



DONNY YOUNGBLOOD
Sheriff-Coroner

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

Kern County
SHERIFF

ISSUE: 22-24

TRAINING BULLETIN

DATE: June 23, 2022

LEFTA Systems Software Update How to Read a Training Bulletin from the METR Dashboard

On June 16, 2022, Training Bulletin 22-22 "LEFTA Systems Software Update: How to Read a Training Bulletin in METR", was issued stating that 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.

Due to technical issues, the majority of staff are not receiving the emails from SHIELDsuite@leftasystems.org; therefore, the email will no longer be sent from the vendor. Effective June 23, 2022, Kern County Sheriff's Office staff will now receive an email from Kern County Sheriff Training Staff alerting them that there is a Training Bulletin in METR that they must acknowledge viewing.

Following are instructions on how to read and acknowledge a Training Bulletin from the Dashboard in 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 to request assistance.

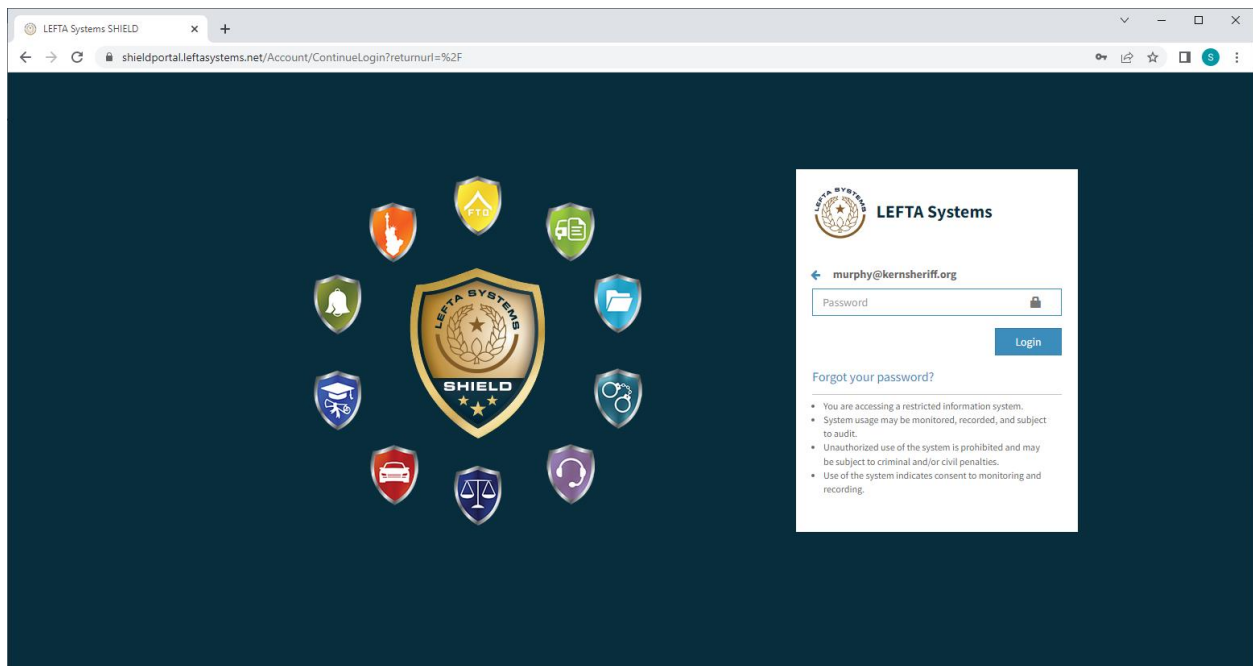
How to Read a Training Bulletin in METR (using the METR Dashboard screen)

STEP 1: Log into METR from a KCSO Computer.

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.

