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I. Purpose

This Directive specifies the functions and responsibilities of the Training Office in the areas of recruit, in-service, roll call, advanced, specialized and civilian training.

II. Policy

Training is considered the foundation of all Division activities. Well-trained personnel are better prepared to act decisively and correctly in a broad spectrum of situations. Training also results in greater productivity and effectiveness. It is the policy of the Division to provide training fairly and equitably to all personnel.

III. Organization and Administration

A. Training Goals

The Division's ongoing training goals will include the following:

- 1. Improve service to the community.
- 2. Enhance interaction between the Division and the criminal justice system.
- 3. Educate the police officer in his/her role of exercising authority and discretion.
- 4. Improve productivity and effectiveness through knowledge.
- 5. Utilize the expertise of personnel within the Division and the criminal justice system to provide quality instruction.
- 6. Provide unity of purpose through common training.

B. The Training Coordinator will report to the Professional Standards.

C. Training Office Functions

- 1. The Training Office will be responsible for coordinating the primary training needs of the Division, including:
 - a. Planning, developing, implementing, revising and evaluating training programs.
 - b. During training program development, consideration will be given, but not limited to:
 - (1) Staff and line inspection reports
 - (2) Command staff reports and meetings

- (3) Field reports and observations
 - (4) Training Committee reports
 - (5) Training session evaluations
 - (6) Internal investigative summary reports
 - (7) Suggestions from Division personnel
 - (8) Private and public sector recommendations and utilization of other criminal justice agencies.
 - (9) Accreditation requirements
- c. Supervise the development of lesson plans for in-service courses to include:
- (1) Subject matter, time required, location, attendance type, (mandatory or optional), instructor, instructor qualifications, instructional method (lecture, group discussion, and so on), instructional and operational objectives, resource materials and audiovisual equipment used, testing type and procedures (if applicable) and course evaluation procedures.
 - (2) Review and approval by the Training Committee, the Training Coordinator, Commander, Professional Standards and the Maryland Police and Correctional Training Commissions (MPCTC).
 - (3) Curricula should be job-related to the requirements of job tasks and the Division's mission and goals. Performance objectives will be required to acquaint training participants with information they are required to know, skills that must be demonstrated and evaluating the effectiveness of the training program.
- d. Develop testing procedures to measure the participants' knowledge of the material taught in accordance with mandates of the MPCTC. The testing may include the following formats:
- (1) Written tests in the form of multiple choice, true and false, fill-in-the blanks, short answer or essay questions.
 - (2) Practical exercise developed by the instructional staff.
 - (3) All testing will have a pass/fail cutoff score. A minimum score of 70% for all training programs will be required. The training staff may determine a higher passing score on a session-by-session basis.
- e. Evaluate the course content and instructor(s) through the use of a written evaluation.

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- f. Coordinate any necessary remedial training after completion of a training session. The need for remedial training may be identified by supervisors, Range Master or field inspection by Watch Commanders. If remedial training can be provided informally by Field Operations Branch personnel, it should be done. Persistent deficiencies as well as deficiencies in the areas of weapons use, driving techniques and officer safety will be brought to the attention of the Assistant Chief, Field Operations Branch. The Performance Evaluation System will be used to identify and assist officers who fail to pass remedial training.
 2. Coordinate the notification to all employees of mandatory training sessions and available training opportunities.
 3. Maintain and update training records to include; date(s), lesson plans, members in attendance, testing results, course and instructor evaluation and certificate copies, if available.

NOTE: Training records will not be released to anyone outside of the Division without written approval of the *Chief*.

4. Assist supervisors in ensuring that designated training sessions are attended.
5. Maintain a liaison with state and local training institutions of higher learning to create and foster a cooperative educational partnership.
6. Prepare an annual report of training attended by Division personnel during the preceding year to the Chief and report to the FOP as noted in the collective bargaining agreement.
7. Coordinate the reservation of the Training and Conference Rooms for internal *and external* programs. Ensure that adequate training supplies are available *for internal programs*.
8. Advise personnel who are eligible for reimbursement for training, the procedures outlined in M-NCPPC Practices.

