

## **Department Training Plan**

### **3.12.01 PURPOSE**

The San Francisco Police Department (SFPD) 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** - Internal and outside training offered in a fiscal year in response to ongoing and future training needs and assessments.
- B. Internal Training** - Any training originating within the San Francisco Police Department. This training must not necessitate tuition or travel related expenses.
- C. Outside Training** - Any training or conferences provided by outside agencies, educational institutions, or private training firms, if the training requires financial recompense (i.e., tuition and/or travel expenses) paid by the San Francisco Police Department.
- 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, identified by an approved memorandum forwarded through the Chain of Command, through the Fiscal Division, to the Professional Development Unit (PDU).

### **3.12.03 RESPONSIBILITIES**

- A.** The Commanding Officer of the Training Division is responsible for developing and executing the SFPD Training Plan.
- B.** The PDU facilitates internal and outside training to include the following responsibilities:
  - 1. Providing technical assistance, administrative guidance, needs assessments, course development, and record keeping.
  - 2. Ensuring state and city department-mandated training is presented to the effected department members.
  - 3. Conducting quarterly meetings for all Training Coordinators to discuss current training and identify training needs.

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**

PDU will regularly initiate a Department Notice to provide the procedural details and other necessary information to access internal and outside training. Members who wish to request training shall follow the procedures outlined in the most recently issued Department Notice.

#### **A. REQUEST FOR TRAINING DETAIL ONLY**

Members who wish to attend training at their own expense may request to be detailed. It is the responsibility of the member's command to ensure deconfliction with current training practices. Upon approval from the member's Commanding Officer and completion of the training, members are to forward any applicable training certificates to the PDU to update the member's professional development training record.

#### **B. TRAINING SUGGESTIONS**

Any employee, sworn or professional staff, may submit a training recommendation or suggestion to the PDU Office ([sfpd.pdu@sfgov.org](mailto:sfpd.pdu@sfgov.org)). 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).