

**FREDERICK POLICE DEPARTMENT  
GENERAL ORDER**

**Section 17:** Training and Proficiency

**Order Number:** 1701

**Topic:** TRAINING UNIT

**Issued by:** Chief of Police

**Approved:** 08/01/15

**Review:** Annually, in March, by the Support Services Division Commander

**Supersedes:** G.O. 1701 dated 07/01/09

Section .60(2) added 10/15

**.01 PURPOSE:**

To outline the Department's various training programs and the responsibilities of the Training Unit staff and members attending training.

**.02 CROSS-REF:**

G.O. [1262](#), "Department Travel and Training Expenses"

G.O. [1520](#), "Records Retention"

G.O. [1704](#), "Field Training and Evaluation Program"

G.O. [1710](#), "Roll Call"

G.O. [1720](#), "Remedial Training"

Collective Bargaining Agreement between the City of Frederick and FOP Lodge #91 effective July 1, 2008.

Maryland Police and Correctional Training Commission Regulations (MPCTC – Title 12, Subtitle 04, Chapter 01, et al.)

CALEA STANDARDS: 33.1.4, 33.1.6, 33.1.7, 33.4.1, 33.5.1, 33.5.3, 33.8.2

**.03 DISCUSSION:**

**.04 POLICY:**

The Department will furnish all of its members (sworn and civilian) with appropriate training designed to keep them current with the latest trends in law enforcement, technologies, and court decisions, and to comply with Maryland Police and Correctional Training Commissions requirements.

**.05 DEFINITIONS:**

MARYLAND POLICE AND CORRECTIONAL TRAINING COMMISSIONS (MPCTC) – The regulatory agency governing certification of police officers in the State of Maryland.

**.10 TRAINING UNIT:**

1. The Training Unit is responsible for maintaining liaison with the MPCTC; oversight of all in-house departmental training programs, outside seminars, and workshops for specialized subject areas; and for maintenance of all departmental training records and files, including lesson plans.
2. The Training Unit is assigned to the Support Services Division and is commanded by a lieutenant. The Training Unit is supervised by a sergeant. Additional staff will be assigned as appropriate. The Training Unit also relies on other departmental personnel who are certified instructors or have demonstrated expertise/technical proficiency in specialized areas as well as personnel from outside the Department whose expertise will enhance its training courses.
3. Duties within the Training Unit will be organized as appropriate by the Support Services Division Commander.

**.15 TRAINING COMMITTEE:**

1. The Training Committee will be comprised of the Commander, Support Services Division; Supervisor, Training Unit and the Manager, Fiscal Affairs. The Support Services Division Commander will serve as the Committee Chair and will be responsible for administrative functions for the Committee. The Training Committee will report to the Chief of Police through the Special Services Bureau Commander.
2. The Training Committee will approve or disapprove requests for advanced training as described in Section .55 of this Order.
3. The Training Committee will review all requests for funds for training and related expenses (registration fees, transportation, lodging, meals/food, etc.) during the Department's annual budget process and will make recommendations to the Chief of Police concerning the proper funding of those requirements.
4. At least during September of each year, the Training Committee will conduct a training needs assessment, which encompasses all components of the Department. A written summary of the assessment will be distributed to the Command Staff and to all Training Unit personnel.

**.20 TRAINING INSTRUCTORS:**

1. MPCTC requires that all mandated training objectives be taught by certified instructors or experts recognized in their field, except as exempted by MPCTC regulation. Certification is obtained by successful completion of an approved MPCTC Instructor's course. The MPCTC Instructor's course will include, at a minimum, the following:
  - A. lesson plan development;
  - B. performance objective development;
  - C. instructional techniques;
  - D. testing and evaluation techniques; and,
  - E. resource availability and their use.
2. The Department will utilize only MPCTC certified instructors and/or MPCTC approved, recognized experts for all training covering MPCTC mandated objectives, except as exempted by MPCTC regulations. Other training will be conducted only by appropriate instructors approved by the Training Unit Supervisor.
3. MPCTC requires special certification for instructors of some specialized topics, such as firearms, emergency vehicle operations, gang awareness, and defensive tactics. Only properly certified instructors, recognized by MPCTC, will be assigned to teach such subjects.
4. All personnel assigned to the Training Unit and all full-time instructors will successfully complete an approved MPCTC Instructor's Course prior to assuming teaching responsibilities.
5. The Training Unit will continually evaluate the training provided to Departmental instructors to ensure that it is updated and geared to meet any specific instructional problems of the agency.
6. All requests for Instructor Certifications will be forwarded to the Training Unit Supervisor in writing (email or memo). This includes any Specialty Instructor Certifications (i.e.

