Training

203.1 PURPOSE AND SCOPE

This policy establishes general guidelines for how training is to be identified, conducted and documented. This policy is not meant to address all specific training endeavors or identify every required training topic.

203.2 POLICY

The Office shall administer a training program that will meet the standards of federal, state, local and the Maryland Police & Correctional Training Commissions (MPCTC) training requirements. It is a priority of this office to provide continuing education and training for the professional growth and development of its members.

203.3 OBJECTIVES

The objectives of the training program are to:

(a) Enhance the level of law enforcement service to the public.

(b) Increase the technical expertise and overall effectiveness of office members.

(c) Provide for continued professional development of office members.

(d) Ensure compliance with MPCTC rules and regulations concerning law enforcement training.

203.4 TRAINING PLAN

(a) It is the responsibility of the Training Coordinator to develop, review, update and maintain a training plan and to ensure that mandated basic, in-service and office-required training is completed by all members as needed or required. The plan should include a systematic and detailed method for recording and logging of all training for all members.

(b) While updates and revisions may be made to any portion of the training plan at any time it is deemed necessary, the Training Coordinator shall review the entire training plan on an annual basis.

(c) The plan will include information on curriculum, training material, training facilities and scheduling. The plan will address federal, state and office-required, minimum-mandated training of deputies and other members.

For procedures related to the Training Plan, see the St. Mary's County Sheriff's Office Procedures: Duties and Responsibilities of the Committee, and Lesson Plans

203.4.1 GOVERNMENT-MANDATED TRAINING

The following lists, while not all inclusive, identify training that is required under state and federal laws and regulations.

(a) Federally mandated training:

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1. National Incident Management System (NIMS) training.

(b) State-mandated training:

1. MPCTC-approved Police Entry Level Training Program or, when applicable, the Comparative Compliance Training Course and successfully pass the licensing examination before being issued a peace officer's license (COMAR 12.04.01.09).
2. MPCTC-approved entrance-level firearms training and qualification (COMAR 12.04.02.04).
3. No less than the MPCTC-required duration of field training (COMAR 12.04.01.17).
4. No less than 18 hours of MPCTC-approved training annually (COMAR 12.04.01.12).
5. Annual MPCTC-approved firearms training and qualification (COMAR 12.04.02.08).
6. Promotion of a deputy to a first-line, or higher, supervisor position requires successful completion of MPCTC-approved supervisor training no more than two years preceding, or one year after, the promotion (COMAR 12.04.01.13).
7. Promotion of a deputy to a first-line, or higher, administrator position requires successful completion of MPCTC-approved administrator training no more than two years preceding, or one year after, the promotion.
8. If MPCTC-approved supervisor training has not previously been completed, supervisor training shall also be completed within the same timeline.
9. Completion of MPCTC-approved training program on life-saving techniques, including CPR, every two years (Md. Code PS § 3-207; COMAR 12.04.01.12).
10. Criminal laws concerning rape, sexual offense, the sexual abuse and exploitation of children, and related evidentiary procedures; contact with and treatment of victims of crime and delinquent acts, the notice, services, support and rights available to victims and victims representatives under MD law and the notification of victims of identity fraud and related crimes, every three years (Md. Code PS § 3-207).
11. The proper level and use of force and other related training requirements, including the collection of a signed training completion document from each trainee (Md. Code PS § 3-207; Md. Code PS § 3-524).
12. Criminal laws concerning hate crimes, including recognition of, response to, and reporting of incidents required to be reported under (Md. Code PS § 3-207) every three years.
13. Issues related to individuals with physical, intellectual, developmental, and psychiatric disabilities (Md. Code PS § 3-207).
14. Any additional training required by the MPCTC (Md. Code PS § 3-207).

(c) Locally mandated training (including county or city).

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203.5 REMEDIAL TRAINING

(a) All employees must successfully complete mandatory in-service training. In the event an employee is unable to attain an acceptable score, the employee will be recycled through the subject-training module within the calendar year in an effort to promote acceptable career development.

(b) Remedial training may be the result of disciplinary action, newly identified trends or an employee's inability to demonstrate a particular practice incumbent of a certain position or function. This training should occur immediately upon detection and within an acceptable timeframe.

