

## 1.705 TRAINING

The agency's training function is organizationally coordinated and assigned consistent with **1.200 Organization**.

### 1.705.02 Police Entry Level Training

*(33.2.3, 33.2.4, 33.4.1, 33.4.2)*

- A. All officers must have completed recruit academy or comparative compliance training and received certification by the MPTC fulfilling the requirements of **COMAR 12.04.01** before being assigned to duties where they are allowed to carry weapons or make arrests.
- B. Employees may be assigned to non-enforcement duties in situations such as being hired before they start entry level training or awaiting reappointment by the MPTC.
- C. The agency will ensure that when officers are sent to entry level or comparative compliance training that written directives exist that minimally describe the:
  - 1. Relationship between the agency and the training entity; and
  - 2. Training to be received by agency personnel regarding agency policies, procedures, rules, and regulations.

### 1.705.04 Field Training Program - Officers

*(33.4.3.a, .b, .c, .e, .f, .g, & .h)*

- A. All newly sworn, recruit UPO I officers will be assigned to a field training program (FTP) that lasts at least 20 duty days consistent with **COMAR 12.04.21**. The agency has established that officers hired through lateral transfer and comparative compliance processes will be assigned to a FTP of at least 10 duty days.
  - 1. Decisions to extend FTP training beyond the standard duty days will be made by the commander responsible for the patrol function, hereafter "patrol commander," based on recommendations of appropriate FTOs, patrol supervisors, and the officer responsible for coordinating the agency's training program, hereafter "training coordinator."

- 2. Nothing in any directives pertaining to the FTO program precludes the Chief from dismissing probationary officers in accordance with university or USM directives pertaining to probationary employees.
- 3. For operational purposes, FTO - officer teams will generally be considered as single officer units unless otherwise specified by a commander or the on-duty patrol supervisor.
- B. The patrol commander has FTP responsibilities that include, but are not limited to:
  - 1. Ensuring the FTP standard operating procedure (SOP) is developed and maintained to reflect a training curriculum based on tasks of the most frequent assignments and activities;
  - 2. Recommending field training officers (FTOs);
  - 3. Coordinating the assignment of officers to FTOs;
  - 4. Providing day-to-day administrative direction and oversight of the FTP;
  - 5. Ensuring necessary FTP training is provided to patrol supervisors and FTOs;
  - 6. Maintaining an active liaison with the training coordinator;
  - 7. Periodically reporting to the Chief and the training coordinator on the progress of officers in the FTP; and
  - 8. Evaluating the FTP on an on-going basis to ensure proper coordination and effectiveness.
- C. The FTP SOP contains materials that include, but are not limited to:
  - 1. Detailed descriptions of the duties and responsibilities of the FTP program coordinator, patrol supervisors, FTOs, and officers in field training;
  - 2. Rotation of field assignments;
  - 3. Standardized evaluation guidelines and forms for rating trainee officers;
  - 4. Reporting responsibilities for FTOs; and
  - 5. Any additional training that officers may receive outside those mandated areas detailed in the manual.
- D. FTOs are selected by the Chief based on recommendations of commanders and respective patrol supervisors.