IV. Instructors

A. Selection of Training Personnel

The selection of Division personnel for instructor training will be conducted in accordance with the goals of the Division. To become certified MPCTC instructors, personnel will be required to possess knowledge of the various teaching theories, methods and practices, as well as their teaching ability. Non-staff instructors will be chosen on the basis of expertise and teaching ability. All non-staff instructors who teach in any capacity will forward a lesson plan to the Training *Coordinator*.

B. The Maryland Police Training Commission Mandated Instructor Training

Approved applicants for certification, as instructors will receive the mandated MPCTC instructor training, as well as MPCTC Provisional Instructor status prior to assuming any instructor responsibilities. MPCTC Instructor training includes, at a minimum:

1. Lesson Plan Development
2. Performance Objective Development
3. Instructional Techniques
4. Learning Theory
5. Testing and Evaluation Techniques
6. Resource Availability and Use

C. All instructors must fulfill the mandated MPCTC requirements to retain their instructor status. Firearms instructors at the rank of sergeant and below must complete at least four range dates, as Range Officer or Range Officer in Charge, during a year.

1. Exceptions will be made for those instructors on extended disability (Workers Comp.) or sick (FMLA) leave.
2. Instructors failing to comply will not be scheduled for the following year.
3. Instructors not meeting these requirements may have their MPCTC Firearms Instructor status terminated.
4. One of these dates may be either the Annual Firearms Instructor Range date, or the date of the instructor's shift or unit's attendance at the range.

V. Recruit Training

A. The Division sends qualified recruit(s) to Maryland police academies that are certified by the Maryland Police and Correctional Training Commission (MPCTC). All newly appointed police officer recruit candidates must successfully complete an approved recruit academy training program prior to any routine assignment in any capacity in which the officer is allowed to carry a firearm or is in a position to make an arrest. This does not include the Field Training Program.

1. Entry of police officer recruit candidates into academies may be based on a verbal agreement, followed by a letter of confirmation sent to the respective training academy.
2. Police officer recruit candidates and advanced entry officers, who have successfully completed all entry level training requirements, will be required to successfully complete the current Field Training Program.

B. All advanced-entry police officer recruit candidates must either have current MPCTC certification, or be eligible for certification with completion of comparative compliance training. MNCPP will send officers without current MPCTC certification to a comparative compliance training academy that is certified by the Maryland Police and Correctional Training Commission (MPCTC).

1. Entry of police officer advanced-entry candidates into comparative compliance academies may be based on a verbal agreement, followed by a letter of confirmation sent to the respective training facility.

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2. Advanced entry officers may be assigned to the Field Training Program, pending comparative compliance training, provided they have met the minimum firearms training standards.
- C. The *Commander, Professional Standards or designee* will act as a liaison between this agency and all academies in order to monitor progress and provide additional assistance to the recruits. The *Commander, Professional Standards or designee* will ensure that all police officer recruit candidates are provided with an orientation handbook by the agency running the academy, at the time the academy training begins.
 - D. The police officer recruit candidate training program will at a minimum include:
 1. A curriculum based on job-relatedness to the patrol officer function.
 2. Use of evaluation techniques designed to measure competency in the required skills, knowledge and abilities expected of a patrol officer.
 3. Firearms Training - Division may provide certified firearms instructors to assist in the training and certification of recruits with Division issued weapons.
 4. All other minimum standards of the Maryland Police and Correctional Training Commission (MPCTC).
 - E. All police officer recruit and advanced entry candidates will be expected to comply with all rules and regulations of the academy. They will comply with orders issued by academy staff members. Additionally, the recruits fall under the supervision of *Professional Standards* for legal and liability purposes.
 - F. The Management and Technology Branch will provide all police officer recruits and advanced entry candidates with uniforms, equipment and all other necessary items not provided by the academy in order to participate in training activities.
 - G. All police officer recruits and advanced entry candidates will have access to the M-NCPPC Employee Assistance Program for confidential counseling services.
 - H. Normal financial obligations for academy training will be handled by the Division and/or Maryland-National Capital Park and Planning Commission.
- VI. In-Service Training
- A. All sworn personnel at, or below, the rank of sergeant will annually complete a minimum of eighteen (18) hours of in-service training as mandated by the MPCTC. This training may incorporate the minimum firearms classroom training mandated by MPCTC, as well as legal updates and any other state mandated programs.
 - B. In-service training topics will include topics *that* have been identified by the Chief, *Assistant Chiefs, Professional Standards Commander, Training Coordinator*, or the Training Committee as pertinent to the maintenance of job assignment proficiency.
 - C. All command level personnel with the rank of lieutenant and above will annually complete training that will enhance their knowledge and ability to perform their duties.
- NOTE: Annual training will incorporate the minimum firearms training mandated by MPCTC and any legal updates.

