



DEPARTMENT NOTICE

24-195

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Mandatory AO/CPT Cycle: January 2025 - December 2026

All sworn members are required to complete the Advanced Officer/Continuing Professional Training (AO/CPT) course once every two-year cycle, as mandated by POST. The POST AO/CPT cycle for sworn officers statewide begins on January 1, 2025, and ends on December 31, 2026. Each officer must complete the required training components to maintain compliance with POST standards.

AO/CPT classes will be scheduled for 40 hours, conducted Monday-Thursday or Tuesday-Friday, and will include, but are not limited to, the following courses:

Tactical Firearms (Range)	Arrest and Control (DT/PT)	Search and Seizure/Legal Updates
Use of Force	Driver Training/Awareness (EVOC)	First Aid/CPR
Crowd Control	Critical Incident Management/ICS	Health, Safety, and Wellness
Strategic Communications	Advanced Technology Training	Domestic Violence

Each member is responsible for scheduling their AO/CPT training through their respective Training Coordinator. In addition, each member is responsible for attending and completing their mandatory training during their assigned training period. All sworn members cleared for full-duty assignments **SHALL** complete all components of AO/CPT within the six-month period corresponding to their assigned star numbers. The assigned training periods based on star numbers are as follows:

<u>STAR NUMBERS</u>	<u>AO/CPT DUE DATE</u>
1-500 / 801-1000 / 1601-1800	January 1, 2025 – June 30, 2025
501-800 / 1201-1400 / 2001-2300	July 1, 2025 – December 31, 2025
1001-1200 / 1801-2000 / 2701-4200	January 1, 2026 – June 30, 2026
1401-1600 / 2301-2700 / 4201-4500	July 1, 2026 – December 31, 2026

Members on medical or administrative leave are not required to complete AO/CPT training until they are cleared for full-duty status. Once cleared, they **SHALL** complete this training before resuming their regular assignments.


Failure to complete AO/CPT requirements within the prescribed training period will result in a non-compliance status. This status may affect the officer’s POST certification, their ability to remain on full-duty status, and could result in disciplinary actions, consistent with department policies and procedures.

Training Coordinator Duties:

1. Sign up members scheduled to attend AO/CPT using the HRMS Enterprise Learning Portal. Navigate to "Student Enrollment" and select "Enroll by Group." Once a member is enrolled, any schedule changes in the HRMS Enterprise Learning Portal must be made by the AO/CPT Program Coordinator.
2. Provide the Lieutenant or officer in charge (OIC) with an updated list of members enrolled in the AO/CPT course for staffing and HRMS entries. Enter students into HRMS under **Home Assignment (Shift 5)** with the appropriate hours (0700-1700 or 1100-2100) and note "AO/CPT" in the comments.
3. Members who are transferred or promoted and have already signed up for training shall still attend their assigned AO/CPT date as scheduled.
4. Notify the AO/CPT Program Coordinator of any member unable to attend due to extended medical or administrative leave. If a member is already scheduled to attend, Training Coordinators must cancel their enrollment by contacting the AO/CPT Program Coordinator.
5. Monitor compliance in PowerDMS and provide Commanding Officers with up-to-date lists of non-compliant members in a timely manner to ensure the training is completed on time.

Member Duties:

1. Members are encouraged to take the opportunity to plan their schedules and attend AO/CPT during their assigned training period and to communicate with the Training Coordinator their preferred date.
2. Members must ensure they are cleared for full duty and have no restrictions that would prevent them from performing their peace officer duties prior to attending training.
3. Members who are transferred or promoted must still attend their assigned AO/CPT date.
4. The uniform and required equipment for training will be determined by the Training Division and communicated to members via email one week prior to their training date.
5. Members unable to attend their scheduled training must notify their Training Coordinator and the AO/CPT Program Coordinator via email at sfpd.aocpt@sfgov.org. They must also submit a memo through the chain of command explaining the reason and proposing a new date within 30 days.
6. Members who miss any portion of their assigned AO/CPT course due to a court appearance, sick leave (SP), or other reasons must provide required documentation (e.g., subpoena, doctor's note, or memorandum) to the AO/CPT Program Coordinator and arrange make-up classes before leaving training.


WILLIAM SCOTT
Chief of Police

Per DN 23-152, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS within (30) thirty calendar days of issuance. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be sent to sfpd.writtendirectives@sfgov.org, who will provide additional information.