



# DEPARTMENT TRAINING

FC No.: 340  
Date: 05-15-17

If a provision of a regulation, departmental directive, or rule conflicts with a provision of the contract, the contract prevails except where the contract provision conflicts with State law or the Police Collective Bargaining Law. (FOP Contract, Article 61)

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## I. Policy

It is the policy of the department to provide appropriate, comprehensive, well developed, and professionally presented training to all members. The Chief of Police has the ultimate responsibility for the development and delivery of all training programs within the department. Authority for the operational execution of these responsibilities is vested in the Director, Training and Education Division.

***Although responsibility to maintain his/her police certification lies with each officer, it is the department's policy that supervisors will ensure that assigned personnel attend and complete all scheduled training including electronic training modules.***

## II. Mandatory Training for Sworn Employees

### A. Probationary Training

Probationary training requires the completion of both the Entry Level Training and the Field Training and Evaluation Programs.

1. Entry Level Training Program - mandatory for all Police Officer Candidates (POC) to successfully complete. The Chief of Police may waive this requirement on a case-by-case basis if the POC has completed an accredited academy and a certificate of comparative compliance has been issued by the Maryland Police Training ***and Standards*** Commission (MPTSC).
2. Field Training and Evaluation Program - (FTEP) begins once a POC completes entry level training and is promoted to Police Officer I.

### B. In-Service Training

Officers will receive annual training that is designed to supplement their current knowledge, skills, and abilities (KSAs). In-Service training is designed to focus on the training needs of various units as well as to cover the broad training requirements needed to fulfill general police responsibilities. This training will be designed to meet the requirements of the MPTSC ***and applicable CALEA Standards***.

C. Roll Call Training

1. The Training Development Section's supervisor will coordinate all aspects of roll call training with identified training coordinators and unit supervisors.
2. Unit supervisors will be responsible for scheduling and conducting roll call training *for all sworn officers* at their geographic location during formal roll call proceedings.
3. Training techniques used to conduct roll call training will be comprised of the use of the department WEB Board, training bulletins, videos, modules, and testing instruments.
4. The Training Development Section supervisor, training coordinators, and unit supervisors will evaluate the effectiveness of roll call training.

**III. Specialty Training**

A. Specialty In-Service Training

Career specialty training will be provided to upgrade the KSAs of those officers assigned to designated specialty areas. This training is intended to enhance employee job satisfaction and to prepare them for more difficult and complex assignments in identified specialty areas or in higher level positions of responsibility and authority. Unit commanders will designate those assignments that require immediate specialty training and also whether the required training will be received in-house or must be provided by an external resource. Individuals assigned to a position designated as a specialty assignment must commence training within 30 days of assignment. The Training Selection Committee will give priority consideration to requests for individuals to attend specialty training that cannot be provided by this department.

B. On the Job Training (OJT)

For those assignments designated as specialty areas, supervisors will be responsible for developing and providing OJT to newly assigned employees. OJT will be based upon a task analysis of the position and will include job tasks, conditions, and standards. It will include an evaluative instrument to record successful completion of the OJT. All OJT must be documented and made a permanent part of the employee's In-Service training record. OJT must commence within 30 days of the individual being assigned to a specialty position. A sample OJT plan is contained within the Career Development Section of the Supervisor's Administrative Manual.

C. Supervisory and Management Training

Supervisory and management training will be provided to officers prior to or immediately following promotion. This training is designed to provide the skills necessary to perform in the new position.

**IV. Returning Military Personnel**

A. *During their first weeks back, the returning service member will be invited to meet with the Chief of Police and the Director of the Personnel Division (or their designees) to be welcomed back to the department. The Director of the Personnel Division will ensure that the Training and Education Division is notified of returning service members, and inform the service member about mandatory training requirements.*

B. *Upon returning to full duty with the department, the officer will be assigned to the PSTA for one week for transition training. During this time, mandatory training requirements of the Maryland Police Training and Standards Commission must be fulfilled along with the following:*

1. *Completion of the current year's in-service training and all missed online in-service modules.*
2. *Weapons qualification must be completed. The officer will qualify with the current county issued police handgun and holster.*
3. *Scenario based training will be conducted to assist in re-integrating the officer into the various aspects of police work.*