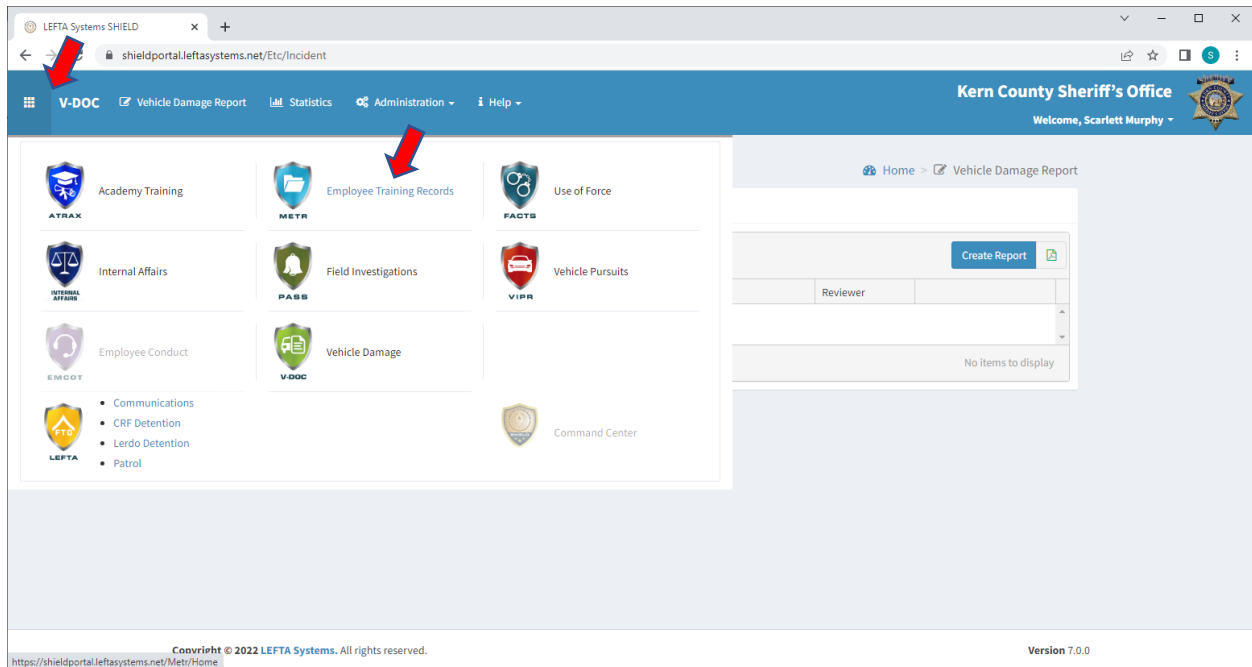
If you have issues logging into LEFTA Systems, contact Training@kernsheriff.org to request assistance.

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.

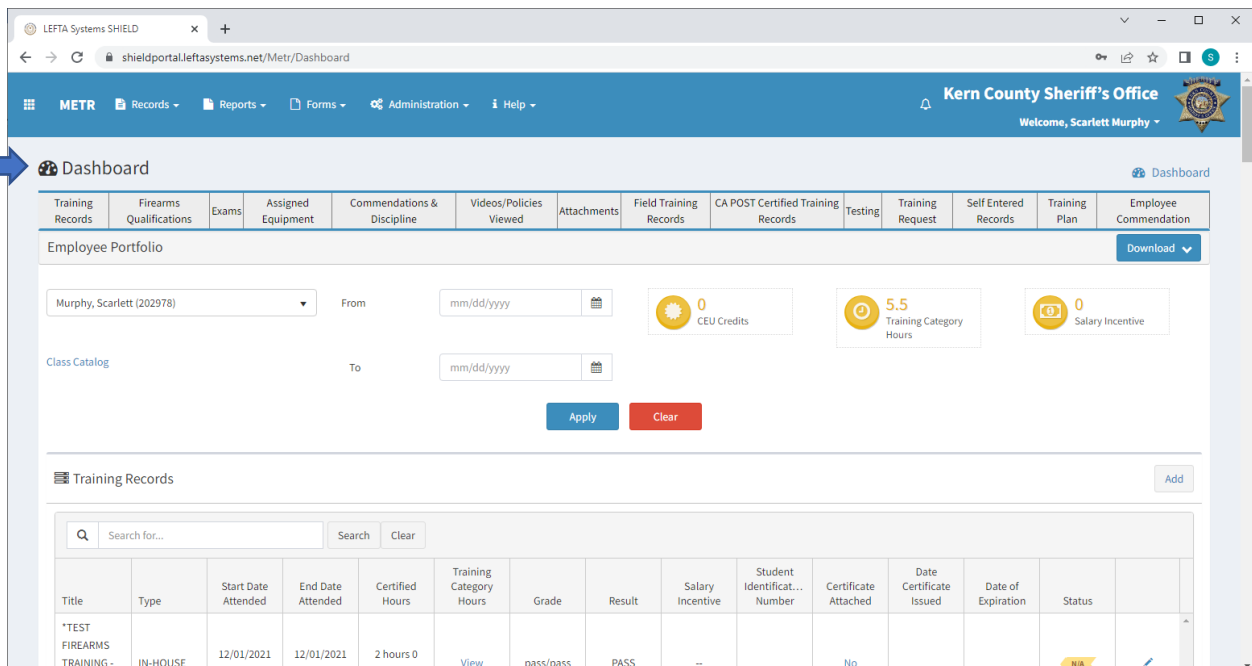


STEP 2: Go to the METR Dashboard.

