



MARYLAND STATE POLICE PERSONNEL DIRECTIVE



Specialized Training for Positions

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.01 Purpose

To establish and maintain a process by which the MSP defines the prerequisite training or skills required by troopers seeking an assignment or transfer to a specialized unit.

.02 Policy

All specialized units, whether a full- or part-time assignment, will establish criteria for the training that is required to perform the job functions and responsibilities of the assignment.

.03 Definitions

SPECIALIZED TRAINING: training course recognized or approved by the MSP and/or the Maryland Police and Correctional Training Commissions (MPCTC).

SPECIALIZED UNIT: unit or assignment not affiliated with the Field Operation Bureau that requires training above what is offered at the Academy or at in-service.

.04 References

[COMAR 12.04.01.12](#)

[MD. CODE ANN., PUB. SAFETY §3-207](#)

.05 CALEA Standards

LE: 33.1.5 33.1.6 33.6.1 **TA:** 4.7.2
33.8.3

CM: N/A

.06 Procedures

A. Eligibility for Assignment

1. Commanders of specialized units may establish requirements that troopers complete certain training prior to being considered for assignment to that unit.
2. Unless stated otherwise by a particular specialized unit, a trooper seeking assignment to a specialized unit will:
 - a. successfully complete his probationary period;
 - b. achieve an overall rating of “meets expectations” or “exceeds expectations” during the previous two appraisal periods; and
 - c. not be the subject of a pending administrative investigation involving a category “D” or “E” offense.

B. Responsibilities

1. Commanders of specialized units will establish criteria for assignments to their units and will:
 - a. establish the knowledge, skills, abilities and training requirements that are necessary for personnel seeking reassignment to their specialized unit;¹
 - b. annually update the entry-level training criteria, to include additions to prerequisite training mandates;
 - c. annually update the criteria for mandated continuing education training needed for troopers to continue effective service within the unit;²
 - d. submit the entry-level and continuing-education training standards to the Education & Training Division (ETD) by July 1;
 - e. ensure troopers assigned to their unit have an opportunity to attend mandated continuing education;
 - f. establish parameters for remedial mandated retraining needed for troopers to continue effective service within the specialized unit;³
 - g. establish guidelines for the reassignment and/or transfer of troopers who fail to obtain or maintain mandated certification; and
 - h. assist troopers in planning their career paths through formal training courses to improve their knowledge, skills and abilities to serve in specialized units.⁴
2. ETD will be the repository for the training requirements and documentation for various specialized units and will:
 - a. post the updated training requirements on the PowerDMS;
 - b. maintain records of personnel who complete specific retraining required for continued service within a specialized unit; and

¹ LE 33.6.1(a) TA: 4.7.2(a) CM: N/A

² LE 33.6.1(b) TA: 4.7.2(b) CM: N/A

³ LE 33.1.5 TA: N/A CM: N/A

⁴ LE 33.8.3 TA: N/A CM: N/A

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- c. disseminate information about upcoming training courses and seminars as they relate to satisfying training requirements.

3. Employees will:

- a. obtain the required training to satisfy the criteria for entry into a specialized unit;
 - b. obtain the required retraining to satisfy requirements needed for continued service within the specialized unit;
 - c. successfully complete courses and continuing education as required for assignment in specialized units;
 - d. upon completion of any training, complete a Form 8, Training Received, and submit it with a copy of the diploma or training certificate and final grade to MPCTC for entry into the trooper's permanent training record.⁵
4. If a trooper fails to successfully complete the required training after a specific period of time or number of remedial attempts, he may be reassigned or transferred.

E. Availability

- 1. Troopers interested in reassignment to a specialized unit will be able to access the prerequisite training requirements on the PowerDMS.
- 2. Troopers seeking to obtain training to satisfy prerequisite requirements for reassignment to a specialized unit must complete a Form 9, Request for Training, as prescribed in [PER 04.05](#).

Approved:

Colonel Marcus L. Brown
Superintendent 01/01/2014

⁵ LE 33.1.6 TA: N/A CM: N/A