



TRAINING

Directive: 14 -105

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I. PURPOSE

One of the most important responsibilities of an agency is the training of its personnel. A well-trained, knowledgeable force will be able to act more decisively and correctly in a broad range of situations and perform assigned duties in a more productive and effective manner.

To the extent that resources are available, the Department of General Service Maryland Capitol Police (MCP) will also encourage employees to seek out specialized and advanced training that will develop the wide variety of skills and abilities required to perform the complex tasks associated with supervision, management and specialized functions.

The purpose of this Directive is to establish the Department's training program and provide employees with guidelines for requesting training and processing of those requests.

II. POLICY

The Department will provide training based on the objectives outlined below and which address identified deficiencies, critical functions, employee development, and topic areas identified by the Chief of Police.

Employees wishing to attend non-mandated training will submit a request following the procedures established in this directive.

III. DEFINITIONS

A. TRAINING COORDINATOR – An MCP member designated to direct and coordinate training activities within the Department.

IV. PROCEDURES

A. TRAINING OBJECTIVES

1. The training program of the Department will seek to meet the following goals:

- a. To provide training to officers that meets Maryland Police Training Commission (MPTC) standards or other identified standards.
- b. To increase the correctness, effectiveness and consistency of actions taken by MCP personnel in a wide range of circumstances.
- c. To improve police/community relations.
- d. To increase the knowledge and skill of all employees.
- e. To lessen the liability of the State of Maryland, the Department and its employees.

B. GENERAL DUTIES AND RESPONSIBILITIES

1. Employees will:

- a. Attend all training on dates and times assigned, unless excused by their supervisor for a valid reason;
- b. Arrive for training on time and with the proper apparel and equipment to participate in the program;
- c. Submit all certificates/diplomas and final grades verifying successful completion of training courses to the Training Coordinator for entry into the employee's training record.

2. Supervisor's will:

- a. Ensure employees are notified of mandated training.
- b. Notify training instructors as soon as possible when subordinates cannot attend scheduled training.

3. The Commander of Special Services Division (SSD) is designated as the Training Coordinator for the Department and will:

- a. Plan, develop and implement training programs.
- b. Identify qualified instructors.
- c. Coordinate with all Department components regarding scheduling of employees to attend or instruct training programs.
- d. Ensure all Department mandated or sponsored training programs are consistent with department policy, state and federal laws, and MPTC or other applicable standards.
- e. Review and approve of all lesson plans, materials, tests / evaluations, and training sites.
- f. Notify personnel of required training and training opportunities that are available.

g. Maintain records of all training received by employees, to include:

- 1) Dates of training;
- 2) Type of training;
- 3) Certificates received;
- 4) Attendance;
- 5) Test score; and
- 6) Lesson plans.

h. Ensure that training records are maintained in confidentiality and only accessible to those persons authorized by law will have access to them.

C. INSTRUCTOR QUALIFICATIONS AND SELECTION

1. MCP personnel selected to be full-time or associate instructors with SSD, Training Section will meet the following requirements:
 - a. Have a minimum of five years of experience in law enforcement, security services or communications,
 - b. Be a certified as an instructor by MPTC or another recognized entity which provides certification in the discipline which will be taught,
 - c. Possess clearly demonstrated skill in the subject matter, or
 - d. Possess a degree in teaching by an accredited college.
2. Normally, any personnel selected to become an instructor will be expected to teach as needed for at least a three-year period.
3. Personnel wishing to be considered as training instructors may submit a resume and detailed report to their commanders outlining their qualifications and desire to become an instructor.
4. Commanders will forward these requests with endorsement through channels to the Training Coordinator who will select instructors with the concurrence of the Chief of Police or his designee.
3. The Training Coordinator may select instructors from outside the Department with the approval of the Chief of Police or his designee.

D. COMMITTEE TO DETERMINE TRAINING NEEDS

1. Each commander will select at least one member to participate in an ad-hoc committee to determine MCP training needs.
2. Preferably, this committee should consist of two police officers, two security officers, a patrol supervisor, and the committee chair who will be designated by the Department Training Coordinator from within SSD.
3. The committee will actively solicit information from the members of their detachment or division relative to training needs.
4. Each January the committee members will meet to discuss training needs for that year's upcoming in-service program.
6. The Committee Chair will forward recommendations for training to the Department Training Coordinator prior to February 1st.
7. Prior to April 1st, the Training Coordinator will review the committee's recommendations with Command Staff for consideration for inclusion in either in-service program.

E. POLICE EMPLOYEE – CERTIFICATION PROCEDURES

1. Code of Maryland Regulations, Title 12, Department of Public Safety and Correctional Services, Subtitle 04 – Chapter 1, Maryland Police Training Commission, empowers the Commission to authorize persons to serve as police officers, and to suspend, revoke or recall any such authorization given by it.
2. The Commission will certify only for those personnel who meet minimum standards established by the MPTC.
3. MPTC Annual In-Service Training
 - a. MPTC has set a minimum standard which mandates that all sworn personnel the rank of sergeant or below must complete 18 hours of annual in-services training to maintain certification as police officers.
 - b. The MCP shall ensure that sworn personnel the rank of sergeant or below complete a minimum of 18 hours of MPTC approved in-service training by the end of each calendar year.
 - c. As part of this in-service training, sworn personnel will also complete annual firearms qualifications as outlined in Directive 8-101.1.
 - b. In-service training is not required for sworn personnel during the calendar year in which entrance level training was completed.

F. REQUESTS FOR NON-MANDATED TRAINING

1. MCP Employees wishing to attend specialized or non-mandated training will:
 - c. Submit a Training Request (Form 9) to their supervisor for any non-mandated training.
 - d. Obtain final approval from before scheduling, attending, or incurring any expenses to MCP.
2. The employee's supervisor will:
 - a. Review all Form 9's submitted by their subordinates to ensure they are complete, contain required information, and that the training is relevant to the employee's duty assignment.
 - b. Submit the Form 9 to the employee's commander with a recommendation for approval or disapproval.
3. Commander's will:
 - a. Review the Form 9 and approve or deny the request based on:
 - 1) The value of the training to the employee and the department;
 - 2) The employee's suitability for the training;
 - 3) Need for recertification or follow-up training;
 - 4) Cost to the department;
 - 5) Relevance to the employee's duty assignment;
 - 6) Employee's work performance and attendance;
 - 7) Employee's service time.
 - b. Forward the approved training request to the Department Training Coordinator.
4. The Department Training Coordinator will:
 - a. Review all Form 9's submitted for non-mandated training to ensure the requested training is not in conflict with:
 - 1) Department policy;
 - 2) State and federal laws;
 - 3) MPTC or other applicable standards; and

- 4) Training mandated by the Department.
- b. Forward to the Operations Commander, for review and concurrence, all requests that are:
 - 1) Denied; or
 - 2) Approved, but will incur an expense to the department.
- c. Return a copy of request to the employee's commander with final decision.
- d. Maintain a copy of requests for the Training files.