

THURMONT POLICE DEPARTMENT			
GENERAL ORDER	<i>Date Issued:</i> November 10, 2010	<i>Effective Date:</i> November 10, 2010	<i>Order No:</i> Chapter 26.0
<i>Authority: Chief of Police</i> <i>Gregory L. Eyer</i>		<i>Manual Page No:</i>	
<i>Subject: Training and Career Development</i>		<i>Replaces Page No:</i>	
<i>CALEA Standard:</i> 33	<i>Distribution:</i> ALL	<i>Amends:</i>	<i>Number of Pages:</i> 11
<i>Related Documents:</i>		<i>Rescinds:</i> G.O. Ch. 26 dated April 18, 2007	

This Directive is for internal use only, and other than as contraindicated here this Directive does not create or enlarge this Department's, governmental entity's, any of this Department's officers, and/or any other entities' civil, criminal, and/or other accountability in any way. This Directive is not to be construed as the creation of a standard of safety or care in any sense, with respect to any complaint, demand for settlement, or any other form of grievance, litigation, and/or other action. Deviations from this Directive, if substantiated, can only form the basis for intra-Departmental administrative action(s) (including discipline and/or termination).

1. PURPOSE:

To establish guidelines for the administration of effective training for personnel of the Thurmont Police Department. The Department acknowledges the importance of a well developed and efficient training support system for both the new employee and the in-service employee. This Order will serve as the standard operating procedure for the administration of training as it applies to instructor, recruit, in-service, advanced, specialized, and civilian training within the Department.

2. POLICY:

The Thurmont Police Department shall provide training each year to all members of the Department – sworn and civilian – through in-service training and educational programs that will meet or exceed the minimum standards of the Maryland Police Correctional Training Commission (MPCTC).

3. DEFINITIONS:

MARYLAND POLICE AND CORRECTIONAL TRAINING COMMISSIONS (MPCTC) –The regulatory agency governing certification of police officers in the State of Maryland.

TRAINING SUPERVISOR – The Chief of Police, Deputy Chief of Police, and Sergeant, will serve as the Training Supervisor.

4. PROCEDURE:

A. Goals of Training Programs

1. The Department training goal is to meet or exceed the minimum standards of the MPCTC, provide instruction which addresses staff development and needs of the Department and its members, and provide appropriate training in a consistent manner.

B. Training Function

1. Primary responsibility for the law enforcement training function shall be that of the Training Supervisor.
2. Responsibilities for the training function and of the Training Supervisor shall include:
 - a. Oversight of all training programs involving Department personnel.
 - b. Oversee the planning, developing, and implementing all departmental training programs.
 - c. Oversight of the selection of instructors.
 - d. Overseeing the maintenance of the revisions/updates to lesson plans and summaries.
 - e. Overseeing the scheduling and notification of personnel for required and available training.
 - i. This shall be coordinated with instructors and allied agencies.
 - ii. Notification shall be effected by:

Individual training orders advising employees of specialized training to which they have been assigned. This training order will contain all details including course name, course dates, travel, lodging, etc.
 - f. Ensuring that required training programs are attended.

- g. Maintaining training records, and internal and external reports regarding training, including records and certifications of completion of training.
- h. The Training Supervisor shall act as the department liaison with MPCTC.

C. Training Supervisor

1. The responsibility and authority of the Training Supervisor shall include:
 - a. Developing Department resources and Department MPCTC Certified Instructors to conduct in-house training programs.
 - b. Obtaining In-Service training through outside agencies as necessary.
 - c. Obtaining additional training through courses offered by outside agencies and MPCTC
 - d. Obtaining input regarding training programs from agency members.
 - e. Evaluating previous and current training programs for effectiveness and applicability to the coming year's training needs.
 - f. Reviewing MPCTC training regulations and concerns as they arise.
 - g. Reviewing policy, general orders, and regulations regarding training.
2. Annual Review of Training Programs to ensure they comply with:
 - a. Personnel and operational needs;
 - b. Legal requirements;
 - c. Agency policies; and
 - d. MPCTC regulations.
3. The evaluation process shall include:
 - a. A review of new laws, court decisions, and agency policy / directives
 - b. An evaluation of the training programs
 - c. The evaluation of In-Service training programs

- d. Effectiveness
 - e. Recommendations for additions, updates, and/or revisions
 - f. Recommendations for proposed In-Service training programs for the following year.
 - g. Need for remedial training.
4. The Training Supervisor shall ensure lesson plans are reviewed and revised at least every three (3) years as required by MPCTC.

