



The Police Commission

CITY AND COUNTY OF SAN FRANCISCO

February 15, 2024

Chief William Scott
Chief of Police

Dear Chief Scott:

At the meeting of the Police Commission on Wednesday, February 14, 2024, the following resolution was adopted:

RESOLUTION 24-31

APPROVAL OF REVISED DEPARTMENT GENERAL ORDER 3.12, "DEPARTMENT TRAINING PLAN," TO USE IN MEETING AND CONFERRING WITH THE EFFECTED BARGAINING UNITS AS REQUIRED BY LAW, WITH LABOR INSTRUCTIONS PROVIDED IN RESOLUTION NO. 23-30;

RESOLVED, that the Police Commission hereby approves revised Department General Order 3.12, "Department Training Plan," for the Department to use in meeting and conferring with the effected bargaining units as required by law; and be it

FURTHER RESOLVED, that labor instructions are provided in Resolution No. 23-30, Police Commission Directions Regarding Police Department and Department of Human Resources Labor Negotiations with Effected Bargaining Units regarding Department General Orders.

AYES: Commissioners Walker, Byrne, Benedicto, Yee, Yanez, Vice President Carter-Oberstone, President Elias

Very truly yours,

Sergeant Stacy Youngblood
Secretary
San Francisco Police Commission

1211/ks

cc: Captain D. Toomer/PDD
Manager A. Steeves/PDD
Gloria Rosalejos/WDU
Director L. Preston/Labor Relations

CINDY ELIAS
President

MAX CARTER-OBERSTONE
Vice President

LARRY YEE
Commissioner

JAMES BYRNE
Commissioner

JESUS YANEZ
Commissioner

KEVIN BENEDICTO
Commissioner

DEBRA WALKER
Commissioner

Sergeant Stacy Youngblood
Secretary

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.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).

Department Training Plan

3.12.01 PURPOSE

The San Francisco Police Department ~~_____~~ **3.12**

GENERAL ORDER ~~_____~~ 07/20/94

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;~~

~~DGO 3.12~~

~~07/20/94~~

~~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).



The Police Commission

CITY AND COUNTY OF SAN FRANCISCO

April 10, 2023

Chief William Scott
Chief of Police

Dear Chief Scott:

At the meeting of the Police Commission on Wednesday, April 5, 2023, the following resolution was adopted:

RESOLUTION 23-30:

APPROVAL OF POLICE COMMISSION DIRECTIONS REGARDING POLICE DEPARTMENT AND DEPARTMENT OF HUMAN RESOURCES LABOR NEGOTIATIONS WITH AFFECTED BARGAINING UNITS;

CINDY ELIAS
President

MAX CARTER-OBERSTONE
Vice President

LARRY YEE
Commissioner

JAMES BYRNE
Commissioner

JESUS YANEZ
Commissioner

KEVIN BENEDICTO
Commissioner

DEBRA WALKER
Commissioner

Sergeant Stacy Youngblood
Secretary

WHEREAS, The Police Commission remains committed to its duty of effective oversight and policymaking for the San Francisco Police Department; and

WHEREAS, The Police Commission respects the importance of labor relations and the rights of public sector employees, including peace officers, under the Meyers Milias Brown Act; and

WHEREAS, In 2016, the U.S. Department of Justice's "Assessment of the San Francisco Police Department" identified delays in policy enactment "because of collective bargaining practices," and recommended that the Police Department and the Police Commission "expedite the process in the future for other policy development;" now, therefore, be it

RESOLVED, When bargaining with affected bargaining units regarding Department General Orders or other policies passed by the Police Commission that require effects bargaining under law, the Police Commission hereby direct the Police Department and urge the San Francisco Department of Human Resources to meet and confer only to those negotiable effects required by law; and

RESOLVED, When bargaining with affected bargaining units regarding Department General Orders or other policies passed by the Police Commission that involve mandatory subjects of bargaining under law, the Police Commission hereby direct the Police Department and urge the San Francisco Department of Human Resources to meet and confer only to the extent required by law; and

FURTHER RESOLVED, When bargaining with affected bargaining units regarding Department General Orders or other policies passed by the Police Commission, the Police Commission hereby direct the Police Department and urge the San Francisco Department of Human Resources to not meet and confer on managerial decisions that are not within the scope of representation, and where there is no legal duty to meet and confer; and

FURTHER RESOLVED, When bargaining with affected bargaining units regarding Department General Orders or other policies passed by the Police Commission, the Police Commission hereby directs the Police Department and urges the San Francisco Department of Human Resources to ensure there are no unreasonable delays on any items within the scope of representation and consistent with the City's legal obligations.



The Police Commission

CITY AND COUNTY OF SAN FRANCISCO

AYES: Commissioner Walker, Byrne, Yanez, Benedicto, Yee, Vice President
Carter-Oberstone and President Elias.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Stacy Youngblood".

Sergeant Stacy Youngblood
Secretary
San Francisco Police Commission

CINDY ELIAS
President

MAX CARTER-OBERSTONE
Vice President

LARRY YEE
Commissioner

JAMES BYRNE
Commissioner

JESUS YANEZ
Commissioner

KEVIN BENEDICTO
Commissioner

DEBRA WALKER
Commissioner

Sergeant Stacy Youngblood
Secretary

1211/ks

cc: Deputy City Attorney Cabrera
Director L. Preston/SFPD Labor Relations
Captain D. Toomer/PSPP
Lieutenant E. Altorfer/PSPP
Isabelle Choy/SFPD Labor Relations