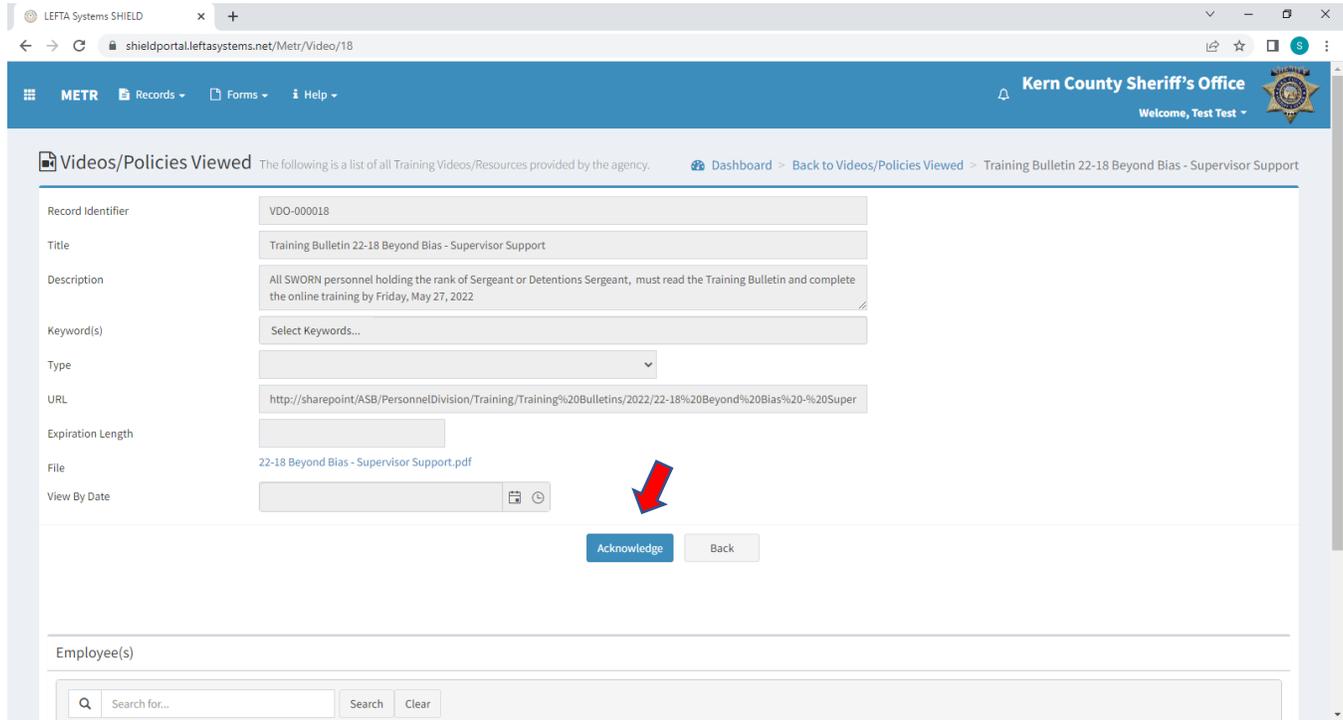
The PDF should open a new tab on your screen (see example below). Read and complete the Training Bulletin. If there is a training link(s) within the bulletin for you to do online training or take a test, click on the link(s) and complete the instructions within the bulletin. When done, you may close out of the Training Bulletin tab.

The screenshot shows a PDF document titled "Beyond Bias: Supervisor Support" from the Kern County Sheriff's Office. The document is displayed in a browser window with the address bar showing the file path: "C:/Users/murphy/Downloads/22-18%20Beyond%20Bias%20-%20Supervisor%20Support.pdf". The PDF content includes the following:

- Header:** Kern County SHERIFF logo, DONNY YOUNGBLOOD Sheriff-Coroner, 1350 Norris Road, Bakersfield, California 93308-2231, Telephone (681) 391-7500.
- Metadata:** ISSUE: 22-18, TRAINING BULLETIN, DATE: May 5, 2022.
- Title:** Beyond Bias: Supervisor Support
- Text:** Beyond Bias: Supervisor Support is a new self-paced course now available for POST Learning Portal users. **This course does NOT meet the mandate for Racial & Identity Profiling Update Training** in California Penal Code Section 13519.4.
- Description:** This is a course for law enforcement supervisors. Learners will have a chance to review strategies and self-assess how agencies manage the impact of bias, connect with the community, build a positive culture, and recognize responsibilities to prevent and report profiling.
- Important Notice:** Please [SIGN IN](#) to acknowledge your reading after reviewing the Training Bulletin.
- Subject:** 22-18 Beyond Bias: Supervisor Support
- Confirmation:** I have read and understand Training Bulletin 22-18 Beyond Bias: Supervisor Support dated May 5, 2022.