1. Minimum qualifications for FTOs are:
    - a. Current assignment as a UPO II or UPO III to one of the agency's patrol squads;
    - b. Two years of sworn police experience, as least one of which must be with this agency; and
    - c. At least "Meets Standards" on all evaluated dimensions in the most recent performance evaluation.
  2. The process for selecting FTOs involves:
    - a. Officers submitting written or electronic requests, along with their qualifications, through their chain of command to the Chief;
    - b. Officers' supervisors and commander including written or electronic endorsements with clearly articulated reasons for recommending or not recommending FTO applicants; and
    - c. The Chief making selections as appropriate.
  3. Officers who are not recommended for FTO service by their supervisors may submit separate written or electronic requests directly to their commander clearly explaining and articulating why applicant officers believe they should be recommended for FTO service.
- E. All officers selected as FTOs will:
1. At the minimum, receive initial FTP orientation training facilitated by the training coordinator consistent with **1.705.50 Specialized Training Requirements**; and
  2. Be issued an FTO insignia that may be worn consistent with **1.504.50 Specialized Pins** only when officers are serving as FTOs.
- F. FTOs may be removed from the program either voluntarily or as determined by the Chief.
1. The process for being removed as a FTO involves:
    - a. Officers submitting written or electronic requests, along with their reasons for requesting removal, through their chain of command to the Chief;
    - b. Officers' supervisors and commander including written or electronic endorsements with clearly articulated reasons for recommending or not recommending FTO removals; and
    - c. The Chief making removals as appropriate.
  2. The Chief may involuntarily remove FTOs from the program.
- 1.705.06 Field Training Program – Police Aides**
- A. All newly hired police aides (PAs) will be assigned to PA field training program (PA FTP) that lasts at least two weeks or 10 duty days.
1. Decisions to extend PA FTP training beyond the standard 10 duty days will be made by the patrol commander, based on recommendations of field training PAs (FTPAs), patrol supervisors, and the training coordinator.
  2. Nothing in any directives about the PA FTO program keeps the Chief from dismissing PAs as allowed in university or USM directives pertaining to contingent or probationary employees.
- B. The patrol commander has PA FTP program responsibilities that include, but are not limited to:
1. Ensuring the PA FTP SOP is developed and maintained to reflect an appropriate training curriculum;
  2. Selecting FTPAs;
  3. Assigning new PAs to FTPAs;
  4. Providing day-to-day administrative direction and oversight of the PA FTP;
  5. Ensuring necessary FTP training is provided to patrol supervisors and FTPAs;
  6. Maintaining an active liaison with the training coordinator;
  7. Periodically reporting to the Chief and the training coordinator on the progress of any PAs in training; and
  8. Evaluating the PA FTP on an on-going basis to ensure proper coordination and effectiveness.
- C. The PA FTP SOP contains materials that include, but are not limited to:

1. Detailed descriptions of the duties and responsibilities of the PA FTP program coordinator, patrol supervisors, FTPAs, and PAs in field training;
  2. Rotation of field assignments;
  3. Standardized evaluation guidelines and forms for rating trainee PAs;
  4. Reporting responsibilities for FTPAs; and
  5. Any additional training that PAs may receive outside those mandated areas detailed in the manual.
- D. FTPAs are selected or removed by the patrol commander based on recommendations of patrol supervisors.
- E. FTPAs will, at the minimum, receive initial PA FTP orientation training facilitated by the training coordinator. See also **1.705.50 Specialized Training Requirements**.

**1.705.08 Training Committee** (33.1.1)

- A. The Chief may establish a training committee under the direction of designated commander to assist in developing and evaluating the agency's training needs.
- B. If a training committee is established, the designated commander will ensure a SOP is in effect that minimally addresses:
1. Committee membership;
  2. Processes for selecting and replacing committee members;
  3. Relationship between the committee and the agency's training function; and
  4. Authority and responsibilities of the committee.

**1.705.10 In-Service Training**

(1.3.11, 33.5.1, 33.7.2)

- A. Officers will undergo in-service training that must minimally include:
1. Annual:
    - a. Training hours and topics as required by **COMAR 12.04.01.12**;
    - b. Training on the agency's use of force directives;
    - c. Requalification with all issued and authorized firearms; and
    - d. Legal updates; and
  2. Biennial training with less-lethal weapons and weaponless control techniques.

- B. Non-sworn employees may attend yearly in-service training programs in order to update their skills, knowledge, and abilities commensurate with their responsibilities as determined by the Chief and their commanders.

**1.705.12 Roll-Call Training** (33.5.2)

- A. The agency's formalized roll-call training program is:
1. Managed by the patrol commander;
  2. Facilitated by the training coordinator;
  3. Intended to provide useful, valid, and well supervised training that will directly assist patrol officers;
  4. Not intended to keep the patrol commander or supervisors from conducting informal or impromptu roll-call training at their discretion.
- B. Any employee may propose roll-call training topics through the chain of command to the patrol commander, training coordinator, or the Chief.
- C. The patrol commander is responsible for:
1. Suggesting, selecting, or approving roll-call training topics;
  2. Assisting patrol supervisors with scheduling roll-call training;
  3. Ensuring that roll-call lesson plans and any testing mechanisms are developed, approved, and used; and
  4. Periodically reporting to the Chief and training coordinator on the progress, conduct, and effectiveness of roll-call training.
- D. The training coordinator is responsible for:
1. Maintaining an active liaison with the patrol commander to ensure roll-call training program effectiveness;
  2. Suggesting, selecting, or approving roll-call training topics;
  3. Ensuring lesson plans and any testing mechanisms are approved and used;
  4. Providing logistical and resource support; and
  5. Maintaining records reflecting successful completion of roll-call training programs.

