

1.500 TRAINING

1.502 TRAINING ADMINISTRATION & FUNCTION

- A. The agency's training function is organizationally coordinated and assigned consistent with **1.200 Organization**.
- B. The agency's primary training function includes, but is not limited to:
 - 1. Planning and developing training programs;
 - 2. Administering the training academy;
 - 3. Notifying personnel of required training, and training that is made available to agency personnel;
 - 4. Maintaining training records;
 - 5. Ensuring that required and assigned training programs are attended;
 - 6. Implementing training programs;
 - 7. Selecting instructors;
 - 8. Evaluating and supervising instructors;
 - 9. Evaluating training programs;
 - 10. Coordinating training programs; and
 - 11. Identifying potential resources within the university community and the public sector that enhances the agency's training programs.

1.504 TRAINING COMMITTEE

- A. The goals and objectives of the agency's Training Committee include, but are not limited to:
 - 1. Serving in a formal advisory capacity for training issues to the chief, bureau commanders, and Training Unit;
 - 2. Assisting in the development, screening, and evaluation of training programs for the agency based on:
 - a. Legal or regulatory requirements;
 - b. Assessed agency or personnel needs; and
 - c. Input provided by instructors and training program coordinators;
 - 3. Serving as a focal and informational point for training opportunities;
 - 4. Recommending the selection of personnel for specified training programs;
 - 5. Facilitating training schedules and the tracking of training hours; and
 - 6. Facilitating the maintenance of employee's skill inventories by the Training Unit.
- B. The Training Committee is chaired by a supervisory or administrative ranked officer designated by the chief and acts as the primary committee liaison between the Training Committee, the chief, bureau commanders, and the Training Unit.
 - 1. The permanent member of the Training Committee is the Training Unit Commander or a specific designee.
 - 2. Non-permanent members of the Training Committee serve terms of at least one year. They are appointed as necessary by the Support Services Bureau Commander with the advice and consent of the chief. The non-permanent members of the Training Committee will minimally be:
 - a. one member from each bureau within the Department of Public Safety.
 - b. other employees as designated by the Support Services Bureau Commander.
- C. The Training Committee will meet as often as necessary. Routine committee activities may be conducted via e-mail.
- D. Agency employees becoming aware of training opportunities will forward same to the Training Committee for screening, evaluation, and recommendation.
 - 1. Employees submitting training opportunities to the Training Committee may express their desire to be considered to attend the training if it is approved.
 - 2. Employees forwarding training opportunities are not guaranteed selection if it is approved.

1.506 ATTENDING TRAINING PROGRAMS

- A. Training orders will be:
 - 1. Distributed to all agency personnel via e-mail; and
 - 2. Placed in the training files of personnel so affected.
- B. Agency employees assigned to attend training will do so unless excused because of court, illness, or other reasonable or prudent conditions.
 - 1. Personnel unable to attend training due to illness will comply with **1.448.34 Employee's Responsibility** and request the Training Unit, agency employee conducting the training, or the agency or organization hosting the training be notified directly by the employee taking the call.
 - 2. Personnel with training schedule conflicts due to court appearances will contact the Training Unit for directions on how to resolve the conflicts.
 - 3. Personnel with training schedule conflicts, due to other than illness or court appearances, will contact the Training Unit for directions on how to resolve the conflicts.
 - 4. Employees will make up mandatory training missed due to absences.
- C. Employee attendance at, and successful completion of, agency sponsored or authorized training programs will be documented either by training program instructors or other persons responsible for training programs. This documentation will be submitted to and retained by the Training Unit.
- D. Documentation verifying successful completion of agency sponsored or authorized training programs will be submitted to the Training Unit for inclusion in employees' training files.

1.508 REIMBURSEMENT FOR TRAINING EXPENSES

- A. The reimbursement for employee's training related expenses will be consistent with USMH VIII - 11.00 – POLICY ON UNIVERSITY SYSTEM TRAVEL.
- B. Training fees and fees for books or materials for agency approved training programs are normally paid by the agency.
- C. Employees requesting reimbursement for training related expenses must submit their requests for pre-approval authorizations to the Fiscal Services Unit consistent with university procedures.

1.510 PERFORMANCE OBJECTIVE BASED TRAINING

1.510.10 Lesson Plans

- A. Lesson plans are required for all training programs conducted by the agency. Lesson plans are required of non-agency personnel as well as agency personnel. Lesson plans will:
 - 1. Contain performance objectives;
 - 2. Contain the content of the training;
 - 3. Contain specifications of appropriate instructional techniques;
 - 4. Establish the purpose of the instruction;
 - 5. Relate training to critical job tasks; and
 - 6. Identify matters that will be taught.
- B. Lesson plans should also include, as applicable:
 - 1. References;
 - 2. Teaching techniques to be used, e.g., lecture, group discussion, panel, seminar, or debate; and
 - 3. Plans for evaluation of the participants.
- C. Unless lessons plans are developed and mandated by external sources, all instructors are responsible for developing the content of their lessons based on training mandates or directions from the appropriate bureau commander or Training Unit commander.
- D. Instructors will submit lesson plans to the Training Unit for review and approval prior to conducting the training.
- E. The Training Unit will evaluate, and approve as appropriate, lesson plans to ensure they are consistent with agency directives and/or external training mandates.
- F. The Training Unit retains file copies of all lesson plans consistent with the agency's records retention and destruction schedule.

