Department Training Plan

3.12.01 PURPOSE

The San Francisco Police Department 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** - All internal and outside training offered in a fiscal year in response to ongoing and future training needs and assessments.

B. **Internal Training** - Any training provided and administered by the San Francisco Police Department.

C. **Outside Training** - Any training or conferences provided by outside agencies, educational institutions, or private training firms.

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.

3.12.03 RESPONSIBILITIES

A. The Commanding Officer of the Training Division is responsible for developing and executing the SFPD Training Plan.

B. The Training Division’s Professional Development Unit (PDU) is the clearinghouse for all internal and outside training to include the following responsibilities:

1. Providing technical assistance, administrative guidance, needs assessments, course development, and record keeping.

2. Ensuring compliance with state, city, and department mandated training.

3. Conducting quarterly meetings with all Training Coordinators to discuss current training and identify training needs. Such meetings shall be memorialized by PDU.

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

A. INTERNAL TRAINING

1. Unless otherwise indicated, members are to complete a memorandum, outlining the purpose and benefit of the training, to request course attendance.

2. If required, the Training Coordinator shall ensure appropriate training forms are completed and anticipated staffing levels considered prior to coordinating the requested training.

3. Upon approval from the member’s Commanding Officer, the Training Coordinator or designee shall forward the approved form and memorandum, if applicable, to the PDU. A copy of the memorandum, regardless of approval, shall always be forwarded to the PDU for tracking purposes.

4. Members successfully enrolled in the requested course will be notified by the PDU.

5. Upon completion of internal training, PDU will update the member’s professional development training record.

B. OUTSIDE TRAINING

1. Members are to complete a memorandum, outlining the purpose and benefit of the training, cost breakdown, and travel plan, if applicable, to request course attendance.

2. The Training Coordinator shall ensure appropriate training forms are completed and anticipated staffing levels considered prior to coordinating the requested training.

3. The requesting member will submit the following required Outside Training documents to their Training Coordinator: (1) the attending member's memorandum, (2) the Outside Agency Training (OAT) form, (3) the corresponding course flyer, and (4) any other additional supporting documentation.

4. The Training Coordinator shall review the documents for accuracy and submit them through the chain of command for approval.

5. The Deputy Chief of Administration and the Fiscal Division must approve training requests that requires department approved funding or reimbursement prior to a member attending any training. Attending members are responsible for following all instructions on the Outside Agency Training (OAT) form for travel and reimbursement requests.

6. A copy of the memorandum, regardless of approval, shall be forwarded to the PDU for tracking purposes.

7. Upon completion of outside training, members shall submit certificates of completion to their Training Coordinators and the PDU to update the member’s professional development training record.
C. REQUEST FOR TRAINING DETAIL ONLY

Members who wish to attend training at their own expense may request to be detailed. Upon approval from the member’s Commanding Officer, the memorandum request shall be routed to the Training Division for deconfliction with current training and policy standards. Upon completion of the training, members are to forward any applicable training certificates to the PDU to update the member’s professional development training record.

D. TRAINING SUGGESTIONS

Any employee, sworn or professional staff, may submit a training recommendation or suggestion to the PDU Office. 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).