**1.705.14 Remedial Training** (26.1.4.a, 33.1.5)

- A. Remedial training will be provided to employees when it becomes necessary to improve their performance in particular areas.

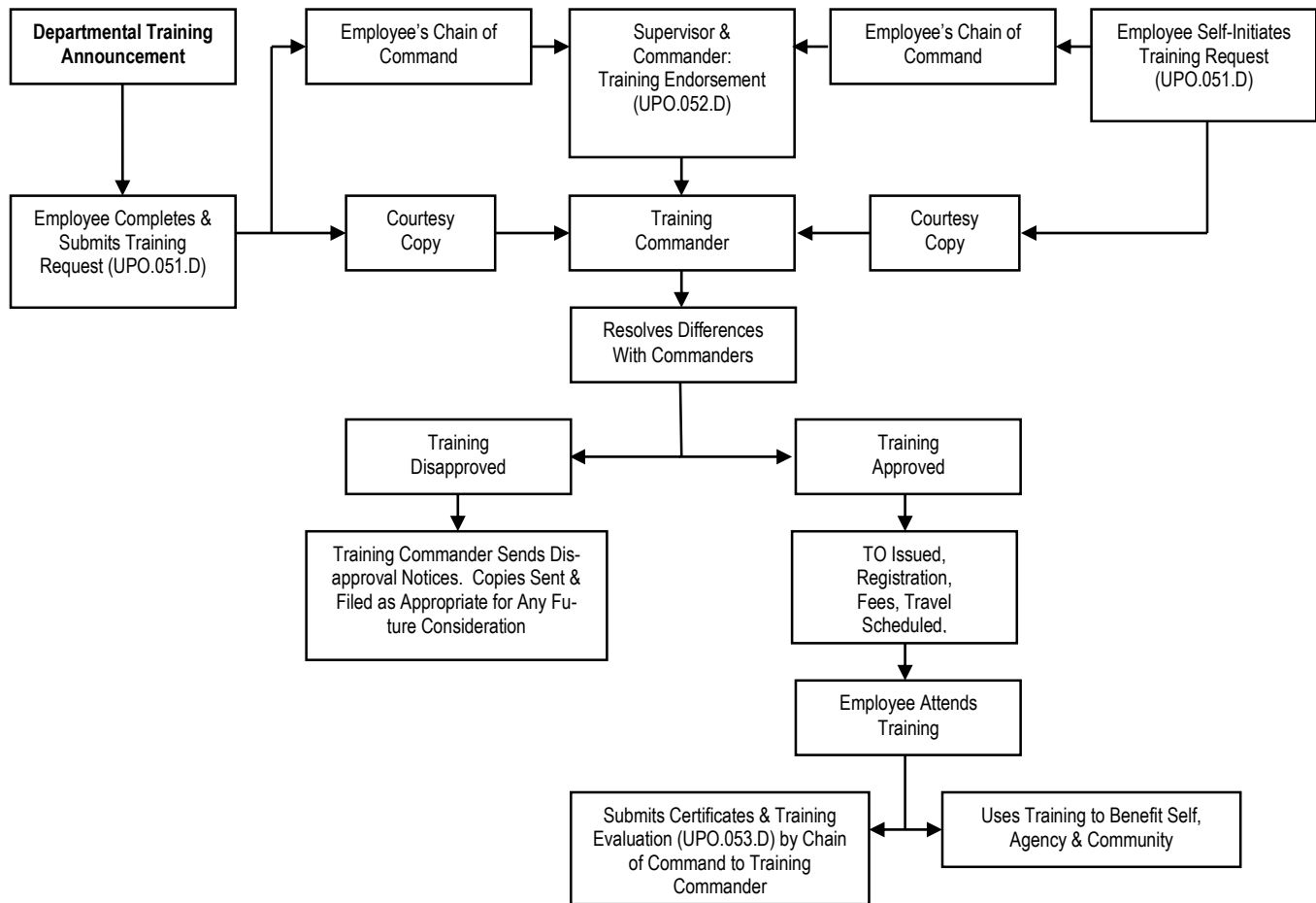
- B. The need for remedial training may be indicated by situations or conditions that include, but are not limited to:
  - 1. Deficiencies noted during inspections or performance evaluations;
  - 2. Sustained complaints against employees;
  - 3. Poor performance in training programs; and
  - 4. Recommendations of employees' commanders.
- C. Remedial training should be conducted as soon as reasonably possible following the determination that remedial training is necessary.
- D. Employees who fail to attend or successfully complete remedial training may be reassigned to other duties until the training is successfully completed, undergo appropriate evaluations to determine possible causes for training failure, and/or disciplined consistent with **1.720 Punitive Discipline**.
- E. Remedial firearms training is conducted consistent with COMAR **12.04.02** and **2.810.10 Remedial Training**.