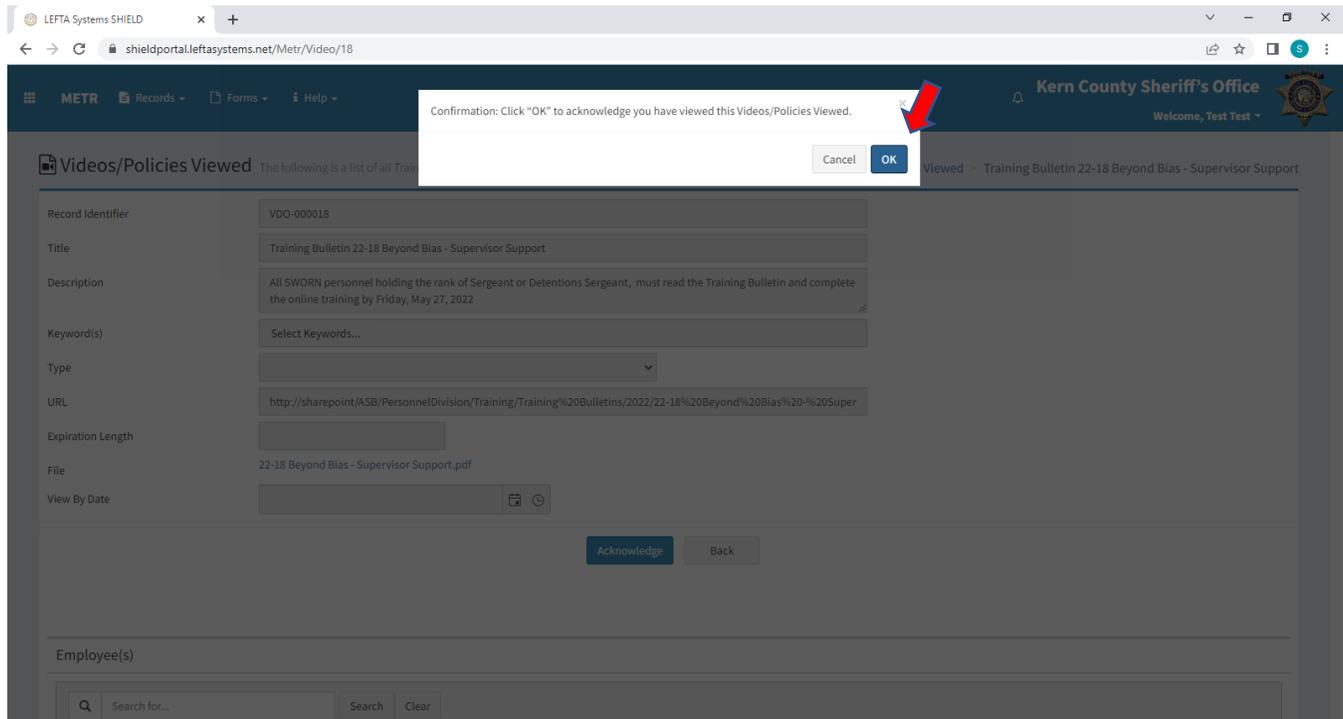
## Step 5: Acknowledge that you have Read the Training Bulletin.

When you are done reading the Training Bulletin, return to the LEFTA Systems SHIELD tab and click on the “Acknowledge” button.



The screenshot shows the 'Videos/Policies Viewed' page in the LEFTA Systems SHIELD interface. The page displays details for a training video titled 'Training Bulletin 22-18 Beyond Bias - Supervisor Support'. The details include the record identifier (VDO-000018), description, keyword(s), type, URL, expiration length, file name (22-18 Beyond Bias - Supervisor Support.pdf), and view by date. A red arrow points to the 'Acknowledge' button, which is located below the details section. The 'Back' button is also visible next to it. The page header includes the METR logo and navigation menus (Records, Forms, Help). The footer includes the Kern County Sheriff's Office logo and a search bar for employees.

