

Annapolis Police Department



GENERAL ORDER

Number: B.18

**Issue Date: February
2007**

TO: All Personnel

SUBJECT: Department Training

PURPOSE

The purpose of this General Order is to establish guidelines concerning the training of departmental personnel. Training has often been cited as one of the most important functions of any law enforcement agency. Training serves three broad purposes. First, well trained police officers are generally better prepared to act decisively and correctly in a broad spectrum of situations. Second, training results in greater performance and effectiveness. Third, training fosters cooperation and unity of purpose. Furthermore, agencies may be held legally accountable for the actions of their personnel and for failure to provide entrance level, in-service and remedial training.

POLICY

It shall be the policy of the Annapolis Police Department to provide appropriate, comprehensive and professional training to all members. The Annapolis Police Department recognizes the importance of training and is committed to providing the best training possible to all personnel.

TRAINING GOALS

The Goals of the Annapolis Police Department training program are:

1. Meet training requirements mandated by the Maryland Police Correctional Training Commissions and provide necessary specialized programs of instruction;
2. Provide better educated and trained personnel resulting in increased professionalism;
3. Provide for efficient and effective personnel to meet departmental goals and objectives;
4. Improve police/community relations;

5. Provide career development opportunities within the department by assisting members in planning their career paths through the utilization of formal schooling opportunities and law enforcement related training courses to improve skills, knowledge and abilities.;
6. Provide training in specialized areas; and
7. Provide consistency in training to meet departmental law enforcement responsibilities.

I. Training Function

A. Training for both sworn and civilian personnel is the function of the Training Officer supplemented by other department personnel as required. The Training Officer works under the direction of the Commander of the Administrative Services Division. The overall training function is the responsibility of the Commander of the Administrative Services Division who will ensure that the activities are consistent with the department's training goals.

B. Training Activities

Training activities fall within the responsibilities of the Commander of the Administrative Services Division and are addressed by the Training Officer. Training activities include but are not limited to the following:

1. Training for both sworn and civilian personnel;
2. Planning and development of training programs;
3. Notifying personnel of required training and specialized individual training available to departmental personnel;
4. Maintenance and security of departmental training records;
5. Ensuring that training programs are attended, and that progress/evaluation reports, and related records are maintained;
6. Implementation of training;
7. Selecting instructors;
8. Evaluation of training programs;
9. Coordination of training programs;
10. Maintaining liaison between the Department and the Baltimore City Police Department and the Anne Arundel County Police Department Training

Academies and other training organizations;

11. Ensuring that all training activities are conducted within the framework of departmental goals in cooperation with all operational units; and
12. Supervision of the Field Training Program.

II. Training Committee

- A. The Training Committee will assist the Commander of the Administrative Services Division in developing and evaluating training needs as well as serve as a means of input from those representing different departmental units. The Training Committee will be made up of department members as follows:
 1. Commander of the Administrative Services Division;
 2. Training Officer;
 3. Department Armorer;
 4. Officer/Representative of the United Food and Commercial Workers Union Local 400; and
 5. Representative of the Maryland Public Employees Council 67 AFSCME, AFL-CIO Local 3162.
- B. The selection and/or replacement of committee members is based upon a particular assignment, i.e., officer assigned to the training function, officer assigned as Department armorer and union shop stewards as chosen by the respective unions. The Training Committee will report through the Commander of the Administrative Services Division to the Chief of Police who will have final authority on any recommendations or proposals made by the committee.
- C. The Training Committee will meet annually or as necessary for the purpose of reviewing the department's training programs. They will ensure that the training programs meet personnel and operational needs, legal requirements, agency policies, and will evaluate, update, and revise the programs. The evaluation and update process should include a review of new laws, court decisions, and departmental directives. The results of the meeting(s) will be forwarded to the Chief of Police. The memorandum will contain recommendations for updating, and/or revising the training program.
- D. The Training Committee has no authority over the training function, but acts in an advisory capacity.