1.510.30 Testing

- A. Instructors will prepare testing mechanisms which utilize performance objectives and measure trainees' knowledge of, and ability to use, job related skills.
- B. The Training Unit will evaluate, and approve as appropriate, testing mechanisms to ensure they:
 - 1. Are competency based;
 - 2. Use performance objectives; and
 - 3. Measure trainees' knowledge of, and ability to use, job related skills.
- C. Scores necessary to pass tests will be established in accordance with directives from MPCTC, directives of proprietary lessons such as CPR, or in accordance with the nature of the material being taught. Scores necessary to pass tests will be announced in advance to trainees.

1.510.40 Remedial Training

- A. Remedial training will be provided to employees when it becomes necessary to improve employees' performance in particular areas.
- B. Remedial training needs may be developed from multiple indicators within the agency. The need for remedial training, other than during academy training, may be indicated by situations or conditions that include, but are not limited to:
 - 1. Deficiencies noted during inspections or performance evaluations;
 - 2. Sustained complaints against employees;
 - 3. Poor performance in training programs; and
 - 4. Recommendations of the Training Committee.
- C. Documented remedial training should be conducted as soon as reasonably possible following the determination that remedial training is necessary.
- D. The agency may utilize in-service training to conduct remedial training or may utilize other courses of instruction outside the agency in order to address remedial training needs of employees.
- E. Agency employees who fail to attend or successfully complete remedial training may be reassigned to other duties until the training is successfully completed, undergo appropriate evaluations to determine possible causes for training failure, and/or disciplined in accordance with **2.900 Complaints & Discipline**.
- F. Remedial firearms training is conducted in accordance with MPCTC Chapter .02 regulations and **2.820 Weapons Training Programs**.
- G. Documentation showing completion of remedial training will be forwarded to the Training Unit for inclusion in the employee's training file

1.512 TRAINING RECORDS

- A. Training records for all agency employees are maintained by the Training Unit. Training records contain information that includes, but is not limited to:
 - 1. Training dates;
 - 2. Training topics;
 - 3. Attendance records;
 - 4. Copies of certificates or other documentation to show completion of training programs; and
 - 5. Test scores.
- B. Training records will be updated with necessary and relevant information by the Training Unit within 30 days of completion of training programs.
- C. The Training Unit will maintain informational files on all training programs conducted by the agency. Training program files contain information that includes, but is not limited to:
 - 1. Course content or lesson plans;
 - 2. Names of employees attending the training;
 - 3. Performance of individual attendees as measured by tests, if administered; and
 - 4. Follow the UMDPS Retention Schedule as it relates to train-

ing files (lesson plans and related records).

1.514 POLICE ACADEMY

- A. The agency is certified by the MPCTC as a "Class I," or full-service, police academy.
- B. The goals and responsibilities of the academy are to:
 - 1. Provide training in accordance with standards established by the MPCTC and the administration of the agency;
 - 2. Provide administration and operations that facilitate adult education;
 - 3. Maintain an environment that is safe and conducive to learning;
 - 4. Improve police services to the community; and
 - 5. Enhance police-community relations.
- C. The agency's academy is administered by the designated bureau commander and under the direct operational command of the Training Unit Commander.
 - 1. Training policy is developed for the academy based on recommendations from the Training Committee, the Training Unit, and upon approval of the chief and MPCTC.
 - 2. Training Unit staff supervises the delivery of academy training and the conduct of academy instructors.
 - 3. Because the agency does not maintain a full-time academy staff, most academy primary instructors do so in ancillary assignment capacities.
 - 4. Additional non-agency instructors are selected on the basis of professional expertise and/or lack of certified instructors from within the agency for specific topic areas requiring expertise.
 - 5. Academy instructors are selected and removed consistent with **1.516**.
- D. Operational and administrative procedures followed by the Training Unit are established by agency directives and MPCTC regulations.
- E. The agency's training facility and other facilities used by the agency to conduct academy training comply with MPCTC Regulation .10. The facilities include, at a minimum:
 - 1. Classroom space consistent with the curriculum being taught;
 - 2. Office space for administrators and support personnel;
 - 3. Office resources for instructors;
 - 4. Physical training facilities;
 - 5. Libraries;
 - 6. Driver-training area; and
 - 7. Firing range.

1.514.10 Police Recruit Training

- A. All police officers hired by the agency are required to complete recruit academy training fulfilling the requirements of MPCTC Regulations .03 and .04 prior to assignment in capacities wherein they are allowed to carry weapons or make arrests. Police academy training does not include the FTO program as described in **1.518**.
- B. The agency will send police officers through minimum standards training academies in order for them to receive training that includes, but is not limited to:
 - 1. Minimum hours and content requirements established by the MPCTC;
 - 2. Instruction in subject areas mandated by CALEA;
 - 3. Curriculums based on tasks most frequently performed by police officers; and
 - 4. Use of evaluation techniques designed to measure competency in required skills, knowledge, and abilities expected of police officers.
- C. The agency prefers to train all agency police officers in the agency's MPCTC certified police academy. If circumstances preclude officers attending the agency's police academy, officers will be sent only to police academies certified by the MPCTC.
- D. The Training Unit maintains and distributes an academy hand-

book to all primary instructors and recruit officers. The academy handbook contains information that includes, but is not limited to:

1. The organization of the academy;
2. The academy's rules and regulations;
3. MPCTC training objectives;
4. The academy's curriculum;
5. The academy's rating, testing, and evaluation system; and
6. Daily training schedules.