Taser/EVOC/Firearms/DT). The written request will also include any scores required for the Instructor Certification. The Training Unit Supervisor will input the scores into Skills Manager and complete the necessary Instructor paperwork. No Instructor Applications will be sent to MPCTC without prior review by the Training Unit Supervisor.

**.25 LESSON PLANS:**

1. Lesson plans will be developed or reviewed and, if necessary, updated by the course instructor (whether internal or external) for all training provided by the Department. Lesson plans are flexible outlines that list what is to be covered in a particular course, and how it will be covered. Lesson plans may include PowerPoint presentations or course teaching manuals.
2. Lesson plans will consist of, at least, the following:
  - A. the subject's title;
  - B. the performance and job-related objectives;
  - C. the length of the course;
  - D. the method/instructional technique by which the course will be taught, e.g., lecture, hands-on, video, role-play;
  - E. what training/visual aids are required;
  - F. what facilities will be needed for the instruction;
  - G. what types of student materials will be used, if any;
  - H. the name of the person who prepared the lesson plan, the date it was prepared, and the date of any revisions to the plan;
  - I. references;
  - J. the content/material to be covered; and,
  - K. the evaluation/testing process for ensuring that the student successfully performed their responsibilities for/learned the course content.
3. After completion or review and, if necessary, updating, lesson plans will be submitted by the course instructor to the Training Unit Supervisor. Submission by Departmental instructors must be at least 30 days prior to the scheduled instruction, unless waived by the Training Unit Supervisor.
4. The Training Unit Supervisor will review the lesson plan to ensure that the subject is addressed completely and accurately, is properly sequenced with other training materials, is relevant to the organization's mission and values, and that it establishes the purpose of the instruction, relates the training to critical job tasks, identifies any relevant ethical considerations, and meets all other requirements of this order. Upon approval, the Training Unit Supervisor will initial and date the cover page of the lesson plan and place a copy in the Training Unit files. If necessary, the Training Unit Supervisor will consult any other appropriate person during the review/approval process.
5. If the lesson plan pertains to a topic that is mandated by MPCTC or is a course to be utilized for MPCTC training credit hours, the Training Unit Supervisor will submit the lesson plan to MPCTC for their approval, upon their request. This includes any

qualification scores from MPCTC approved Firearms courses. The Firearms score will be submitted to the Training Unit via email. The Training Unit will then ensure the proper logging of Skills Manager and proper submission to MPCTC.

**.27 TRAINING SAFETY:**

1. It shall be the responsibility of any person conducting training to ensure that the proper precautions are taken to ensure the safety of all of those involved. This shall include making sure that all necessary items, such as water or safety equipment, are present during the exercise. Any person conducting training shall ensure that a means of communication are always present during the training exercise so that help can be summoned if necessary. Any person conducting training will continually monitor all training participants for signs/symptoms of illness/injury and will take immediate corrective action should such be detected.
2. In the case of training conducted entirely by instructors from outside of the Department, the Training Unit member or other agency member arranging the training shall be responsible for ensuring that safety precautions are followed by the instructors throughout the training.
3. Any member of the Department who becomes aware of any unsafe condition or practice during the course of training will immediately make the instructor aware of the situation and will assist in reasonable measures to rectify the situation.

**.30 ATTENDANCE:**

1. Attendance at training courses, seminars, conferences, firearms training/qualifications, etc., is mandatory and considered an official duty assignment. Members ordered to attend such training will attend and stay for its duration, unless excused for another authorized duty assignment, such as a court appearance, by the signer of the training order or by the course instructor, if appropriate. Members who miss an unacceptable amount of a training course, as determined by the course instructor, due to an excused absence, must contact the signer of the training order and/or the course instructor as soon as they become aware of the absence to arrange for make-up training, if necessary and possible.
2. An unexcused absence from a training session will be considered an unexcused absence from duty and will be handled accordingly. If a mandated course of instruction is missed, the member will be rescheduled for attendance at a later date, which may involve receiving the training on the member's own time.
3. Any departmental instructor or unit providing training will document the attendance of all members who successfully complete the training and will forward the documentation to the Training Unit for filing.
4. Any member who successfully completes any training program provided by any organization other than the Department will forward documentation of their successful completion to the Training Unit for filing.

