



***Maryland-National Capital Park Police
Prince George's County Division***



DIVISION DIRECTIVE

TITLE TRAINING			PROCEDURE NUMBER PG710.0
SECTION Administrative Procedures	DISTRIBUTION A	ISSUE DATE 02/08/08	REVIEW DATE 01/01/11
REPLACES PG710.0 "Training", issued 02/15/02			
RELATED DIRECTIVES PG710.1, 710.2	REFERENCES CALEA 33	AUTHORITY Commander Larry M. Brownlee, Sr.- Division Chief	

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

1. The Division's ongoing training goals will include the following:
 - a. Improve service to the community.
 - b. Enhance interaction between the Park Police and the criminal justice system.
 - c. Educate the police officer in his/her role of exercising authority and discretion.
 - d. Improve productivity and effectiveness through knowledge.

Training PG710.0

- e. Utilize the expertise of personnel within the Division and the criminal justice system to provide quality instruction.
- f. Provide unity of purpose through common training.

B. Staffing

- 1. The Training Office will be staffed by one or more employees. The senior officer will be designated as the Training Officer and be responsible for the function of the Training Office. A Training Coordinator may be appointed to assist the Training Officer with any necessary duties.

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. The following will be considered during training program development:
 - 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.
 - c. Develop lesson plans for all courses to include:
 - 1) Subject matter, time block, 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) A process which includes review and approval by the Training Officer, the Training Committee, the Maryland Police Training Commission (MPCTC) as necessary, and the Division Chief's.
 - 3) The curricula should be job-related to the specific requirements of job tasks. Performance objectives will be required to acquaint training participants with information they are required to know,

**Training
PG710.0**

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 MPTC. 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.
 - f. Coordinate any necessary remedial training after completion of a training session. The need for remedial training may be identified by supervisors or field inspection by Operation Duty Officers (ODO). If remedial training can be provided informally by Field Operations 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 appropriate Assistant Chief. The Performance Evaluation System will be used to document the performance of 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.
 - a. Training records will not be released to anyone outside of the Division without written approval of the Division Chief.
 4. Assist in ensuring that designated training sessions are attended.
 5. Maintain an active liaison with the local community college and/or any other institutions of higher learning to create and foster a cooperative educational partnership.

**Training
PG710.0**

6. Forward an annual report of all advanced and specialized training attended by personnel during the preceding year to the Chief, Park Police Division and monthly reports to the FOP as noted in the collective bargaining agreement.
7. Coordinate and make reservations for facilities to hold internal programs and ensure that adequate training supplies are available. (I.e. College Park Community Center).
8. Advise personnel that are eligible for reimbursement for training to refer to procedures outlined in M-NCPPC Practice #3-10 "Expense Reimbursement for Travel, Meetings, and Conferences".

IV. INSTRUCTORS

A. Selection of Training Personnel

The selection of Division personnel for instructor training will be conducted in accordance with the Requests for Training Procedures as defined in Division Directive PG710.1 – "Requests for Training". Instructors will have knowledge of the various teaching theories, methods and practices, as well as the ability to communicate to varied groups. 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 Officer.

B. The Maryland Police and Correctional Training Commission Mandated Instructor Training

All instructors will receive the mandated MPCTC instructor training. Instructor training will include, 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. Instructors will remain in their training position as long as they fulfill the requirements mandated by the MPTC and meet the needs of the Division.

V. RECRUIT TRAINING

- A. All newly appointed officer 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. **(Entry of new recruits into academies may be based on a verbal**

**Training
PG710.0**

agreement, followed by a letter of confirmation sent to the respective training academy.) This does not include the Field Training Program.

1. Recruits and advanced entry officers, who have successfully completed all entry level training requirements, will be required to successfully complete the Field Training Program as outlined in Division Directive PG710.3 – “Field Training and Elevation”.
- B. All advanced-entry officers must either have current MPCTC certification or be eligible for certification with completion of comparative compliance training. **(Entry into the training facility may be based on a verbal agreement, followed by a letter of confirmation sent to the respective training facility.)** 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 Training Officer will ensure that all new recruits are provided with an orientation handbook at the time the academy training begins by the agency running the academy.
- D. The recruit 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. Minimum standards of the MPCTC.
- E. All recruits will be expected to comply with all regulations and orders issued by academy staff members.
- F. All recruits will have access to the M-NCPPC Employee Assistance Program for confidential counseling services.

VI. IN-SERVICE TRAINING

- A. All sworn personnel with the rank of sergeant and below will annually complete a minimum of 18 hours of in-service training as mandated by the MPCTC. This training will incorporate the minimum Firearms Qualification mandate set by MPTC, as well as any other state mandated programs.
- B. In-service training topics will include topics, which have been identified by the Chief, Park Police Division, Training Officer, 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 (such as In-Service Training) that will enhance their knowledge and ability to perform their duties.

**Training
PG710.0**

- 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 Training Officer.