#### **1.705.16 Training Requests** (26.1.4.a, 33.1.5)

- A. Training opportunities that are announced by the agency have been determined to be consistent with the agency's mission, values, work plan, and budget.
- B. The agency announces training opportunities via flyers, emails, or other appropriate methods.
  - 1. Training announcements should be posted as far in advance of the training as possible to ensure:
    - a. Employees are provided appropriate notice of the training; and
    - b. The agency is able to select and notify employees and make any necessary registration and travel arrangements on a timely basis.
  - 2. Information contained in training announcements should include, but may not be limited to:
    - a. Titles or types of training;
    - b. Dates and locations of the training;
    - c. Identification of personnel eligible for training as some training opportunities will be unique or have conditions or prerequisites; and
    - d. Cutoff dates for requesting the announced training.
- C. Training requests can be initiated by:
  - 1. Individual employees; or
  - 2. Employees' respective supervisors or commanders for purposes that include, but are not limited to:
    - a. Addressing employees' career counseling plans;
    - b. Enhancing skills of employees;
    - c. Remedial training; or
    - d. Using training as a function of discipline.
- D. Employees interested and qualified for departmentally announced training will complete and submit **SRS – Training Request (UPO.051.D)** with courtesy copies to the commander responsible for the training function, hereafter "training commander." These training requests must contain information that minimally addresses requesting employees':
  - 1. Desire to attend the training;
  - 2. Qualifications that address any announced conditions or prerequisites;
  - 3. Relevancy of the training to employees' current duty assignments;
  - 4. Benefit to the agency; and
  - 5. Known, anticipated, or potential schedule conflicts with the training.
- E. Training requests must:
  - 1. Be submitted as far in advance of the training as possible to ensure the agency is able to:
    - a. Determine if the training is consistent with the agency's mission, values, work plan, and budget; and
    - b. Notify employees and make any necessary registration and travel arrangements on a timely basis.
  - 2. Contain information pertaining to:
    - a. Titles or types of training;
    - b. Dates, locations, and any costs of the training;
    - c. Any special conditions or prerequisites for the training;