1.515 OUTSIDE MPCTC POLICE ACADEMY USE

- A. Entry-level officers may be sent to an outside police academy when circumstances preclude officers from attending the agency's police academy. These officers will be sent only to police academies certified by the MPCTC.
- B. The Training Unit will identify a supervisor to serve as a liaison between the host academy and the student officer(s) attending the outside academy. This supervisor will safeguard the interests of both the agency and the academy while student officer(s) are attending academy training.
- C. UMDPS may provide MPCTC certified instructors to assist in an outside academy if requested by the academy.
- D. Financial arrangements will be made between the outside academy and the Support Services Bureau Commander (SSBC) for student officers attending the academy.

1.515.10 Outside Academy Training Requirements

- A. Outside academies should conduct testing that requires the trainee to learn and perform each of the mandated MPCTC performance objectives.
- B. Each student officer shall receive a copy of the outside academy's regulations and these rules and regulations shall govern the student officer's daily actions while attending the academy. This handbook shall include, but not limited to:
 1. Academy organization;
 2. Academy rules, regulations, and testing system;
 3. MPCTC minimum training standards;
 4. Training schedule and curriculum;
 5. Disciplinary regulations that apply to all student officers;
- C. When a student officer's progress indicates that they are likely to fail the program, the outside academy director shall notify the Training Unit liaison.
- D. Student officers attending an outside entrance-level police academy who are injured during training shall comply with **1.450 Accident Leave Management**.
- E. The student officer(s) shall achieve a score of at least 70 percent in each performance objective.
- F. Outside academies shall maintain accurate records of all tests and testing procedures as required by MPCTC.
- G. At the conclusion of the entrance level training program, academy directors shall verify that the trainee has met the above requirements.
- H. A firearms training program is also required to be taken as part of an entrance-level training before student officers can be issued a firearm or given the authority to carry a firearm.
- I. Student officers attending an entrance-level training academy will be excused from routine UMDPS duties and shall receive a salary while attending this mandated entrance-level training.
- J. Upon completion of entrance level training using an outside academy, UMDPS will provide in-house instruction concerning policies, procedures, rules and regulations. Some of this training to include, but not limited to weapons qualifications and training may occur upon completion of the entrance level academy or during Field Training.

1.516 SELECTION, TRAINING, & SUPERVISION OF INSTRUCTORS

- A. The chief will designate agency personnel to serve as training

instructors based upon recommendations by agency employees.

- B. Employees desiring to serve as instructors must send memorandums, including supervisory endorsements, to the Training Committee.
- C. The Training Committee may solicit agency employees to become instructors.
- D. Prior to serving as instructors in any MPCTC mandated training programs, employees must be certified as instructors in accordance with requirements contained in MPCTC Regulation .09. Instructor training includes, at a minimum:
 1. Lesson plan development;
 2. Performance objective development;
 3. Instructional techniques;
 4. Testing and evaluation techniques; and
 5. Availability and use of resources.
- E. Because the agency does not maintain personnel in full-time instructor assignments, employees selected to serve as instructors are expected to do so in ancillary assignment capacities at least for the duration of their MPCTC instructor certifications unless:
 1. They are removed by the chief; or
 2. They submit requests, subject to approval by the chief, requesting their instructor certifications be rescinded.
- F. Personnel conducting training for the agency, regardless of their full-time assignments, are under the command, and are supervised by, the Training Unit Commander.

1.518 FIELD TRAINING OFFICER PROGRAM

1.518.10 Program Administration

- A. The FTO program will be administered and operated in accordance with these directives and those established in the FTO Manual.
- B. All training in the FTO program will be conducted in a planned, organized sequence identified in the FTO Manual. The FTO curriculum is based on tasks of most frequent assignments.
- C. All recruit officers will be evaluated only against standardized evaluation guidelines which clearly define acceptable and unacceptable performance.
- D. The Police Services Bureau Commander is responsible for administering the FTO program. These responsibilities include, but are not limited to:
 1. Designating an administrative ranked officer to serve as the FTO program coordinator and to provide day-to-day direction and oversight of the program;
 2. Selecting officers to conduct field training of recruit officers;
 3. Coordinating the assignment of recruits to FTOs;
 4. Maintaining an active liaison with the Training Unit Commander; and
 5. Periodically reporting to the chief and the Training Unit Commander on the progress of recruits in the program.
- E. An administrative ranked officer will be designated by the Police Services Bureau commander to serve as the FTO program coordinator with responsibilities that include, but are not limited to:
 1. Developing and maintaining the FTO manual;
 2. Providing necessary FTO program training to patrol supervisors and FTOs;
 3. Evaluating the FTO program after each class to ensure proper coordination and effectiveness;
 4. Maintaining an active liaison with patrol's bureau commander to ensure program effectiveness; and
 5. Must attend a Supervisor training course and complete a FTO training course of at least 21 hours.
- F. The FTO manual contains materials that include, but are not limited to:
 1. Detailed descriptions of the duties and responsibilities of the FTO program coordinator, patrol supervisors supervising recruit officers in field training, FTOs, and recruit officers in field training;

