



DEPARTMENT NOTICE

23-141

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Return to Patrol Transition Plan

The purpose of this order is to formalize the Return to Patrol Transition Plan policy, formerly known as “re-entry.” The goal of the Return to Patrol Transition Plan is to provide members the opportunity to become reacquainted with patrol functions, refresh perishable skills, review new policies, and ensure the member has received necessary training. This Department Notice rescinds and replaces FOB Order 07-01, Return to Field Operations Bureau Transition Plan.

DEFINITION

The Return to Patrol Transition Plan is intended for those officers and sergeants who have been away for greater than six months (to include returning from Medical Liaison, modified duty, family leave, or assignments outside of the Field Operations Bureau).

PRE-PATROL PROCEDURE

Upon the transfer or return of an officer or sergeant who has been away from a permanent or continuous patrol assignment for greater than six months, the member shall adhere to the Return to Patrol Transition Plan procedures as follows:

- A. Upon notification to the Staffing and Deployment Unit (SDU) that a member is returning to FOB after a greater than six-month absence, the SDU shall notify the OIC of the Field Training Program.
- B. The Field Training Office will coordinate up to 4 days of return to patrol administrative orientation which will be held at the Academy. Academy Orientation will include range qualification, policy review, technology/password updates, enrolling in necessary training, uniform and equipment inspection (vest, OC, etc.), and the scheduling of the Emergency Vehicle Operations Course (EVOC) Refresher Course, if necessary. Academy Orientation will be required for all officers and sergeants.
- C. While at the Academy and prior to working a patrol or specialized unit assignment, the member must participate or be compliant with Firearm Qualifications and Physical Fitness Testing (see DGO 11.10 Physical Fitness Evaluation Program).
- D. Regardless of the member’s previous assignment prior to leave lasting more than six months, all members shall complete the return to patrol transition plan including academy orientation and in-field patrol at a district station. Upon completion of the return to patrol transition plan, the member may transfer back to their specialized assignment with approval from the Department.

IN-FIELD PATROL

- A. The Return to Patrol Transition Plan may be completed at the member's home station. If the member's home station is not able to accommodate, the member shall be assigned to another available station as determined by the OIC of the Field Training Program.
- B. After completion of the Academy Orientation (pre-patrol), the returning officer or sergeant will be assigned to a Field Training Officer or Sergeant (FTO) at a district station for up to six weeks with a minimum of 16 working days. If the member is returning to a non-patrol assignment, they will be assigned to an FTO or Field Training Sergeant at a district station for a minimum of four working days prior to returning to their non-patrol assignment. During this period, the member will perform normal patrol duties under the direction of an assigned FTO. If no current Field Training Officer is available, a recently expired (within one year) Field Training Officer may be used.
- C. To successfully complete the Return to Patrol Transition Plan, sergeants and officers must complete (or be scheduled for) the following (see exceptions):
 1. Advanced Officer-Continued Professional Training (AO/CPT), if necessary.
 2. Emergency Vehicle Operations Course (refresher). This applies only if a member has not attended the refresher course within two years from returning to patrol.
 3. Members assigned to motorcycle units shall be evaluated by their Commanding Officer, or their designee, who will determine if any EVOC refresher courses are needed.
- D. Upon completion of the Return to Patrol Transition Plan, the assigned FTO/Field Training Sergeant shall notify the OIC of the Field Training Program and shall:
 1. Complete a memorandum detailing the training received during the Return to Patrol Transition Plan and indicate that the member is ready to return to patrol in a solo officer capacity. The memo shall include the number of shifts worked and specific examples of incidents handled in critical categories, to include:
 - a. Officer Safety (general and with suspicious persons)
 - b. Driving Skills
 - c. Field Performance
 - d. Control of Conflict (voice and physical)
 - e. Community Policing

These categories are detailed in the POST Standardized Evaluation Guidelines, which is available at the Field Training Office or online [REDACTED]

[REDACTED] The memo shall be forwarded through their chain of command and routed to the Field Training Office. The OIC of the Field Training Program will notify the Staffing and Deployment Unit, who will make appropriate HRMS entries. The memorandum documenting completion of the Return to Patrol Transition Plan will replace SFPD Form 502 (Return to Patrol Program Completion Report), which has been rescinded.

2. If members require greater than six weeks of the Return to Patrol Transition Plan, the assigned FTO or FTO Sergeant, in conjunction with their Platoon Commander, shall implement a Performance Improvement Plan (refer to DGO 3.18 Early Intervention System).

COMPENSATION

- A. Consistent with the provisions of the existing Memorandum of Understanding (MOU) between the Department and the Police Officers' Association, FTOs shall be compensated at the same rate for the Return to Patrol Transition Plan as they are for training recruit officers.
- B. While assigned to train as a Field Training Officer or Field Training Sergeant, members shall complete a "Compensation Request-Training Fund" blue card (SFPD 279). The compensation request card, which should indicate which member is being trained, shall be forwarded directly to the Field Training Office.
- C. The Field Training Office is responsible for entering the compensation card into HRMS. It is incumbent upon the submitting member to verify time entries are accurate.

PREMIUM PROHIBITIONS

- A. Unless otherwise indicated in the existing MOU, members are prohibited from pyramiding premiums.



WILLIAM SCOTT
Chief of Police

Per DN 20-150, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional information.