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17-242  
12/06/17

**Mandatory Management Advanced Officer  
Continuing Professional Training  
2017-2018 CPT Cycle**

Commissioned Officers *must satisfactorily complete* the CPT requirement of 24 hours of POST-qualifying training during every two-year CPT cycle. San Francisco Police Department mandates all Commissioned Officers complete Continuing Professional Training (CPT) at the San Francisco Police Academy.

Each Commissioned Officer is responsible for scheduling his/her mandatory training through their respective training coordinator. Each member is responsible for attending and completing his/her mandatory training during their required training period.

STAR NUMBERS	MANAGEMENT AO DUE DATE	DUE DATE TO ENROLL
1 – 599	Jan – Feb 2018	January 5 <sup>th</sup> , 2018
600-1199	Feb – March 2018	February 9 <sup>th</sup> , 2018
1200-1899	Apr – May 2018	March 16 <sup>th</sup> , 2018
1900-4400	May – June 2018	April 27 <sup>th</sup> , 2018

**All Commissioned Officers** must attend Management AO/CPT based on star number. This course is designed to ensure that members remain in compliance with POST and Department mandates. POST mandates 24 hours of CPT for Commissioned Officers every 2 years.

**Duties and Responsibilities:**

**Lieutenants and Captains**

Respective Training Coordinators must sign up Lieutenants and Captains due to attend Management AO/CPT training using the HRMS Enterprise Learning Portal; click on Student Enrollment, then Enroll by group. Members must be signed up by a specific due date, which is specified by the Academy and shown in the table above. Once a member has been signed up, any schedule changes to the HRMS Enterprise Learning Portal can only be made by the AO/CPT Program Manager. Please do not double book any member. Detail members attending Management AO/CPT to the Academy under Shift 1.

## **Commanders and Chiefs**


Contact the Training Division to enroll in an upcoming Management AO/CPT training session. Once a member has been signed up, any schedule changes to the HRMS Enterprise Learning Portal can only be made by the AO/CPT Program Manager. Please do not double book any member.

### **Members due to attend Management AO/CPT shall:**

1. Be responsible for scheduling their mandatory training through their respective training coordinator by the sign up due date. Each member will duly note their assigned date and be responsible for attending and completing his/her mandatory training during their required training period. **Note:** Members who forget their enrollment date can access it on HRMS by clicking on Self- Service, then clicking on Training Summary. If enrolled, the scheduled date will be posted.
2. Not schedule conflicting engagements, vacation, intermittent days off, other training, voluntary assignments (i.e. EWW or 10-B) or personal appointments during the scheduled Management AO/CPT course. Members should attempt to reschedule court appearances that conflict with Management AO/CPT or, at minimum, be placed on standby. **Attendance at Management AO/CPT takes precedence over ALL other training.**
3. Attend in proper uniform, Class B, and comply with all established department uniform guidelines per DGO 10.01, Section I.A.10. **Members shall also bring their gunbelt, gun, handcuffs, handcuff key, BWC and baton in order to attend the class.** Non-Uniform jackets, sweatshirts, sweaters, etc., *shall not be worn.*

### **Failure to Attend or Complete Mandatory Management AO/CPT:**

Members who fail to attend and/or complete the Management AO/CPT course as required will be considered out of compliance. Any missed classes shall be completed within 30 days of the original Management AO/CPT date.

  
WILLIAM SCOTT  
Chief of Police

*Per DB 17-080, sworn members are required to electronically acknowledge receipt and review of this Department Bulletin in HRMS.*