(c) Employees are encouraged to understand remedial training is not punitive, but attempts to provide solutions to the employee's ineffectiveness and enhance overall job performance. Employees must actively participate during this phase of instruction or be subject to disciplinary or performance-related action should the employee unsuccessfully complete remedial training.

(d) The Office of Professional Responsibilities (OPR) will track remedial training that is the result of a disciplinary disposition. Copies of the Blue Team Reports will be attached to the incident in the IAPro software. Those cases that are not involved with or the result of a disciplinary disposition will be tracked by the Special Operations Division.

(e) Upon completion of the remedial training, the supervisor who administered the training will complete a Training Attended Report via Blue Team software within ten (10) days from completion. The supervisor will list the Involved Employee as the person who received the training. The Narrative will specifically state it was Remedial Training.

203.6 TRAINING COMMITTEE

(a) The Training Coordinator may establish a Training Committee, on a temporary or as-needed basis, which will assist with identifying training needs.

(b) The Training Committee should be comprised of at least three members, with the senior ranking member of the committee acting as the chairperson. Committee members should be selected based on their abilities at post-incident evaluation and at assessing related training needs. The Training Coordinator may remove or replace members of the committee at his/her discretion.

(c) The Training Committee should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to an incident. Specific incidents the Training Committee should review include, but are not limited to:

1. Any incident involving the death or serious injury of a member.
2. Incidents involving a high risk of death, serious injury or civil liability.
3. Incidents identified by the Office to determine possible training needs.

(d) The Training Committee should convene on a regular basis as determined by the Training Coordinator, to review the identified incidents. The committee shall determine by consensus whether a training need exists and then submit written

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recommendations of its findings to the Training Coordinator. The recommendation should not identify specific facts of any incidents, such as identities of members involved or the date, time and location of the incident but should focus on the type of training being recommended.

(e) The Training Coordinator will consider the recommendations of the committee and determine what training should be addressed, taking into consideration the mission of the Office and the available resources. Training recommendations as determined by the Training Coordinator shall be submitted to the command staff for review.

203.7 TRAINING ATTENDANCE

(a) All members assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisors. Excused absences should be limited to:

1. Court appearances.
2. Previously approved vacation or time off.
3. Illness or medical leave.
4. Physical limitations preventing the member's participation.
5. Emergency situations or office necessity.

(b) Any member who is unable to attend training as scheduled shall notify his/her supervisor as soon as practicable but no later than one hour prior to the start of training and shall:

1. Document his/her absence in a memorandum to his/her supervisor.
2. Make arrangements through his/her supervisor or the Training Coordinator to attend the required training on an alternate date.

(c) All members are responsible for the submission of a Training Attended Incident Report via Blue Team software within ten (10) days from completion. Any certificates or other relevant documents will be electronically linked to the incident.

203.8 DAILY TRAINING BULLETINS

(a) The Lexipol Daily Training Bulletins (DTBs) are contained in a web-accessed system that provides training on the Policy Manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the.

(b) Members assigned to participate in DTBs shall only use the login credentials assigned to them by the. Members should not share their passwords with others and should frequently change their passwords to protect the security of the system. After each session, members should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Office.

(c) Members who are assigned to participate in the DTB program should complete each DTB at the beginning of their shift or as otherwise directed by their supervisors.

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Members should not allow uncompleted DTBs to build up over time, and may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any internet-enabled computer, members shall only take DTBs as part of their on-duty assignment, unless directed otherwise by a supervisor.

(d) Supervisors will be responsible for monitoring the progress of those under their command to ensure compliance with this policy.

203.9 TRAINING RECORDS

The Training Coordinator is responsible for the creation, filing and storage of all training records. Training records shall be retained in accordance with the established records retention schedule.

For procedures related to Training Records, see the St. Mary's County Sheriff's Office Procedures: Maintenance of Training Records

203.10 TRAINING COORDINATOR

The Sheriff shall designate a Training Coordinator who is responsible for developing, reviewing, updating, and maintaining the office training plan so that required training is completed. The Training Coordinator should review the training plan annually.

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