



# Policy 1719

Subject	
<b>POLICE OFFICER CERTIFICATION</b>	
Date Published	Page
<b>4 April 2017</b>	<b>1 of 3</b>

*By Order of the Police Commissioner*

## POLICY

1. **Certification.** The Police Training and Standards Commission (PTSC) is empowered under State law to renew the certification of police officers based upon the successful completion of annual and promotional training requirements.
2. **Credentials.** A wallet-sized card has been created to serve as evidence of certification and shall be displayed any time the officer's authority to enforce the Public Laws of Maryland is questioned.
3. **Rules and Regulations.** The Baltimore Police Department (BPD) shall adhere to the rules and regulations adopted by the PTSC.

## GENERAL

### **Member**

1. Carry the PTSC certification card while on-duty and display the card as evidence of certification any time certification is questioned by judicial authority, relative to the enforcement of the Public Local Laws of Maryland.
2. Send administrative reporting of lost, stolen or mutilated cards to your Commanding Officer.
3. Surrender your PTSC certification card to a supervisor upon request.

### **Supervisor**

1. Collect/Return PTSC certification cards from members when their police powers are suspended/restored (see Policy 304, Suspension Procedures).
2. Complete a Duty Status Change Form, 344 every time a member has their duty status changed (e.g., suspended, light duty, full duty, etc.) and forward it to the Human Resources Section (HRS) at [Dutystatuschange@BaltimorePolice.org](mailto:Dutystatuschange@BaltimorePolice.org).

### **Commanding Officer**

1. Ensure that academic and firearms in-service training is successfully completed each calendar year by sworn members of your command and that sworn members of your command have current PTSC certification cards.

- 1.1. Ensure that a Change of Duty Status Form, 344 is completed immediately if a member of your command is unable to complete the academic and/or firearms portion of In Service Training.
- 1.2. If members have not met the certification requirements, their powers shall be suspended on or by December 31<sup>st</sup> of that calendar year.
2. Send administrative reports of stolen, lost or mutilated certification cards to the Professional Development and Training Academy (PDTA).
3. At the direction of PDTA, collect the certification card from any member for failure to successfully complete training.

**NOTE:** Whenever a member's certification has lapsed or been suspended, assign the member to non-law enforcement duties.

### **Professional Development and Training Academy**

1. Obtain PTSC certification cards and replacement cards from the PTSC for all eligible sworn members of the BPD and send them to the appropriate Commanding Officer.
2. Inform the appropriate Commanding Officer when a sworn member fails to successfully complete in-service training.

### **Human Resources Section**

1. Receive Duty Status Change Form, 344 and create a Notice of Personnel Action.
2. Notify PTSC of the Notice of Personnel Action.
3. Maintain a hard copy of the Notice of Personnel Action and the Form 344 in the member's personnel jacket.

### **APPENDIX**

- A. Personnel Duty Status Change, Form 344

### **RESCISSION**

Remove and destroy/recycle General Order Q-9, *Police Officer Certification*, dated 5 December 2001.

### **COMMUNICATION OF POLICY**

This policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.

**APPENDIX A**

Personnel Duty Status Change, Form 344

Personnel Duty Status Change  
Form 344

**POLICE DEPARTMENT  
BALTIMORE, MARYLAND**

**TO:** COMMANDING OFFICER, HUMAN RESOURCES

**VIA:** OFFICIAL CHANNELS

**FROM:** \_\_\_\_\_

**MEMBER:** \_\_\_\_\_  
Last Name First Name M Seq #

Rank Current Assignment EOD DOB Locator #

<b>Date of Incident</b>	<b>Date of Initial Suspension</b>	<b>Date of Suspension Hearing</b>
_____	_____	_____
<b>EFFECTIVE DATE OF DUTY STATUS CHANGE:</b> _____		

*Check ALL that apply*

<p><b>FROM:</b></p> <input type="checkbox"/> Full Duty <input type="checkbox"/> Limited Duty: With Powers (medical reasons) <small><input type="checkbox"/> Temporary <input type="checkbox"/> Permanent</small> <input type="checkbox"/> Limited Duty: Without Powers (medical reasons) <small><input type="checkbox"/> Temporary <input type="checkbox"/> Permanent</small> <input type="checkbox"/> Limited Duty (other): <input type="checkbox"/> Powers Suspended <small><input type="checkbox"/> Administrative  <input type="checkbox"/> Disciplinary  <input type="checkbox"/> Firearms Failure  <input type="checkbox"/> Medical  <input type="checkbox"/> LOD <input type="checkbox"/> NLOD</small> <input type="checkbox"/> Suspended From Duty <small><input type="checkbox"/> Administrative  <input type="checkbox"/> Disciplinary  <input type="checkbox"/> Medical  <input type="checkbox"/> LOD <input type="checkbox"/> NLOD</small>	<p><b>TO:</b></p> <input type="checkbox"/> Full Duty <input type="checkbox"/> Limited Duty: With Powers (medical reasons) <small><input type="checkbox"/> Temporary <input type="checkbox"/> Permanent</small> <input type="checkbox"/> Limited Duty: Without Powers (medical reasons) <small><input type="checkbox"/> Temporary <input type="checkbox"/> Permanent</small> <input type="checkbox"/> Limited Duty (other): <input type="checkbox"/> Powers Suspended <small><input type="checkbox"/> Administrative  <input type="checkbox"/> Disciplinary  <input type="checkbox"/> Firearms Failure  <input type="checkbox"/> Medical  <input type="checkbox"/> LOD <input type="checkbox"/> NLOD</small> <input type="checkbox"/> Suspended From Duty <small><input type="checkbox"/> Administrative  <input type="checkbox"/> Disciplinary  <input type="checkbox"/> Medical  <input type="checkbox"/> LOD <input type="checkbox"/> NLOD</small>
<input type="checkbox"/> Working <input type="checkbox"/> Not Working	<input type="checkbox"/> Working <input type="checkbox"/> Not Working
<input type="checkbox"/> With Pay <input type="checkbox"/> Without Pay	<input type="checkbox"/> With Pay <input type="checkbox"/> Without Pay
<input type="checkbox"/> Detailed:	<input type="checkbox"/> Detailed:
<input type="checkbox"/> Transferred:	<input type="checkbox"/> Transferred:

**Comments:**

<small>Authorized Commander Printed Name</small>	<small>Assignment</small>	<small>Signature</small>	<small>Date</small>