D. Resources for Use in Development of Training Programs

The Training Supervisor and agency instructors shall routinely use the following Department resources in training program development:

1. Inspection reports
2. Staff reports and/or meetings
3. Field personnel's input and observations
4. In-service Training Course Evaluations
5. Internal Affairs and Criminal Investigations investigative reports
6. Subject Management Reports
7. Performance Evaluations

E. Training Requests:

1. Except for scheduled In-Service Training, all members will submit a training request form (TPD Form #26.0A) to a Training Supervisor for approval. The Training Supervisor will approve or deny the request and forward a copy of the request to the Chief of Police via Chain of Command. All training request which will require a fee for registration or any other associated costs, must be submitted to and approved by the Chief of Police.
2. Upon approval, the Chief of Police will issue a Training Order with an assigned Training Order number and outlining the approved training, date, and location.

3. Upon the completion of the approved training, each member will complete a Training Received Form (TPD Form #26.0B) and submit the form to a Training Supervisor.

F. Training Attendance Requirements

1. All members of the Department shall attend annual in-service training which is directly job-related, consistent with safety and personnel improvement, and meets agency requirements. Department requirements will meet or exceed MPCTC regulations, both of which are as follows:
 - a. Sworn personnel:
 - i. MPCTC – eighteen (18) hours of approved In-Service training [Title 12, Subtitle 04, Chapter 01, Regulation .12, Section (A) through (G)]; to include all MPCTC mandated courses.
 - ii. Department – additional hours/courses as designated by the Chief of Police
 - b. Civilian personnel: Training will be provided as designated by the Chief of Police.
2. Commanders and supervisors shall ensure that their personnel are scheduled for courses of instruction that will meet Department requirements.
3. The Training Supervisor will review attendance, and advise command of any unexcused absences.
4. Authorized excuses from in-service training, advanced training, specialized training, or any other assigned training are limited to:
 - a. Excused sick leave – personnel must notify their supervisor and the Training Supervisor when requesting sick leave on days of scheduled training, using procedures established in Rules of Conduct 15-4.
 - b. Pre-approved authorization – requests, time permitting, must be in writing and submitted through the chain of command to the Training Supervisor who will, with supervisor's approval, provide alternative training dates.
 - c. Court appearances – notification must be in writing, time permitting, and submitted through the chain of command to the Training

Supervisor who will, with supervisor's approval, provide alternative training dates.

- d. Emergencies – personnel must notify their supervisor and the Training Supervisor who will, with supervisor's approval, provide alternative training dates.
5. All personnel who incur an excused or unexcused absence shall contact the Training Supervisor upon their return to duty to arrange for rescheduling.
6. At the completion of the calendar year:
 - a. By appointment, individual training files will be available for individual inspection; to include a review of training hours for the previous year.
 - b. Individuals may copy their training file.
 - c. The Training Supervisor will ensure the preparation for the Chief's approval, and submission to MPCTC, an annual in-service training report for all applicable personnel.

G. Reimbursements to Employees for Education

1. The Chief of Police and the CAO of the Town of Thurmont may approve reimbursement to employees for continued educational classes. Each employee must make the request in writing to the Chief of Police outlining the course, tuition, and the amount requested for reimbursement. Upon approval and successful completion of the class, reimbursement will be made to the employee.

H. Affiliation with College/University

1. Candidates attending entry level police training with the Frederick County Law Enforcement Academy or The Frederick Police Department Training Division, through a cooperative agreement with the Frederick Community College (FCC), may receive an Associate of Arts (AA) degree in Applied Police Sciences.
2. Additional outside training resources will be used upon approval of the Chief of Police when course content is deemed applicable and beneficial.

5. CAREER DEVELOPMENT:

If personnel are assigned to conduct career development activities, they will undergo a period of orientation that should provide increased knowledge and skills in at least the following areas: general counseling techniques; techniques for assessing skills, knowledge, and abilities; salary, benefits, and training opportunities of the agency; educational opportunities and incentive programs; awareness of the cultural background of ethnic groups in the program; record keeping techniques; career development programs of other jurisdictions; and availability of outside resources.

6. ENTRANCE LEVEL TRAINING:

All entrance level training will be provided by a MPCTC certified training academy.

7. LATERAL TRANSFERRED OFFICER TRAINING:

Officers transferring to the Thurmont Police Department will be evaluated and assigned to attend the required training to achieve their MPCTC certification.

