



SYKESVILLE POLICE DEPARTMENT

Training - Instructors

General Order 4-2

Effective: 07/28/17

Authorized By: *Michael A. Spaulding* Chief of Police

I. PURPOSE

To provide the procedures for becoming an instructor as well as the requirements for same, as found in COMAR Title 12, Subtitle 4, Chapter 1, Regulations 14 and 15.

II. POLICY

The Sykesville Police Department in-service training will be conducted by certified Maryland Police and Correctional Training Commission (MPCTC) instructors, as well as those qualified to serve as expert instructors, consistent with the standards of MPCTC.

III. PROCEDURES

A. Instructor Requirements

1. The following process shall be completed for each employee designated as an instructor for the Sykesville Police Department:
 - a. The employee shall:
 - (1) Have successfully completed the applicable probationary period
 - (2) Be knowledgeable in the field of law enforcement or corrections, as applicable
 - (3) Submit a written request to be considered as an instructor, which will include:
 - i. A listing of training experience
 - ii. Areas and levels of expertise
 - iii. Reasons why the employee believes he/she would be an asset to existing training programs or to the development of new programs
 - iv. The written endorsement of the Training Supervisor
 - v. The written approval of the Chief of Police
 - b. The request shall be returned to the Training Supervisor, with the Chief's endorsement.
 - c. If approved, the Training Supervisor shall schedule a date for Instructor Training School with MPCTC.

- d. The requesting employee shall either
 - (1) Successfully complete the required course of instruction, which will include instruction in areas outlined section 3 below (Instructor Training), and be issued a Provisional Instructor Training Certificate by MPCTC; or
 - (2) Obtain an exception or waiver from MPCTC based on his/her skills and/or education, and be considered a Subject Matter Expert by MPCTC, as outlined in section D, subsections 5 & 6 below.

B. Descriptions of the various types of instructor certificates and exceptions are delineated in the following MPCTC regulations:

Title 12, Subtitle 04, Chapter 01, Regulations .14 and .15

C. Certification Procedures for Instructors (12.04.01.14)

1. Certification Required

- a. Unless exempt under Regulation .15 of 12.04.01, only an instructor certified by the Commission may provide instruction in Commission-approved training if the police officer or law enforcement agency intends to apply the training received toward the Commission's requirements for police officer certification under this chapter.
- b. Depending on the experience and qualifications of an applicant for instructor certification, the Commission may certify an instructor as:
 - (1) A provisional instructor; or
 - (2) An instructor

2. Application for Instructor Certification

- a. An individual may apply to the Commission for certification as:
 - (1) A general instructor;
 - (2) A firearms instructor;
 - (3) A firearms line instructor;
 - (4) An emergency vehicle operations instructor;
 - (5) An emergency vehicle course safety officer; or
 - (6) A defensive tactics instructor; or
 - (7) An electronic control device instructor

- b. An individual applying for Commission instructor certification under this regulation shall complete, sign, and submit to the agency head or training director, or a designee, an instructor certification application indicating the type of instructor certification requested.
- c. The agency head or training director shall sign the application and forward the application to the Commission.
- d. The agency head or training director shall submit documentation to the Commission establishing that the applicant is competent to provide instruction in the areas for which instructor certification is being requested.
- c. An applicant for instructor certification shall comply with Commission regulations.

3. Instructor Certification Renewal

An applicant for renewal of instructor certification shall comply with the procedures and requirements provided under section 2 above.

4. Certification—Suspension or Revocation

- a. If the Commission has reason to believe that a Commission-certified instructor has not provided instruction, maintained records, or has otherwise violated Commission requirements, the Deputy Director shall notify the instructor's agency head or training director, in writing, of the allegations.
- b. The Deputy Director shall set a hearing date and time at which the instructor may respond to the allegations.
- c. After conducting a hearing and reviewing relevant information, the Deputy Director shall determine whether the allegation is supported by fact.
- d. If the Deputy Director determines the allegation is supported by fact, the Deputy Director may temporarily suspend or permanently revoke the instructor's certification.
- e. Regardless of whether the Deputy Director decides to suspend, revoke, or continue instructor certification, the Deputy Director shall provide written findings of fact to the instructor, the agency head, and the training director.

- f. An instructor may appeal a decision of the Deputy Director to the Executive Director.

D. Instructor Certification Standards (12.04.01.15)

1. Provisional Instructor Certification

- a. The provisional instructor certification:

- (1) Is for an instructor with limited experience as an instructor;
- (2) Is valid for a maximum of 1 year and requires exceptional circumstances for the Commission to renew;
- (3) Does not authorize a provisional instructor to:
 - i. Instruct Commission-required firearms training;
 - ii. Conduct annual firearms qualification;
 - iii. Instruct or conduct emergency vehicle operations training;
 - iv. Instruct or conduct defensive tactics training in police entrance-level training; or
 - v. Instruct or conduct electronic control device training.

- b. Commission requirements for provisional instructor certification include:

- (1) A high school diploma, or a GED certificate or diploma recognized by the State Board of Education; and
- (2) Compliance with Commission regulations.

