



DEPARTMENT NOTICE

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Adding Email to your nexTEST Account

The California Department of Justice's CLETS electronic testing system, "nexTEST" has now added an email link to all user accounts.

What does this mean for SFPD?

This means our users can be automatically notified when their expiration date is nearing. This will eventually eliminate the monthly manual email process by the agency CLETS coordinator.

When?

The update is ready now!

What can you expect?

Every user will be able to include email addresses on their nexTEST profile, which will trigger notifications directly to them when testing is due. Users will also be able to log in with an email address or the username provided.

Current users who log in with their credentials will be prompted to provide an email address, as well. It should be noted that this is not mandatory for any user to be able to log in, however, the Cal DOJ strongly encourages nexTEST users to provide an email address so they will receive automated notifications when nearing expiration. These notifications are intended to streamline the process and help each agency maintain their compliance with testing requirements.

What do you need to do now?

Log on to your nexTEST account as soon as convenient ~you will automatically be presented with the following screen (see attachment), where you can enter your email. Members who have questions or issues with nexTEST should contact the Agency CLETS Coordinator, Hilarie Coby, at (415) 837-7336 or hilarie.coby@sfgov.org.

A handwritten signature in blue ink that reads "William Scott".

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 who will provide additional information.