Be sure to click on “OK” when prompted.



The screenshot shows the same 'Videos/Policies Viewed' page as above, but with a confirmation dialog box overlaid. The dialog box contains the text: 'Confirmation: Click "OK" to acknowledge you have viewed this Videos/Policies Viewed.' There are two buttons in the dialog box: 'Cancel' and 'OK'. A red arrow points to the 'OK' button. The background page is dimmed, and the 'Acknowledge' button is also visible but dimmed.

The "Acknowledge" button will be replaced with the date/time that you acknowledged that you viewed the bulletin.

LEFTA Systems SHIELD shieldportal.leftasystems.net/Metr/Video/18

**METR** Records Forms Help

**Kern County Sheriff's Office**  
Welcome, Test Test

Description: All SWORN personnel holding the rank of Sergeant or Detentions Sergeant, must read the Training Bulletin and complete the online training by Friday, May 27, 2022

Keyword(s): Select Keywords...

Type: [Dropdown]

URL: http://sharepoint/ASB/PersonnelDivision/Training/Training%20Bulletins/2022/22-18%20Beyond%20Bias%20-%20Super

Expiration Length: [Input]

File: 22-18 Beyond Bias - Supervisor Support.pdf

View By Date: [Dropdown]

Back

Employee(s)

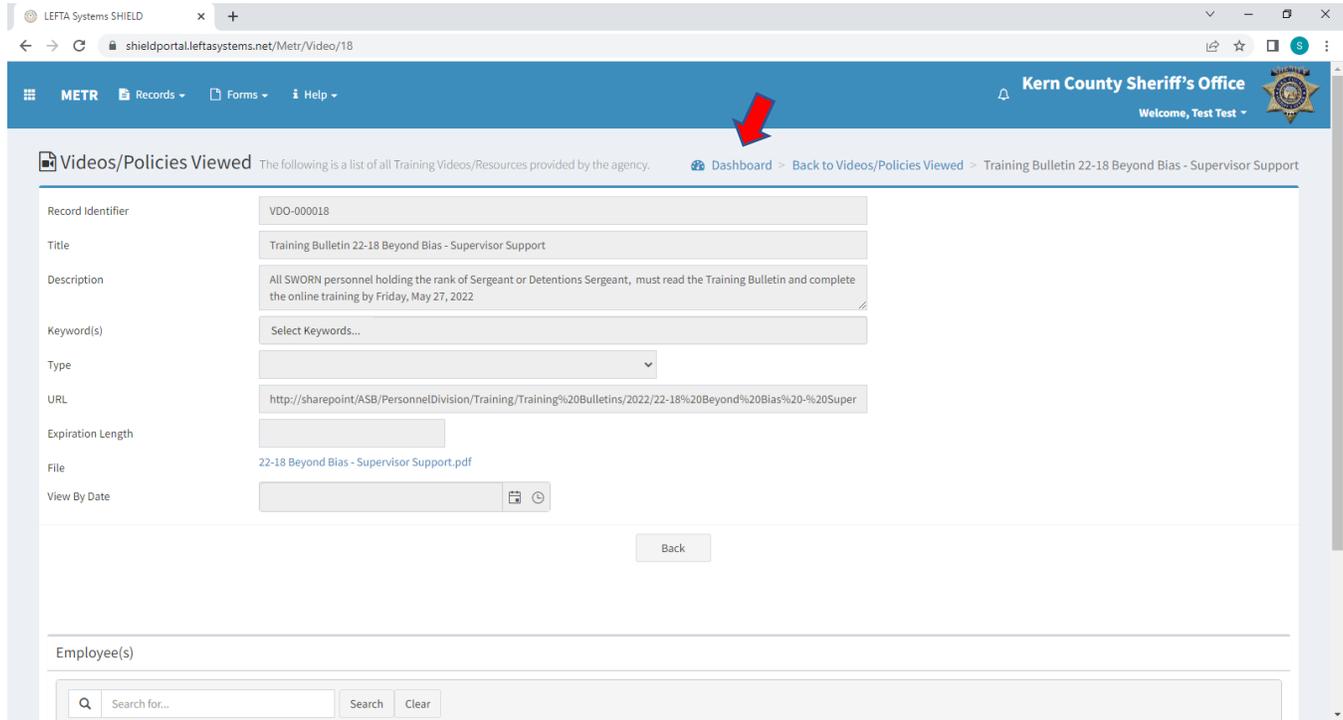
Search for... Search Clear

CAD ID#	Name	View By Date	Viewed Date	Date of Expiration	Status
0123456789	Test, Test		06/07/2022 02:29 PM		N/A

1 - 1 of 1 Items

## STEP 6 (Optional): To view the status of all Training Bulletins assigned to you.

To go to your Dashboard to view Training Bulletins assigned to you, click on “Dashboard” at the top of the screen.

