

# Recruit Training

**Index Code: 802**

**Effective Date: 02/01/10 (Revised 3/17/17)**

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## **I. Purpose**

The purpose of this directive is to establish training requirements for new recruits employed by the Office of the Sheriff.

## **II. Policy**

It is the policy of the Office of the Sheriff that a new recruit will complete a recruit training program prior to any assignment in which the deputy is allowed to carry a weapon or is in a position to make an arrest, except as part of a formal field training program. In addition, any recruit training program used by the Office of the Sheriff must meet all Maryland Police Standards and Training Commission.

## **III. Entry Level Training**

Under Maryland Law, a deputy must be certified by the Maryland Police Standards and Training Commission (MPSTC) before being permitted to carry a weapon or to have the authority to make arrests. Unless a newly hired deputy is an experienced law enforcement officer who has already been certified by the MPSTC, the deputy must successfully complete a training program consisting of two parts:

- A course at an MPSTC certified training academy; and
- A 9-12 week field training program depending on the deputy's learning ability and experience.

This training program includes:

- A curriculum based on job task analysis of the most frequent assignments of law enforcement officers; and
- Use of evaluation techniques designed to measure competency in the required skills, knowledge, and abilities.

## **IV. Law Enforcement Academies**

In accordance with the regulations of the MPSTC, newly hired deputies receive their basic

entry level training at a law enforcement academy certified by the MPSTC. The academy will be responsible for the administration of the prescribed training programs and will provide for the fair and non-discriminatory testing and processing of each student. The academy will provide staff, facilities, instructors, and other resources during the basic training sessions.

During the time period the newly hired deputy is attending the academy the Training Coordinator will maintain a close liaison with the training academy staff. The Training Coordinator will also coordinate all basic and specialized training assignments associated with academy attendance. Upon request the Office of the Sheriff may provide deputies with special skills to assist with instruction at an academy.

The Office of the Sheriff will absorb the cost of tuition and wages while employees attend the training academy. The Office of the Sheriff and/or worker's compensation will be responsible for any training related injuries of its employee at the academy.

Based on discussions with the Sheriff, feedback from division commanders, and his/her own observations, the Training Coordinator will provide input to the academy as appropriate.

## **V. Academy Orientation Materials**

The law enforcement academy utilized by the Office of the Sheriff will provide orientation materials to all new recruit personnel at the beginning of the training. The material will include information on:

- Organization of the Academy;
- Academy rules and regulations;

- The Academy's rating, testing, and evaluation system;
- Physical fitness and proficiency skill requirements; and
- Daily training schedules

VI. **CALEA References:** 33.2.3, 33.2.4, 33.4.1 & 33.4.2.

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

VIII. **Cancellation:** Directive dated 2/1/10

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Sheriff Gary Hofmann