III. Evaluating / Updating / Revising Training Programs

- A. The resources used in the training program development will include at a minimum, staff meetings, consultation with field personnel and field observations, officer course evaluation reports, officer investigative reports, vehicle collision reports involving officers, use of force reports and Training Committee reports.
- B. The input obtained from the resources will be furnished to the Training Committee by the Commander of the Administrative Services Division and the resulting recommendations will be incorporated in the memorandum to the Chief of Police.

IV. Training Attendance

- A. Members are expected to attend any training program to which they're assigned.
- B. Attendance will be documented by either the instructor, or in cases where the training is at a location other than the department, documentation will be furnished by those responsible for the training.
- C. There may be cases where attendance at a training program may be excused, e.g., court appearance or sickness. Any absence must be properly excused by the Commander of the Administrative Services Division or his/her designee. The member must make the program administrator aware of the absence. In situations such as but not limited to sickness both the Commander of the Administrative Services Division and the program administrator must be made aware of the absence. When possible any missed training shall be made up at a later time.
- D. Training records will reflect any training which has been completed. If training certificates are issued it is the responsibility of the member to give a copy of the certificate to the Training Officer for inclusion in the members training records and in the member's personnel file.

V. In-Service Training

- A. All sworn personnel are required to complete an annual retraining program, inclusive of firearms requalifications. In-Service training (proficiency, career specialty and management) is an integral part of the departments on-going training program.
- B. In-Service training is to ensure that personnel are kept up to date with legal updates, technological improvements, and revisions in agency policy, procedures, rules and regulations. The mandatory retraining may also be designed to provide supervisory, management, or specialized training to participants.
- C. The program will be structured in such a way as to meet the minimum in-service

training requirements of the Maryland Police and Correctional Training Commissions (MPCTC), to motivate experienced officers and to further the professionalism of the department.

- D. The training should include a review of the following topics, however, due to time constraints and the MPCTC training mandates, it is unlikely that the full range of suggested topics can be covered in one training cycle. The topics listed below should constitute a core group upon which the continuing in-service program is based:
1. Agency policy, procedures and rules and regulations with emphasis on changes;
 2. Statutory or case law affecting law enforcement operations, with emphasis on changes;
 3. Interrogation and interviewing techniques;
 4. Department policy on the use of force, including the use of deadly force;
 5. Emergency medical services;
 6. Emergency fire suppression techniques;
 7. The performance evaluation system;
 8. New or innovative investigative or technological techniques or methods, if any;
 9. Crime prevention policies and procedures;
 10. Collection and preservation of evidence; and
 11. Report writing and records system procedures and requirements.

VI. Lesson Plans

- A. Lesson plans are required for all training courses implemented by the agency. It is the responsibility of the instructor, to provide the Training Officer with a copy of lesson plans prior to the instruction. The department provides each instructor with a format for lesson plan development. The development of lesson plans should ensure that the subject to be covered in training is addressed completely and accurately and is properly sequenced with other training materials. Lesson plans establish the purpose of instruction; set forth the performance objectives; relate the training to critical job-tasks; and identify the subject matter and instructional techniques. Lesson plans should be required of outside instructors as well as in-house instructors.
- B. Lesson plans shall include: a statement of performance and job related objectives; the content of the training and specification of the appropriate instructional techniques; and, identification of any tests used in the training process. Lesson plans shall be reviewed and approved by the Training Officer prior to instruction.
- C. Lesson plans should also include references, teaching techniques (lecture, group discussion, panel, seminars, debate), relationships to job tasks, responsibilities of the participants for the material taught and plans for evaluation of the participants. The instructional techniques that should be incorporated are conferences (debate, discussion groups, panels and seminars); field experiences (field trips, interviews, operational experiences and operational observations); presentations (lecture, lecture

discussion, and lecture demonstration); problem investigations (committee inquiry); and simulations (case study, games and role play).

