



DEPARTMENT NOTICE

24-120

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Department General Order 3.12 Department Training Plan Update Packet #110

The purpose of this directive is to announce the revision of Department General Order 3.12 *Department Training Plan*, adopted by the Police Commission on Month June 5, 2024. The Police Commission agreed to a 30-business day implementation period and therefore, members will be held accountable for this policy starting July 19, 2024.

The updates in this policy include, but are not limited to the following:

- Training Division: Develops and delivers comprehensive, timely, and mandated education and training.
- Professional Development Unit (PDU): Prepares an annual written summary report. This report includes updates on all current training, training in development, and any future training needs.
- Professional Development Unit (PDU): Provides technical assistance, administrative guidance, needs assessments, course development, and record-keeping. Additionally, PDU offers regular updates, including quarterly meetings for Training Coordinators.

Members are expected to have a working knowledge of all directives as applicable to their respective assignment and comply with their provisions, per DGO 3.01, *Department Written Directives*. Members shall obey all written orders, policies, and procedures of the Department, per DGO 2.01, *General Rules of Conduct*.

Department General Order update packet #110 is attached to this Notice and is available to members on the PowerDMS site.


WILLIAM SCOTT
Chief of Police

Per DN 23-152, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS within (30) thirty calendar days of issuance. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be sent to sfpd.writtendirectives@sfgov.org, who will provide additional information.

Department Training Plan

3.12.01 PURPOSE

The San Francisco Police Department (SFPD) is dedicated to the professional development of all its members, including sworn and professional staff. It is the mission of the Training Division to develop and deliver comprehensive, timely, and mandated education and training. The SFPD encourages every member to take advantage of all development opportunities.

3.12.02 DEFINITIONS

- A. **Training Plan** - Internal and outside training offered in a fiscal year in response to ongoing and future training needs and assessments.
- B. **Internal Training** - Any training originating within the San Francisco Police Department. This training must not necessitate tuition or travel related expenses.
- C. **Outside Training** - Any training or conferences provided by outside agencies, educational institutions, or private training firms, if the training requires financial recompense (i.e., tuition and/or travel expenses) paid by the San Francisco Police Department.
- D. **Training Coordinator** - A designated member at a station or unit who liaises with the Training Division to coordinate training for sworn and professional staff, identified by an approved memorandum forwarded through the Chain of Command, through the Fiscal Division, to the Professional Development Unit (PDU).

3.12.03 RESPONSIBILITIES

- A. The Commanding Officer of the Training Division is responsible for developing and executing the SFPD Training Plan.
- B. The PDU facilitates internal and outside training to include the following responsibilities:
 - 1. Providing technical assistance, administrative guidance, needs assessments, course development, and record keeping.
 - 2. Ensuring state and city department-mandated training is presented to the effected department members.
 - 3. Conducting quarterly meetings for all Training Coordinators to discuss current training and identify training needs.

4. The PDU will prepare an annual written summary report to include updates on all current training, all training in development, and any future training needs.

3.12.04 PROCEDURES

PDU will regularly initiate a Department Notice to provide the procedural details and other necessary information to access internal and outside training. Members who wish to request training shall follow the procedures outlined in the most recently issued Department Notice.

A. REQUEST FOR TRAINING DETAIL ONLY

Members who wish to attend training at their own expense may request to be detailed. It is the responsibility of the member's command to ensure deconfliction with current training practices. Upon approval from the member's Commanding Officer and completion of the training, members are to forward any applicable training certificates to the PDU to update the member's professional development training record.

B. TRAINING SUGGESTIONS

Any employee, sworn or professional staff, may submit a training recommendation or suggestion to the PDU Office (sfpd.pdu@sfgov.org). The PDU will review all training suggestions and follow up with the submitting member. If received and approved, new training will be coordinated by the PDU staff and the designated department subject matter expert(s).