



# MARYLAND STATE POLICE PERSONNEL DIRECTIVE



## Specialized Training

<b>Distribution:</b> All Employees	<b>Index:</b> <b>PER 04.05</b>
<b>DLI Reference:</b> 181: Training Course Development 182: Training Needs	<b>Rescinds:</b> Chapter 4, Sec. XII Chapter 13, Sec. III
<b>Issued:</b> 01/01/2013	<b>Revised:</b> 10/11/2013

### .01 Purpose

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To establish and maintain a process by which employees may request to attend specialized training.

### .02 Policy

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MSP will provide personnel with the opportunity to participate in specialty and advanced training in order to expand job knowledge and improve law enforcement services.

### .03 Definitions

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ACTIVE STATUS: a trooper who is currently certified by the MPCTC and who has completed all mandated firearms and in-service requirements for the previous or current calendar year.

FULL DUTY: an employee who is on active duty and able to perform all required essential job functions with or without accommodation.

LONG-TERM TRAINING: training lasting more than six weeks.

MPCTC: the Maryland Police and Correctional Training Commissions or an employee authorized to act on its behalf.

MPCTC LIAISON OFFICER (MPCTCLO): the employee, designated by the Education & Training Division Commander, responsible for maintaining a roster of sworn employees certified by the MPCTC.

SHORT-TERM TRAINING: training of six weeks or less.

### .04 References

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

[MD. CODE ANN., PUB. SAFETY §2-302](#)

[MD. CODE ANN., PUB. SAFETY §2-303](#)

[COMAR 12.04.02.02.](#)

[COMAR 01.01.2009.18.](#)

[MPCTC Training Announcements.](#)

### .05 CALEA Standards

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LE: 33.1.1

TA: 7.1.5

CM: N/A

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## **.06 Procedures**

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### **A. Responsibilities**

1. The Commander of the Education & Training Division will:
  - a. maintain a calendar of the courses and events;
  - b. provide information via e-mail and postings on the PowerDMS identifying additional sources of training not previously provided; and
  - c. work with commanders who indicate an interest in a particular training need.
2. Commanders will submit requests for training courses through the chain of command, to their bureau chief, for approval.
3. Bureau chiefs:
  - a. may substitute funds from the budget of the requesting unit or from other units under their command;
  - b. will notify the Finance Division of any approved substitutions; and
  - c. may contact Finance Division for assistance in identifying other possible funding sources if no substitutions are possible or desired.
4. The employee's commander or director will obtain from the sponsoring institution the date and time of registration, duration of course or event and the total cost.
5. Employees wishing to participate in a short-term (not MSP-sponsored) or long-term training program or a conference must complete an electronic Form 9, Training and Travel Request, and forward it as an e-mail attachment through the chain of command for approval.

### **B. Long-Term Training Programs**

1. Long-term training programs (e.g., Northwestern University Center for Public Safety, Southern Police Institute, FBI National Academy) will generally be announced when seats are available for troopers.
2. Requests to attend long-term training will be submitted per the instructions in the training announcement.
3. Troopers will be selected to attend long-term training based on a process approved by the Superintendent that is specific to each program.
4. A trooper selected to attend the training will complete all necessary correspondence and travel forms in accordance with the State of Maryland Standard Travel Regulations.
5. The trooper will forward the completed application and registration information to the sponsoring institution.
6. The employee will submit a Form 8, Training Received Record, with a copy of the diploma or training certificate and final grade average upon completion of training and forward it to the MPCTCLO for entry into the trooper's permanent training record.

**C. Short-Term Training Programs (Funded)**

1. Requests for short-term training sessions (not MSP-sponsored) will be sent electronically via a Form 9 as an e-mail attachment to the employee's commander. The e-mail message will serve as the endorsement and should include the:
  - a. benefits of the training for both the employee and the MSP; and
  - b. impact of overtime and meal allowances.
2. Requests for such training should be submitted in advance of the starting date to ensure sufficient time for the approval process.
3. The Form 9 will be routed through the chain of command to the employee's bureau chief or Chief of Staff for review.
4. If approved, the Form 9 will be forwarded to the Finance Division.
5. The bureau chief or Chief of Staff will make final approval for out-of-state training requests.
6. The commander will notify the employee of the final status of the training request.
7. In the event that the requesting employee is unable to attend the approved training course, the applicant will notify the bureau chief, who may designate an appropriate alternate.
8. Re-application for a training course may be made by employees.
9. The employee, upon completion of the training will submit a Form 8 with a copy of the diploma / training certificate and final grade average and forward it to the MPCTCLO for entry into the employee's permanent training record.

