



# DEPARTMENT NOTICE

21-040  
03/25/21

## Mandatory Advanced Officer/Continuing Professional Training Cycle January 2021 - December 2022

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, 2021 and ends December 31, 2022.

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 as per their assigned star number. Classes are scheduled Monday-Tuesday-Wednesday and Wednesday-Thursday-Friday each week. Monday/Tuesday and Thursday/Friday are in person classes. Wednesday is a remote day for both class groups to attend together.

Failure to attend or comply may result in failure to adhere to the Written Communication System (refer to DGO 3.01.12). Noncompliance may also result in disciplinary action consistent with failing to appear for a firearm re-qualification, a court appearance, or the physical fitness evaluation (refer to DGO 2.01 General Rules of Conduct: Maintaining Knowledge and Written Orders).

Each member is responsible for scheduling training through their respective Training Coordinator. Each member is responsible for attending and completing their mandatory training during their required training period.

STAR NUMBERS	AO/CPT DUE DATE
1-705	Jan-June 2021
706-1460	July-Dec 2021
1461-2264	Jan-June 2022
2265-4385	July-Dec 2022

The Training Division will allow for flexibility of members to attend AO/CPT when it works best for them. **If there is room available in any given class, a member may attend before their assigned quarter**, which will satisfy the requirement for the 2021-2022 AO/CPT cycle.

### Training Coordinator Duties:

Training Coordinators shall upon receipt of the AO/CPT Course Announcement:

1. Sign up members that need to attend AO/CPT training by using the HRMS Enterprise Learning Portal: click on Student Enrollment, then Enroll by group. Members due to attend AO/CPT must be enrolled by the specific due date which will be specified on the AO/CPT Course Announcement Sheet. Once a member has been enrolled, 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 the current list of members enrolled in AO/CPT so that all necessary staffing considerations and entries into HRMS are made. Place students into HRMS under ACAD 1 with corresponding hours (0700-1700 or 1100-2100). List under 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 sudden extended leaves (i.e., SP, DP, FLMA, 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.
4. Training Coordinators are obligated to sign up members that are due for AO/CPT by the due date communicated by the Training Division when announcing AO/CPT dates. If a member fails to enroll after the communicated due date, the Training Division will enroll that member due for training in a class.

### **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 communicating with Training Coordinators their preferred date or if they wish to attend before their assigned quarter.
2. Members transferred to another unit or promoted are still required to attend their assigned AO/CPT date. Members shall notify their new training coordinator if they still need to attend AO/CPT if they are due.
3. Attend in proper uniform as determined by the Training Division. Members shall bring their gunbelt, 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 that the vacancy can be open to another member. If a member misses 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 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 consistent with failing to appear for a firearm re-qualification, a court appearance, or the physical fitness evaluation (refer to DGO 2.01 General Rules of Conduct: Maintaining Knowledge and Written Orders).

### **Probationary Members:**

Probationary members **are no longer required** by POST to attend AO/CPT immediately after completing probation. Therefore, any member who completes their probation from January 1, 2021 to December 31, 2022 will be deemed in compliance with AO/CPT requirements.

### **Members on Modified Duty Status:**

Members on temporary modified duty shall not attend the AO/CPT course but shall attend immediately 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 Office 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 and shall adhere to above stated casual court attire. 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 (2021/2022), and then attend the consecutive cycles as required. The new cycle will start in 2023/2024.



WILLIAM SCOTT  
Chief of Police

*Per DN 20-150, all sworn and 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.*