



LE:	33.1.2	33.1.6	33.1.7	TA:	4.7.1	4.7.3	7.2.2	CM:	5.1.2	5.2.6
	33.5.1	33.7.2	1.3.9		9.2.2					
	1.3.10	1.3.11								

.06 Procedures

A. Annual Trooper In-Service Training Requirements¹

1. Troopers holding the rank of sergeant and below must complete MPCTC-mandated and approved training each year.
2. Only MPCTC-approved training meets the in-service training requirements.
3. Additional training deemed necessary by MSP may be required for troopers of any rank.
4. Training may be done by MSP or any other MPCTC-approved law enforcement agency, school, academy or organization.
5. Troopers do not need to attend in-service the same year that they completed entrance-level training.
6. MPCTC-approved training received by a supervisor, administrator or instructor may be used for the trooper's annual in-service requirement in the same calendar year the trooper successfully completed the MPCTC-approved supervisor, administrator or instructor training.
7. Annual in-service training curricula and minimum courses of study will include legal updates and any special training as required by MPCTC.²
8. Any disruptive or non-participating student will be removed from class immediately by the instructor and appropriate disciplinary procedures will be initiated.³

B. Annual Trooper Firearms Training & Qualification Requirements.

1. Each certified trooper will qualify annually with each firearm the MSP authorizes the trooper to use or carry on-duty or off-duty.⁴
2. Troopers will qualify with each firearm on an MPCTC-approved day-fire course of fire and a reduced-light course of fire.
3. Annual firearms training and qualification will be conducted per COMAR regulations.⁵
4. Once a trooper graduates the academy and successfully completes an MPCTC-approved firearms training and qualification course, he will fall into the next regularly scheduled semi-annual firearms training session.
5. Before being authorized to carry or use a firearm, a trooper who has not qualified with an authorized firearm for three or more consecutive years will complete an MPCTC-approved:
 - a. entrance-level firearms training program and firearms qualification; or
 - b. firearms refresher training course and firearms qualification.
6. Troopers who fail to qualify on their initial attempt will be provided with remedial training and additional attempts to qualify in accordance with Education & Training Division SOP, TRN 09.02.⁶

¹ LE: 33.5.1 TA: 4.7.1 CM: N/A

² LE: 33.5.1 TA: 4.7.1 CM: N/A

³ LE: N/A TA: 9.2.2 CM: N/A

⁴ LE: 1.3.10 TA: N/A CM: N/A

⁵ LE: 1.3.11(a) TA: N/A CM: N/A

⁶ LE: 1.3.11(c) TA: N/A CM: N/A

C. Testing

1. The ETD Commander will ensure that each trooper attending annual in-service training is tested to determine his understanding of the material.
2. A minimum score of 70% on any test is required before the MPCTC will apply the training toward the trooper's annual requirements.

D. Documentation ^{7,8}

ETD will document each trooper's successful completion of in-service training or firearms training and qualification and submit the required information to the MPCTC on or before January 31 of the year immediately following the training.

E. Failure to Complete Required Training

1. If a trooper does not receive the required annual training by December 31, the MSP will add the number of hours missed in that year to the required training in the following year.
2. If a trooper does not successfully complete annual firearms training and qualification with an authorized firearm annually before December 31, the Superintendent may not permit the trooper to use or carry the firearm until he successfully meets MPCTC requirements for firearms training and qualification with that firearm.

F. Non-Trooper Status

1. If a trooper fails to complete annual in-service training because he was in non-trooper status, he will complete the required annual in-service training in the year in which he returns to active duty.
2. If the trooper's certification has lapsed, he will be recertified.
3. If a trooper fails to complete annual firearms qualification because he was in non-trooper status, but he has completed annual firearms qualification within three years, the trooper will qualify with each authorized firearm when he returns to active duty before being permitted to carry or use the firearm.
4. If a trooper returning to active duty has not qualified with an authorized firearm for the three consecutive years immediately preceding return, he will complete an MPCTC-approved entrance-level firearms training program and successfully qualify before being issued or using a firearm.

G. Waivers

1. The MPCTC may grant a waiver of annual in-service training or firearms training and qualification for a trooper if the MSP submits proof that the trooper successfully completed comparable training in the same year.
2. The ETD Commander will submit the request for a waiver to MPCTC.

H. ETD will maintain documentation of all mandatory training that is completed by troopers, ⁹ including:

1. curriculum and lesson plans;¹⁰
2. student attendance;¹¹

⁷ LE: 1.3.9(e) TA: N/A CM: N/A

⁸ LE: 1.3.11(b) TA: N/A CM: N/A

⁹ LE: 33.1.6 TA: N/A CM: N/A

¹⁰ LE: 33.1.7(a) TA: 7.2.2(a) CM: N/A

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3. test and examination scores;¹²
4. instructor's name;¹³ and
5. any other information required by MPCTC.

K. Civilian and Volunteer Training

1. Civilian employees and volunteers will complete annual training as required by their position.¹⁴
2. ETD will maintain records of all training for civilian employees and volunteers.¹⁵

L. Attendance¹⁶

1. Commanders will ensure all troopers and civilian employees under their command are registered for and complete all mandated training.
2. Troopers and civilian employees are expected to attend all training on their scheduled days unless they are excused due to illness, court or another reason approve by the commander;
3. Troopers and civilian employees who are initially excused from attending training will be required to reschedule that training within the timeframes described in this directive.

Approved:

Colonel Marcus L. Brown
Superintendent 06/15/2014

¹¹ LE: 33.1.7(b) TA: 7.2.2(c) CM: N/A

¹² LE: 33.1.7(c) TA: 7.2.2(d) CM: N/A

¹³ LE: N/A TA: 7.2.2(b) CM: N/A

¹⁴ LE: 33.7.2 TA: N/A CM: 5.2.6

¹⁵ LE: 33.7.2 TA: N/A CM: 5.2.6

¹⁶ LE: 33.1.2 TA: 4.7.3 CM: 5.1.2