2. Descriptions of training phases in the FTO program;
 3. Standardized evaluation guidelines for rating recruit officers; and
 4. Reference materials for FTOs.
- G. The duties of patrol squad commanders in the FTO program include, but are not limited to:
1. Promoting the goals and operations of the FTO program;
 2. Supporting FTOs by providing necessary direction, counseling, and encouragement;
 3. Identifying officers likely to be capable of serving as FTOs;
 4. Monitoring and evaluating the conduct of officers under their command who are serving as FTOs;
 5. Monitoring recruit officer performance and progress by reviewing daily observation records and meeting at least monthly with each recruit and FTO under their command;
 6. Reviewing, signing, and forwarding daily observation records completed by FTOs under their command;
 7. Assigning alternate FTOs in the temporary absences of FTOs assigned to their squads;
 8. Recommending remedial training, counseling, extension of FTO periods, or recommending termination of recruit officers during field training as necessary;
 9. Working with FTOs under their command to counsel and develop remedial training which addresses performance deficiencies of recruit officers under their command; and
 10. Meeting at least biweekly with their FTOs to review the performance of the FTOs and the recruit officers under their direction.
- H. The duties of FTOs include, but are not limited to:
1. Promoting the goals and operations of the FTO program;
 2. Providing recruit officers with necessary and appropriate field training experiences and opportunities, guidance, counseling, and remedial training;
 3. Accurately and fairly completing daily observation records that document the performance and progress of recruit officers under their direction; and
 4. Meeting at least weekly with their patrol squad commanders to review the performance of recruit officers under their direction;

1.518.30 Program Elements

- A. The standard FTO program is segmented into active and inactive components.
1. The active component of the FTO program is minimally 480 hours for recruit officers, 160 hours for lateral officers. Lateral officers who attend a Comparative Compliance course must complete a minimum of 240 hours in the FTO Program.
 - a. Recruit officers must be assigned to, and work with, their primary FTOs for a minimum cumulative period of eight weeks (320 hours), rotating assignments with their squads. Recruit officers will be reassigned to other primary FTOs in the instance where initial primary FTOs are absent for extended periods of time due to illness, injury, etc.
 - b. Recruit officers may be assigned to, and work with, secondary FTOs for a maximum cumulative period of four weeks (160 hours).
 - c. Lateral officers must be assigned to, and work with, their primary FTOs for a minimum cumulative period of three weeks (120 hours), rotating assignments with their squads. Lateral officers will be reassigned to other primary FTOs in the instance where initial primary FTOs are absent for extended periods of time due to illness, injury, etc.
 2. The inactive component of the FTO program is that period of time from the completion of active field training until completion of recruit officers' probationary periods. During this

time, patrol squad commanders will evaluate recruit officers in accordance with applicable sections of **1.440 Goal Setting & Evaluation**.

- B. Recruit officers will be evaluated by their FTOs every duty day of their active FTO training.
1. FTOs will discuss daily observation records with recruit officers under their control.
 2. Recruit officers and one of their patrol squad supervisors will sign all daily observation records acknowledging that they have reviewed the records.
 3. Recruit officers and their patrol squad supervisors may submit written comments on any daily observation records.
- C. FTOs will test recruit officers under their control on at least a weekly basis. Testing will be conducted in order to assess job knowledge and determine possible topics or subject areas for remedial training.
- D. For operational purposes, FTO - recruit officer teams will always be considered as single officer units. Generally, recruit officers in active components of field training will not be assigned or utilized apart from their FTOs.
- E. The active component of the FTO program for recruit officers with performance deficiencies may be extended a maximum of 480 hours beyond the standard active component length.
1. Decisions to extend active FTO training beyond the standard 480 hours will be made by the Police Services Bureau Commander based on recommendations of appropriate FTOs, patrol squad supervisors, the FTO program coordinator, and the Training Unit Commander. Extensions may be automatic due to periods of absence by recruit officers.
 2. Recruit officers whose performance is evaluated as unsatisfactory after 960 hours of active field training may be recommended for termination.
 3. Nothing in any directives pertaining to the FTO program precludes the chief from dismissing recruit officers in accordance with USM directives pertaining to probationary employees.
- F. Upon completion of field training of recruit officers, all records pertaining thereto will be compiled by the FTO program coordinator and forwarded to the Training Unit for inclusion in recruit officers' basic training files.

1.518.40 FTO Selection, Training, & Removal

- A. There are primary and secondary FTOs in the agency's FTO program.
1. Primary FTOs are those officers who are responsible for conducting and overseeing the day-to-day field training of recruit officers.
 - a. Primary FTOs will be officers who volunteer or are solicited to work with recruit officers and manage the day-to-day process and activities.
 - b. Officers applying to serve as primary FTOs must have at least two years of sworn police experience with the agency and must not have had any evaluation dimensions scored lower than "Meets Standards" in their most recent evaluations.
 2. Secondary FTOs are those officers who are responsible for conducting and overseeing the day-to-day field training of recruit officers when primary FTOs are unavailable.
 - a. Secondary FTOs will be officers who volunteer or are solicited to work with recruit officers and manage the day-to-day process and activities.
 - b. Officers applying to serve as secondary FTOs must have at least two years of sworn police experience with the agency and must not have had any evaluation dimensions scored lower than "Meets Standards" in their most recent evaluations.
- B. FTOs are selected by the chief and bureau commanders with the advice and consent of patrol squad commanders, and the FTO

program coordinator.