VII. ROLLCALL TRAINING

- A. Roll call training is designed to be brief in nature and conducted during Field Operations briefings. These briefings will be held at a time and place to be determined by the supervisor holding the training. Roll call training may include the following topics but are not limited to:
 - 1. Review of General Orders
 - 2. Ethics and Criminal Law Updates
 - 3. Officer Safety Topics
 - 4. Investigative Techniques
 - 5. Traffic Enforcement Techniques and Biased Based Profiling
 - 6. Local, State, and Federal Law Changes
 - 7. Uses of Discretion
 - 8. Review of policies of other criminal justice agencies
 - 9. Major Incident Critique
 - 10. Contingency Plans
 - 11. Crime Prevention Programs
 - 12. Crime Scene Processing
 - 13. Report Writing Techniques
 - 14. Other topics approved by the Field Operations Assistant Chief
- B. Roll call training will be conducted by the shift supervisor or a designee if the subject matter is supported by written documentation such as Division Directives, standard operating procedures, or any other authorized written documents. Roll call training should be approved by the shift Lieutenant prior to the presentation.
- C. Any roll call training, which is recommended for the entire Field Operations, will be coordinated through the Training Office. The scheduling of such training will be coordinated with the Field Operations Assistant Chief.
- D. The development of roll call training will include but is not limited to 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

**Training
PG710.0**

- E. All personnel attending roll call training will utilize and be responsible for information received in the performance of their duties.
- F. Shift supervisors will ensure that written documentation of roll call training, indicating attendance, is completed and forwarded to the Training Office.

VIII. ACCREDITATION TRAINING

- A. Familiarization with the accreditation process is to be provided to employees as follows:
 - 1. To all newly hired employees within thirty days after they begin employment or within thirty days after the completion of recruit training.
 - 2. To all employees during the self-assessment phase associated with achieving initial accreditation and each re-accreditation.
 - 3. To all employees just prior to an on-site assessment associated with initial accreditation and each re-accreditation.
- B. Employees assigned to the position of Accreditation Manager shall receive specialized Accreditation Manager training within one year of being appointed.

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 officers who have demonstrated leadership abilities.
- B. The Chief, Park Police Division, 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. The Chief, Park Police Division, will make the determination whether an advanced training graduate maintains their current assignment upon graduation or is placed in another assignment.
- D. The advanced training is designed to supplement and complement MPTC requirements for supervisory and administrative personnel. Advanced training may include but is not limited to:
 - 1. Management Theory
 - 2. Resource Utilization
 - 3. Conflict Management
 - 4. Organizational Models

**Training
PG710.0**

5. Supervisory Techniques
6. Problem Solving Techniques
7. Program Evaluation
8. Other topics approved by the appropriate Assistant Chief's.

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
 4. Technical and specific training pertinent to a particular assignment (e.g., criminal investigations, tactical special operations, accreditation, and so on)
- B. Specialized training will be provided to members in the following areas prior to assignment:
 1. Radar/LIDAR Operator
 2. PBT Operator
 3. Motorcycle/Bicycle/ Operator
 4. Horse mounted Rider
 5. Firearms 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. Tactical Unit Team
 2. Applicant/Internal Affairs Services
 3. Criminal Investigation Unit
- 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.
- E. All outside training will require a written critique. Said critique shall be submitted to the Training Office, via the Area Operations chain of command, no

**Training
PG710.0**

later than ten calendar days upon the completion of the training. At a minimum, the following information will be included:

1. Type of training received;
2. Strengths and weaknesses as perceived by attendee;
3. Job relatedness; and
4. Recommendations or Disapproval of similar training.

Any relevant materials received during the training that may facilitate future training programs may be included with the critique.

- F. 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 collective bargaining agreement.

XI. REMEDIAL TRAINING

- A. The need for remedial training may be identified by supervisors or field inspection. If remedial training can be provided informally, 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 officers Assistant Chief. The Performance Evaluation System will be used to document performance of officers requiring formal remedial training.

XII. CIVILIAN TRAINING

- A. All persons newly appointed to civilian positions will receive the following training during their first week on the job, which will be coordinated through the Office of the Division Chief:
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 Office of the Division Chief staff and their respective supervision 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) Confidentiality

**Training
PG710.0**

- 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.
 - a. 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:
 - 1) Commission Mission
 - 2) Commission History
 - 3) Commission Policies
 - 4) Commission Structure
 - 5) Merit System
 - 6) Fair Practices
 - 7) Performance Management Program
 - 8) Safety and Risk Management
 - 9) Employee Programs
 - 10) Employee Benefits
 - 11) 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. Dispatchers
 - 2. Park Police Volunteers
 - 3. Records clerks
 - 4. Property Specialist
 - 5. Other positions as identified by management
 - C. All civilian personnel will receive annual on-the-job training coordinated through the civilian's police supervisor. This training should also include updating job skills, such as computer training, and so on.
 - D. Park Police Volunteers will receive training in radio procedures, traffic direction and control, and basic first aid as soon as possible after assignment to the position. This training will be coordinated by the Support Operations Assistant Chief.

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