



Roll Call Training Bulletin

Produced by: Program Specialist Nancy Molina, Crime Analysis
Prepared by: A/Admin Analyst Alexis Magliano, PSU

Katherine Lester, Chief of Police
Volume 26-03

Daily Summary System

04-29-2026

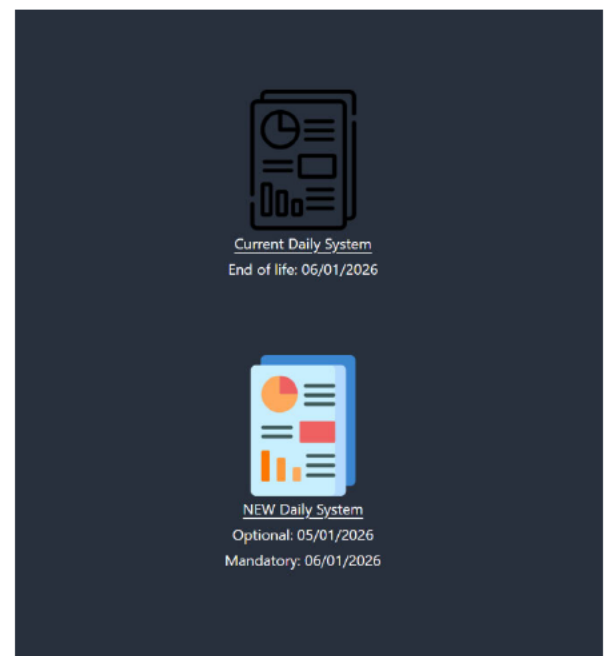
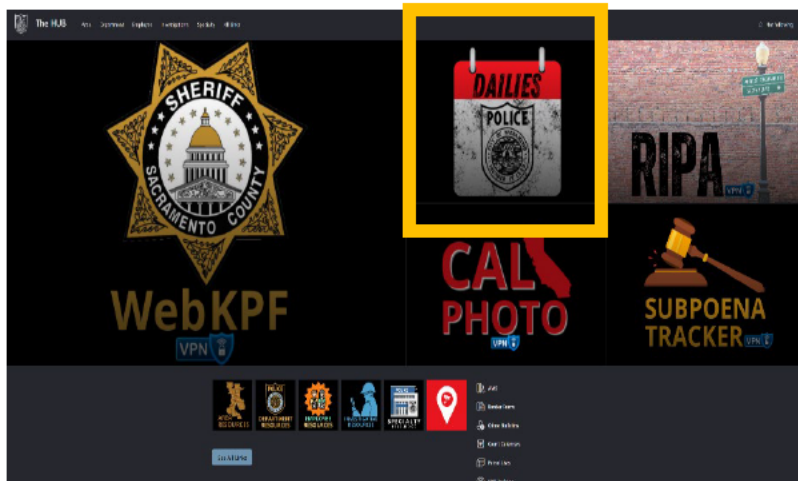
The Sacramento Police Department's supervisor daily summary system has been upgraded and is moving to a new SharePoint within the HUB.

- Effective **05/01/2026**, supervisors required to submit an end-of-shift daily summary can begin using the new daily system.
- Effective **06/01/2026**, the current daily system will be locked, and all supervisors shall be required to use the new daily system.

If you have any questions, please contact PSU or Program Specialist Nancy Molina in CAU.

Daily Summary System Instructional GUIDE

To access the new daily system, navigate your internet browser to The Hub (<https://sacpd.sharepoint.com/sites/SPDHUB>), click "Dailies Police" icon, which will give you the option between the old and new daily system.