4. *All law updates must be reviewed.*
5. *The officer will review and familiarize themselves with function codes, headquarters memorandums, and training bulletins issued in their absence.*
6. *The Director of the Personnel Division must be contacted to ensure there are no outstanding personnel related issues that need addressing.*
7. *Any identified additional training will be administered during this week, as needed, such as MDC, CAD, and report writing system. The PSTA staff will assist with any other areas that the officer feels need additional review.*

**C. Reorientation**

*The reorientation period will be flexible and based upon the individual's and the department's needs.*

**V. Training for Non-Sworn Personnel**

**A. Initial Training**

Upon appointment, every non-sworn employee of the department will be required to attend an orientation session conducted by the county's Office of Human Resources. The Police Personnel Division shall *also* provide *supervisors with a MCPD orientation packet containing information to review with* each new employee. *In addition, each new non-sworn employee will complete an electronic training module covering topics including, but not limited to, ethics and interacting with persons suspected of suffering from mental illness.*

**B. *New non-sworn employees will review and electronically sign*, at a minimum, the following department directives:**

1. FC 210, "Department Mission and Organizational Values"
2. FC 220, "Department Organization and Command Structure"
3. FC 300, "Department Rules"
4. FC 301.F, "Disciplinary Process for Civilians, POCs, and Probationary Officers"
5. ***FC 307, "Employee Personal/Emergency Information"***
6. ***FC 315, "Attendance"***
7. ***FC 370, "Performance Evaluation for Police Employees"***

**C. Annual In-Service Training**

The Training Committee, in conjunction with unit commanders assigned non-sworn personnel, will develop an annual training update. This training will reflect the implementation of community policing, management related initiatives, and task specific items or areas. Specific skills, identified through the job task analysis that generically apply to all non-sworn positions, will form the core of this annual training.

*Non-sworn personnel will complete training at least biennially on ethics and at least triennially on interacting with persons suspected of suffering from mental illness.*

**D. Specialized Training**

Division directors/unit commanders will identify those non-sworn positions which require specialized training in addition to the above orientation. The development of specialized training programs is the responsibility of the individual unit. Refer to section III for direction.

**VI. Training Conducted by Other Than Training and Education Division Staff**

**A. All training conducted or sponsored by units other than the Training and Education Division must meet the developmental and documentation requirements indicated in the Training and Education Division's SOP for outside training.**

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- B. Commanders of units wanting to conduct training or host outside training courses will obtain a copy of the SOP for such training and comply with all requirements of that document and this directive. In cases of conflict, the provisions of this directive will prevail.
- C. The FOP Contract, Article 60, Section E, states, "The County shall develop and annually update a listing of all internal training courses and maintain a listing of those external training courses which the Public Services Academy has identified as supporting the Department's training needs. These lists shall be available for review by all officers".
- D. Approval of the conduct of all outside training is vested in the Director, Training and Education Division, and all disputes arising from the director's decisions may only be resolved by the Chief of Police.

## **VII. Remedial Training**

- A. Supervisors who identify subordinates who are in need of additional training (e.g., firearms use, pursuit driving, report writing, interpersonal skills, etc.) will coordinate directly with the Director, Training and Education Division.

## **VIII. Training Safety**

- A. It is the policy of the department that safety will come first in all training programs. Any participant, whether they are an instructor or a student, has the authority to stop training when unsafe acts are observed. Anyone present may shout the words "CODE RED" to signify a safety problem. Training will immediately cease and not resume until the principal safety officer signifies "CLEAR".

## **IX. Training Records**

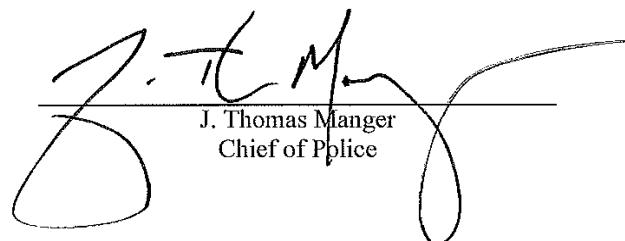
- A. *Training records of employees will be updated following their participation in a training program or on-line training module.*

## **X. CALEA Standards: Chapter 33, 1.1.2, and 41.2.7**

## **XI. Proponent Unit: Training and Education Division**

## **XII. Cancellation**

This directive cancels Function Code 340, effective date **12-01-03 and Headquarters Memorandums 05-04 and 16-01**.



J. Thomas Manger  
Chief of Police