8. PERFORMANCE OBJECTIVES FOR TRAINING PROGRAMS:

The objective of all In-Service and specialized training is to improve the skills, knowledge and abilities of Department personnel. The Training Supervisor will maintain a list of training facilities available for use by the Department. The Training Supervisor will continuously seek training opportunities for personnel and assist personnel in registering for available courses.

9. DEPARTMENTAL TRAINING PROGRAMS:

1. Any class taught by an employee of the Thurmont Police Department will have an updated, approved lesson plan on file in the Training Supervisor's Office. This includes In-Service training, in-house specialized training, and any classes taught to outside groups as a representative of the agency. Specialized training that is recurrent on a monthly/quarterly basis will provide a short, written synopsis of the areas covered for the Training Services file.
2. Upon receipt, the Training Supervisor will review the proposed lesson plan/summary checking for accuracy and compliance with MPCTC and Department requirements. Upon completion of review, the lesson plan shall be forwarded to the Chief of Police for approval.
3. Upon receipt, the Chief of Police will review the proposed lesson plan/summary for final approval.

4. Annually, all In-Service lesson approval applications intended for use in the upcoming year are due to MPCTC by January 1. The Training Supervisor shall prepare and submit them to MPCTC upon the Chief's approval.
5. Upon attending outside training conducted by other agencies a letter of completion for all participants should be forwarded to the Training Supervisor with the MPCTC approval number (if applicable), hours, employee identification, and a copy of any training certificates.
6. Training conducted outside the state of Maryland may be counted as advanced or specialized training hours, and will not count towards the mandated hours without meeting MPCTC and the Chief's approval.
7. **Roll Call** – Materials best suited to disseminate and update personnel may be conducted during a monthly Staff Meeting or during a scheduled Roll Call training session.

10. TESTING IN TRAINING PROGRAMS:

1. All MPCTC approved In-Service training shall be augmented by written and/or practical tests. Practical testing shall be provided where applicable.
 - a. All tests will be directly related to performance objectives.
 - b. A minimum passing score of 70% shall be required for all employees on all post-tests, recorded on Pre/Post Test Form.
2. Credit for advanced or specialized training will require a successful passing score as designated for that specific course.

11. REMEDIAL TRAINING:

1. Any areas of concern brought forth by supervisory personnel, will be discussed at the command level. The command staff will determine whether remedial training should be provided through one or more of the following methods in an effort to correct the area of concern:
 - a. Formal classroom instruction
 - b. Practical training exercise
 - c. Development of new policies, procedures, rules and/or regulations
 - d. Agency memo

2. Remedial training will be provided when:
 - a. Supervisory staff recognizes or are made aware of needs based on job performance.
 - b. In-Service testing falls below the required minimum score.
 - c. Range scores are consistently below 75%.

12. PERSONNEL TRAINING RECORDS:

1. Documentation of attendance shall be as follows:
 - a. Instructors shall submit all Course Attendance Rosters and Course Evaluation Forms to the Training Supervisor at the conclusion of each class.
 - b. Employees who attend approved training not provided by the Department shall ensure that one of the following occurs immediately following completion:
 - i. The Training Supervisor receives a copy of a certificate documenting successful completion of the course, or
 - ii. The Training Supervisor is notified in writing of the employee's attendance and successful completion, as well as an outline or summary of the course content, if certificates or other documentation are not issued.
2. The Training Supervisor shall ensure that all training records are entered in the Departmental "R" Drive in the Training Folder. A training file for each member will be maintain and updated with each completed training course attended by a member of the agency. Each individual computer file will identify the name of the course, MPCTC number when applicable, the date and location of the training; and the successful completion of the training by personnel. The individual files will also track dates of mandated re-certifications.

13. TRAINING RECORDS RETENTION

All training records will be retained in accordance with the Records Retention Schedule.

14. FIELD TRAINING EVALUATION PROGRAM (FTEP)
(Refer to policy-Chapter 26.1)

15. FIREARMS
(Refer to Policy-Chapter 1.3.1)

ATTACHMENTS:

TPD Form 26.0A – Training Request Form
TPD Form 26.0B – Training Received Form

DOCUMENT DATES:

Amended Date: February 9, 2016

Review Date:

Review Date:

Rescinds: Chapter 26 dated April 18, 2007

Order Written by: Lt. P. Allen Droneburg
Order Edited and Approved by: Chief of Police

CALEA Standards included in this Order
Chapter 33