- d. Relevancy of the training to employees' current duty assignments;
  - e. Benefit to the agency;
  - f. Transferability of proposed acquired skills, knowledge, or abilities;
  - g. Registration closing dates;
  - h. Travel and lodging needs, etc.; and
  - i. Any known, anticipated, or potential staffing and schedule conflicts.
3. Be accompanied by flyers, brochures, or other relevant materials describing the training.
- F. Supervisors reviewing training requests will prepare and submit **SRS – Training Endorsements (UPO.052)** to recommend the approval, disapproval, or deferral of the requested training. Comments must be specific, objectively based in order to address factors that include, but are not limited to:
1. Relevancy of the training to employees' current duty assignments;
  2. Benefits to the agency;
  3. Transferability of proposed acquired skills, knowledge, or abilities; and
  4. Any known, anticipated, or potential staffing and schedule conflicts.
- G. Commanders reviewing training requests will complete appropriate sections of the **SRS – Training Endorsements (UPO.052.D)** to approve, disapprove, or defer requested training based on published criteria and/or other objectively based and specific reasons.
- H. The training commander reviews requests and supervisory and command comments and recommendations.
1. The training commander will meet with respective commanders and resolve differences when training requests, comments, and recommendations do not sufficiently address how the training is consistent with the agency's mission, values, work plan, and budget or when there are more requests than there are available training slots.
2. When training requests are approved:
    - a. Training Orders are distributed and placed in the training files of involved personnel consistent with **1.401.28 Training Orders**;
    - b. The training is entered in the agency's schedules; and
    - c. Necessary registration and travel arrangements are made and communicated to involved employees;
  3. When training requests are disapproved, disapproval notices will specify the reasons for the disapproval and whether or not employees are encouraged to reapply for the training in the future and will be:
    - a. Sent to involved employees;
    - b. Placed in employees' training files;
    - c. Sent to the employees' supervisors and commanders; and
    - d. Placed in the agency's central training file for any necessary future actions.
- I. Upon returning from training, employees will complete and submit **SRS – Training Evaluations (UPO.053.D)** and any completion certificates through their chain of command to the training commander. Training evaluations will contain information that includes, but is not limited to:
1. If the training presented was as advertised;
  2. Whether or not it is recommended to send other employees to the training in the future;
  3. Significant information learned from the training; and
  4. The appropriateness and method of sharing the information with others.
- J. See also **1.705.18 Training Request Flow Chart**.

### 1.705.18 Training Request Flow Chart



#### 1.705.20 Reimbursement for Training Expenses (33.1.3)

- A. Employees who anticipate needing to be reimbursed for training expenses not initially covered by the agency must be pre-approved for the training by the agency. See also **1.705.16 Training Requests**.
- B. Reimbursement requests will be submitted through employees' chain of command on appropriate university expense vouchers.

#### 1.705.22 Attending Training (33.1.2)

- A. Employees will attend training as assigned unless they are excused because of illnesses, injuries, or other reasonable conditions.
  1. Employees unable to attend training due to:
    - a. Illness or injury will comply with sick leave reporting requirements consistent with **1.424.34 Sick Leave Use Responsibilities** and request the person /

agency conducting the training be directly notified by the employee taking the call; or

- b. Reasons other than illness or injury will contact the training coordinator for directions on how to resolve the conflicts.
2. Employees must make up any mandated training that they miss.
3. Officers who do not successfully attend or complete required training during a calendar year, such as in-service training or firearms requalification, may have their police powers suspended and / or other actions taken against them consistent with **1.705 Punitive Discipline**.
- B. Employees who conduct or coordinate training for this agency will ensure training attendance and completion information is documented and submitted to the training coordinator for inclusion in training files.

- C. Employees who attend training outside this agency will submit documentation of their attendance and/or completion to the training coordinator for inclusion in training files.

#### **1.705.24 Instructors**

- A. The Chief will designate employees to serve as instructors subject to successful completion of instructor training and certification programs consistent with **COMAR 12.04.02**. See also **1.705.50 Specialized Training Requirements**.
- B. Employees desiring to serve as instructors must send memorandums, including supervisory endorsements, to the training coordinator who will facilitate the selection process with the Chief and commanders.
- C. Employees selected as instructors:
1. Regardless of their full-time assignments, come under the direction and supervision of the training coordinator while conducting training programs; and
  2. Serve in that capacity at least for the duration of their MPTC instructor certifications unless:
    - a. They are removed by the Chief; or
    - b. They submit requests, subject to approval by the Chief, requesting their instructor certifications be rescinded.

#### **1.705.26 Instruction Materials & Records**

*(33.1.4, 33.1.6, 33.1.7)*

- A. Lesson plans:
1. Are required for all training programs conducted by the agency regardless if the material is taught by in-house or guest instructors;
  2. Will be in a standard format adopted by the agency and incorporate:
    - a. A statement relating to the lesson's objectives;
    - b. A brief overview of the training content and instructional techniques to be used;
    - c. Any reference sources used;
    - d. Facility and setup required;
    - e. Anticipated class size and composition;
    - f. Relationship to any external approval or compliance processes, such as MPTC, CALEA, MIEMSS, etc;

- g. Any preparatory work required by attendees;
- h. Any testing materials; and
- i. The preparer's name and date the plan was submitted for approval;

3. Will be submitted to the training coordinator for preliminary review and subsequent forwarding to the training commander for approval.

