



TRAINING

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I. TRAINING FUNCTION

This directive establishes the department's training function. The requirements of this directive apply only to the training of law enforcement officers, except where the training of civilian employees is specifically addressed.

A. Organizational Placement

The training function is the responsibility of the department's Training Division, which is a component of the Bureau of Administration.

B. Authority & Responsibilities

The training function includes the following responsibilities and activities; the Training Division is responsible for their successful accomplishment:

1. Planning & developing training programs
2. Administering the Training Academy
3. Notifying personnel of required training and of training that is available
4. Maintaining training records
5. Ensuring that required training programs are attended
6. Implementing training programs
7. Selecting instructors
8. Evaluating training programs
9. Coordinating training programs

All training activities will be conducted within the framework of department goals, and in cooperation with all operational components.

II. TRAINING DIVISION ADMINISTRATION

A. Training Division Commander

Training Division commander is authorized to administer the department's training function, and to establish programs and procedures to successfully achieve the requirements of this directive and the attainment of the department's training goals. The commander's major responsibilities include administration of the Training Academy, developing training policy, and the selection, appointment, supervision, and removal of Academy staff and instructors.

B. Standard Operating Procedures

The commander of the Training Division will establish a standard operating procedures manual for the Academy; standard operating procedures will specifically address:

1. A statement of the Training Division's goals and responsibilities
2. Organization and staffing
3. Administrative procedures
4. Operating procedures
5. Tenure of instructors
6. Identification of the physical plant and other facilities, such as the firing range or driver training track, that are the responsibility of the Training Division

Additional topics for inclusion in the Academy standard operating procedures manual are listed in section III of this directive.

C. Academy Facilities

The department operates a Training Academy facility in Davidsonville, Maryland. The Training Division commander will ensure that the facility includes, at a minimum:

1. Classroom space consistent with the curriculum being taught
2. Office space for instructors, administrators, and secretaries
3. Physical training capability
4. A library
5. A firing range
6. Access to a paved driver training track that meets MPTC requirements

III. TRAINING DIVISION RESPONSIBILITIES

A. TRAINING AND EDUCATION

The Training Division is responsible for the following training and education functions:

1. Entry-Level Training

The Entry-Level Police Academy is a training program approved by the Maryland Police Training and Standards Commission and provided to all entry-level police recruits and newly-hired experienced police officers who require training beyond lateral or comparative compliance programs, or Lateral Officer Training or Comparative Compliance training is unavailable at the time of hire.

2. Lateral Officer Training

The Lateral Police Academy is a training program approved by the Maryland Police Training and Standards Commission and, when available, provided to experienced police officers who have maintained certification through the Maryland Police Training and Standards Commission.

3. Comparative Compliance Officer Training

The Comparative Compliance Police Academy is a training program approved by the Maryland Police Training and Standards Commission and, when available, provided to experienced police officers who do not have a certification through the Maryland Police Training and Standards Commission, but are eligible for such certification under Maryland Regulations.

4. In-Service Training

The Training Division develops and administers in-service training in compliance with statutory and regulatory requirements, as well as needs identified by the agency, for all department members.

5. Modular Training

Training modules are developed by the Training Division to meet the training needs of the Police Department. Modular training may be used to supplement or replace in-service training requirements, and usually is conducted at unit roll call sessions.

Training modules may require employees to view audio/visual material, and to pass a written examination or demonstrate understanding and/or proficiency in some other way.

Successful completion of certain training modules may be required for transfer or promotion, so employees should retain their training modules for future reference.

All attendance or completion records and testing results for training modules will be maintained by the Training Academy.

6. Training Bulletins

Departmental components (ie. Training Division, CID, Traffic Safety, Juvenile-Victim /Witness Assistance Unit) periodically publish training bulletins to inform employees of changes in laws, procedures, or other training issues that impact police operations. These bulletins are disseminated to all affected personnel and signed for by electronic signature.

7. Remedial Training

At the request of a supervisor, the Training Division may provide remedial training directly to department members, or provide support to agency supervisors to facilitate the supervisor providing remedial training to their subordinates.

B. ADMINISTRATION

The commander of the Training Division will establish standard operating procedures that ensure the accomplishment of the following tasks:

1. In-Service Training Records

The Training Division will maintain on file written records of all proficiency and career specialty in-service training of personnel. Maintaining written records of all proficiency and career specialty in-service training provides the department with available information on the progress of each participant. In addition, the records provide the department with a ready source of information on such things as special assignments, reassignments, and advancements. The data recorded should include such items as the title of the course; training, instruction, or workshop completed; date of completion; grade point (if any); and achievement of any special skills or honors.

The Training Division commander will maintain records of each training class, to include, at a minimum:

- a. Course content (lesson plans of course instructors may be used to meet this requirement)
- b. Names of department attendees
- c. Performance of individual attendees as measured by tests, if administered

In addition, the commander will update the records of employees following their participation in training programs. Data to be recorded includes the dates of training, types of training received, any certificates received, attendance, and test scores.

2. Release of Training Records

The commander will establish procedures governing the release of training records outside the department, including the circumstances under which release of such records for the use of entities outside the department is allowed.

3. Outside Training

The department encourages training provided to agency personnel by other criminal justice agencies, and training provided by the department to personnel of other criminal justice agencies, to increase effectiveness, improve coordination, and promote better understanding among criminal justice system agencies. The Training Division commander will establish written SOPs governing the conduct of such training.

4. Property Management Responsibility

The supervisor of the Firearms and Tactics Training Unit is responsible and accountable for the distribution and issuance of department-issued ammunition, and for ensuring that stored ammunition is maintained in a state of operational readiness.

IV. PROPONENT UNIT: Training Division.

V. CANCELLATION: This directive cancels Index Code 800, dated **02-03-23**.