VII. Training Instructors

- A. Instructors for department training programs shall meet the following requirements:
 - 1. Have a minimum of three (3) years police experience and/or;
 - 2. Possess a demonstrated skill in the area of instruction and;
 - 3. Have successfully completed a Maryland Police and Correctional Training Commission's instructor's course; and
 - 4. Be knowledgeable of teaching theories, methods and practices and have some knowledge of law enforcement practices.
- B. Normally, officers selected and trained as instructors in a particular subject will be expected to teach that subject for a minimum of a three year period.
- C. Before being allowed to instruct any courses at the department, instructors will receive at a minimum, training in the following subjects;
 - 1. Lesson plan development;
 - 2. Development performance objectives;
 - 3. Instructional techniques;
 - 4. Testing and evaluation techniques; and
 - 5. Resource availability and use.

VIII. Remedial Training

- A. Remedial training is directed at solving a particular problem or improving the performance of an employee in a particular area within a given time frame with the expectation of improved performance. Counseling as referred in **General Order G.2** can coincide with remedial training.
- B. Supervisors must monitor employee productivity and conduct, and are responsible for identifying those cases where failure to perform according to established standards and policies is due to a need for retraining instead of formal disciplinary action.
- C. Whenever possible, the supervisor is encouraged to conduct the retraining personally.

However, retraining requiring technical knowledge should be coordinated with the Training Officer. Supervisors who identify subordinates who are in need of additional specialized training (firearms, driving, report writing, etc.) will request training from the Training Officer.

- D. Supervisors may recommend remedial training of employees as a result of job performance, evaluations, inspections or participation in a training program. If a supervisor feels that a member of this department would benefit from remedial training, the supervisor will forward a written request for remedial training, including details of the problem to be worked on, to the Commander of the Administrative Services Division.
- E. If a severe performance deficiency is detected by the Staff Inspections Unit, a recommendation for remedial training will be included in the inspection report. The Chief of Police will authorize or deny the recommendation during the review of the inspection report.
- F. The results of the remedial training course will be documented in the employee's training folder. The fact that the employee has undergone remedial training may be mentioned in future documentation of unacceptable job performance in the specific area in which remedial training was offered. If remedial training is part of discipline, a memo shall be forwarded to the Internal Affairs Section indicating that the training has been completed.
- G. Remedial training assignments, just as all other training assignments, are a duty assignment. Members who are assigned to remedial training and do not participate in this training are in violation of this policy.

IX. Training Records

- A. The Training Officer will maintain updated records of training on all department personnel as follows:

Individual training records will reflect:

- 1. Date of training;
 - 2. Type of training received;
 - 3. Any certificate received;
 - 4. Attendance; and
 - 5. Test scores, if given
- B. Training class records for all departmental training are also maintained and include but are not limited to:
 - 1. Course content (lesson plan);
 - 2. Personnel attending; and

3. Performance of individual attended as measured by test, if administered.
- C. Training records will be treated the same as personnel records. Only those persons authorized by law or policy will have access to the records.

X. Relationships between the Department and Area Police Academies

- A. The Annapolis Police Department utilizes various police academies including but not limited to the Baltimore City Police Academy, the Anne Arundel County Police Academy and Maryland Law Enforcement Training Academy for recruit training.
- B. The Annapolis Police Department will utilize police academies that are certified as recruit police academies by the Maryland Police and Correctional Training Commissions (MPCTC). These academies must meet the training mandates of the MPCTC, i.e.; they must provide at a minimum, the MPCTC mandated Minimum Standards Entrance-Level Police Training Program. The academies are subject to audits by the Maryland Police and Correctional Training Commissions to assure that performance objectives are covered.
- C. The department enjoys a close working relationships with the police academies utilized. Department instructors are available to assist the instructors at the academy.
- D. The training officer and/or recruiter will make periodic visits to the academy(s) where the recruits are training. The visits will be during the hours of training. The visits are to ensure that the Department's training needs are being met and to protect the interests of the Department. In the event that both the training officer and/or recruiter are unavailable, the Commander of the Administrative Services Division will designate a member of the division to make the visit.
- E. Officers attending any police academy are on-duty and if injured during defensive tactics, etc. are covered by worker's compensation.
- F. All newly sworn officers are required to attend a police academy. All newly sworn officers who have graduated from entrance level training, must complete the Field Training and Evaluation Program prior to routine assignment to law enforcement duties requiring the carrying of a firearm or the making of an arrest.
- G. After completion of the police academy the Annapolis Police Department will provide in-house instruction for newly sworn officers. Instruction may include but not be limited to use of force policies, firearms training, ethics training/review of code of ethics and any other policies, procedures rules and regulations that are specific to the department. Depending upon the academy, firearms training may be conducted while the academy is in session.