**.35 ENTRANCE LEVEL TRAINING:**

1. The Training Unit will develop and administer all police entrance level training. It will operate the Frederick Police Training Academy in accordance with the rules and regulations of MPCTC.
2. Entry-level training will normally be conducted at the Charles V. Main Training Facility with alternate training sites selected as the need arises, e.g., emergency vehicle operation training, etc. The training facility will be of appropriate size and type and will include, at a minimum:

- A. Classroom space consistent with the curriculum being taught;
  - B. Office space for instructors, administrators, and secretaries;
  - C. Physical training capability;
  - D. A library; and
  - E. A firing range.
3. Emergency vehicle operations training will be conducted at the MPCTC Driver Training Facility or another facility with a paved driver-training track with a minimum of a circular driving surface of one-quarter mile, a skidpan, and a straightaway.
  4. The training curriculum for entry-level training in the Academy will be as mandated by MPCTC. The curriculum is based on the job tasks of the most frequent assignments of officers who complete recruit training, i.e., patrol officer. The Training Unit will supplement the MPCTC mandated performance objectives with any classes deemed necessary to fulfill the mission of the Department.
  5. MPCTC regulations require academies to conduct testing, which indicates that the trainee has learned, or can perform each of the performance objectives for the program. Evaluation techniques will be designed to measure competency in the required skills, knowledge, and abilities. All entry-level officers will be required to maintain the minimum average score mandated by MPCTC. Entry-level officers will also receive feedback on their performance via completion of Performance Observation Reports as outlined in the Standard Operating Procedure TD-005 (Academy Rules).
  6. The operating and administrative procedures, goals and responsibilities, and organization and staffing of the Academy will be detailed in the Standard Operating Procedures of the Training Unit. The SOPs will also identify the physical plant and other facilities that are the responsibility of the Academy.
  7. At the beginning of the academy, each Student-Officer will be provided information concerning the organization of the Academy, the Academy's rules and regulations, rating, testing and evaluation procedures, physical fitness and proficiency skill requirements, and daily training schedules.
  8. No Department member will carry any weapon, enforce any law, or make an arrest, nor will they be assigned in any capacity allowing or requiring the carrying of weapons, enforcement of laws, or making of arrests, until they have successfully completed the Entrance-Level Academy and become certified as a police officer by MPCTC.
  9. Other than lateral entry officers who receive their entrance level training prior to hire by the Department, agency personnel will not be trained in outside academies.

**.40 LATERAL ENTRY TRAINING:**

1. Lateral Police Officers hired by the Department will be assigned to the Training Unit and must successfully complete Lateral Police Officer Training as developed by the Training Unit Supervisor prior to the Lateral Officer being assigned to perform any sworn duties.
2. The Training Unit Supervisor will scrutinize the prior training records of the lateral hire and will develop an appropriate curriculum for the abbreviated entrance level instruction. Abbreviated entrance level instruction will meet all MPTC requirements, including minimum time requirements, if any. Ordinarily, at least the following subjects will be

included:

- A. Firearms, Less Lethal Weapons and Use of Force;
  - B. Departmental General Orders;
  - C. City Code;
  - D. Search and Seizure;
  - E. Evidence Collection;
  - F. Ethics and Integrity;
  - G. Accreditation Process;
  - H. Emergency Vehicle Operations;
  - I. Report Writing and Use of Mobile Data Computers; and
  - J. Verbal Judo.
3. Lateral Officers who successfully complete Lateral Police Officer Training will be assigned to a Patrol Squad to complete field training in accordance with G.O. 1704.

**.45 IN-SERVICE TRAINING FOR SWORN OFFICERS:**

- 1. The Training Unit will schedule and provide appropriate in-service training to all sworn personnel. MPCTC mandates that officers below the rank of lieutenant will attend and successfully complete at least eighteen (18) hours of in-service training each calendar year to maintain their certification as police officers. In-service training is not required during the calendar year during which an officer begins or completes entrance-level training.
- 2. If not covered in another manner, in-service training will include updates concerning relevant legal matters, as well as any other appropriate topics, such as revisions in policy, procedures, and general orders; supervisory and management training; ethics and integrity; use of force, etc.
- 3. Although MPCTC exempts officers of the rank of lieutenant and above from mandated in-service training, such officers will attend and successfully complete an annual retraining program of at least 18 hours, which has been approved by the Chief of Police.
- 4. All topics and lesson plans presented during mandated in-service training must receive approval from MPCTC prior to instruction.
- 5. Each in-service training session will include a test or other evaluation technique. As mandated by MPCTC, officers must receive a score of at least 70% to successfully complete the session. Officers scoring below 70% on any in-service evaluation will receive remedial training as described in G. O. 1720, "Remedial Training."