1. Only PFCs, MPOs, and Corporals assigned to one of the agency's patrol squads are eligible to serve as FTOs.
 2. In order to apply for the position of FTO, officers must submit a request through their chain of command to the Police Services Bureau Commander.
 3. The patrol squad commanders of officers applying to serve as FTOs will attach endorsements recommending or not recommending FTO applicants. Endorsements must contain objective based reasons for the recommendation or non-recommendation.
 4. Officers solicited to serve as FTOs must similarly receive endorsements from their patrol squad commanders.
 5. Officers not recommended for FTO service by their patrol squad commanders may appeal the decisions in writing to the Police Services bureau commander. In such cases, the burden of proving the recommendations are inappropriate rests with the applicants.
- C. Prior to serving as primary FTOs, employees will receive training conducted, organized, or authorized by the Training Unit. Initial FTO training and in-service training for previously trained FTOs includes, but is not limited to:
1. FTO program goals;
 2. Essential steps for recruit officer training;
 3. Effective communication skills;
 4. Concepts of adult education;
 5. Goal setting and evaluation processes, including daily observation records;
 6. Remedial training strategies;
 7. Discipline and discharge principle; and
 8. The 17 FTO objectives.
- D. FTOs must complete an initial FTO training course consisting of a minimum of 21 hours of instruction. FTOs must also attend and complete a minimum of 7 hours of refresher training every 3 years.
- E. FTO selections will be reflected in the personnel and training files of officers so selected.
- F. FTOs will be issued an FTO insignia to be worn above their right uniform shirt pocket. FTO insignias may be worn only when officers are serving as FTOs in the active component of the FTO program.
- G. FTOs may be removed from the program either voluntarily or for just cause as determined by the Police Services bureau commander.
1. Officers wishing to be voluntarily separated from the FTO program will submit written requests containing objective based reasons, through the chain of command, to the Police Services bureau commander.
 - a. The patrol squad commanders of officers requesting to be separated from the FTO program will attach endorsements recommending or not recommending the request.
 - b. Endorsements must contain objective based reasons for the recommendation or non-recommendation.
 2. The Police Services bureau commander may involuntarily separate FTOs from the program based on written, objective based recommendations from patrol squad commanders, the FTO program coordinator, or the Training Unit Commander.
 3. Information documenting voluntary or involuntary removal of FTOs will be placed in affected employees' personnel and training files.
- H. The FTO program coordinator will complete reviews of FTO programs no later than 30 days following completion of active FTO programs.
1. FTO program reviews will contain information that includes, but is not limited to:
 - a. Overall compliance with these FTO directives and directives in the FTO manual;

- b. Structured, written evaluations from recruit officers who completed the most recent active FTO program;
 - c. Structured, written evaluations from a random sampling of primary FTOs and their supervisors; and
 - d. Recommendations from the FTO program coordinator.
2. Completed FTO program reviews will be provided to:
- a. The chief; and
 - b. Bureau commanders.

1.520 IN-SERVICE TRAINING

- A. All sworn personnel below the rank of chief are required by MPCTC regulations to undergo and successfully complete day-light and reduced-light firearms requalification on a yearly basis. Firearms re-qualifications will be consistent with **2.820 Weapons Training Program**.
- B. All sworn employees will undergo and successfully complete annual retraining programs consistent with the position held and functions performed. Retraining programs must include legal updates.
1. Officers ranked sergeant and below are required by the MPCTC to undergo and successfully complete annual in-service training.
 2. Officers above the rank of sergeant will attend regular departmental in-service training or other appropriate retraining programs as determined by the chief and bureau commanders.
 3. In-service training subjects may include, but are not limited to:
 - a. Agency directives;
 - b. Criminal and motor vehicle law updates;
 - c. Liaison with other local criminal justice agencies;
 - d. Exercise of police discretion;
 - e. Interrogation and interview techniques;
 - f. Weapons and use of force;
 - g. EMS and fire services;
 - h. Goal setting and evaluation;
 - i. Investigative methods and techniques;
 - j. Contingency plans and planning for unusual occurrences;
 - k. Crime prevention techniques;
 - l. Collection and preservation of evidence;
 - m. Report writing, systems, and requirements; and
 - n. Ethics and integrity.
 4. Non-sworn personnel will attend yearly in-service training programs in order to update their skills, knowledge, and abilities commensurate with their responsibilities as determined and ordered by the chief or their respective bureau commanders.
- C. All sworn personnel below the rank of chief and all communications personnel will maintain a certification in emergency medical care (EMT, 1st Responder, or LEMCC). Recertification occurs every three years. Occasional mandatory protocol updates may occur between recertification dates.

1.522 ROLL-CALL TRAINING

- A. This directive specifically addresses the agency's formalized roll-call training program and does not preclude supervisory or administrative ranked personnel from conducting informal or impromptu roll-call training at their discretion. However, unit commanders are encouraged to utilize the formal roll-call training process to ensure the training is useful, valid, managed, and supervised.
- B. The agency's formalized roll-call training program is established as a component of the agency's training function.
1. Roll-call training is specifically designed to deliver training to patrol officers during briefing periods prior to the beginning of their tours of duty or during periods of shift overlaps.
 2. Roll-call training programs will be designed to be covered in short periods of time and primarily cover subjects that directly assist patrol officers in the performance of their duties.

