



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 Academy, which is a component of the *Administrative Services Bureau*.

B. Authority & Responsibilities

The training function includes the following responsibilities and activities; the Training Academy 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. ACADEMY ADMINISTRATION

A. Academy Commander

The commander of the Training Academy reports to the commander of the *Administrative Services Bureau*. The Academy 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 Academy will establish a standard operating procedures manual for the Academy; standard operating procedures will specifically address:

1. A statement of the Academy'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 Academy

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 Academy 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. ACADEMY RESPONSIBILITIES

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

A. In-Service Training Records

The Academy 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.

B. Records Maintenance

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

1. Course content (lesson plans of course instructors may be used to meet this requirement)
2. Names of department attendees
3. 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.

C. 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.

D. 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 Academy commander will establish written SOPs governing the conduct of such training.

E. Property Management Responsibility

The supervisor of the Firearms 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 Academy.

V. CANCELLATION: This directive cancels Index Code 800, dated 07-01-07.