**.50 SPECIALIZED TRAINING:**

- 1. Some assignments require personnel to receive specialized training to ensure that they possess the skills, knowledge, and abilities appropriate to the specialization. When appropriate, the specialized training will include management, administration, supervision, personnel policies, and support services of the particular function or component. Specialized training may be completed prior to or during a specialized

assignment, however, supervisors of specialized positions will not require or allow personnel to perform specialized tasks in which they have not been trained. Specialized training will include supervised on-the-job training.

2. Personnel assigned to at least the following duties will receive specialized training:
  - A. Crime Scene Unit Technicians, to include sworn officers assigned to crime scene or evidence processing;
  - B. Field Training Officers;
  - C. Crisis Intervention Team Members;
  - D. Accident Re-constructionists;
  - E. Canine (K-9) Officers;
  - F. Accreditation Manager;
  - G. Special Response Team Members;
  - H. Background Investigators;
  - I. Communications Dispatchers;
  - J. Drug Recognition Experts;
  - K. Training Instructors;
  - L. Polygraph Operators;
  - M. Intoximeter Operators;
  - N. Bicycle Patrol Officers;
  - O. Motorcycle Patrol Officers;
  - P. Drug Enforcement Officers;
  - Q. Professional Standards Unit Investigators;
  - R. Community Services Officers;
  - S. Directed Patrol Unit Officers;
  - T. Planning Division Officers;
  - U. Crime Analysts;
  - V. Records Specialists;
  - W. Detectives; and
  - X. Special Crimes Unit.
3. The supervisor of any specialized position will determine what specialized training is

required for that particular position and will make arrangements to have the training conducted. The training curriculum will be based on those job tasks unique to the specialized assignment.

4. Documentation of successful completion of specialized training will be forwarded to the Training Unit for filing.

**.55 ADVANCED TRAINING:**

1. Advanced training consists of any training, other than entrance level or in-service training, which requires an expenditure of funds or which is conducted by an instructor from outside of the Department. All advanced training must be reviewed and approved, in advance, by the Training Committee, which serves a variety of purposes to include:
  - A. Ensuring that training requests are not duplicative, redundant, or conflicting,
  - B. Ensuring that training requests warrant outside training and cannot be met by other means,
  - C. Analysis of training to determine if a “train the trainer” effort may be more effective and efficient for the agency,
  - D. Coordination of training requests among various divisions,
  - E. Comparison of training requests with other outside sources to acquire the best training available, and
  - F. Assessment of budgetary issues.
2. The Training Committee will make final recommendations to the Bureau Commanders and the Chief of Police via the chain of command. The composition of the training committee may be added to or changed in certain circumstances due to the training requested and to address potential conflicts of interest, chain of command issues, etc. Examples might include selection to the FBI National Academy or other executive command class which may warrant an enhanced process. The Chief of Police may create an enhanced or enlarged Training Committee to address these situations if or when the need arises.
3. Any member requesting to attend, host, or assign personnel to advanced training must complete a “Training Request Form” (Form #TD-005), which will be forwarded via the chain of command to the Commander of their Division. Upon their Division Commanders’ approval, the request will be forwarded to the Training Committee. Training Request Forms must be submitted as far in advance of the desired training as possible.
4. Whenever possible and appropriate, the Training Committee will advertise training opportunities to all appropriate personnel, allowing members to apply for training which interests them. All such training announcements will include any pre-requisites for attending the training.
5. The Support Services Division Commander will cause a Training Order to be published detailing all affected members to approved advanced training. The Training Order will be published as soon as possible after the training is approved. The Training Order will assign responsibility for completion of all course attendance and registration requirements.
6. Upon approval of an advanced training course requiring funding, the Manager of the Fiscal Affairs Unit will make timely arrangements to have funds procured or other

arrangements made for all tuition, registration fees, learning materials costs, travel expenses, lodging, board or meals, and any other course costs. The FAU Manager will also provide assistance with travel and hotel reservations as appropriate.

