



IN-SERVICE TRAINING

INDEX CODE: 803
EFFECTIVE DATE: 02-03-23

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I. POLICY

Per Maryland Police and Correctional Training Commission (MPCTC) regulations, all sworn personnel, at the rank of Sergeant and below, are required to complete an 18-hour annual in-service training program, as well as all firearms requirements, which include classroom training, judgmental, 30 training rounds, and daytime and reduced light qualifications. All sworn personnel, at the rank of Lieutenant or above, are required to complete, at a minimum, all firearms requirements. ***All sworn personnel will also be required to take an annual physical fitness assessment.***

All sworn personnel will receive legal updates annually during the classroom portion of in-service training. A Law Enforcement Legislative Update will be issued annually in October, which provides updates on new laws that have taken effect. Training Bulletins will also be issued, to include any pertinent legal updates or training topics that need to be disseminated. Both the Law Enforcement Legislative Update and Training Bulletins are a part of the annual in-service retraining program.

In-service training (proficiency, career specialty, and management) is an integral part of the department's Career Development Program; refer to the Index Code 813 series. The commander of the Training Division is responsible for developing the in-service training programs and publicizing training schedules throughout the department.

II. PURPOSE & CONTENT

A. The purpose of in-service training is to ensure that personnel are kept up to date with new laws, technological improvements, and revisions in agency policy, procedures, rules, and regulations. The mandatory training may also be designed to provide supervisory, management, or specialized training to participants. Training may be used to supplement (1) promotional training, (2) training prior to assignment to a specialized component, or (3) executive development training for higher ranking officers.

B. The program will be structured in such a way as to meet, or exceed, the minimum in-service training requirements of both MPCTC and CALEA, to motivate experienced officers, and to further the professionalization of the department.

C. The training should include a review of the following topics. Due to time constraints and MPCTC training mandates, it is unlikely that the full range of suggested topics can be covered in one training cycle, but the topics listed below should constitute a core group upon which the continuing in-service training program is based:

- 1. Agency policy, procedures, and rules and regulations, with emphasis on changes;
- 2. Statutory or case law affecting law enforcement operations, with emphasis on changes;
- 3. The functions of agencies in the local criminal justice system;
- 4. Exercise of discretion in the decision to invoke the criminal justice process;
- 5. Interrogation and interviewing techniques;

6. Department policy on the use of force, including the use of deadly force;
7. Emergency medical treatment;
8. Emergency Vehicle Operations (EVOC);
9. New or innovative investigative or technological techniques or methods, if any;
10. Hazardous materials and Weapons of Mass Destruction (WMD) incidents;
11. Contingency plans, if any, including those relating to special operations and unusual occurrences;
12. Crime prevention policies and procedures;
13. Collection and preservation of evidence;
14. Report writing and records system procedures and requirements;
15. Defensive Tactics and Weapons training; and
16. OSHA/MOSHA training

III. STATEMENT OF RESPONSIBILITIES

A. Training Division

The Training Division will develop the curriculum for the in-service training program, and maintain records of this training. The Training Division will also record the attendance of all sworn personnel at in-service training. The Training Division will notify the Platoon or Unit Commander of any officer who fails to attend in-service on their scheduled in-service date.

B. Platoon and Unit Commanders

Platoon and Unit Commanders will ensure that all sworn personnel under their command are scheduled and notified of their in-service training dates in writing, once the in-service training memo is disseminated by the Training Division. Any time a transfer of assignment occurs, where a newly assigned officer joins the Platoon or Unit, the Platoon or Unit Commander will ensure that the newly assigned officer has been scheduled for in-service, and that no conflict exists due to the transfer.

Platoon and Unit Commanders will monitor the need to change their subordinates' in-service dates for pertinent reasons, and will notify, or have their supervisors notify, the Training Division of these necessary changes. In instances where an officer is on medical, family, or military leave, the Platoon or Unit Commander will notify the Training Division of the employee's potential absence at in-service training, and will ensure that their subordinate is scheduled for make-up in-service, upon their return.

Platoon and Unit Commanders will keep written documentation that in-service notification of their subordinates has occurred.

C. Sworn Personnel

Since attendance at and successful completion of in-service training is required by MPCTC in order to be certified as a law enforcement officer in Maryland, the failure or refusal to attend and successfully complete the annual in-service program, when scheduled and duly notified, shall be considered insubordination, and shall subject the affected employee to administrative and/or disciplinary action, except in instances of medical, family, or military leave, or other exigent circumstances that must be reviewed and justified by the employee's platoon or unit commander.

IV. PROPONENT UNIT: Training Division.

V. CANCELLATION: This directive cancels Index Code 803, dated **02-04-21**.