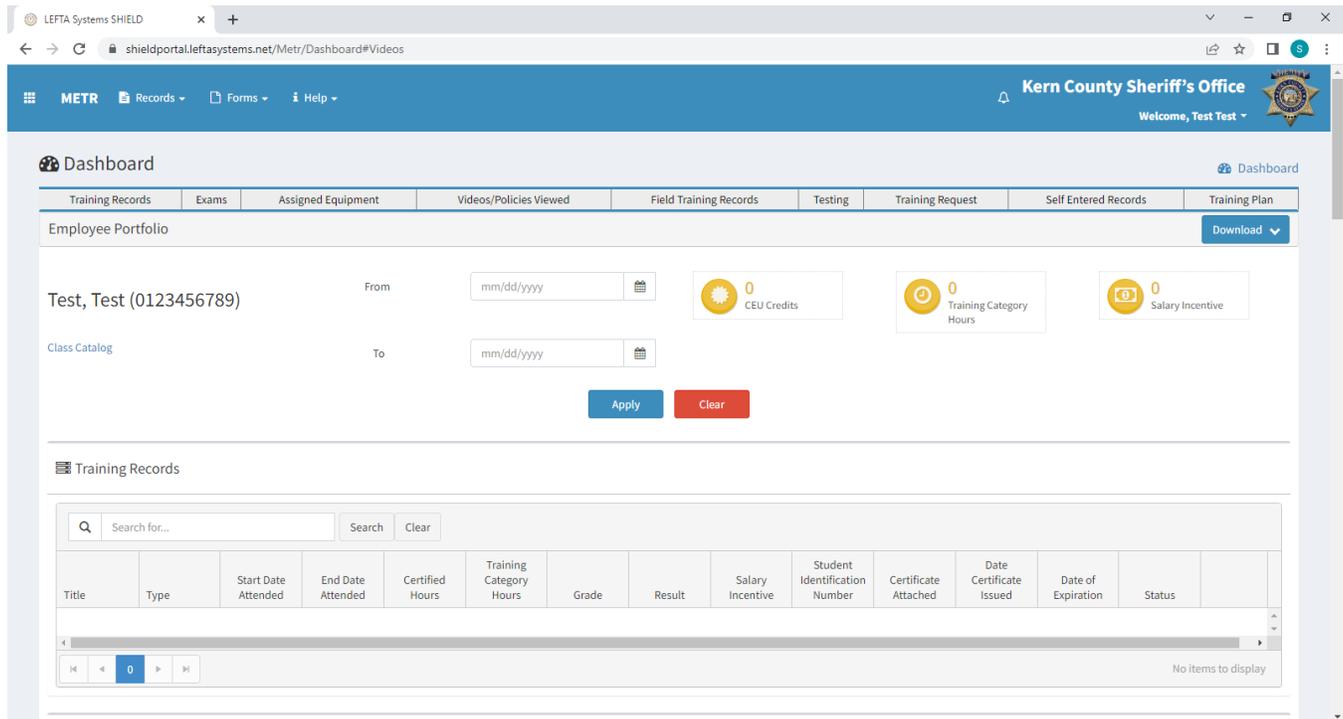


The screenshot shows the LEFTA Systems SHIELD interface. The breadcrumb navigation at the top reads: [Dashboard](#) > [Back to Videos/Policies Viewed](#) > Training Bulletin 22-18 Beyond Bias - Supervisor Support. A red arrow points to the [Dashboard](#) link. Below the breadcrumb is a form for viewing a video/policy. The form fields are:

- Record Identifier: VDO-000018
- Title: Training Bulletin 22-18 Beyond Bias - Supervisor Support
- Description: All SWORN personnel holding the rank of Sergeant or Detentions Sergeant, must read the Training Bulletin and complete the online training by Friday, May 27, 2022.
- Keyword(s): Select Keywords...
- Type: [Dropdown menu]
- URL: http://sharepoint/ASB/PersonnelDivision/Training/Training%20Bulletins/2022/22-18%20Beyond%20Bias%20-%20Super
- Expiration Length: [Text field]
- File: 22-18 Beyond Bias - Supervisor Support.pdf
- View By Date: [Dropdown menu]

Below the form is a "Back" button and an "Employee(s)" search section with a search input, "Search", and "Clear" buttons.