XI. Recruit Training - Job Task Analysis and Evaluation

- A. Certified police academies provide performance based training and evaluation as mandated by the State of Maryland (MPCTC) standards. This training is based on the most frequent assignment associated with duties of law enforcement officers who complete recruit training. Various evaluation techniques are used to measure competency in the required skills, knowledge, and abilities.
- B. A copy of the Maryland Police and Correctional Training Commissions regulations is located in the Office of the Commander of the Administrative Services Division.
- C. Recruit Field Training and Evaluation Program refer to **General Order N.5.**

XII. .Specialized Training

- A. Positions calling for specialized training
 - 1. All positions in the department call for specialized training and development of skills. Police officers at all levels should build specialty skill areas as part of their individual career development. Officers may volunteer to attend instruction consistent with their interests. Commanders/Platoon Supervisors and/or Unit Supervisors can recommend officers for training.
 - 2. Each Platoon Supervisor and Unit Supervisor should attempt to create a number of skill specialists on each Platoon/Unit, who are not only available to perform in these specialized skill areas, but who can teach these skills. Each Platoon should have specialists such as, radar/laser operators, specialized investigative specialists or crime scene processing specialists. Opportunities for such training should be filled on the basis of both departmental needs and individual officer needs and preferences.
 - 3. Subsequent opportunities for advance skill development should be sought for officers having achieved a basic skill performance level. For example, an officer receives basic subject coverage in the basic course in a wide variety of basic subjects. An officer who wishes an in-depth knowledge in crime scene processing might be selected for training at a course(s) in crime scene processing. Such specialized training should emphasize development of skills such as recovery of latent prints and palm prints; foot, boot, and tire impressions; crime scene photography and sketching, and collection, processing and transmitting of physical evidence. Subsequent opportunities for additional related training should be provided to both refresh and expand the skills area. The trained officer should then be utilized at crime scenes and conduct on-the-job and roll call training.
- B. Specialized training shall be provided to personnel in special assignments when it is determined this type of training will benefit both the member and the Department.

Special assignments include, but are not limited to the Traffic Safety Unit, the Annapolis Special Emergency Team, DARE, Crisis Negotiation Team and the Neighborhood Enforcement Team. The Division/Section Commander shall be responsible for identifying specialized needs of assigned personnel. The purpose of specialized training is to provide:

1. Development and/or enhancement of the skills, knowledge, and abilities particular to the specialized training.
2. Management, administration, supervision, personnel policies and support services of the function or component.
3. Supervised on-the- job training.

C. Training

1. New members assigned to the Traffic Safety Unit may come to the unit with specialized training/skills such as intoximeter training, radar/lidar training or accident reconstruction training. There is no required training or retraining (unless the particular skill requires retraining/updates) once assigned to this unit. The Division/Section Commander shall be responsible for identifying specialized needs of assigned personnel to this unit.
2. New members assigned to the Neighborhood Enforcement Team may come to the unit with specialized training/skills such as but not limited to dealing with drug crimes etc.,. There is no required training or retraining (unless the particular skill requires retraining/updates) once assigned to this unit. The Division/Section Commander shall be responsible for identifying specialized needs of assigned personnel to this unit.
3. New members assigned to DARE will attend a basic DARE course which is designed to explain the DARE psychology, development of DARE lesson plans and dealing/interacting with kindergarten, elementary and middle school students. There is an annual DARE in-service training for DARE instructors.
4. New members assigned to the Annapolis Special Emergency Team (ASET) will attend a tactical school designed to instruct the member on topics including but not limited to tactical weapons training, dynamic entries/room clearing, door breaching, rappelling, booby trap detection, chemical agent use and less lethal options. ASET members will attend monthly training as required by General Order H.4.
5. New members assigned to the Crisis Negotiation Team (CNT) will attend basic crisis negotiation training which is designed to instruct the member on topics such as but not limited to communication skills, methods on containment and defusing situations/keeping parties calm. On a semi-annual

