



## Policy 1734

Subject	
<b>USE OF UNAUTHORIZED TRAINING LOCATIONS IS PROHIBITED</b>	
Date Published	Page
<b>1 July 2016</b>	<b>1 of 2</b>

*By Order of the Police Commissioner*

### **POLICY**

It is the policy of the Baltimore Police Department (BPD) that **NO** member, regardless of rank or assignment, may utilize an unauthorized training location.

### **DEFINITION**

**Unauthorized Training Location** — Any location the Director, Professional Development and Training Academy (PDTA) has not approved in writing as an authorized training site.

### **EXCEPTIONS**

This policy DOES NOT apply to:

1. Pre-approved training requests submitted via chain of command to attend training off-site and/or coordinated with another federal or state law enforcement agency (e.g., Top Gun, MAGLOCLLEN)
2. Regularly scheduled training activities conducted in accordance with existing, formal agreements with other law enforcement or government agencies (e.g., the Sykesville Driver Training Facility); or
3. Regularly scheduled training activities conducted at facilities or locations under official or contractual control of the Baltimore Police Department (e.g., Gunpowder Range).

### **REQUIRED ACTION**

#### **Member**

1. The use of an unauthorized training location for any purpose is STRICTLY PROHIBITED.
2. Permission to utilize what would otherwise be considered an unauthorized training location may only be granted, in writing, by the Director, Professional Development and Training Academy.
3. Requests to utilize an unauthorized training location MUST BE:
  - 3.1. Submitted in writing on an Administrative Report, Form 95;

- 3.2. Addressed to the Director, Professional Development and Training Academy;  
and,
- 3.3. Forwarded for approval via official channels.

**Director, Professional Development and Training Academy**

1. Conduct a thorough review of any request to utilize an unauthorized training location. If necessary, assign appropriate personnel to conduct a site survey.
2. Ensure sufficient support personnel, permanent-rank supervisors and, if necessary, specially trained or certified instructors will be present during the training event.
3. Determine if emergency medical personnel should be pre-positioned at the location during the training event.
4. Ensure that official copies of any necessary permits or permissions have been obtained.

**RESCISSION**

Remove and destroy/recycle Policy 1734, *Use of Unauthorized Training Locations*, dated 06 March 2013.

**COMMUNICATION OF POLICY**

This policy is effective on the date listed herein. Commanders are responsible for informing their subordinates of this policy and ensuring compliance.