- B. Scores necessary to pass tests will be established consistent with directives from MPTC, proprietary lessons such as Manadnock, CPR, or consistent with the nature of the material being taught. Scores necessary to pass tests will be announced in advance to trainees.
- C. The training coordinator is responsible for:
1. Maintaining and promptly updating officers' and the agency's training files and records that include, but are not limited to:
    - a. Training topics, presenters, and lesson plans;
    - b. Training dates;
    - c. Attendance records; and
    - d. Attendees' performance; and
  2. Submitting an annual, documented report of all agency conducted and authorized training to the training commander.

#### **1.705.28 Career Development**

*(33.8.1, 33.8.3, 35.1.7.c)*

- A. The agency has a career development program to assist employees planning their careers and developing their professional skills, knowledge, and abilities.
1. The agency's mandatory career development program is designed to provide required pre-service or in-service training to employees based on their assignments or promotions, such as police first-line supervisor, police administrator, accreditation manager, etc.
  2. The agency's voluntary career development program is designed to:
    - a. Assist employees in making well-informed decisions about skill development and career path opportunities available to them;
    - b. Develop core staff performance resources for providing continuity of services to the community; and

- c. Provide employees a means to achieve professional excellence within particular areas of interest.
  - B. Regular, career counseling takes place during the performance evaluation process consistent with **1.710.06 Performance Evaluation Cycle** where supervisors review with their subordinates opportunities for advancement, specialization, or training appropriate for the employee's position, such as:
    - 1. Training opportunities offered by this or allied agencies;
    - 2. Tuition remission through the university; and
    - 3. Resources available through the OHR Training and Development Unit.
  - C. Employees who want to have career counseling beyond that provided during the performance evaluation process may schedule a counseling session with their respective commanders.
- D. The training coordinator is responsible for facilitating career counseling orientation training for supervisors and commanders to ensure they are aware of career development opportunities available to employees.
- 1.705.30 Specialized Training** (33.6.1, 33.7.2)
- A. The agency ensures that employees are provided specialized training and retraining required by their assignments.
  - B. See also **1.705.50 Specialized Training Requirements** for a listing of assignments for which:
    - 1. Specialized training is required; and
    - 2. Pre-service and in-service training is required for civilian employees.



## 1.705.50 Specialized Training Requirements

(33.6.1, 33.7.2)

{Revised: 06/18/14}

This matrix lists and describes required departmental specialized training and retraining requirements.

