

In-Service and Specialized Training

Index Code: 804

Effective Date: 02/01/2020 (Revised 7/2/2024)

I. Purpose

The purpose of this directive is to establish guidelines and procedures for employees receiving annual in-service training and specialized training beyond the basics received as a condition of employment.

II. Policy

It is the policy of the Office of the Sheriff to ensure all personnel receive the appropriate training to ensure their efficiency in performing job tasks, realizing that training is an ongoing and continual process.

III. In-Service Training

The Maryland Police and Correctional Training Commission (MPCTC) requires that deputies receive at least eighteen (18) hours of in-service training each calendar year. This in-service training program is overseen by the Training Coordinator.

In-service training may consist of refreshing or maintaining skills or obtaining new skills. In addition to improving technical skills, it will include such areas as: a review of agency policies with an emphasis on changing policies and changes to statutory or case law that affect the way in which deputies perform their jobs.

The in-service training described above is in addition to firearms qualification requirements established by the MPCTC.

IV. Specialized Training

The primary purpose of specialized training is to prepare employees for new job assignments and/or enhance the employees' skills. Among the assignments within the Office of the Sheriff that may require specialized training to perform their duties include:

- Detective/Investigator
- Narcotics Investigator
- Field Training Officer
- Firearms Instructor
- School Resource Officer
- K-9 Handler
- Hostage Negotiator
- MILES/NCIC User
- UCR Report Preparation

Coordination will be made with the MPCTC, other law enforcement practitioners, or other sources to determine the formal training courses most suited to particular assignments. As well as formal training, supervised on-the-job training provided by the agency can also help meet this requirement.

Periodic retraining will also be conducted as necessary to refresh existing skills or to acquire new knowledge of a specialty.

V. Training on Promotion

Deputies promoted to a higher rank will receive training appropriate to their new position. Upon promotion to the rank of Corporal, a deputy must satisfactorily complete a MPCTC-approved first-line supervisor's course. Upon promotion, to the rank of Lieutenant or above, a deputy must satisfactorily complete a MPCTC-approved law enforcement administrator's course. In either case, the training must be completed during the first year after promotion.

VI. Shift Briefing Training

Generally, deputies report for duty directly from their homes and therefore do not participate in shift briefings. The kind of information typically transmitted through shift briefings are relayed through memoranda, specific instruction from a shift supervisor, in-service training, or other appropriate means.

VII. Accreditation Training

The role of the Accreditation Manager is very specialized and requires familiarization with the accreditation process. At a minimum, the training should include information on the essential components of the process, the standards manual, and file maintenance. The individual selected as **Accreditation Manager should attend at least one CALEA conference within a four-year assessment period, especially during the last year of the award period.** As well, the Office of the Sheriff will strive to participate in our local Police Accreditation Coalition (PAC).

The Accreditation Manager will ensure that all employees receive familiarization training with the accreditation process as follows:

- Within **30 days** after employment for all newly hired employees **or within 30 days of completing the recruit academy.**
- During the self-assessment phase associated with achieving initial accreditations for all employees; and,
- Just prior to an on-site assessment associated with initial accreditation and each re-accreditation for all employees.

VIII. Civilian Training

All newly hired civilian employees will receive the following training:

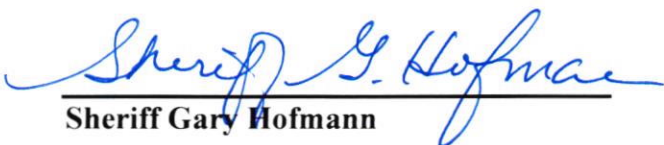
- Orientation to the role, purpose, goals, policies and procedures of the Office of the Sheriff;
- Accreditation familiarization training **within 30 days of hire.**
- Working conditions and regulations; and,
- Responsibilities and rights of employees.

Civilian employees will receive additional training and retraining to develop and update skills, knowledge, and abilities as needed.

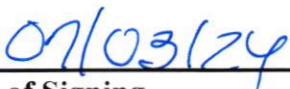
IX. CALEA References: 33.5.1, 33.5.2, 33.5.3, 33.5.4, 33.6.1, 33.7.1, 33.7.2 & 33.8.2.

X. Proponent Unit: Administrative Services Division.

XI. Cancellation: This Written Directive replaces #804 dated 2/1/2020



Sheriff Gary Hofmann



Date of Signing