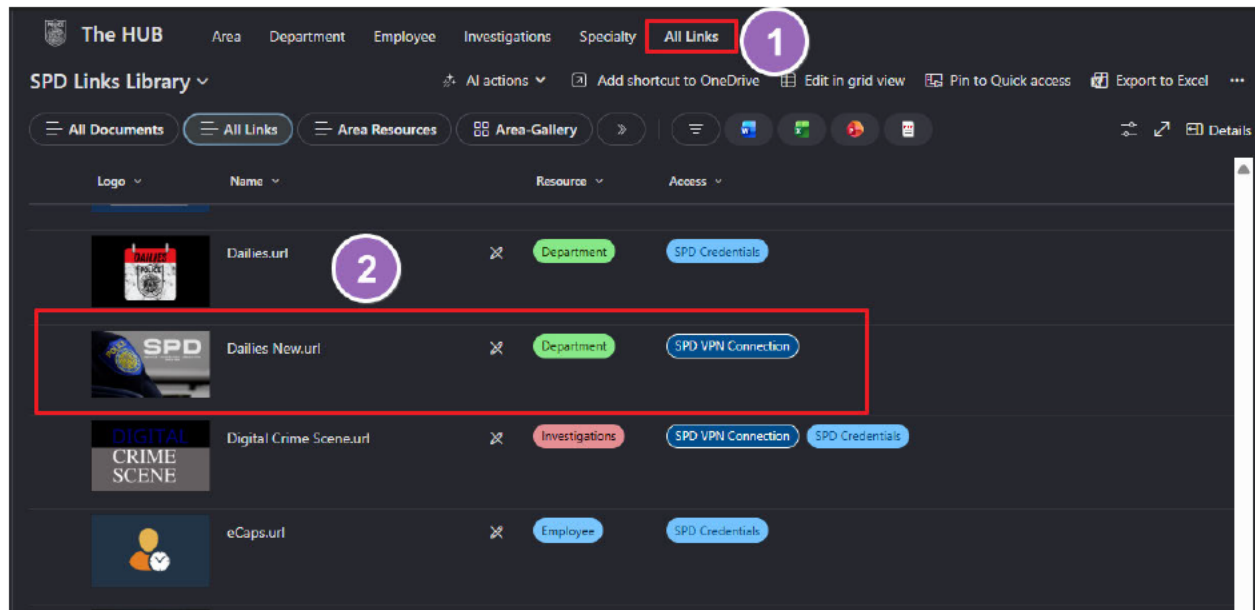


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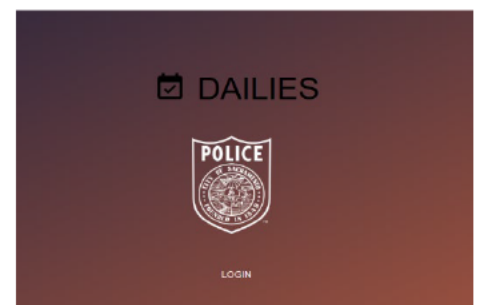
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Or you can additionally click “All Links” (near the top [1]), and “Dailies New.url” [2].



Login Page

Enter Your Credentials



When entering your credentials, be sure to use your username, not your full email address. Your username is your first initial, last name.

Your password is the same as your desktop login.



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Home Page

The screenshot shows the 'Home Page' of the SPD Patrol Lists system. A blue box with the text 'Home Page Find all entries submitted.' has a blue arrow pointing down to the table. Another blue box with the text 'Viewing preference and email notifications' has a blue arrow pointing to the 'Gallery View' and 'Notification Preference' buttons. The table below contains the following data:

Date Occurred	Police District	Daily Shift	Speciality Unit	Sigcall	Supervisor	Status	
11-15-2026	Metro	Speciality Unit	Motors	YES	Molina Nancy	Complete	
04-01-2026	D1	Speciality Unit	Motors	NO	Rajkumar Lakshi	Complete	
04-01-2026	D4, D5	Speciality Unit		NO	Schiele Ashley	Complete	
04-01-2026	D7	Mid Watch		YES	Rajkumar Lakshi	Complete	
03-31-2026	D4, D5	Speciality Unit		YES	Schiele Ashley	Complete	
03-30-2026	D4, D5	Speciality Unit		YES	Schiele Ashley	Complete	

How to Create a New Daily Entry

When ready, click the yellow tab in the left-hand corner to add a new entry.

The screenshot shows the 'Home Page' of the SPD Patrol Lists system. A yellow box highlights the '+ ADD NEW ENTRY' button in the top-left corner. A blue arrow points from a blue box with the text 'Create new entry' to the highlighted button. The table below contains the same data as in the previous screenshot:

Date Occurred	Police District	Daily Shift	Speciality Unit	Sigcall	Supervisor	Status	
11-15-2026	Metro	Speciality Unit	Motors	YES	Molina Nancy	Complete	
04-01-2026	D1	Speciality Unit	Motors	NO	Rajkumar Lakshi	Complete	
04-01-2026	D4, D5	Speciality Unit		NO	Schiele Ashley	Complete	
04-01-2026	D7	Mid Watch		YES	Rajkumar Lakshi	Complete	
03-31-2026	D4, D5	Speciality Unit		YES	Schiele Ashley	Complete	
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The first page will have your name and the current date prefilled. The name and date can also be manually modified if needed. Utilize the drop-downs to complete the entry. When selecting a specialty unit, it will populate an additional field to further specify the unit.

Use drop downs to select options

Your name and date will prefill. Date and name can also be manually modified.

Select Specialty Unit for additional Dropdown.

Continue to "Select your district". The daily will automatically be set to "No Significant Call". If that is accurate, proceed to submission. There is an option to add any comments in the miscellaneous field. If there was a significant call, proceed to "Add a CAD#".

Select your district

Use 2x-xxxxx for CAD#. After entering use "Tab" on the keyboard.

Daily will automatically be set to "No Significant Call". IF accurate, select Submit.