- C. The Police Services bureau commander is responsible for administering the roll-call training program. These responsibilities include, but are not limited to:
 - 1. Designating a program coordinator to provide day-to-day direction and oversight of the program;
 - 2. Suggesting, selecting, or approving roll-call training topics;
 - 3. Evaluating roll-call training to ensure proper coordination and effectiveness; and
 - 4. Periodically reporting to the chief, the Training Unit Commander, and the Training Committee on the progress, conduct, and effectiveness of roll-call training.
- D. The Training Unit Commander has roll-call training program responsibilities that include, but are not limited to:
 - 1. Maintaining an active liaison with the Police Services bureau commander and roll-call training coordinator to ensure program effectiveness;
 - 2. Suggesting, selecting, or approving roll-call training topics;
 - 3. Providing logistical and resource support; and
 - 4. Maintaining records reflecting successful completion of roll-call training programs.
- E. The roll-call training coordinator has program responsibilities that include, but are not limited to:
 - 1. Maintaining an active liaison with the Police Services bureau commander and Training Unit Commander to ensure program effectiveness;
 - 2. Suggesting or selecting roll-call training topics;
 - 3. Identifying teaching techniques and methods to be used;
 - 4. Assisting patrol squad supervisors with scheduling roll-call training to ensure full coverage of targeted personnel in addition to efficient and effective use of time and materials;
 - 5. Providing logistical and resource support; and
 - 6. Ensuring that roll-call training plans, testing mechanisms, and evaluation mechanisms are developed and utilized.
- F. Instructors will be assigned to conduct roll-call training based upon the subject areas covered, qualifications, and shift hours when the training is to be conducted.
- G. Any agency employee may propose roll-call training topics through the chain of command to the Police Services Bureau Commander, Training Unit Commander, or the roll-call training coordinator.

1.524 ACCREDITATION FAMILIARIZATION

- A. The accreditation manager is responsible for ensuring all agency personnel are familiarized with the accreditation process. Familiarization will be provided:
 - 1. To all newly hired agency personnel within thirty days after their employment begins or within thirty days after completing the recruit academy;
 - 2. To all agency personnel during self-assessment phases of initial accreditation; and
 - 3. To all agency personnel just prior to on-site assessments of initial accreditation and reaccreditation.
- B. Accreditation familiarization includes, but is not limited to:
 - 1. The history and background of accreditation and the agency's involvement in the process;
 - 2. The process of accreditation and reaccreditation;
 - 3. The goals and objectives of accreditation; and
 - 4. The advantages of accreditation and its impact on the agency.
- C. Accreditation familiarization may be achieved by mechanisms that include, but are not limited to:
 - 1. Classroom instruction;
 - 2. Newsletters;
 - 3. Memos; or
 - 4. Periodic attendance by command ranked officers at CALEA meetings.
- D. All agency employees assigned to the position of accreditation manager shall receive specialized accreditation manager training

within one year of being appointed to the position.

1.526 SPECIALIZED TRAINING

- A. Specialized training programs provide necessary skills, knowledge, and abilities in addition to those received through basic recruit and in-service training. Specialized training includes, but is not limited to:
 - 1. Job related training to all newly promoted personnel;
 - 2. Management, administration, supervision, personnel policies, and support services of the functions or components;
 - 3. Performance standards of specializations;
 - 4. Agency directives specifically relating to specializations;
 - 5. Executive development training and education;
 - 6. Technical and specific training pertinent to particular assignments; and
 - 7. Supervised on-the-job training.
- B. Specialized training will be provided to employees assigned to duties that include, but are not limited to:
 - 1. First line supervisor;
 - 2. First line administrator;
 - 3. Instructor;
 - 4. Police motorcycle or bicycle operator;
 - 5. Investigator;
 - 6. Accreditation Manager;
 - 7. Truth verification operators;
 - 8. Police Communications Operators;
 - 9. Conflict Negotiators;
 - 10. Any other positions required by MPCTC to receive mandated training.
- C. Efforts will be made to initiate specialized training within 30 days of personnel being assigned to certain specialized functions.
 - 1. Specialized training will be provided on a timely basis to employees assigned to positions that include, but are not limited to:
 - a. Investigations Unit;
 - b. Training Unit;
 - 2. First line supervisory and administrative personnel will attend MPCTC mandated training at the earliest opportunity following promotion.
- D. All agency employees are encouraged to develop specialty skill areas as components of their individual career development efforts.
 - 1. Unit commanders are encouraged to allow the development of the skills, knowledge, and abilities of personnel under their command.
 - 2. Employees developing specialized skills are reasonably expected to utilize their specialized skills and teach these skills if certified or authorized to do so.
 - 3. Opportunities for specialized skill training should be filled on the basis of both unit and individual officer needs and preferences.
 - 4. Subsequent opportunities for advanced skill development should be sought for employees having achieved basic skill performance levels.
- E. Agency employees will be provided with specialized retraining, if required consistent with **1.526.10 Specialized Training Descriptions**.

1.526.10 Specialized Training Descriptions

- A. The matrix listed on the next few pages shows a description of required departmental training and retraining requirements.

