

# Training

**Index Code: 801**  
**Effective Date: 02/01/10**

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## **I. Purpose**

The purpose of this directive is to establish guidelines for the training function within the Office of the Sheriff. The Office of the Sheriff desires to have personnel well trained in current procedures and tactics of law enforcement.

## **II. Policy**

It is the policy of the Office of the Sheriff to ensure that all employees receive and maintain an adequate level of training in compliance with the Maryland Police and Correctional Training Commission, and as outlined in agency directive.

## **III. Training Coordinator**

The Commander of the Administrative Services Division will serve as the Training Coordinator for the Office of the Sheriff. The Training Coordinator will coordinate entry level, general in-service, and firearms training for employees. The Training Coordinator will accomplish this task through the use of instructors employed by the Office of the Sheriff and outside sources.

## **IV. Training Committee**

A Training Committee will be established which consists of the Training Coordinator, the Commander of the Field Operations Division, the Commander of the Support Services Division, and at least one deputy the rank of Sergeant or below. The Training Coordinator will serve as the chair of this committee.

The Training Coordinator will select the deputy/deputies the rank of Sergeant or below to serve on the Training Committee. This member(s) should express an interest in serving in the position and will serve on the committee for two years. A deputy may serve consecutive terms on the Training Committee. The other members of this committee are designated by position.

The Training Committee will meet at least annually at the call of the Training Coordinator. The role of the Training Committee is to evaluate training provided over the last year and to make recommendations to the Training

Coordinator concerning future training needs for the Office of the Sheriff. The Training Committee is advisory in nature and has no direct authority or responsibility for training activities.

## **V. Attendance at Training**

A. Training is like any other work to which employees are assigned and attendance at training programs for assigned employees is therefore mandatory. The Chief Deputy or the Training Coordinator may excuse legitimate absences such as illness, court attendance, vacations, etc. However, those employees will have to attend make-up classes when rescheduled. Employees who successfully complete training must provide the results of their training along with copies of any certificates received, scores, and class information to the Training Coordinator. This information will be used to document training activities of personnel in the training files and records management system.

B. Employees traveling outside Queen Anne's County will normally be afforded the use of an agency owned vehicle. Employees utilizing their privately owned vehicles will be eligible for mileage reimbursement at the current rate set by Queen Anne's County, except those attending entry-level academies may not be afforded the use of an agency vehicle and will not be reimbursed for mileage.

For employees assigned to training outside Queen Anne's County all tuition, lodging if required, and related expenses will be paid or reimbursed by the Office of the Sheriff. Meals are typically reimbursed at a maximum rate of \$30 per day, unless extenuating circumstances exist or prior approval for a higher rate is obtained in advance.

The Training Coordinator, assisted by clerical staff, will make arrangements for payment or reimbursement of expenses.

When more than one employee is attending training outside Queen Anne's County they are required to carpool unless extenuating circumstances exist and their supervisor notified accordingly.

#### **VI. Lesson Plans and Assessment Tests**

The Office of the Sheriff requires written lesson plans for training courses conducted by this agency. These lesson plans should follow the format recommended and instructed by the Maryland Police and Correctional Training Commission. The lesson plans will include statements of performance, job related objectives, and the content of the training and instructional methods. Lesson plans will be reviewed by the Training Coordinator and approved through the Maryland Police and Correctional Training Commission when used for in-service credit.

Courses instructed by the Office of the Sheriff that will be used for in-service credit will use a test or skill assessment measure to assess understanding and competency of the training objective. The assessment tool will be clearly described and maintained as part of the lesson plan.

#### **VII. Remedial Training**

A. Remedial training will be used to upgrade necessary knowledge and skills of agency personnel. As they conduct regular inspections and perform supervisory tasks, supervisors must be alert to signs that remedial training may be required. Among the criteria used to determine the need for remedial training are:

- Poor job performance
- Improper Conduct
- Physical, emotional, or mental inability to perform job related duties
- In-service or specialized training test results below the passing level
- Complaints from prosecutors, citizens, or fellow employees

There are two basic types of remedial training:

- Training which may be handled within the shift or division; and
- Training which requires administrative approval from a division commander and requires the assistance of the Training Coordinator.