From your Dashboard, scroll down to Videos/Policies Viewed.



The screenshot shows the LEFTA Systems SHIELD Dashboard. The navigation bar at the top includes: [Training Records](#), [Exams](#), [Assigned Equipment](#), [Videos/Policies Viewed](#) (selected), [Field Training Records](#), [Testing](#), [Training Request](#), [Self Entered Records](#), and [Training Plan](#). Below the navigation bar is the "Employee Portfolio" section for "Test, Test (0123456789)". It includes a "From" date field (mm/dd/yyyy) and three statistics:

- CEU Credits: 0
- Training Category Hours: 0
- Salary Incentive: 0

Below the statistics is a "Class Catalog" section with a "To" date field (mm/dd/yyyy) and "Apply" and "Clear" buttons. At the bottom is the "Training Records" section, which includes a search input, "Search", and "Clear" buttons. Below the search is a table with the following columns:

Title	Type	Start Date Attended	End Date Attended	Certified Hours	Training Category Hours	Grade	Result	Salary Incentive	Student Identification Number	Certificate Attached	Date Certificate Issued	Date of Expiration	Status
No items to display													

If there is a "Viewed Date" displayed, you have acknowledged reading the Training Bulletin.

The screenshot shows the METR dashboard for the Kern County Sheriff's Office. The user is logged in as Test Test. The 'Videos/Policies Viewed' section contains a table with the following data:

Title	Type	View By Date	Viewed Date	Date of Expiration	Status	
Training Bulletin 22-02 Warrant Entries			05/17/2022 04:38 PM		N/A	<a href="#">Download</a> <a href="#">Edit</a>
Training Bulletin 22-16 Detentions Bureau Manual Policy Update C-2300 Trust Truth Act Compliance	IN-HOUSE				N/A	<a href="#">Download</a> <a href="#">Edit</a>
Training Bulletin 22-19 Post Order and Policy Updates - Infirmary Deputy Post Order	IN-HOUSE				N/A	<a href="#">Download</a> <a href="#">Edit</a>
Training Bulletin 22-21 DOJ Information Bulletin re Protecting California Voters	IN-HOUSE				N/A	<a href="#">Download</a> <a href="#">Edit</a>
Training Bulletin 22-18 Beyond Bias - Supervisor Support			06/07/2022 02:29 PM		N/A	<a href="#">Download</a> <a href="#">Edit</a>

### STEP 7: Sign Out.

When you are done in the program, click on the down arrow next to your name in the top right side of the screen. And click on "Sign out" to exit the program.

The screenshot shows the METR dashboard for the Kern County Sheriff's Office. The user is logged in as Scarlett Murphy. The user profile dropdown menu is open, showing the following options:

- Profile
- Sign out

The 'Sign out' option is highlighted with a red arrow. The 'Videos/Policies Viewed' section contains a table with the following data:

Title	Type	View By Date	Viewed Date	Date of Expiration	Status	
***test		05/18/2022 12:30 PM	05/18/2022 12:23 PM		N/A	<a href="#">Download</a> <a href="#">Edit</a>
Training Bulletin 22-16 Detentions Bureau Manual Policy Update C-2300 Trust Truth Act Compliance	IN-HOUSE		Acknowledge		N/A	<a href="#">Download</a> <a href="#">Edit</a>
Training Bulletin 22-19 Post Order and Policy Updates - Infirmary Deputy Post Order	IN-HOUSE		06/07/2022 10:43 AM		N/A	<a href="#">Download</a> <a href="#">Edit</a>
Training Bulletin 21-42 Driving in Foggy Conditions			12/13/2021 07:24 AM		N/A	<a href="#">Download</a> <a href="#">Edit</a>
Training Bulletin 21-41 Procedures for Handling Civil			Acknowledge		N/A	<a href="#">Download</a> <a href="#">Edit</a>