7. Reimbursement to members for any expenses relating to authorized training will be made only if the expenditure by the member was approved in advance by both the signer of the Training Order and the Manager of the Fiscal Affairs Unit, following City procurement policy and G.O. 1262, "Department Travel and Training Expenses." Receipts are required for all expenditures for which the City will reimburse the member.
8. The Training Committee, at its discretion, may make arrangements to approve on-going, routine advanced training, such as K-9 retraining, Intoximeter retraining, or CJIS recertification, on an extended basis so that one request may cover numerous different training sessions.
9. When appropriate, the Training Committee will attach a "Training Critique Form" (Form #TD-006) to the Training Order authorizing the training. All personnel receiving a Training Critique Form will complete it immediately following the completion of the training course and will forward it to the Training Unit for action and filing.
10. Personnel assigned to advanced training may be required to relay the information obtained during the course to other Department members in a roll call, in-service, or other training setting.
11. Pursuant to the Collective Bargaining Agreement between the City of Frederick and F.O.P. Lodge #91 effective July 1, 2008, sworn personnel are eligible to receive one hundred percent (100%) reimbursement of the cost of training or course work in a skill or activity that is of use to the commissioned or non-commissioned officer in the performance of their duties, as determined by the Chief of Police. Officers that seek reimbursement of the cost of a training or course work in a skill must complete a "Request for Training Reimbursement Form" (Form #TD-029) and submit it to the Chief of Police, via their chain of command for approval. Prior to review by the Chief, the Support Services Division Commander will include on the form an analysis of the request by the Training Unit. This will include a recommendation of whether the requested training will be of significant benefit to the agency, as well as a description of any plans or commitments that have been made to include the skills to be acquired by the officer in a training role.

**.60 MANDATED POST PROMOTIONAL TRAINING:**

1. Commensurate with their new duties, all sworn personnel promoted to the rank of supervisor, i.e., corporal, will be scheduled for attendance at a job related, MPCTC approved and mandated first line supervisor school within one year of their promotion. Likewise, all sworn personnel promoted to the rank of administrator, i.e., lieutenant, will be scheduled for attendance at a job related, MPCTC approved and mandated first line administrator school within one year of their promotion.
2. Sworn personnel promoted to the rank of Sergeant will receive in-house training. Personnel promoted to the rank of Captain are recommended to attend the FBI National Academy. Additionally personnel promoted to these ranks will continue to be trained through experience in the skills necessary to fulfill their responsibilities.
3. The Department will provide leadership and other job related training, commensurate with their duties, to all civilian supervisors, as appropriate. Training should take place either prior to promotion or within the first year following promotion.

**.65 CIVILIAN TRAINING:**

1. Within a reasonable amount of time after they become a Department member, all newly-appointed civilian personnel and volunteers will receive information regarding:
  - A. the agency's role, purpose, goals, policies, and procedures;
  - B. working conditions and regulations;
  - C. responsibilities and rights of employees;
  - D. the Department's mission and values; and,
  - E. any other appropriate topics.
2. The supervisor of each civilian position will ensure that each newly hired civilian receives training appropriate to their position prior to allowing the civilian to perform the functions of their position "solo." Documentation of the successful completion of this mandated "pre-service" training will be forwarded to the Training Unit for filing.
3. All civilian employees will attend and successfully complete annual in-service training. Civilian in-service training will be coordinated by the Training Unit and will be commensurate with the job responsibilities and skills necessary to perform technical aspects of civilian positions, as well as stress the importance of the link that civilian employees provide between citizens and the agency and how it often shapes a citizen's opinion of the agency.

**.70 CAREER DEVELOPMENT:**

If personnel are assigned to conduct career development activities, they will undergo a period of orientation that should provide increased knowledge and skills in at least the following areas: general counseling techniques; techniques for assessing skills, knowledge, and abilities; salary, benefits, and training opportunities of the agency; educational opportunities and incentive programs; awareness of the cultural background of ethnic groups in the program; record keeping techniques; career development programs of other jurisdictions; and availability of outside resources.

**.75 TRAINING RECORDS:**

1. The Training Unit will maintain up-to-date files and records of all training received or conducted by the Department or Department personnel, including lesson plans; Training Orders; attendance rosters, including dates and times; tests and test scores; demonstrative performance records; and completion certificates. Training records will be maintained and disposed of in accordance with G.O. 1520, "Records Retention."
2. With the exception of lesson plans, the Department will consider records pertaining to training as personnel records. Training records will only be released as follows:
  - A. to an employee or former employee submitting a written request for copies of his own records;
  - B. pursuant to a court order;
  - C. to another law enforcement agency upon written request for copies of records of a current employee of the other agency;
  - D. in full compliance with all existing federal, state, and local laws addressing the rules of privacy;

- E. to MPCTC in compliance with law or regulation; or,
- F. as directed by the Chief of Police.