**D. Short-Term MPCTC-Approved, MSP-Sponsored Training**

1. The MPCTC posts training announcements on the Department of Public Safety & Correctional Services website: MPCTC Training Announcements. Additionally, the training curriculum will be posted on the Data Management System (DMS).
2. Personnel must receive authorization from their commander or director prior to attending short-term MPCTC-approved (MSP-sponsored) training; the employee is not required to submit a Form 9 for courses posted on the DMS. Once approved by the commander or director, the employee will register for the training course on the DMS.
3. For certain courses, the Education & Training Division may require the employee's commander or director to endorse and forward the Form 9 for verification of selection to the course. Unless otherwise stipulated, personnel will be processed and registered on a first-come, first-served basis.
4. A roster of attendees and their scores will be forwarded to the MPCTCLO for entry into the employee's permanent training record at the end of the course.
5. The submission of a Form 8 is not required for this type of training.

**E. Requests for Training on Drug Interdiction or Traffic Stops**

1. Troopers requesting to attend any training pertaining to drug interdiction or traffic stops offered by any provider other than the MSP are required to submit the following to the Assistant Commander of Education & Training Division (ETD) via the chain of command:
  - a. Information about the sponsor or vendor.

- b. A course lesson plan and/or a course curriculum.
  - c. A completed Form 9.
2. A Form 9 is required whether the training is funded through MSP or an outside source, and when a trooper attends on work time, with or without the use of an MSP vehicle.
  3. Training requests covering a specific technical subject or skillset are forwarded to subject matter experts within the MSP by the Assistant Commander of ETD for endorsement (e.g., drug interdiction training is reviewed by the Pro-Active Criminal Enforcement Team; commercial vehicle enforcement training is forwarded to the Commander of CVED).
  4. Approval of the course by ETD does not mean the trooper's request to attend is approved; a Form 9 must still be approved via the chain of command.
  5. Upon receiving a request, the Assistant Commander of ETD will contact the vendor or sponsor and request the completion and return of a Training Course Verification Form (Form 87-1). This form clearly states that racial profiling is not taught as an accepted practice. The completed form will accompany the training request through the remainder of the approval processes. It will be filed with the approved Form 9 at ETD. Once a course is approved, the Assistant Commander of ETD does not need to contact the vendor or sponsor of a course for subsequent requests for the same course.
  6. The Assistant Commander of ETD will solicit recommendations from the Professional Policing and Legal Counsel sections as to approval or disapproval of the training in question.
  7. The MSP will not pay tuition or allow on-duty attendance for any training in conflict with the MSP policy against racial profiling.
  8. Troopers who receive training from outside sponsors or vendors may not implement any practices of law enforcement which are inconsistent with those found in applicable federal and state law and MSP policy.
  9. New or innovative techniques not addressed under current policy must receive approval from the Assistant Commander of ETD prior to implementation.

**F. Committees to Determine Training Needs**

1. Each commander and director will create an *ad hoc* committee composed of at least three troopers from his unit to determine MSP training needs.<sup>1</sup>
2. Troopers will be selected to participate on the committee due to their interest or background in training or by recommendation of their supervisor.<sup>2</sup>
3. The committee will report to the respective commander or director.<sup>3</sup>
4. Whenever possible, this committee should consist of two troopers holding a rank below corporal and a corporal, sergeant or first sergeant.
5. The committee will actively solicit information from the troopers in their unit to determine training needs.<sup>4</sup>
6. Each January, the committee members will meet with the commander or director to discuss training needs.

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<sup>1</sup> LE 33.1.1(a) TA: 7.1.5(a) CM: N/A

<sup>2</sup> LE 33.1.1(b) TA: 7.1.5(b) CM: N/A

<sup>3</sup> LE 33.1.1(e) TA: 7.1.5(d) CM: N/A

<sup>4</sup> LE 33.1.1(d) TA: 7.1.5(c) CM: N/A

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7. For a small unit that may have difficulty forming a committee as described, the commander may personally solicit training recommendations from troopers in his unit.
8. Commanders will forward recommendations for training to the Commander, ETD by April 1; commanders who do not have recommendation are not required to forward anything to ETD.<sup>5</sup>
9. Each year, the ETD Commander will convene a training focus group to review the recommendations and determine if it is appropriate to include any recommendations in future in-service or professional development training programs.

Approved:

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Colonel Marcus L. Brown  
Superintendent 01/01/2014

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<sup>5</sup> LE 33.1.1(c) TA: N/A CM: N/A