2. Instructor Certification

- a. Commission instructor certification:

- (1) Is for an instructor with extensive training and experience in a particular subject area;
- (2) Is valid for up to 4 years and may be renewed; and
- (3) Does not authorize an instructor to:
 - i. Instruct Commission-required firearms training;
 - ii. Conduct annual firearms qualification;

- iii. Instruct or conduct emergency vehicle operations training;
 - iv. Instruct or conduct defensive tactics training in police officer entrance-level training; or
 - v. Instruct or conduct electronic control device training.
- b. Commission requirements for instructor certification include:
 - (1) A high school diploma, or GED certificate or diploma recognized by the State Board of Education;
 - (2) A minimum of 2 years of experience in the public safety community;
 - (3) Completion of the approved instructor training program under section 3 below; and
 - (4) At least two evaluations of the individual's teaching performance under section 4 below, during the period of certification as a provisional instructor.

3. Instructor Training Program

- a. An academy, school, or law enforcement agency may conduct instructor training and use that training to meet Commission requirements under this regulation if:
 - (1) The training is submitted to and approved by the Commission under this regulation;
 - (2) Instructors providing the training are certified by the Commission; and
 - (3) The instructor training:
 - i. Is comparable to the instructor training conducted by the Commission; and
 - ii. At a minimum contains subject matter identified in this section.
- b. The Commission requires that instructor training under this regulation includes:
 - (1) An introduction to:

- i. The basic concepts of learning and teaching,
 - ii. The role of training in the criminal justice profession, and
 - iii. Classroom management techniques;
 - (2) Effective speech techniques;
 - (3) Preparation and use of audiovisual training aids;
 - (4) Development of training objectives;
 - (5) Development of lesson plans; and
 - (6) Laboratory experience in presentation of mock classroom lesson plans.
- c. A training director or agency head shall submit proposed instructor training for approval a minimum of 20 working days before the start of the training.

4. Instructor Evaluation

- a. The Commission requires that an evaluation of an applicant for instructor certification be:
 - (1) Conducted by a certified instructor or Commission-approved subject matter expert in the area that the applicant is applying for instructor certification;
 - (2) A minimum of 1 hour; and
 - (3) Recorded on a form approved by the Commission.
- b. A Commission-approved academy, school, or law enforcement agency that has a formalized method for conducting Commission-required evaluations of Commission approved provisional instructor training may be exempt from the requirements of this section.
- c. The Commission may consider an unsatisfactory evaluation or commentary by a Commission-certified instructor grounds to deny instructor certification.

5. Exceptions to Instructor Certification

- a. An instructor providing Commission-approved training of 3 hours or less is exempt from the Commission's instructor certification requirements for that specific training.
 - b. The Deputy Director may determine that the following are exempt from Commission instructor certification requirements:
 - (1) A member of the Bar, medical profession, or other similar profession currently licensed or certified by the State or a nationally recognized organization when providing instruction in the area in which the individual is currently licensed or certified;
 - (2) A community college, 4-year college, or university faculty member providing instruction in the area in which the faculty member is currently employed;
 - (3) A currently certified emergency medical care or advanced first aid instructor; or
 - (4) Other exemptions considered appropriate by the Deputy Director.
6. Waiver of Commission-Required Instructor Training for Instructor Certification
- a. An individual, training director, or agency head may submit a written request for a waiver of instructor certification to the Deputy Director for an individual who has not completed the Commission-required instructor training.
 - b. Individuals eligible for a waiver include:
 - (1) A training director of a class I or II academy;
 - (2) A subject matter expert with significant training and experience in the subject area to be taught; or
 - (3) An individual certified or licensed as an instructor by another organization to teach, certify, or license others in a specific subject area.
 - c. For the Commission to consider an individual for exemption under this regulation, the individual shall:

- (1) Be previously or currently Commission-certified as a provisional instructor;
 - (2) Demonstrate the knowledge, skill, and ability to develop and conduct training, through the review of objectives, lesson plans, and repeated performance; and
 - (3) Have received at least four Commission-acceptable instructor evaluations in the last year by a staff member of the Police and Correctional Training Commissions or a certified instructor designated by the Deputy Director.
- d. An individual, training director, or law enforcement agency requesting a waiver under this regulation shall submit the following to the Commission:
- (1) An application for certification as an instructor;
 - (2) A request for waiver of the instructor training program;
 - (3) Instructor evaluation as described under section 6 c. (3) above; and
 - (4) Other information necessary for the Commission to assess the request.

E. Selection and Supervision of Guest Instructors

1. Outside instructors and programs will be approved in advance by the Chief of Police upon recommendation of the Training Supervisor.
2. In order for personnel attending training provided by an outside instructor to receive MPCTC course credit, one of the following must be true:
 - a. The instructors must be approved and certified by MPCTC; or
 - b. An instructor not meeting MPCTC instructor certification must be assisted by an assigned Police Department certified instructor.
3. All MPCTC requirements must be met
4. Evaluations will be completed by
 - a. Students for all guest instructors, through use of the student evaluation forms

- b. The assigned instructor, using an instructor evaluation form, for all guest instructors not certified by MPCTC.

IV. CANCELLATIONS

This General Order cancels and replaces the following policies:

General Order 33.3, entitled Training - Instructors, dated December 6, 2001.