

# Training

**Index Code:** 801

**Effective Date:** 02/01/10 (Revised 10/25/2022)

## 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 (MPCTC) and as outlined in agency directives.

## III. Training Coordinator

The Commander of the Support Services Division will serve as the Training Coordinator for the Office of the Sheriff. The Training Coordinator or designee will coordinate entry level, general in-service, and firearms training for employees. The Training Coordinator or designee 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 and the Commanders of the Field Operations, Support Services and Administrative Services Divisions, Lead Firearms Instructor 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 or designee 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 Operations Major 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 using the Training Report form 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 rate set by Queen Anne's County, unless extenuating circumstances exist or prior approval for a higher rate is obtained in advance.

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