To add call, select ADD A CAD#

If CAD# is entered correctly, the system will prefill from CAD.

Troubleshoot:

- These will not work; 202x-xxxx, 25xxxx
- Is the CAD# correct? If it's not in CAD, it will not prefill.



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When adding a CAD #, you must use the 2X-XXXXX format, or the call will not be pulled. If the CAD# is entered correctly, the system will prefill the information from the call. If the information is not prefilling, be sure to check to see if the CAD# was entered correctly.

New Daily Entry

Supervisor *
Nancy Molina

Daily Date *
04/03/2026

Status *

Select your district

District Areas

All D1 D2 D3 D4 D5 D6

D7 Metro Other

No Significant Calls

Miscellaneous

ADD A CAD#

SUBMIT CANCEL

Daily will automatically be set to "No Significant Call". IF accurate, select Submit.

To add call, select ADD A CAD#

Use 2x-xxxxx for CAD#. After entering use "Tab" on the keyboard.

Call Number (1)
25-302483

Time of Occurrence(1)
11/18/2025 7:40:12 PM

Beat (1)
5C

Address (1)
6370 MACK RD

Final Call Type (1)

Summary (1)

Troubleshoot:

- These will not work; 202x-xxxx, 25xxxxx
- Is the CAD# correct? If it's not in CAD, it will not prefill.

SUBMIT CANCEL

If CAD# is entered correctly, the system will prefill from CAD.

The "Final Call Type" and "Summary" sections are a manual entry. You can add additional calls to the daily by clicking on the + on the lower right-hand side, or remove the current call by selecting the trash icon. When you are ready to move on, click on the submit button.

Address (1)
6370 MACK RD

Final Call Type (1)

Summary (1)

SUBMIT CANCEL

Final Call Type and Summary are manually entry.

Submit when ready to move on

Use the + to add additional call. Use the trash icon to delete current call.



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The second page will be your chance to review the entry before final submission. You have the option to edit the previous page or submit your entry and return to the home page. To submit the entry, select "Looks good, Return".

ACTIVITY ENTRY DETAIL

Title	Speciality Unit_D3
Supervisor	
Date Occurred	02-20-2026
Last Modified	02-20-2026 12:20:51
Watch	Speciality Unit
District Areas	D3
Status	Complete
Comments	DAY SHIFT: Hernandez, McVane SWING SHIFT: Smith, Wright, Jillson, Winkler ARRESTED (3), CITED (0), TRESPASSED (1)
No Significant Calls	No
Cad Info #1	Cad#: SA202639 Time Of Occurrence: Address: 9TH ST Beat: 3M FinalCallTime: 02/20/2026 12:20:51

Review your entry. You have the option to Edit or Submit and return to home page.

To Submit: Select, Looks Good, Return

 **EDIT RECORD** **LOOKS GOOD, RETURN**

Once you have submitted your daily and returned to the home page, you will be able to view your entry. You can click anywhere on the entry to expand for more details. You can also click the CAD#s individually to expand for more details.



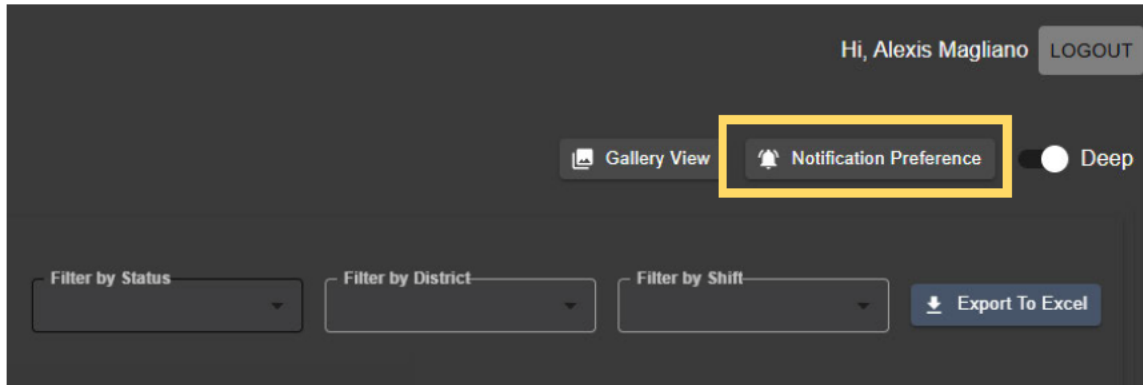
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Email Notifications

If you would like to receive email notifications when a daily is submitted, click the Notification Preference button on the Home page.



Notifications

Stay updated by selecting your preferred districts and shifts.

