



# DEPARTMENT NOTICE

23-038

Published: 3/20/23

Expires: 12/31/24

## **Mandatory Advanced Officer/Continuing Professional Training Cycle January 2023 - December 2024** (Supersedes DN 22-119)

All sworn members are reminded that they shall attend the Advanced Officer/Continuing Professional Training (AO/CPT) course once every two-year cycle as required. The POST AO/CPT cycle for sworn officers statewide begins on January 1, 2023 and ends on December 31, 2024.

AO/CPT will now be offered in conjunction with the patrol platooning schedule to allow for flexibility of members to attend AO/CPT. Commissioned Officers will no longer attend a separate Management AO/CPT session and are required to attend during the cycle.

Two AO/CPT classes are scheduled most weeks: Monday-Tuesday-Wednesday and Wednesday-Thursday-Friday. Monday/Thursday are in person at the Academy, and Tuesday/Friday are remote Zoom classes. On Wednesday, both classes will attend training at the Academy at the same time.

POST has directed additional components of the perishable skills program to be completed. Range and EVOC courses are held at the Lake Merced Range and Pier 96, respectively.

Both the Range and EVOC send out the schedule of the 4-hour courses in a monthly calendar.

- Range calendar: "Firearms Perishable Skills" is offered on certain dates/time. A link on the calendar allows members to select service for "AO/CPT" where they can select a specific date/time. This does **not** require training coordinator assistance.
- EVOC calendar: "EVOC PSP" is offered on certain dates/times. This does require training coordinator assistance.

Except for the Range described above, each member is responsible for scheduling training through their respective Training Coordinator. **There is no longer a training period sign up based on star numbers.**

**All sworn members shall complete ALL components of AO/CPT by December 31, 2024.**

**Note: The Training Division is planning to offer courses through the early Fall of 2024 to get Department-wide compliance sooner than the POST deadline. Plans to schedule the 3-day class, Range, and/or EVOC should begin now.**

### **Training Coordinator Duties:**

1. Sign up members due to attend AO/CPT training using the HRMS Enterprise Learning Portal: click on Student Enrollment, then Enroll by group. Once a member has been signed up, any schedule changes to the HRMS Enterprise Learning Portal can only be made by the AO/CPT Program Manager.
2. Provide their Lieutenant or OIC with the current list of members signed up to attend AO/CPT so that all necessary staffing considerations and entries into HRMS are made. Place students into HRMS under the **home assignment (shift 5)** with corresponding hours (0700-1700 or 1100-2100). List in the comments section "AO/CPT." Maintain all records of enrolled members scheduled to attend AO/CPT at your unit.
3. Notify the AO/CPT Program Manager of any member unable to attend due to extended leaves or absences (i.e., DP, FL, ML). If a member is already scheduled to attend AO/CPT, Training Coordinators shall cancel them from the course by contacting the AO/CPT Program Manager. Please be prepared to send a new student in their place for the allocated time slot.

### **Members Duties**

1. Members are encouraged to take the opportunity to plan their schedules and attend AO/CPT when it is convenient for them and to communicate with the Training Coordinator their preferred date.
2. Members transferred to another unit or promoted are still required to attend their assigned AO/CPT date.
3. Attend in proper uniform as determined by the Training Division. Members shall bring their gun belt, department-issued firearm, handcuffs, handcuff key, BWC and baton to attend the class.
4. Members unable to attend shall notify their training coordinator ASAP so the vacancy can be opened to another member. If members miss any classes during their assigned AO/CPT course due to court appearance, SP, etc., they shall reschedule make-up classes with the AO/CPT Coordinator.
5. If a member cannot attend a class they are enrolled in, they shall contact the AO/CPT Coordinator and submit a memo through the chain of command when requesting to reschedule their AO/CPT course date that includes:
  - a) the reason for rescheduling.
  - b) the new date of attendance, which must be within 30 days of the original date.
  - c) any prior cancellations within the past year.
6. Members ultimately have the duty to ensure they attend AO/CPT. Non-compliant members may be subject to de-certification by POST and/or de-activation from CLETS. Noncompliance may also result in disciplinary action (refer to DGO 2.01 General Rules of Conduct: Maintaining Knowledge and Written Orders).

### **Probationary Members:**

POST no longer requires probationary members to attend AO/CPT immediately after completing probation. Therefore, any member who completes their probation from January 1, 2023, to December 31, 2024, will be deemed in compliance with current AO/CPT cycle requirements.

**Members on Modified Duty Status:**

Members on temporary modified duty shall attend the AO/CPT remote courses and in person courses at the Academy that do not infringe upon their medical restrictions.

The Range, EVOC, and Arrest and Control are examples of courses that may conflict with medical restrictions. Any course not completed shall be scheduled upon return to full duty.

Members on permanent modified duty shall participate in the AO/CPT course consistent with any medical restrictions. Members' restrictions will be verified through the Medical Liaison Unit so that reasonable accommodations can be made in the segment(s) of the course that impact those limitations.

**Members who are Disarmed:**

Disarmed members are still required to attend AO/CPT (except the Firearms component) and shall adhere to above stated casual court attire. Once rearmed, members shall schedule and attend the Firearms Perishable Skills course at Lake Merced Range.

Members who are disarmed and/or not allowed to wear a uniform shall wear casual court attire (Slacks, collared shirts, or blouses are acceptable; T-shirts, Hawaiian shirts, jeans, sweats, tennis shoes/sneakers, etc. are not allowed).

**Members on Leave or Disability:**

Members unable to attend or complete the AO/CPT course due to extended leave or disability leave shall attend upon their return.

**Re-Entry to Patrol:**

Members attending AO/CPT because of Re-Entry to Patrol will attend one time during the current cycle (2023/2024) and then attend the subsequent cycles as required. The new cycle will start in 2025/2026.



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.*