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Department Training Plan

3.12.01 PURPOSE

The San Francisco Police Department ~~\_\_\_\_\_~~ 3.12

~~GENERAL ORDER \_\_\_\_\_~~ 07/20/94

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**DEPARTMENT TRAINING PLAN**

~~This order describes (SFPD) is dedicated to the Policies and procedures regarding various training provided to members professional development of the Department.~~

**I. POLICY**

**A. DEFINITIONS**

- ~~1. DEPARTMENT TRAINING PLAN. The Department Training Plan is defined as all training proposed for the Fiscal Year, which includes:
  - ~~a. Intra-Department training. Provided by the Training Division (i.e., Basic Training, Advanced Officer Training, Supervisory Training, etc.).~~
  - ~~b. Outside training. Provided by private contractors (i.e., DOJ, Chapman College, Sacramento Public Safety Center, etc.).~~
  - ~~c. Intra-bureau training provided by members within a bureau (i.e., Tactical, Canine, etc.).~~~~
- ~~2. DEPARTMENT TRAINING FUND. The Department Training Fund is its members, including sworn and professional staff. It is defined as the fund established by ordinance which pays for all training-related expenditures.~~

**B. RESPONSIBILITIES**

~~1. TRAINING PLAN. The community Officer the mission of the Training Division shall be responsible for developing the Intra-Department Training Plan.~~

~~2. COORDINATION/APPROVAL/FUNDING. Deputy Chiefs are responsible for coordinating to develop and approving requests for outside training and intra-bureau training for their bureaus. They shall also designate the amount of funds to be reserved for each division deliver comprehensive, timely, and mandated education and training. The SFPD encourages every member to take advantage of all development opportunities.~~

~~C. DEPARTMENT TRAINING FUND~~

~~1. EXPENDITURES. Expenditures from the Department Training Fund shall be:~~

~~a. Previously approved and related to the training Plan;~~

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~~b. Subject to the availability of training funds and the approval of the Deputy Chief of the bureau requesting the expenditure;~~

Monitored by **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 in order to provide, advise, is responsible for developing and make recommendations regarding all proposed expenditures from executing the SFPD Training Fund Plan.

#### II. PROCEDURES

A. TRAINING BUDGET. By February 1, the Commanding Officer of the Training Division will submit a proposed training budget for the fiscal year to the Chief of Police who will approve or revise it. The training budget will include:

1. Requests for funds for necessary intra-**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;

2. Requests for funds for outside and intra-bureau training.

B. AVAILABLE COURSES. By March 1, the Commanding Officer of the Training Division will provide the Department with a list of available training courses.

C. TRAINING REQUESTS. By April 1, members must submit training requests for available courses to their commanding officers or officers-in-charge. The requests shall be forwarded is presented to the commanding officers of the division who will review them to insure the needs of the division are met and the costs are in line with the funds allocated affected department members.

1. By May 1, the commanding officer of the division**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 ~~deputy chief~~ 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 ~~the list~~ current training practices. Upon approval from the member's Commanding Officer and completion of the training ~~requests for approval~~, members are to forward any applicable training certificates to the PDU to update the member's professional development training record.

~~2. By May 15, the deputy chiefs will forward a copy of the approved training requests to the Training Division.~~

~~D. WATCH REPORTS. Members attending training shall be shown as "Detailed to the Training Division" on unit watch reports.~~

#### **—————B. TRAINING SUGGESTIONS**

Any employee, sworn or professional staff, may submit a training recommendation or suggestion to the PDU Office (SFPD.Training@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).