



# welcome to CDAA Sidebars

communities • discussions • libraries • directory

**Sidebars Communities are online groups where CDAA members can learn, share, and collaborate on issues facing prosecutors in specialized areas of practice.**

**Our mission at CDAA is to “promote justice by enhancing prosecutorial excellence.” Our online Sidebars Communities is one way we promote our mission.**

**com•mu•ni•ty (noun):**

A group sharing common characteristics or interest and perceived or perceiving itself as distinct in some respect from the larger society from which it exists.

As prosecutors, you know that only a portion of “knowledge” exists in newsletters, manuals, white papers, and within your own county’s resources. A vast amount of important information exists within the heads of your colleagues from around the state. This makes other CDAA members your greatest asset. CDAA Sidebars Communities provide the platform for this wealth of knowledge to be shared, enhanced, and searched.

Our online Communities are secure and private. Only CDAA members are able to join Sidebars Communities, with some Communities restricted only to invited members.

## Core features of Sidebars Communities

### Discussions

An always-open central meeting place to collaborate, ask questions, give answers, and discuss the hot topics of the day. Members can choose Real Time or Daily Digest options for notification of new posts to the forum.

### Resource Library

A private knowledge-base of best practices with sample documents (briefs, memorandum, points and authorities), policies, articles, manuals, reference guides, meeting minutes, and videos, items in the library are archived and searchable.

### Directory

Members manage their own profiles and connect with friends, colleagues, and mentors.

### Announcements

Learn about specific events and meetings coming up in your specialized area(s) of prosecution.

### Single Sign On (SSO)

Members can access the CDAA Communities with the same user name and password they use to access resources at [www.cdaa.org](http://www.cdaa.org). To link to the Communities through the CDAA website, click on the “Prosecutor Resources” tab at the top of the home page and select the “Sidebars Communities” option from the drop-down menu.

### Responsive Format

Participants have a positive experience regardless of the Internet browser they use or how they access Communities—from a desktop computer, mobile device, or tablet.

# CDAА Sidebars Communities

**AB 1810 – Mental Health Diversion**

**Administrators**

**Appeals, Writs & Esoterica**

**Asset Forfeiture**

**Assistant District Attorney**

**Bail Reform**

**Board of Directors** [membership is restricted]

**Body Cams/OIS**

**Brady Issues/Ethics**

**CDAА News and Updates**

**Chief Investigators** [membership is restricted]

**Child Abduction**

**Community Prosecution**

**Conviction Review**

**Crimes Against Children**

**District Attorneys** [membership is restricted]

**Domestic Violence/Strangulation/Stalking**

**eCrimes/eDiscovery/High Tech Crimes**

**Elder Abuse**

**Environmental News**

**Environmental Prosecutors**

**Enviro. Protection Committee** [membership is restricted]

**Finance Committee Group** [membership is restricted]

**Forensic Sciences/DNA**

**Fraud Training**

**Gangs**

**Grand Jury**

**Homicide/Capital Litigation**

**Human Trafficking**

**Insurance Fraud**

**IT Directors**

**Juvenile Justice**

**Legislation Committee Group** [membership is restricted]

**Lifer/Parole Hearings**

**Mental Health Issues**

**Misdemeanor Prosecutions**

**Narcotics Enforcement**

**Prison Crimes**

**Proposition 47**

**Proposition 57**

**Proposition 64**

**Public Assistance Fraud**

**Public Corruption**

**Real Estate Fraud**

**Realignment**

**Rural Counties**

**SB 1391 – Juveniles**

**SB 1437 – Felony Murder**

**Search Warrants**

**Securities Law and Investment Fraud**

**Sentencing**

**Sexual Assault**

**Sexually Violent Predator**

**Strangulation Investigation**

**Three Strikes**

**Truancy**

**Vehicular and Traffic Crimes**

**Victims' Rights/Restitution**

## How to Join a Community

1. Login to [www.cdaa.org](http://www.cdaa.org).
2. Go the "Prosecutor Resources" tab at the top of the home page > select the "Communities (Online Forums)" option from the drop-down menu > click on "Continue to Sidebars Communities"
3. Click on the "Participate" tab.
4. Choose the "Join a Community" option.
5. Scroll through the alphabetical list of Communities and click on the blue "Join" button shown to the right of the Community name.
6. Confirm the email address you want to use for communicating within this Community.
7. Confirm how you wish to receive notification of posts to this Community. With the "Real Time" option, you will receive an email each time a post is made to the Community. If you select the "Daily Digest" option, you will receive one email each day containing all posted messages from the *previous* day.

## How to Start a Discussion

1. Click on the "Communities" tab.
2. Choose the "My Communities" option.
3. Click on the Community to which you wish to post.
4. In the left column titled "Latest Discussion Posts," click on the green "Add New Discussion" button.
5. The "Post a Message" window will open. Write the post as you would any email (read the "discussion group etiquette" included here for dos and don'ts of writing to a Community). Make sure you include a subject line. Attach a document if you wish, then hit "Send."