basis the CNT shall participate in operational simulations with A.S.E.T. as required by **General Order H.5**. CNT members may attend additional training throughout the year.

- D. When personnel are assigned to a specialized component, training will be initiated at the first available opportunity.
- E. The MPCTC's require that newly promoted first line supervisors and newly promoted administrators receive training within one year of being promoted. The Annapolis Police Department considers the rank of Corporal a first line supervisor and the rank of Lieutenant an administrator.
- F. Newly promoted civilians who are promoted to a supervisory position will receive training commensurate with their respective position. Training will be conducted as appropriate training becomes available, as determined by the Commander of the Administrative Services Division.

XIII. Civilian Training

- A. All newly appointed civilian personnel will receive the following training:
 - 1. Orientation in the Department's role, purpose, goals, policies, and procedures;
 - 2. Working conditions, rules and regulations; and
 - 3. Responsibilities and rights of employee; and
 - 4. Ethics training/review of code of ethics.
- B. The civilian positions that require pre-service training in addition to orientation, prior to the assumption of job responsibilities are:
 - 1. Police Communications Operator;
 - 2. Police Records Specialists;
 - 3. Data Entry; and
 - 4. Parking Enforcement Officers.

With the exception of Police Communications Operators, these positions do not require in-service training, however periodic training may be offered

- C. Police Communications Operators are required to attend NCIC (National Crime Information Computer) in-service training every two years.

- D. Training stresses not only the skills necessary to perform the technical aspects of their positions, but also the importance of the communications link they provide between the citizens and the department. Emphasis is placed on the fact that a citizen’s opinion of the department is based on the type and quality of service obtained.
- E. Newly appointed Police Communications Operators will be required to attend a Communications Training Program within one year of their appointment.

XIV. Accreditation Training

- A. Newly sworn officers will receive training on familiarization of the accreditation process within 30 days after completing the recruit academy. This familiarization will occur during the in-house portion of the recruit training.
- B. Newly hired civilian members will receive training on familiarization of the accreditation process within 30 days after their employment begins. This familiarization will occur during the civilian orientation program.
- C. Training will be conducted during the self assessment phase of achieving initial accreditation and for each reaccreditation.
- D. Prior to the on-site assessment (initial and reaccreditation) agency members will receive training on the accreditation process. This may be by memo and/or by attending roll calls and staff meetings.
- E. Training will be conducted by the Accreditation Manager or his/her designee.
- F. F. Members who are assigned to the position of Accreditation Manager shall receive specialized accreditation manager training within one year of being assigned to the position. Training will include attending at least one CALEA conference during the current award period and participating in the local Police Accreditation Coalitions.

References
1. Accreditation Standards: 1.1.2, 33.1.1, 33.1.2, 33.1.4, 33.1.5, 33.1.6, 33.1.7, 33.2.3, 33.2.5, 33.3.1, 33.4.1, 33.4.2, 33.5.1, 33.5.3, 33.3.4, 33.6.1, 33.7.1, 33 .7.2, 33.8.2, 33.8.3 2. General Orders G.2 Disciplinary Procedures, N.5 Field Training and Evaluation Program, H.4 Annapolis Special Emergency Team, H.5 Crisis Negotiation Team 3. Maryland Police Correctional Training Commissions Regulations

Revision: This General Order replaces General Order B.18 Department Training dated August 2003