For most staff, you will default to this location. For those that do not, click on the icon in the far left of your screen that looks like nine blocks stacked in a square and it will show you a list of applications. You may not have access to all the applications shown, but all KCSO employees should have access to METR. Next, click on the Employee Training Records icon (the light blue shield with a folder in the center of it and the word METR below it).











This is an example of what the Dashboard will look like (depending on program access, your page may look a little different):



STEP 3: Scroll down to “Videos/Policies Viewed”.








A list of Training Bulletins available for your review will be listed. To view the bulletin, click on the download icon (the down-arrow button in the column to the right of the Status column).

The screenshot shows the LEFTA Systems SHIELD interface. The top navigation bar includes 'METR', 'Records', 'Reports', 'Forms', 'Administration', and 'Help'. The 'Videos/Policies Viewed' section is active, displaying a table of training bulletins. A red arrow points to the download icon (a blue down arrow) in the Status column for the first row.

Title	Type	View By Date	Viewed Date	Date of Expiration	Status	
Training Bulletin 22-19 Post Order and Policy Updates - Infirmary Deputy Post Order	IN-HOUSE				N/A	
Training Bulletin 22-16 Detentions Bureau Manual Policy Update C-2300 Trust Truth Act Compliance	IN-HOUSE				N/A	
Training Bulletin 22-06 Annual Pursuit Training PC 13519.8 Compliance					N/A	
Training Bulletin 22-02 Warrant Entries			05/19/2022 02:36 PM		N/A	
Training Bulletin 21-42 Driving in Foggy Conditions			12/13/2021 07:24 AM		N/A	
Training Bulletin 21-41 Procedures for Handling Civil Litigation Related Matters					N/A	

A PDF file will appear at the bottom of the screen, and an “Acknowledge” button will appear in the Viewed Date column.

The screenshot shows the LEFTA Systems SHIELD interface. The 'Videos/Policies Viewed' section is active, displaying a table of training bulletins. A red arrow points to the 'Acknowledge' button in the Viewed Date column for the first row. Another red arrow points to the PDF file '22-19 Post Order a...pdf' at the bottom of the screen.

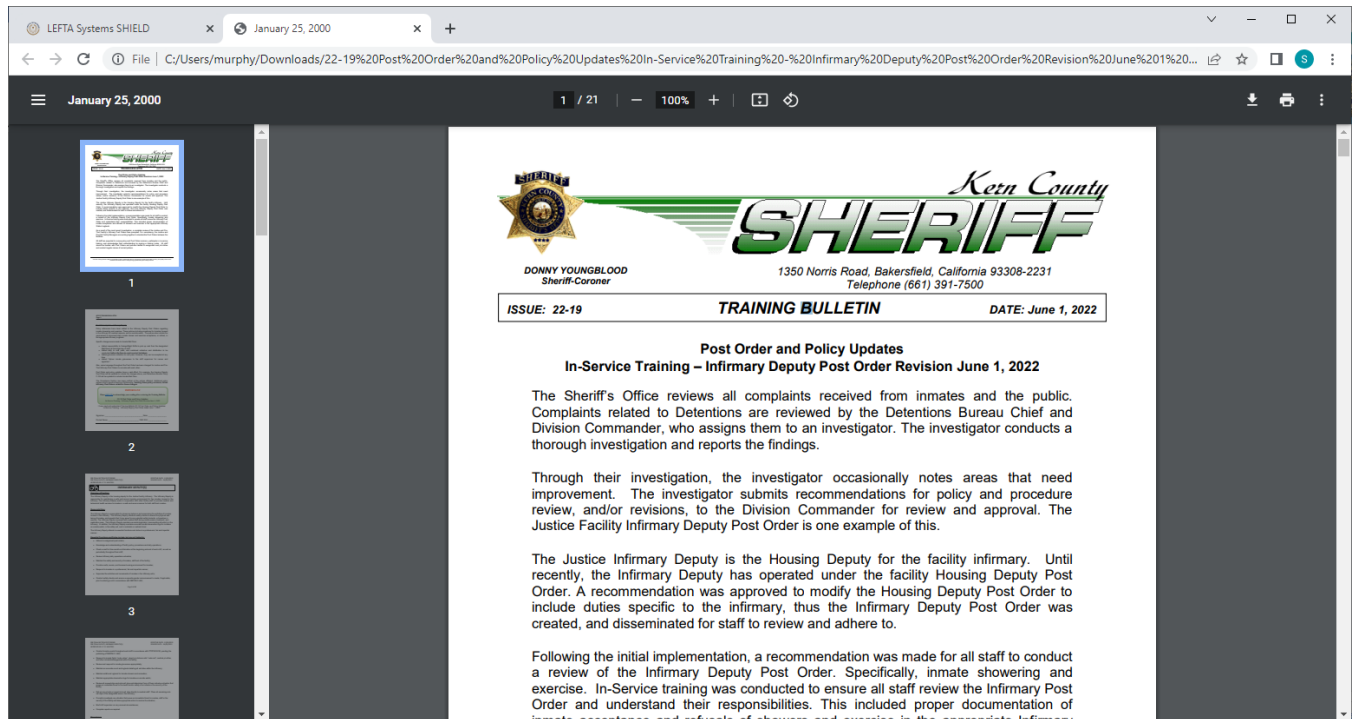
Title	Type	View By Date	Viewed Date	Date of Expiration	Status	
Training Bulletin 22-19 Post Order and Policy Updates - Infirmary Deputy Post Order	IN-HOUSE				N/A	
Training Bulletin 22-16 Detentions Bureau Manual Policy Update C-2300 Trust Truth Act Compliance	IN-HOUSE				N/A	
Training Bulletin 22-06 Annual Pursuit Training PC 13519.8 Compliance					N/A	
Training Bulletin 22-02 Warrant Entries			05/19/2022 02:36 PM		N/A	
Training Bulletin 21-42 Driving in Foggy Conditions			12/13/2021 07:24 AM		N/A	