## How to Reply to a Discussion

### From [sidebars.cdaa.org](http://sidebars.cdaa.org)

1. From the Community, click on the discussion to which you wish to reply.
2. Click on the "reply to discussion" button on the right.
3. The "Post Reply" window will open. Write the post as you would any email (read the "Discussion Group Etiquette" included here for dos and don'ts of writing to a Community). Attach a document if you wish, then hit "Send."

### From the Daily Digest or Real Time notification email

1. To reply to the group via your email, click on the "Reply to Group" link at the top of the email. *Note: Your reply will be posted online in the Community even if you reply to the group from your email.*
2. To reply to the group via [sidebars.cdaa.org](http://sidebars.cdaa.org), click on the "Reply to Group Online" link at the bottom of the email.

## Discussion Group Etiquette

- Include a signature tag on all messages. Include your name, affiliation, location.
  - State concisely and clearly the topic of your comments in the subject line. This allows members to respond more appropriately to your posting and makes it easier for members to search the archives by subject.
  - Include only the relevant portions of the original message in your reply. Delete any header information, and put your response before the original posting.
  - Only send a message to the entire list when it contains information from which everyone can benefit.
  - Send messages such as "thanks for the information" or "me, too" to individuals—not to the entire list. Do this by using the "Reply to Sender" link to the left of every message.
  - Do not send administrative messages, such as "remove me from the list." Instead, use the web interface on your profile page to change your settings or to remove yourself from a Community. If you are changing email addresses, you do not need to remove yourself from the Community and rejoin under your new email address. Simply change your settings.
  - Warn other list subscribers of lengthy messages either in the subject line or at the beginning of the message body with a line that says "Long Message."
3. To reply to the sender only, click on the "Reply to Sender" link at the top of the email. If you choose this option, your response *will not* be a part of the online thread.

## How to Unsubscribe from a Community

4. Enter the Community you wish to unsubscribe from.
5. Click on the "Settings" button next to the Community name.
6. Select the "Leave Community" button at the top of the second column.

**If you have any questions  
about CDAА Communities,  
please contact Member Services Coordinator  
Veyonnis Twiggs at [vtwiggs@cdaa.org](mailto:vtwiggs@cdaa.org)  
or 916.443.2017.**



## How to Change Your Settings (Email Address and Notification Preferences)

1. Click on the Sign-In button at the very top right of the page. (Regardless of where you are in the site, you can access this button.)
2. Select the "Profile" option.
3. Click on the "My Account" tab and select "Community Notifications."
4. From the "My Community Notifications" window you can select how you wish to receive notification of posts for each Community (Daily Digest or Real Time) to which you belong.

## How to Add a Photo and Create/Update Profile Information

1. Click on the blue Sign-in button at the very top right of the page. (Regardless of where you are in the site, you can access this button.)
2. Click on the "Profile" button.
3. To add a photo or change your photo, click on the gray "Actions" button.
4. To add information to "Bio," "Education," or "Job History," click on the appropriate green "Add" button.
5. If you choose "Import from LinkedIn," you can bring over any of the content you wish, including your LinkedIn photo.

## How to Update Your Privacy Settings

By default, "Company Information" and "Website URL" are the only personal information options visible to all CDAA members in the Directory. The other fields of information are only visible to members of the Community in which you are member. To change any of the Privacy Settings, follow the steps below:

1. Click on the Sign-In button at the very top right of the page. (Regardless of where you are in the site, you can access this button.)
2. Select the "Profile" option.
3. Click on the "My Account" tab and select the "Privacy Settings" option. The options are to make the fields visible to "My Contacts," "Members Only" (this means members of a Community only), "Public" (this means all members of CDAA—not the general public), or "Only Me."

## How to Upload Documents to the Library

1. Enter the Community to which you want to upload a document.
2. Click on the "Library" tab directly under the Community name.
3. Click on the green "Create New Library Entry" button to view the "Add to a Library" screen.
4. Type in the title of the document. *Note:* This is not necessarily the file name—the title should clearly describe the document.
5. If additional explanation is required to describe the document, put that in the verbiage in the "Description" field.
6. The "Library" field defaults to the Community you are in.
7. The "Entry Type" field is where you indicate the document source. The options are: Copyright Licensed File(s), Hyperlink, Standard File Upload, Webinar, or YouTube Video. To upload a Word document or PDF file, select "Standard File Upload."
8. The "Owner" field is optional, but here is where you would put your name, your agency, or whatever else is appropriate.
9. Once the required fields are entered, click the blue "Next" button.
10. From the "Upload Your Files" window, click on the blue "Choose" button. Now select the file to upload from your computer directory.
11. When the file or files are selected, click on the green "Upload File(s)" button.
12. After the upload is complete, click on the blue "Next" button.
13. OPTIONAL – Here you can rename the file if you wish, then click on the blue "Next" button.
14. OPTIONAL – Here you can add tags and keywords to make searches easier. Choose words from the list or select your own.
15. FINAL STEP – Click on the green "Finish" button.