



**San Francisco Police Department
Professional Standards & Principled Policing Bureau
Department of Justice Compliance**

Individual Recommendation Report Bureau: Chief of Staff Rec. Number: 6.3 Assigned To Project Manager: Nasrin Taghvaei - IT Prepared by: A/Captain Michelle Jean #935 Priority: Low	Reserved For Executive Sponsor Only Date Issued: Return Date: Success level: Choose One Other Status: Noncompliance: Waiver approval:
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Notes:

DOJ Objective: Use of Force

DOJ Recommendation #: 6.3

SFPD Training record should be fully automated and training data easily accessible.

Purpose:

SFPD uses People Soft HRMS (Human Resources Management System) to enter individual job records and training summery information. For each member there is a summary training record of all training they have taken since the start of their employment. The training summary includes classes taken, Department Bulletins and General Orders members are required to sign off on. All SFPD members have access to HRMS through an icon which exists on their desktops and they can login using their A numbers with their active directory passwords (same passwords that they use to login to their computers). When someone attends a training the trainer confirms the individual was trained by entering the confirmation into HRMS.

Policy:

SFPD training records **are** fully automated and training data is easily accessible and transparent to the Department and to members of the public when requested.

Written Directive: (D.G.O., Dept. Manual, Bureau Orders, Dept. Bulletins, etc.

HRMS Training Manuals – Sworn and Civilian

Supporting Documentation: (Learning Domains, Power points, Lesson Plans, Policies)

Implementation, training & records (How to prove we did what we said?)

Access HRMS to view all members SFPD Training records.



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President's Task Force

Blue Ribbon Panel

CJTF SF Bar Association

Office of Citizen's Complaints

Civil Grand Jury: