



# SYKESVILLE POLICE DEPARTMENT

Training – Organization and Administration

General Order 4-1

Effective: 07/25/17

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

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## I. PURPOSE

To provide the procedures for the Sykesville Police Department Training Program that allows for continual growth and learning for its employees.

## II. POLICY

The Sykesville Police Department shall provide training each year to all members of the Department – sworn and civilian - through in-service education and training programs that will meet or exceed the minimum standards of the Maryland Police and Correctional Training Commissions (MPCTC).

## III. PROCEDURES

### A. Goals of Training Programs

The Police Department training goal is to meet or exceed the minimum standards of the MPCTC, provide instruction which addresses staff development and needs of the Department and its members, and provide appropriate training in a consistent manner.

### B. Training Function

1. Primary responsibility for the law enforcement training function shall be that of the Training Supervisor.
2. Responsibilities for the training function and of the Training supervisor shall include:
  - a. Coordinating all training programs involving Department personnel
  - b. Planning, developing, and implementing all Department training programs
  - c. Coordinating the selection of instructors (see G.O. 4-2)
  - d. Maintaining and coordinating the revising/updating of lesson plans and summaries
  - e. Scheduling and notifying personnel of required and available training

- (1) This shall be coordinated with supervisors, the Administrative Assistant and the Chief.
  - (2) Notification shall be effected by email notification advising employees of in-service or specialized training to which they have been assigned. This email message will contain all details including course name, course dates, travel, lodging, etc.
- f. Ensuring that required training programs are attended
  - g. Maintaining training records, and internal and external reports regarding training, including records and reports to other agencies which utilize the department for in-service training programs.
  - h. Coordinating the evaluation of training programs and instructors and advising the respective supervisors in preparing evaluations of:
    - (1) New instructors selection process (see G.O. 4-2)
    - (2) Outside instructors and programs
    - (3) New programs of instruction
  - i. The Training Supervisor will act as the liaison with MPCTC for the department.

C. Annual Review of Training Programs

1. The Sykesville Police Department training programs shall be reviewed by the Chief of Police annually to ensure that they comply with:
  - a. Personnel and operational needs
  - b. Legal requirements
  - c. Agency policies
  - d. MPCTC regulations
2. The evaluation process shall include
  - a. A review of new laws, court decisions, and agency directives
  - b. An evaluation of the training programs (in-service)

- c. The identification of problems associated with physical facilities, materials, or scheduling
  - d. Consultation with agency supervisors
  - e. A review of the number of persons trained, and the extent of training provided
3. An annual report will be done to include:
- a. Evaluation of in service training programs
    - (1) Effectiveness
    - (2) Recommendations for additions, updates, and/or revisions
  - b. Recommendations for proposed in service training programs for the following year
  - c. Evaluation of academy programs available
  - d. Need for remedial training
4. The Training Supervisor shall ensure lesson plans are reviewed and revised at least every three years as required by MPCTC.

D. Resources for Use in Development of Training Programs

The Chief of Police and Supervisors/instructors shall routinely use the following department resources in training program development:

- 1. Staff reports and/or meetings
- 2. Field personnel's input and observations
- 3. Internal Affairs and investigative reports
- 4. Use of Force reports

E. Training Attendance Requirements

- 1. All members of the Sykesville Police Department shall attend annual in-service training which is directly job-related, consistent with safety and personal improvement, and meets department requirements. Sykesville

Police Department requirements meet or exceed MPCTC regulations, both of which are as follows:

- a. Sworn personnel:
  - (1) MPCTC - 18 hours of approved in-service training [Title 12, Subtitle 04, Chapter 01, Regulation .12, Section (A) through (G)]
  - (2) Police Department - additional hours/courses as designated by the Chief
- b. Civilian personnel
  - (1) MPCTC - N/A
  - (2) Police Department - additional hours/courses as designated by the Chief

2. The following in-service training for various categories of employees is mandated by outside agencies:

a. Law enforcement personnel -

Blood borne Pathogens	Annually	OSHA
Firearms Classroom	Annually	MPTC
Firearms Qualification	Annually	See 1.3.11
ASP Baton	Annually	Monadnock
O.C. Spray	Annually	MSI
Rape / Sexual Assaults	Every 3 years	MPTC
Victim Witness	Every 2 years	MPTC
First Responder	Every 3 years	MPTC/MIEMS
NCIC recertification	Every 2 years	State of MD
Care and handling of victims of rape/sex offense	Every 3 years	MPCTC
Treatment crime victims	Every 3 years	MPCTC
Rights available to victims	Every 3 years	MPCTC
Identity fraud	Every 3 years	MPCTC
Taser	Annually	MPCTC
C.P.R	Every 2 years	Red Cross

3. The Chief and Supervisors shall ensure that their personnel are scheduled for courses of instruction that will meet Police Department requirements.

4. The Training Supervisor will review attendance, and will advise the Chief of any unexcused absences.
5. Authorized excuses from in service training, advanced training, specialized training, or any other assigned training are limited to:
  - a. Excused sick leave - personnel must notify their supervisor and the Training Supervisor when requesting sick leave on days of scheduled training, using procedures established in Rules of Conduct 15-4 and General Order 2-8.
  - b. Pre-approved authorization - requests, time permitting, must be in writing and submitted through the chain of command to the Training Supervisor, who will, contact the affected supervisor and provide alternative training dates.
  - c. Court appearances - notification must be in writing, time permitting, and submitted through the chain of command to the Training Supervisor, who will, contact the affected supervisor and provide alternative training dates.
  - d. Emergencies - personnel must notify their supervisor and the Training Supervisor, who will contact the affected supervisor and provide alternative training dates.
6. All personnel who incur an excused or unexcused absence shall contact the Training Supervisor upon their return to duty to arrange for rescheduling. The Supervisor will, with approval, reschedule necessary makeups, and notify the employee via an email message.
7. Training Files
  - a. By appointment, individual training files will be available for individual inspection at the completion of the calendar year.
  - b. Individuals may, at their expense, copy their training file.
  - c. Copies of the individual training certificates will be placed in each employee's training file.
  - d. The Training Supervisor will prepare for the Chief's approval and submission to MPCTC an annual in-service training report for all applicable personnel.

F. Reimbursements to Employees for Outside Training

1. The police Department reimbursement policy for personnel attending authorized training will be as follows:
  - a. Training requests shall be submitted by personnel in sufficient time to allow 30 days processing by the Training Supervisor. They shall be submitted via the chain of command to the Chief of Police. Requests not submitted within this time frame must be accompanied by written justification indicating the reasons(s) why proper notice could not be given.
  - b. The Training Supervisor shall assess funding, needs, and prior courses attended; and make a recommendation to the Chief of Police.
  - c. The Chief will make the final determination.
  - d. All employees assigned to advanced, specialized, or in-service training outside of the Police Department will be paid their regular salary during such training.
  - e. Personnel assigned to training outside the immediate area will be permitted to travel in a SPD vehicle, if available. Personnel who are required to travel in their personal vehicle may be permitted mileage reimbursement at the current reimbursement rate. These will be decided on a case-by-case basis by the Chief of Police.
  - f. Overtime requests for training courses (course and/or travel time) must be approved in advance through the chain of command.

G. Resources of Public and Private Organizations

The Police Department will make use of offers to use public and private resources such as members from the Maryland State Bar Association, medical profession, social services, Juvenile Justice Administration, and private business groups to provide relevant in-service training. These outside resources will be used upon approval of the Chief of Police when course content is deemed applicable and beneficial.

H. Training Provided to and by Other Agency Personnel

1. The Police Department shall provide MPCTC-approved in-service training programs to other agencies, and attend training at other criminal justice agencies to meet specific needs and enhance the quality of the training effort.

2. The Training Supervisor will use one or more of the following methods to disseminate information to other agencies about available Police Department training:
  - a. Email Message
  - b. Direct networking
3. Training provided by other agencies will be coordinated through the Training Supervisor, who will ensure compliance with MPCTC guidelines (when appropriate) and advanced training requirements. Instruction that is not deemed acceptable by the Chief of Police will not be credited as Department training hours without the Chief's written authorization.
4. The purpose of this cooperation will be to increase effectiveness, improve coordination, and promote better understanding among the participating agencies.

I. Training Facilities

The Training Supervisor will maintain a list of training facilities available for use by the Police Department, as well as capacities of and equipment available at each. Facilities available for classroom teaching and/or practical exercises include:

1. Sykesville Police Department
2. Local Fire Departments
3. Sykesville Town Buildings and Properties
4. MPCTC Facilities
5. Springfield Hospital facilities

J. Use of Job Task Analyses in Development of Training Programs

1. MPCTC uses job task analyses in developing entry level law enforcement and correctional academies.
2. The Training Supervisor will use job task analyses to assist in providing in-service training based on job-related tasks.

K. Performance Objectives for Training Programs

1. The objective of all in service and specialized training is to improve the skills, knowledge and abilities of Police Department personnel.
  - a. All in-service training in compliance with MPCTC regulations will have course objectives for each lesson plan. All participants will be administered a written pre-test and post-test to determine whether they have acquired the knowledge necessary to meet these objectives.
  - b. For those courses requiring practical sessions - such as C.P.R., firearms, etc. - a demonstration-of-proficiency test will also be administered.
2. All employees will have opportunities for input in the development of training that is pertinent to their job requirements through the following means:
  - a. Written recommendations to the Training
  - b. Recommendations through staff meetings
  - c. Recommendations through course evaluations

L. Requirements for Lesson Plans

All in-service lesson plans shall:

1. Follow Police Department guidelines and format for lesson plan development.
2. Be consistent with the MPCTC standards

M. Approval Process for Training Programs

1. A proposed lesson plan and lesson summary cover sheet shall be submitted to Training Supervisor by the respective instructor for each course.
2. Upon receipt, Training Supervisor will review the proposed lesson plan/summary checking for accuracy and compliance with MPCTC and Police Department requirements. Upon completion of review, the lesson plan shall be forwarded to the Chief for approval.
3. Upon receipt, the Chief will review the proposed lesson plan/summary for final approval.

4. Upon approval by the Chief, lesson approval applications will be submitted to MPCTC by the Training Supervisor at least 30 days prior to the scheduled date of the course.
5. During semi-annual meetings, the Chief of Police will review all newly revised and proposed lesson plans for compliance with MPCTC and Department requirements.
6. Annually, all lesson approval applications intended for use in the upcoming year are due to MPCTC by January 1. The Training Supervisor shall prepare and submit them to MPCTC upon the Chief's approval.
7. Outside training conducted by other agencies should receive prior approval by the MPCTC. A letter of completion for all participants should be forwarded to the Training Supervisor with the MPCTC approval number, course hours, and employee identification and social security number.
8. Training conducted outside the state of Maryland may be counted as advanced or specialized training hours, and will not count towards the mandated hours without meeting MPCTC and the Chief's approval.

N. Testing in Training Programs

1. All MPCTC-approved in-service training shall be augmented by written and/or practical tests. Practical testing shall be provided where applicable. All tests will be directly related to performance objectives. A minimum passing score of 70% shall be required for all employees on all post-tests, recorded on Pre/Post Test Form.
2. Credit for advanced or specialized training will require successful testing (minimum of 70%) when called for as part of that specific course.

O. Remedial Training

1. Any areas of concern brought forth by supervisory personnel will be addressed at staff meetings. The Chief and staff will determine whether remedial training should be provided in an effort to correct the area of concern.
2. Remedial training will be provided when supervisory staff recognize or are made aware of needs based on job performance or when in-service testing falls below the required minimum score.

P. Personnel Training Records

1. Documentation of attendance shall be as follows:
  - a. Instructors shall submit all Course Attendance Rosters and Course Evaluation Forms to the Training Supervisor within 48 hours of completion of each course.
  - b. Employees who attend approved training not provided by the Police Department shall ensure that one of the following occurs immediately following completion:
    - (1) The Training Supervisor receives a copy of a certificate documenting successful completion of the course, or
    - (2) The Training Supervisor is notified in writing of the employee's attendance and successful completion, as well as outline or summary information of the course content, if certificates or other documentation are not issued.
2. The Training Supervisor shall at the conclusion of each course of instruction enter into the MPCTC Online Class Registration System the MPCTC approval number and all pertinent information regarding the training course.

Q. Course Training Records

1. Completed attendance rosters and evaluation forms shall be maintained by the Training Supervisor in individual files by year and training topic. The attendance rosters will contain the rank, names, social security numbers, identification numbers, as well as pre- and post-test scores.
2. Lesson plans will be kept in separate files from the attendance rosters and evaluation forms. Each revision of every lesson plan will be dated and maintained on file indefinitely by Training Supervisor.

R. Release of Personnel Training Records

Training records shall only be released:

1. To an employee submitting a written request
2. Under court order
3. To another law enforcement agency upon written request and a Release of Information Form from the employee, and approval by the Training Supervisor.

4. In full compliance with all existing federal, state and local laws addressing the rules of privacy
5. As directed by the Chief of Police.

#### **IV. CANCELLATIONS**

This General Order cancels and replaces the following policies:

General Order 33.1, entitled Training – Organization and Administration, dated December 6, 2001.