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- D. All employees scheduled to attend in-service training sessions will report to the designated location on the date and time scheduled. Employees will report to each in-service training session in appropriate attire for that session, as determined by the *Commander, Professional Standards or designee*.
- E. During in-service training held off site, all personnel will adhere to any rules and regulations that training staff mandates for safety purposes. Employees will conduct themselves in a professional manner while representing the Park Police.
- F. Annual firearms qualification requirements will meet, or exceed current MPCTC requirements. Current policy is covered in the Firearms Training Directive.
- VII. Shift Briefing Training
- A. Shift Briefing Training is designed to be brief in nature and conducted during Field Operations Branch briefings. These briefings will be held at a time and place to be determined by the supervisor holding the training. This training may include, the following topics:
1. Review of Division Directives, SOP's, memos, etc.
 2. Criminal Law Updates
 3. Officer Safety Topics
 4. Investigative Techniques
 5. Traffic Enforcement Techniques
 6. Local, State, and Federal Law Changes
 7. Uses of Discretion
 8. Review of policies of other criminal justice agencies
 9. Major Incident Critiques
 10. Contingency Plans
 11. Crime Prevention Programs
 12. Crime Scene Processing
 13. Report Writing Techniques
 14. Other topics approved by the Field Operations Branch Assistant Chief
- B. *Shift briefing training may be conducted by any Division personnel. Shift supervisors are responsible for reporting shift briefing training topics to the Training Coordinator.*
- C. Any Shift Briefing Training which is recommended for the entire Field Operations Branch will be coordinated through the Training Office. The scheduling of such training will be coordinated with the Field Operations Branch Assistant Chief.
- D. Formal development of Shift Briefing Training will include the following:
1. Appropriate planning and scheduling for efficient and effective use of time and material coverage.
 2. Identification of the techniques and methods used
 3. Documentation of personnel in attendance
 4. Evaluation of the training

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- E. All personnel attending will be responsible for the application of information received in Shift Briefing Training during the performance of their duties.
 - F. Field Operation supervisors will ensure that documentation of Shift Briefing Training, indicating attendance, times and subject matter is completed and forwarded to the Training Office.
- VIII. Accreditation Training - Familiarization with the accreditation process is to be provided to employees as follows:
- A. To all newly hired employees within a reasonable time after they begin employment.
 - B. To all employees during the self-assessment phase associated with each re-accreditation.
 - C. To all employees just prior to an on-site assessment associated with each re-accreditation.
 - D. *Accreditation manager will receive accreditation manager training within one year of appointment.*
- IX. Advanced Training
- A. Advanced training is provided by the FBI National Academy, the Southern Police Institute, the Northwestern University Traffic Institute or other comparable institutions. This training is designed to improve the professional competence of personnel who have demonstrated leadership abilities.
 - B. The Chief will approve the selection of any member who is chosen to attend any advanced training. The criteria used will be:
 - 1. Meets the requirements of the advanced training institution.
 - 2. Is in a supervisory, command or specialty assignment.
 - 3. Demonstrates leadership abilities.
 - C. Advanced training is designed to supplement and complement MPCTC requirements for supervisory and administrative personnel. Advanced training may include:
 - 1. Management Theory
 - 2. Resource Utilization
 - 3. Conflict Management
 - 4. Organizational Models
 - 5. Supervisory Techniques
 - 6. Problem Solving Techniques
 - 7. Program Evaluation
 - 8. Other topics approved by the appropriate Branch Assistant Chief
- X. Specialized Training
- A. Specialized training provides the necessary skills, knowledge and abilities in addition to those received through basic recruit or other in-service programs. Specialized training may include, but is not limited to:
 - 1. Management Training
 - 2. Supervisory Skills and Techniques
 - 3. Executive Development Training

