



# DEPARTMENT NOTICE

21-080  
05/06/21

## **Professional Development Opportunities: Training and Assignments**

### **Introduction:**

The San Francisco Police Department is dedicated to each member's professional development. To achieve professional and personal growth, the SFPD offers opportunities in various assignments throughout all Bureaus. These opportunities are announced on Department Notices (DN's) throughout the calendar year.

In addition, the Professional Development Unit (PDU) disseminates a variety of internal-outside training opportunities to all members (via email). The (PDU) ensures that in-service training opportunities are published in a monthly calendar that is posted on the Department's intranet site. Department Notices are published to facilitate on-going professional development, (Supervisory Leadership Institute, Command College, and SFPD Leadership Institute, etc.).

The SFPD supports every member's professional-personal development by providing opportunities in various assignments, and access to a wide variety of training coursework.

### **Purpose:**

The purpose of this Department Notice is to:

- Increase transparency amongst the members of the Department as to what assignments and training are valuable towards professional-personal development.
- Explain the process of applying for a position opening.
- Explain the process to access internal-outside training.

The recommended assignments-training are only examples, and do not identify all potential Departmental opportunities. The Department will make every effort to accommodate training requests in the spirit of equity, transparency, and fairness.

### **Professional Development Opportunities for All Members**

Recommended training and assignments (sample):

- Plainclothes
- Field Training Officer
- Instructor Development Course/ Academy Instructor

- Foot beat
- Housing
- Captain's Staff
- Specialist/TAC
- Investigations Shadow Program
- Blue Courage
- Terrorism Liaison Officer
- Peer Support/CIRT
- ICI Core Course
- Interview and Interrogation Course (BATI)
- SFPD Leadership Development Institute Course
- Strategic Management

#### Professional Development Opportunities for Sergeants

Recommended training and assignments (sample):

- Sherman Block Supervisory Leadership Institute
- Station Investigative Teams Experience
- Investigations Bureau Assignments (SVU, Internal Affairs, Robbery, Burglary, etc.)
- FTO Sergeant
- Administrative Assignments

#### Professional Development Opportunities for Commissioned Officers

Recommended training (sample):

- Command College
- FBI National Academy
- Leadership SF
- Los Angeles Police Department Leadership Program
- Harvard Kennedy School
- POST Executive Development Course
- International Association of Chiefs of Police (IACP)

Department Notices are issued for all training coursework for Commissioned Officers. Commissioned Officers desiring consideration to participate-attend these courses should follow the instructions on the corresponding Department Notice. The selection process will be outlined in the Department Notices.

### **How to Apply for a Position Opening:**

The SFPD strives to be equitable in providing opportunities to work in a variety of assignments. All position openings are posted on Department Notices throughout the calendar year. All position announcements include (sample):

- job description
- job duties
- minimum qualifications
- work schedule
- additional desirable qualifications

Each Department Notice outlines the selection procedures consisting of:

#### Step 1: Deadline

- The application deadline can be up to 30 days after the date of the notice.

#### Step 2: How to apply

- Email application to [SFPDHR@sfgov.org](mailto:SFPDHR@sfgov.org)
- Once the application is received, applicants will receive a confirmation email within one business day.

#### Step 3: Selection Process:

- A review of submitted applications and resumes (if included) to ensure all applicants meet the minimum qualifications.
- Candidates who meet the minimum qualifications will be invited to participate in an oral interview.
- An oral interview.

Members with any questions can contact SFPD Human Resources Unit at [SFPDHR@sfgov.org](mailto:SFPDHR@sfgov.org).

### **How to Access Training Opportunities:**

Once internal-outside training opportunities are disseminated (via Department email), interested members need to contact their Training Coordinator to apply for course enrollment unless an alternate procedure is specified on the announcement.

#### Internal Training:

1. The Training Coordinator shall complete the Request to Coordinate Training form and submit it to the Lieutenant-Manager for approval. Station-unit staffing levels on training dates should be met prior to approval for attendance.
2. The Training Coordinator shall forward the approved form to the Academy for enrollment based on availability in the course.
3. Members enrolled in the course will be notified by the Academy.

Outside Training:

1. The Training Coordinator is to ensure that station-unit staffing levels are maintained.
2. Three Forms are required for attendance-participation; 1) Attending member's Memorandum indicating purpose of training and cost breakdown, 2) Outside Agency Training form, and 3) the course flyer.
3. Submit memorandum, the Outside Agency Training Form, and course flyer through your chain of command for approval.
4. Upon approval from the Administration Bureau Deputy Chief and CFO, the Training Coordinator shall enroll the attending member in the course directly with the course presenter.

The SFPD's overall professional development goal is to assess the needs of all members (sworn-professional staff) and provide opportunities to attend professional development courses through a consistent, transparent, and fair selection process. The SFPD encourages every member (sworn-professional staff) to take advantage of all developmental opportunities.

  
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.*