Email Address
amagliano@pd.cityofsacramento.org

SELECT DISTRICTS

<input type="checkbox"/> D1	<input type="checkbox"/> D2	<input type="checkbox"/> D3
<input type="checkbox"/> D4	<input type="checkbox"/> D5	<input type="checkbox"/> D6
<input type="checkbox"/> D7	<input type="checkbox"/> Metro	<input type="checkbox"/> Other

SELECT SHIFTS

<input type="checkbox"/> DayWatch	<input type="checkbox"/> MidWatch	<input type="checkbox"/> LateWatch
<input type="checkbox"/> SpecialityUnit		

Your email address will auto-populate, and you can select what districts and shifts you wish to receive notifications for.

This will send individual emails anytime an entry with your selected criteria is submitted.



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Sorting/Filtering Options

Dailies can also be filtered down by Status, District, or Shift (Specialty Unit). There is an option to export the dailies or filtered results with full details to Excel.

SPD Patrol Lists

Hi, Nancy Molina LOGOUT

Dailies ☆

+ ADD NEW ENTRY

Filter dailies.
Option to export with full details.

Filter by Status Filter by District Filter by Shift Export to Excel

Date Occurred	Police District	Daily Shift	Specialty Unit	Sigcall	Supervisor	Status
11-15-2026	Metro	Specialty Unit	Motors	YES	Molina Nancy	Complete
04-01-2026	D1	Specialty Unit	Motors	NO	Rajkumar Lakshi	Complete
04-01-2026	D4, D5	Specialty Unit		NO	Schiele Ashley	Complete
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03-31-2026	D4, D5	Specialty Unit		YES	Schiele Ashley	Complete
03-30-2026	D4, D5	Specialty Unit		YES	Schiele Ashley	Complete

Dailies can be sorted by Date Occurred, Daily Shift, Specialty Unit, Significant Call (Sigcall), Supervisor, and Status.

SPD Patrol Lists

Hi, Nancy Molina LOGOUT

Dailies ☆

+ ADD NEW ENTRY

Sort Options

Filter by Status Filter by District Filter by Shift Export to Excel

Date Occurred	Police District	Daily Shift	Specialty Unit	Sigcall	Supervisor	Status
11-15-2026	Metro	Specialty Unit	Motors	YES	Molina Nancy	Complete
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You can view, edit, or delete entries on the right-hand side column.

SPD Patrol Lists

Hi, Nancy Molina [LOGOUT](#)

Dailies *

[+ ADD NEW ENTRY](#)

Filter by Status Filter by District Filter by Shift [Export To Excel](#)

Date Occurred	Police District	Daily Shift	Speciality Unit	Signal	Supervisor	Status	
11-15-2026	Metro	Speciality Unit	Motors	YES	Molina Nancy	Complete	View/Edit Delete
04-01-2026	D1	Speciality Unit	Motors	NO	Rajkumar Lakshi	Complete	View/Edit Delete
04-01-2026	D4, D5	Speciality Unit		NO	Schiele Ashley	Complete	View/Edit Delete
04-01-2026	D7	Mid Watch		YES	Rajkumar Lakshi	Complete	View/Edit Delete
03-31-2026	D4, D5	Speciality Unit		YES	Schiele Ashley	Complete	View/Edit Delete
03-30-2026	D4, D5	Speciality Unit		YES	Schiele Ashley	Complete	View/Edit Delete

SPD Patrol Lists

Hi, Nancy Molina [LOGOUT](#)

Dailies *

[+ ADD NEW ENTRY](#)

Filter by Status Filter by District Filter by Shift [Export To Excel](#)

Date Occurred	Police District	Daily Shift	Speciality Unit	Signal	Supervisor	Status
04-05-2026	D4	Mid Watch		YES	Nishimura Katherine	Complete

District Areas: D4 Daily Date: 04-05-2026 Status: Complete Modified By: Katherine Nishimura

Comment:

Call Info

Call #: 26-85599 Time Of Occurrence: 2026-04-05T19:07:34 - Beat: 4C - Address: RIVERSIDE BLVD
Final Call Type: 245

Summary: Multiple Officers and a K9 unit responded to the above location regarding a stabbing. The first caller advised that a heavyset MBA stabbed him with a gold knife, and that the suspect was talking about doing a "ritual". Duplicate callers began to call in and provide a better description of the suspect and a possible address for him. Officers arrived on scene quickly and the suspect was spotted by Officer Rice before disappearing into his apartment. Officers surrounded the apartment and were able to call him out of the house despite his "casababi" being uncooperative. He was detained without issue. The knife was later located at a distance by Officer Leand. The victim positively identified the suspect prior to being transported to the hospital for lacerations to his hand. Two additional victims of 422 PC, regarding the same suspect, were later located and contacted. Officers did a great job at coordinating with each other and quickly deterring the suspect. Arrested: [REDACTED] M, B, 5'09, 250 lbs