B. The supervisor of an employee in need of remedial training will be responsible for providing remedial training which is minor in nature and may be handled by counseling. The Training Coordinator may be contacted as a resource and to provide personnel to assist the employee in obtaining the needed training.

C. The following applies to remedial training which requires the assistance of the Training Coordinator:

1. Prior to the initiation of a formal remedial training program, it will be the responsibility of the supervisor of the affected employee to submit a letter to their division commander outlining the problem and providing recommendations for corrective measures.

2. Following approval of the formal remedial training program, it will be the responsibility of the Training Coordinator or his/her designee to schedule the training and assist the employee in the program.

3. An employee assigned to a remedial training program will be observed, retrained and evaluated until they have successfully demonstrated the necessary skill, knowledge, and ability.

4. A designated time frame for achieving fully acceptable performance will be established by the Training Coordinator. The maximum time frame allowed for achieving fully acceptable performance will be established according to the individual situation and need.

5. The Training Coordinator will file a performance evaluation when the time frame is exhausted and forward the report to their respective division commander.

6. If the performance evaluation is not fully acceptable, the Chief Deputy and/or Sheriff will make a determination on what action should be taken. Subsequent action may include, but is not limited to:

- Re-testing
- Disciplinary measures
- Discharge from employment

### **VIII. Training Records**

The Training Coordinator will serve as the custodian of records in regards to the training process. Training files for each employee will be maintained with information regarding completed courses. The Training Coordinator will ensure communication with the MPCTC in regards to in-service credit.

Each employee is vital to the recordation of training. Employees who attend training at an outside location must provide the Training Coordinator with information in regards to the course. This information should include, but is not limited to, copies of training certificates, test scores, MPCTC program approval numbers if available, and the number of approved credit hours for the course. The communication of this course information is the responsibility of each employee who attends training and not the responsibility of the Training Coordinator.

In addition, each employee returning from outside training will update the Training Coordinator on the usefulness of the training attended, and make a recommendation to the Training Coordinator as to whether or not the same training/instructor should be utilized in the future. This information will be presented to the Training Committee at their next committee meeting.

The Office of the Sheriff will maintain a record of each training class conducted internally. Agency instructors will use the Training Coordinator to store records of completed courses taught on behalf of the agency. It will not be acceptable for instructors to only maintain records of training in their own personal files. These records will include:

- Names of attendees
- Performance of attendees as measured by tests or other assessments tools
- References to the lesson plan utilized through course approval numbers

### **IX. Training Instructors**

The Office of the Sheriff will strive to maintain a group of instructors in different areas to bring skills to employees of the agency. Instructors will be trained and certified through the MPCTC instructor certification program. Instructors will coordinate their courses through the Training Coordinator and will teach through written

lesson plans available for inspection before and after the course is conducted.

Instructors will apply for in-service approval for courses if possible to ensure time spent training can be used to meet MPCTC requirements for recertification. These course approvals should be submitted based on established lesson plans.

In accordance with the MPCTC guidelines, employees and outside subject experts may be called upon to deliver instruction in regards to their field of expertise. This training will be coordinated through the Training Coordinator. MPCTC guidelines limit the number of hours of this training that may be used for approved in-service credit hours.

Instructors will ensure that records of training they conduct are maintained through the Training Coordinator. Maintaining records in personal files alone will not be sufficient.

**X. CALEA References:** 33.1.1, 33.1.2, 33.1.3, 33.1.4, 33.1.5, 33.1.6, 33.1.7 & 33.3.1.

**XI. Proponent Unit:** Administrative Services Division

**XII. Cancellation:** None

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Sheriff R. Gery Hofmann III