ASSIGNMENT	REQUIRED TRAINING	RETRAINING REQUIREMENTS
Criminal Investigators	New CID investigators and SERT team members will be assigned to more experienced investigators (on-the-job training) until it is determined that the new investigators can function on their own. They will be scheduled to attend a basic investigator's training class program as soon as a class is available.	While there are no formal re-training requirements for investigators going into CID or SERT, specialized training for these investigators will be as directed or authorized by their Commanders.
Traffic Radar & Laser Operators	Initial UMDPS-approved training for new radar or laser operators is required. Training covers nomenclature and basic operation of units.	Since there are no formal retraining requirements for radar or laser operators, UMDPS may offer ongoing training opportunities.
Breathalyzer & PBT Operators	Initial training for breathalyzer and PBT operators will meet the requirements of the Maryland State Toxicologist's Office and Maryland State Police Chemical Test for Alcohol Unit. Training will consist of testing procedures and knowledge of applicable law involving use of alcohol detection instruments.	Retraining is required for breathalyzer operators to meet the requirements of the Maryland State Police Chemical Test for Alcohol Unit. Retraining is eight hours each year.
Instructors	<p>Instructors certified by the Maryland Police and Correctional Training Commission (MPCTC) must successfully complete a training course covering, at a minimum:</p> <ul style="list-style-type: none"> • The basic concepts of learning and teaching • The role of training in the criminal justice profession • Classroom management techniques • Effective speech techniques • Preparation and use of audiovisual training aids • Development of training objectives • Development of lesson plans • Laboratory experience in presentation of mock classroom lesson plans <p>Firearms instructors must successfully complete the instructor training program that meets Department and MPCTC requirements.</p> <p>Emergency Vehicle Operator and Defensive Tactics instructors</p> <p>Non-MPCTC-certified instructors, or those instructors not assigned as full-time instructors, must successfully complete</p>	Retraining for instructors is accomplished pursuant to any requirements indicated in the initial certification process, or as directed by UMDPS.

	the instructor training for the topic(s) they will teach.	
Supervisors	Pursuant to Maryland Police Training Commission Regulations, first-line supervisors shall successfully complete an approved supervisor or administrator program within one year of the effective date of their respective promotion. Civilian supervisors will receive training and orientation via their Commander/Supervisor.	There are no formal retraining requirements, however, supervisors are afforded training opportunities through Department and through the University's Human Resources Department.
Administrators / Managers	Administrators/Managers will receive leadership training pertinent to their respective positions, such as that required by MPCTC regulations.	Although there is no retraining requirements beyond the in-service level, Retreats and other specialized training will be conducted on an on-going basis as directed.
Truth Verification operators	Initial training for polygraph or computer voice stress analyzer (CVSA) or polygraph operators is required and consists of operational procedures, interviewing techniques, and chart reading.	Retraining for operators will be in accordance with initial certification requirements and at the recertification intervals indicated on each certificate of training.
Accreditation Specialists	Newly selected Accreditation Managers will receive training on the accreditation process and file maintenance within one year of appointment.	To stay current with accreditation issues and standards, Accreditation Specialists participate in mock assessments and attend accreditation-related seminars and meetings.
Field Training Officers	Newly selected Field Training Officers must complete a UMDPS approved training course.	In-service training and debriefing sessions are conducted specifically for Field Training Officers, as scheduled by the Field Training Coordinator.
Motorcycle Officers and Bicycle Officers	Officers new to the Motorcycle and Bicycle Program must possess a driver's license to operate a motorcycle and successfully complete a UMDPS approved Basic Police Motorcycle School or Bicycle School.	While there are no formal refresher training requirements for these assignments, motorcycle and bicycle officers receive refresher training as mandated by UMDPS.
Recruiters	New recruiters receive training from the Training Unit (internal or external) in Departmental policies, recruiting techniques, and the Department's commitment to being an equal opportunity employer.	While there are no formal refresher training requirements for this assignment, recruiters receive refresher training by attending staff and other meetings, and external training received at conferences, seminars, etc.
Police Communications Operators	Police Communications Operators must complete NCIC certification, First Responder training, and a Basic Telecommunicator Course within their first year of employment. Police Communications Operator II's are required to take an Advanced Law Enforcement Dispatch training course.	Recertification is required for NCIC operators to meet the requirements of the State of Maryland every two years. Recertification is also required every three years for First Responder certification.
Conflict Negotiators	Initial training for Conflict Negotiators is required and will consist of basic conflict management training in a one or two week school.	Retraining for conflict negotiators will be in accordance with initial certification requirements and at the recertification intervals indicated on each certificate of training. Conflict negotiators will participate in periodic in-service training.

1.528 ORIENTATION TRAINING

- A. University Human Resources conducts regular orientation programs for newly hired classified employees of the university. Specific information is provided concerning university regulations, campus practices, and a broad range of employee benefits such as retirement, health insurance, other insurance programs, credit unions, and recreational facilities.
- B. The agency provides orientation programs for all newly hired employees that includes, but are not limited to:
 1. Orientation to the agency's role, purpose, goals, and direc-

tives;

2. Working conditions; and
3. Responsibilities and rights of employees.

1.530 TRAINING REQUESTS

- A. All Agency employees are encouraged to find training opportunities and submit them to the Training Committee for consideration consistent with 1.504.D.
- B. Not all training opportunities will be made available generally to all employees. The Agency may assign training, at its discretion,

to officers who will most enhance the Agency's ability to perform its mission.

