



MARYLAND STATE POLICE PERSONNEL DIRECTIVE



Training – College & University

Distribution: All Employees

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.01 Purpose

To establish and maintain a process to encourage MSP employees to pursue formal education.

.02 Policy

The MSP recognizes the need for advanced levels of education for law enforcement professionals and encourages all troopers to pursue higher education.

.03 Definitions

ACCREDITED COLLEGE OR UNIVERSITY: any college or university that has achieved accreditation through a nationally-recognized accrediting agency the United States Secretary of Education determines to be reliable; the Database of Accredited Postsecondary Institutions and Programs may be found on the Department of Education's website at <http://ope.ed.gov/accreditation>.

ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS): an undergraduate academic degree awarded by a community or technical college and some bachelor's degree-granting institutions.

.04 References

[IACP MODEL POLICY: *Career Development*](#)

[Memorandum of Understanding between the State of Maryland and SLEOLA, July 1, 2012](#)

[AAS Police Science Program](#)

.05 CALEA Standards

LE: 22.2.2 33.8.3 33.8.4 **TA:** 4.2.3 7.1.8

CM: N/A

.06 Procedures

A. Educational Incentives

1. The MSP encourages all employees to continue their education.
2. Promotional Requirements

Troopers seeking promotion who were hired on or after January 1, 2013, are required to have earned a college degree as described in [PER 06.04](#).¹

3. Promotional Opportunities ²

- a. Troopers who participate in any competitive promotional process will receive additional points on the structured resume portion of the promotional process if they have earned a college degree.
- b. The number of points will increase as the level of education increases (e.g., a trooper holding a bachelor's degree will receive a greater number of points than a trooper holding an associate's degree).

B. Continuing Education for Current Employees

1. To assist employees who wish to pursue formal education, the following procedures will be followed:

- a. Employees will be permitted to trade shifts and / or days off with the other employees in order to attend non-departmental education or training programs.
- b. Trading of shifts and / or days off:
 1. will be by mutual agreement of the involved employees and the supervisor who is responsible for maintaining the unit schedule
 2. will not be unreasonably denied; and
 3. may not result in overtime for either trooper.
- c. The scheduling supervisor, consistent with the manpower needs of the unit, will make reasonable accommodations to adjust work schedules to assist employees pursuing formal education.
- d. The MSP will not restrict the number of credit hours an employee may take.

2. Work Schedules

- a. This subsection applies to troopers who are currently enrolled in a degree-granting program at an accredited college or university.
- b. Troopers who typically work eight-hour shifts, Monday through Friday, will be permitted to work shifts other than eight hours and/or other than weekdays if such a schedule has no detrimental impact on his unit and is approved by his commander.
- c. Commanders may:
 - (1) place restrictions on the type of schedule a trooper may work (e.g., no 12 or 24-hour shifts); and
 - (2) require troopers to provide proof of initial enrollment, continued enrollment or course completion.
- d. Troopers who are no longer enrolled in a class will revert to their previous schedule.

3. Employees will not attend classes during on-duty hours except for:

¹ LE: 33.8.4(d) TA: N/A CM: N/A

² LE: 33.8.4(b) TA: N/A CM: N/A

- a. in-service training, entrance-level training or other training that is specifically authorized to be completed on-duty by the MSP; or
- b. the AAS in Police Science program through Frederick Community College (FCC) which is available only to trooper candidates who are currently participating in, or recently completed, entry-level training.

C. College Attendance Records

1. Employees who have earned degrees from an accredited college or university and have not provided copies of their diplomas or transcripts to the Human Resources Division (HRD) will forward copies for inclusion in their personnel files.
2. Employees currently attending an accredited college or university are encouraged to forward transcripts of final semester grades to HRD.
3. Within 90 days of graduation, an employee will send a copy of his diploma or final transcripts to HRD.
4. Costs Associated with Transcripts
 - a. Employees must pay any costs associated with acquiring transcripts.
 - b. Unofficial transcripts or photocopies may be sent to HRD to avoid the costs associated with obtaining official transcripts.
5. HRD will include the most recent transcript from each institution and all diplomas in the employee's personnel file.

D. AAS in Police Science Program for Trooper Candidates ³

1. All current trooper candidates who do not possess a college degree will be afforded the opportunity to earn an associate's degree as part of their initial training.⁴
2. The current procedure for candidates includes pre-admission testing, coursework during the academy and coursework immediately following graduation from the academy.
3. Troopers in this program will have their tuition, fees and books paid for by the MSP.⁵

E. Articulation Agreement for Current Troopers ⁶

1. MSP has an articulation agreement in place with FCC under which the college will award 29 articulated credits for criminal justice courses and apply those credits towards an A.A.S. in Police Science Degree. The credits for these criminal justice courses are awarded based on MSP Academy training.
 - a. A trooper must apply for admission to FCC and present a copy of his current MPCTC card to the Program Manager of Police Science.
 - b. Under the agreement, credits are awarded to troopers upon completion of the academy for the following courses:
 - (1) Police-Community Relations (3 credits).
 - (2) Criminalistics (4 credits).

³ LE: N/A TA: 7.1.8 CM: N/A

⁴ LE: 33.8.3 TA: N/A CM: N/A

⁵ LE: 22.2.2(e) TA: 4.2.3(e) CM: N/A

⁶ LE: N/A TA: 7.1.8 CM: N/A

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- (3) Police Defense Tactics (5 credits).
 - (4) Police Arsenal and Procedures (5 credits).
 - (5) Emergency Vehicle Operations Course (3 credits).
 - (6) Awareness Training for Weapons of Mass Destruction (3 credits).
- c. Thirty-one credits, as specified in the FCC Catalog, must be completed after graduation from the MSP Academy (15 credits must be completed at FCC) including:
- (1) 22 or 23 additional credits in general education; and
 - (2) nine additional degree-specific credits.
- d. FCC graduates may transfer the A.A.S. degree credits and apply them toward a four-year degree at American Public University, Frostburg State University, Mount St. Mary's University and University of Maryland-University College; other institutions may accept the credits.
2. To determine eligibility for meeting the certification requirements and to begin the application process, MSP Academy graduates will contact the Education & Training Division.

Approved:

Colonel Marcus L. Brown
Superintendent 01/01/2014