



# RECRUIT TRAINING

**INDEX CODE: 802**  
**EFFECTIVE DATE: 11-19-10**

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## **I. POLICY**

It is the department's policy to require all newly sworn officers to complete the recruit academy training program prior to any routine assignment in any capacity in which the officer is allowed to carry a firearm or is in a position to make an arrest, except as part of the formal field training program.

## **II. ORIENTATION HANDBOOK**

The academy provides an orientation handbook to all new recruit personnel at the time academy training begins. The Academy commander is responsible for development of the orientation handbook, which will contain information concerning:

- A. Organization of the academy;
- B. The academy's rules and regulations;
- C. The academy's rating, testing, and evaluation system;
- D. Physical fitness and proficiency skill requirements; and
- E. Daily training schedules.

## **III. RECRUIT TRAINING CURRICULUM**

A. The recruit training program will include:

- 1. A curriculum based on job task analyses of the most frequent assignments of officers who complete recruit training; and
- 2. Use of evaluation techniques designed to measure competency in the required skills, knowledge, and abilities (SKA).

B. The recruit basic training program for sworn officers will include instruction in the subject areas required by the Maryland Police Training Commission.

C. *The recruit basic training program curriculum will provide emergency medical training equivalent to that contained in the "Law Enforcement Medical Care Course (LEMCC)," which is approved by MIEMSS.*

D. The recruit basic training curriculum will include training on the accreditation process, to include:

1. The history and background of accreditation and the department's involvement in the process;
2. The accreditation process;
3. The goals and objectives of accreditation; and
4. The advantages of accreditation and its impact on the department.

**IV. FIELD TRAINING PROGRAM**

(See Index Code 802.1)

**V. PSYCHOLOGICAL COUNSELING SERVICES FOR RECRUITS**

The Academy commander will ensure that recruit officers are apprised of the psychological counseling services available through the County's Employee Assistance Program (EAP), and are afforded the opportunity to use the services as the need arises.

**VI. PROPONENT UNIT:** Training Academy.

**VII. CANCELLATION:** This directive cancels Index Code 802, dated 12-18-00.