Assignment	Initial Training	Retraining
<b>Administrator – Civilian</b> (33.8.1, 33.8.2)	<ul style="list-style-type: none"> <li>Pre-service requirements and experiences as described in job description.</li> <li>Orientation training.</li> <li>Career counseling familiarization.</li> </ul>	None required.
<b>Administrator – Police</b> (33.8.1, 33.8.2)	<ul style="list-style-type: none"> <li>Police Administrator Training within 12 months after effective date of their respective promotion. COMAR 12.04.01.</li> <li>Career counseling familiarization.</li> </ul>	None required
<b>Accreditation Familiarization</b> (33.5.3)	<ul style="list-style-type: none"> <li>All newly hired employees with 30 days after being hired or within 30 days after completing academy training.</li> <li>All employees during the self-assessment phase associated with the agency achieving initial accreditation.</li> </ul>	All employees prior to on-site assessments.
<b>Accreditation Manager</b> (33.5.4)	CALEA delivered training within one year of being assigned as accreditation manager.	<ul style="list-style-type: none"> <li>None required.</li> <li>Recommended periodic attendance of accreditation alliance group &amp; service as mock assessor.</li> </ul>
<b>Bicycle Operator</b> (41.1.3)	<ul style="list-style-type: none"> <li>Successfully completed police cyclist training.</li> <li><u>DEMONSTRATED ESSENTIAL SKILL PROFICIENCY TO CERTIFIED INSTRUCTORS PENDING ASSIGNMENT TO FORMAL TRAINING PROGRAM.</u></li> </ul>	None required.
<b>Central Records Staff</b> (82.1.4)	UCR training through CJIS within 12 months of being hired.	None required.
<b>Canine Officer</b> (33.6.1, 41.1.4.b)	Approved K9 training program for basic scent for narcotics training program that culminates with the team demonstrating proficiency as determined by the staff of the training program.	The schedule, frequency, and duration of retraining sessions will be determined by the K9 program coordinator and K9 handlers in consultation with officials from an approved K9 basic scent for narcotics training program.
<b>Criminal Investigator</b>	<ul style="list-style-type: none"> <li>Basic criminal investigations course as soon as reasonably possible after being assigned.</li> <li>Criminal intelligence training – 28 CFR Part 23 within 12 months.</li> <li><u>SUPERVISED, ON-THE-JOB TRAINING IF NO PRIOR EXPERIENCE AS AN INVESTIGATOR.</u></li> </ul>	<ul style="list-style-type: none"> <li>None required.</li> <li>Recommended skill development training in various types of crimes, investigative techniques, etc.</li> </ul>
<b>Electronic Control Device (ECD)</b> (1.3.9, 1.3.10, 1.3.11)	ECD initial training COMAR 12.04.05.	Yearly in-service ECD training COMAR 12.04.05.
<b>Field Training Program - Officer</b> (33.4.3.a, .b, .c, .e, .f, .g, & .h)	Field training program familiarization after being selected, but before service as an FTO.	<ul style="list-style-type: none"> <li>None required.</li> <li>Recommended updates as changes are made to the FTP</li> </ul>
<b>Field Training Program – Police Aide</b>	Field training program familiarization after being selected, but before service as an FTO.	<ul style="list-style-type: none"> <li>None required.</li> <li>Recommended updates as changes are made to the FTP</li> </ul>
<b>Instructor</b>	<ul style="list-style-type: none"> <li>General Instructor, Firearms Instructor, and Firearms Line Instructor, Emergency Vehicle Operations Instructor, Emergency Vehicle Course Safety Officer, Defensive Tactics Instructor, Provisional Instructor, &amp; EVOC Instructor: COMAR 12.04.02.</li> <li>ECD Instructor: COMAR 12.04.05</li> </ul>	Pursuant to requirements in controlling MPTC & COMAR regulations
<b>METERS / NCIC Operator</b> (33.7.2)	Course specified by MDPSCS	Every other year recertification training.
<b>Orientation Training – Departmental</b> (33.7.1)	All newly hired employees: <ul style="list-style-type: none"> <li>The agency’s role, purpose, goals, policies, and procedures.</li> <li>Working conditions &amp; regulations.</li> <li>Responsibilities &amp; rights of employees.</li> </ul>	None required.
<b>Orientation Training – OHR</b>	To all newly hired employees: <ul style="list-style-type: none"> <li>University policies &amp; procedures.</li> <li>Benefits.</li> <li>Health &amp; safety.</li> <li>Facilities,</li> <li>Services &amp; resources available to employees.</li> </ul>	None required.

<b>Police Communications Operator (PCO)</b> <i>(33.7.2)</i>	<ul style="list-style-type: none"> <li>• METERS / NCIC course specified by MDP-SCS</li> <li>• <u>SUPERVISED ON-THE-JOB TRAINING.</u></li> </ul>	Every other year recertification training.
<b>Preliminary Breath Test (PBT) Operator</b>	Certification course specified by the State Toxicologist.	None required.
<b>Rifle – Officer</b> <i>(1.3.9, 1.3.10, 1.3.11)</i>	Long gun qualification COMAR 12.04.02	Long gun requalification COMAR 12.04.02.
<b>Speed Measuring Device</b> <i>(61.1.9)</i>	<ul style="list-style-type: none"> <li>• Course approved by the MPTC or other recognized training program for the type of device, such as RADAR or LIDAR</li> </ul>	None required.
<b>Supervisor – Civilian</b> <i>(33.8.1, 33.8.2)</i>	<ul style="list-style-type: none"> <li>• Pre-service requirements and experiences as described in job description.</li> <li>• Orientation training.</li> <li>• Career counseling familiarization.</li> </ul>	None required.
<b>Supervisor – Police</b> <i>(33.8.1, 33.8.2)</i>	<ul style="list-style-type: none"> <li>• Police Supervisor Training within 12 months after effective date of their respective promotion. COMAR 12.04.01.</li> <li>• Career counseling familiarization.</li> </ul>	None required.