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4. Technical and specific training pertinent to a particular assignment (e.g., criminal investigations, K-9, special operations, and so on)
- B. Specialized training will be provided to members in the following areas prior to assignment:
1. Radar Operator
 2. PBT Operator
 3. Motorcycle Operator
 4. Horsemounted Rider
 5. Marine Unit
 6. Investigative Response Team
 7. Advanced Collision Investigation Team
 8. Firearms Instructor
 9. K-9 Handler
 10. *Bicycle Patrol*
 11. *ATV*
 12. General Instructor
- C. Specialized training will be provided to members transferred to the following assignments as soon as possible after assuming the position. Every effort will be made to initiate this training within thirty (30) days of the new assignment.
1. Special Services Section
 2. Investigative Services Section - depending on the duties assigned, this training will include subject matter on:
 - a. Applicant Investigations
 - b. Criminal Investigations
 - c. Covert and surveillance operations
 3. *CALEA*
- D. In addition to supervised on-the-job training, specialized training will include the following:
1. Development or enhancement of the skills, knowledge and abilities particular to the area of specialization.
 2. Management, administration, supervision, personnel policies and management and technology services of the function.
 3. Performance standards of the function or component.
 4. Division policies, procedures, rules, and regulations specifically related to the function or component.

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- E. The Training Office will coordinate the evaluation of specialized training received outside the Division. The evaluation will take into account evaluations received from the attendees on the job-relatedness of the training as perceived by the attendees and the strengths and weaknesses of the training. Specialized training that is found to be inadequate will be flagged and reported to Commander, Professional Standards.
1. Nothing will prohibit the specialized training of members by supervisors or other qualified persons on a case-by-case basis to increase job assignment proficiency; as long as it follows the guidelines established in the appropriate collective bargaining agreement.
 2. Division personnel will report to specialized training sessions in appropriate attire, as determined by the Training Coordinator.
 3. During specialized training, while representing the Division, personnel will conduct themselves in a professional manner and will adhere to any rules and regulations that the training staff mandates for safety purposes.

XI. Civilian Training

- A. All persons newly appointed to civilian positions will receive the following training during their first week. The training will be coordinated through the Chief's Administrative Supervisor:
1. Orientation to the Division's role, purpose, goals, policies and procedures.
 - a. All newly hired full or part-time career, contract, or intermittent employees will attend a Division employee orientation provided by the Administrative Office Supervisor and will include:
 - (1) Division's Mission and Problem Oriented Policing Philosophy
 - (2) Division's History
 - (3) Chain-of-command
 - (4) Accreditation Process
 - (5) Job functions
 - (6) Reimbursement procedures
 - (7) Training opportunities
 - (8) Time Cards and related personnel paperwork
 - (9) Computer and Information System Policy Acknowledgement
 - (10) Confidentiality
 - b. The employee's supervisor will meet with the new employee and review the following:
 - (1) Working Conditions
 - (2) Job Expectations
 - (3) Employee's Responsibilities
 - (4) Employee Evaluation (specific to the position)
 2. Working conditions, regulations, responsibilities and rights of the employees.

3. All newly hired, full-time career and contract employees will attend a new employee orientation, provided by the bi-county personnel office. This orientation will include:
 - a. Commission Mission
 - b. Commission History
 - c. Commission Policies
 - d. Commission Structure
 - e. Merit System
 - f. Fair Practices
 - g. Performance Management Program
 - h. Safety and Risk Management
 - i. Employee Programs
 - j. Employee Benefits
 - k. Employee Retirement System

- B. The following civilian job positions require training in addition to orientation prior to, or in conjunction with, the assumption of job responsibilities. This training may be in the form of on-the-job training, conducted by, or under the supervision of, the employee's supervisor.
 1. Communications Section personnel
 2. Records personnel
 3. Property Specialist(s)
 4. Other positions as identified by management

- C. Civilian personnel will receive periodic formal and on-the-job training, coordinated through the civilian's supervisor. This training will include updating job skills, such as computer training, and other skills as identified by the employee's supervisor.

**Approved Park Police Document
Signed Original on File**

End of Directive