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17-043
02/13/17

Mandatory Training for All SFPD CLETS Users
(Re-issue DB 15-112)

The San Francisco Police Department and the California Department of Justice have partnered to transition all of SFPD's California Law Enforcement Telecommunications System (CLETS) testing from AO/CPT to an on-line testing system called nexTEST.


Every SFPD CLETS user, regardless of rank or assignment, **SHALL** comply with the CLETS Policies, Practices and Procedures statute mandating users to "biannually provide functional retesting and reaffirm the proficiency of all terminal (equipment) operators (full access/less than full access) to ensure compliance with the CLETS/NCIC policies and regulations." DB 15-112 required CLETS users to complete this requirement by August 1, 2015, so **a large portion of SFPD CLETS users must retest prior to August 1, 2017.**

SFPD CLETS users shall fulfill this requirement by logging onto the nexTEST site no later than their current expiration date and complete the corresponding test for the current access level ("Less Than Full..." or "Full" Access). ***Failure to comply with the biannual certification process will result in members being temporarily deactivated from Level II access until compliance is achieved.***

CLETS users must complete the training on-duty; no overtime is authorized. The training is self-paced and is not timed. Below are the step-by-step instructions on how to login and access the test (see attachment #1).

Questions regarding compliance, deadlines or logging into the website should be addressed to the Agency CLETS Coordinator (ACC) Hilarie Coby, (415) 837-7336 or hilarie.coby@sfgov.org. All compliance tracking is conducted by the ACC.

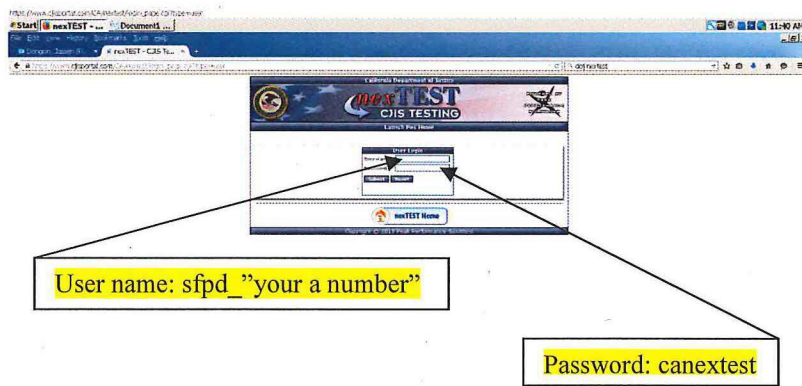
NOTE: For best results, members should use the California Law Enforcement Telecommunications System (CLETS) Less Than Full Access Operator Workbook when completing the test (see attachment #2).

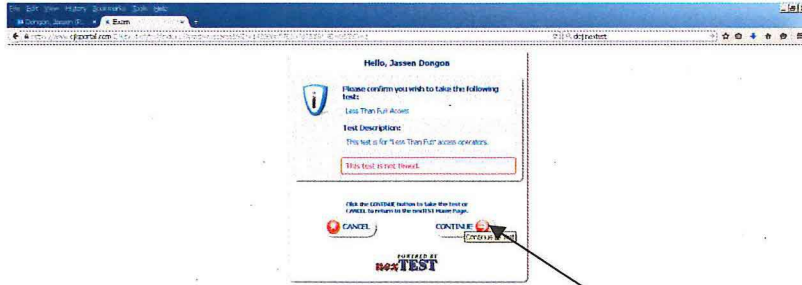

WILLIAM SCOTT
Chief of Police

Per DB 15-141, both sworn and non-sworn members are required to electronically acknowledge this Department Bulletin in HRMS.

LOGIN & TEST INSTRUCTIONS

Attachment #1





Click: "Continue" to be directed to the test

CLETS LESS THAN FULL ACCESS WORKBOOK INSTRUCTIONS

Attachment #2

