



DEPARTMENT NOTICE

25-032

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Guidelines for Facilitating and Disseminating Training Programs

The San Francisco Police Department is committed to providing all members with equitable access to high-quality training and professional development opportunities. All training programs must adhere to SFPD policies, City and County of San Francisco regulations, and applicable state and federal mandates. The Training Division is responsible for managing all department training initiatives, including in-person classes, workshops, and virtual training formats such as webinars and e-learning modules. The Professional Development Unit (PDU) coordinates, schedules, and disseminates training opportunities for both sworn and professional staff members. The PDU is responsible for collecting and archiving training materials to support audits and regulatory inquiries.

Submitting Training Proposals

Instructors who wish to present a training program must submit a proposal to the PDU no later than 30 business days before the scheduled training date. Proposals must include:

- A lesson plan detailing objectives, course outlines, supporting materials (e.g., slides, handouts, videos), and accreditation details such as POST control numbers, if applicable.
- Session logistics, including the intended audience (sworn personnel, professional staff, or both), dates, times, locations, or virtual platforms.
- A memorandum outlining the justification for the training.

The PDU will assist instructors by providing sample documents and guidance for developing their training proposals. The PDU will review and submit proposals to the Commanding Officer of the Training Division for approval. Instructors will be notified of the approval status or necessary revisions.

Sharing Internal and External Training

To share information about internal (department-hosted) or external training opportunities, members must submit the following details to the PDU at SFPD.Training@sfgov.org:

- A summary of the training's objectives, target audience, and associated costs.
- Supporting materials, such as flyers, event links, and registration requirements.

The PDU will review and disseminate approved training information to department members. For inquiries regarding these guidelines or training proposals, please contact the PDU at SFPD.Training@sfgov.org.


WILLIAM SCOTT
Chief of Police

Per DN 23-152, all sworn and non-sworn members shall electronically acknowledge this department document in PowerDMS within (30) thirty days of issuance. 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.

Safety with Respect