- C. Officers ranked sergeant and below will not submit their own requests to attend training, or requests that Training Orders be initiated for their own training, directly to the Training unit.
 - 1. Requests to attend or be considered for training will be submitted to supervisors for approval.
 - 2. Supervisors will insure proper staffing levels and other unit needs are met and, if approved, forward the requests and their endorsements to the Training Unit.
 - 3. Sergeants may submit approved requests from their subordinates directly to the Training Unit for Training Orders.
- D. Officers ranked lieutenant and above may submit their own requests for Training Orders directly to the Training Unit or in accordance with their supervisors' directives.
- E. When training requests are solicited from multiple units within a Bureau, an administratively ranked officer will be designated to screen and select officers whose requests have been endorsed by their respective unit supervisors.
- F. Selection decisions will be based on agency needs. The selecting authority may consider such things as:
 - 1. Relevance to the Agency's mission.
 - 2. Staffing levels within the respective units during the training.
 - 3. Whether the training will enhance the requestors' skills for their primary or ancillary job functions.
 - 4. The requestors' daily job performance, whether that performance indicates the requestors have skill or a particular interest in the area in which the training is being offered, or whether the employee needs additional training in the area offered in order to meet minimal performance expectations.
 - 5. The number of training requests that have recently been granted for each requestor.
 - 6. Whether the training is an advanced program for previous training that was attended by the requestors
 - 7. Whether or not the requestors' attendance will have a negative impact on staffing for special events or other mandated training.

1.532 Incidents Involving Serious Injury or Death Inflicted by Officer(s) or Other Non-sworn Employees Training

- A. Awareness training for all personnel potentially impacted by an incident involving serious injury or death will be provided.
- B. Process training for agency personnel responsible for managing an incident involving serious injury or death inflicted by officer (s) or other non-sworn employees will be provided.

1.540 MARYLAND STATE POLICE LIBERTY DAM FIREARMS RANGE

The Maryland State Police Firearms Range at Liberty Dam Reservoir is owned and operated by the Maryland State Police. Requests for use of the outdoor firearms training facility to other law enforcement agencies is granted as scheduling permits. The facility meets the needs of Maryland's law enforcement and correctional officers to allow training in the areas of basic firearms, instructor level firearms, and judgmental decision making in use of force situations. The Liberty Dam facility also provides a variety of specialized equipment necessary to satisfy many important instructional needs.

1.540.10 Liberty Dam Range Information

- A. Liberty Dam Range operates between 0830 and 2130 hours Monday through Friday. No shots may be fired prior to 0830

hours or after 2130 hours. Weekend use of the range will not be scheduled.

- B. There are three ranges available for use at Liberty Dam range. These ranges are the Upper, Rifle and Middle range.
- C. The upper range is a 50 yard range with 25 shooting positions. Absolutely NO rifles will be shot on the upper range. Absolutely NO steel will be shot on the upper range.
- D. The Rifle range has 100, 75, 50, 40, 25, 15, and 10 yard range (15 shooting positions). Officers who want to shoot from 150 yards will set up in the parking lot and the parking lot must be blocked for 200 yards. Pistols may be shot on the rifle range in conjunction with rifle training. Officers cannot drive on the rifle range past the 50 yard line.
- E. The Middle Range is reserved for use by the Maryland State Police.
- F. All trash must be put in a dumpster prior to leaving the range. All empty brass must be picked up.
- G. If UMDPS is the last agency to leave the range in the evening, all gates must be secured.

1.540.20 Range Supervision and Instruction

- A. A UMDPS firearms certified instructor will be designated as The responsible range supervisor during times in which UMDPS officers are training and qualifying at the Liberty Dam range.
- B. UMDPS Firearms Instructors must be certified as an instructor by the Maryland Police and Correctional Training Commissions (MPCTC) and renew their instructor certification as mandated by MPCTC.
- C. UMDPS Firearms instructors must be trained in the Law Enforcement Emergency Medical Course. First aid kits and tourniquets will be available at the range in case there is emergency medical response needed.

1.540.30 Range Safety Rules and Procedures

- A. Safety procedures and range rules will be reviewed with all Officers using the Liberty Dam range prior to every training event held at the range. These safety procedures and range rules include, but are not limited to:
 - 1. Muzzle discipline;
 - 2. Trigger finger;
 - 3. Cease fire;
 - 4. Prime directive;
 - 5. Alcohol and drug prohibitions on use;
 - 6. No bending over on firing line;
 - 7. Safe action;
 - 8. Leaving the firing line;
 - 9. Unloading/loading of firearms in specific designated areas;
 - 10. Reporting of all injuries; and
 - 11. Unloaded firearms (open action).
- B. Officers are required to wear body armor, eye protection, and ear protection on the firing line and also required by those anywhere on the range or its immediate vicinity. Eye protection will wrap around or have side panels and ear protection will be earplugs and/or earmuffs.

1.540.40 Range Storage and Equipment Use

- A. No weapons or ammunition will be stored at Liberty Dam.
- B. UMDPS will only store targets and target frames at the range.
- C. UMDPS must provide all targets for use at the range.
- D. Pistols, shotguns, and rifles and associated ammunition are authorized to be fired at the Liberty Dam Firearms Range. Other weapons, ammunition, targets, and equipment to be used on the range must be approved by a UMDPS firearms certified instructor or the lead firearms instructor.