



# DEPARTMENT NOTICE

23-005

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## Mandatory Training for All SFPD Employees (Update DN 19-032)

The San Francisco Police Department and the California Department of Justice have collaborated in transitioning all of SFPD's California Law Enforcement Telecommunications System (CLETS) testing from AO/CPT to an online testing system called nexTEST.

Every SFPD CLETS user, regardless of rank or assignment, **SHALL** comply with the CLETS Policies, Practices, and Procedures statute mandating users to *"biannually provide functional retesting and reaffirm the proficiency of all terminal (equipment) operators (full access/less than full access) to ensure compliance with the CLETS/NCIC policies and regulations."*

Additionally, even SFPD non-sworn members with no CLETS access must comply with the FBI Criminal Justice Information Systems (CJIS) security policy by completing the Security Awareness training and certification test in the nexTEST system. This non-sworn policy mandates testing *"For all personnel who have access to CJI, to include all personnel who have unescorted access to a physically secure location."*

All SFPD employees shall fulfill this requirement by logging on to the nexTEST site no later than their biannual (every two years) expiration date and complete the corresponding test for their access level ("Less than Full," "Full Access," or "Security Awareness."). ***Failure to comply with the biannual certification process will result in members being temporarily deactivated from Level II access or desktop computer access until compliance is achieved.***

All SFPD employees must complete the training on duty; no overtime is authorized. The training is self-paced and is not timed. Below are the step-by-step instructions for logging in and accessing the test (see attachment #1). For best results, CLETS users should use the California Law Enforcement Telecommunications System (CLETS) Less Than Full Access Operator Workbook when completing the test (see attachment #2).

Questions regarding compliance, deadlines, or logging into the website should be addressed to the Agency CLETS Coordinator (ACC), [REDACTED], (415) [REDACTED] or [REDACTED]@sfgov.org. The ACC conducts all compliance tracking.

  
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](mailto:sfpd.writtendirectives@sfgov.org), who will provide additional information.*