22-19 Post Order a...pdf

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 link within the bulletin to acknowledge reading the Training Bulletin, click on it. If there is a training link within the bulletin for you to do online training or take a test, click on the links and complete the instructions within the bulletin. When done, you may close out of the Training Bulletin tab.



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

When you are done reading the Training Bulletin, return to your Dashboard and click on the “Acknowledge” button. The “Acknowledge” button will be replaced with the date/time that you acknowledged that you viewed the bulletin.

The screenshot shows the LEFTA Systems SHIELD dashboard for the Kern County Sheriff's Office. The user is logged in as Scarlett Murphy. The dashboard has a top navigation bar with tabs for METR, Records, Reports, Forms, Administration, and Help. Below this is a secondary navigation bar with various categories like Training Records, Firearms Qualifications, Exams, Assigned Equipment, Commendations & Discipline, Videos/Policies Viewed, Attachments, Field Training Records, CA POST Certified Training Records, Testing, Training Request, Self Entered Records, Training Plan, and Employee Commendation. The main content area is titled 'Videos/Policies Viewed' and contains a table with the following columns: Title, Type, View By Date, Viewed Date, Date of Expiration, Status, and a column with download and edit icons. The table lists several training bulletins. The row for 'Training Bulletin 22-06 Annual Pursuit Training PC 13519.8 Compliance' has an 'Acknowledge' button in the 'Viewed Date' column, which is highlighted by a red arrow. Other rows show 'Viewed Date' values like '06/07/2022 10:43 AM' and '05/19/2022 02:36 PM'. The status for all listed items is 'NIA'.

Title	Type	View By Date	Viewed Date	Date of Expiration	Status	
Training Bulletin 22-19 Post Order and Policy Updates - Infirmary Deputy Post Order	IN-HOUSE		06/07/2022 10:43 AM		NIA	
Training Bulletin 22-16 Detentions Bureau Manual Policy Update C-2300 Trust Truth Act Compliance	IN-HOUSE				NIA	
Training Bulletin 22-06 Annual Pursuit Training PC 13519.8 Compliance			Acknowledge		NIA	
Training Bulletin 22-02 Warrant Entries			05/19/2022 02:36 PM		NIA	
Training Bulletin 21-42 Driving in Foggy Conditions			12/13/2021 07:24 AM		NIA	

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.

This screenshot shows the same dashboard as the previous one, but with the user profile dropdown menu open. The menu is located in the top right corner, next to the user's name 'Scarlett Murphy'. It contains three options: 'Profile', 'Sign out', and 'Sign out' (repeated). A red arrow points to the 'Sign out' option. The main content area remains the same, showing the 'Videos/Policies Viewed' table. The table now includes a new row at the top: '***test' with a 'Viewed Date' of '05/18/2022 12:30 PM' and a status of 'NIA'. The 'Acknowledge' button is still present in the 'Viewed Date' column for the 'Training Bulletin 22-06 Annual Pursuit Training PC 13519.8 Compliance' row.

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