



GENERAL ORDER ADM-44 EDUCATION AND TRAINING

EFFECTIVE JUNE 9, 2020

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I. POLICY

The Howard County Department of Police (HCPD) Education and Training Division (E&T) will maintain the capability to train sworn members that meets or exceeds Maryland Police and Correctional Training Commissions (MPCTC) standards for certification as a Maryland Police Officer. This mission includes maintaining the capability to provide entry level training, mandated annual training, and civilian and volunteer training.

II. DIVISION OBJECTIVES

- A. E&T shall concentrate training resources on MPCTC standards, critical functions, identified deficiencies, programs that improve operational effectiveness, employee development, and topic areas identified by the Chief of Police.
- B. E&T shall, to the extent resources are available, provide specialized and advanced training to police and civilian employees to develop the wide variety of skills and abilities required to perform the complex tasks associated with supervision, management and specialized police functions.
- C. E&T shall coordinate all training attended or administered by members for the HCPD.

III. ATTENDANCE¹

- A. Members shall report to their scheduled training assignments at the designated time in the designated or proper attire and with all required equipment, consistent with this policy. Members who cannot avoid being late for training shall contact E&T and provide an explanation for the tardiness and an estimated time of arrival.
- B. If a member fails to appear for training, E&T will make notification to his Commander and he will be held accountable for completing any lost time. Failure to report to scheduled training shall be handled in the same manner as failure to report for normal duty assignments.

¹ CALEA 33.1.2

- C. If a member is unable to attend a training session, he must notify his supervisor immediately.
 - 1. It is the member's responsibility to assure attendance in another session.
 - 2. Rescheduling for patrol officers must be coordinated through the appropriate Deputy District Commander, who will notify E&T of any changes.
- D. A member who needs to leave class for any reason must notify the E&T staff.
 - 1. Upon returning, the member must again notify the E&T staff. Missed portions of any program must be made up at the discretion of the instructor.
 - 2. A member who needs to use sick shall submit HCPD Form 1112, Request for Leave or Sick Leave Report, consistent with General Order ADM-61, Leave and Overtime Policy, to the E&T supervisor.
- E. Completion of all training is considered an essential job function. Members on full duty are expected to complete all training requirements, including those involving physical activities.
 - 1. Any member on full duty status who claims to be physically unable to complete the physical portion of a training exercise shall:
 - a. Reschedule the training exercise with approval from the E&T Commander; or
 - b. Be referred by the E&T Commander to the Employment Services Division for a determination of whether the employee should be placed on light duty status per General Order ADM-50, Duty Status.
 - 2. Members who are officially on light duty may attend the classroom portion of training and are expected to make up the physical component upon the return to full duty or as approved by the E&T Commander.
- F. E&T shall be responsible for maintaining all training attendance records.² A class roster will be compiled prior to training dates and given to the instructor. Members shall sign the roster to document attendance.
- G. Failure to complete all mandated in-service training may result in a suspension of police powers at the end of the calendar year.

IV. REMEDIAL TRAINING³

- A. Any officer who fails to demonstrate a satisfactory performance level during a tour of duty may receive remedial training as appropriate.
- B. Supervisors shall provide remedial training within their Command when appropriate. E&T may be contacted for assistance, if necessary.
- C. Deficiencies in the following areas shall be brought to the immediate attention of the officer's Commander and the Commander of E&T for scheduled remedial training:
 - 1. Firearms proficiency and safety;
 - 2. Driving Techniques;
 - 3. First aid administration;
 - 4. ASP baton use;
 - 5. Failing an MPCTC-required test;

² CALEA 33.1.6

³ CALEA 33.1.5 & 4.3.3c

6. Significant report writing deficiencies; and
 7. OC Spray use.
- D. Any member failing to demonstrate proficiency with a weapon will not be returned to duty with that weapon until proficiency is demonstrated and documented, consistent with General Order ADM-56, Authorized Weapons, Qualifications, and Inspections. Maintaining proficiency with the primary service weapon, ASP baton, and OC spray is mandatory for all sworn officers.⁴
- E. An Academy Instructor will be assigned to provide remedial training by the Training Division Supervisor.
1. Remedial training shall be completed within thirty (30) days of assignment unless otherwise directed by the Commander of E&T.⁵
 2. A maximum of eight (8) hours of remedial training will be provided. At the conclusion, the assigned Instructor will provide a written assessment of the training and a determination if the officer met the minimum training guidelines of proficiency. This does not apply to firearms remedial training, which is detailed in General Order ADM-56, Authorized Weapons, Qualifications, and Inspections.
 3. The assessment will be forwarded through the Chain of Command to the E&T Commander, who will make a determination if the officer can return to duty.
 4. The E&T Commander will notify the officer's Deputy Chief in writing as to the results of the training.
 5. Documentation of all remedial training will be maintained in the officer's training file.⁶
- F. Officers who fail remedial tests may be placed in an administrative assignment pending a disposition of the deficiency by the officer's Chain of Command.

V. ENTRY LEVEL/RECRUIT TRAINING AND ORIENTATION

- A. All newly hired recruit officers must successfully complete an MPCTC-certified entry-level training program to which they are assigned by the HCPD prior to any routine assignment in any capacity in which the officer is allowed to carry a weapon or is in a position to make an arrest, except while participating in the HCPD Field Training Program.⁷
1. The entry-level training program shall prepare the recruit to meet the job description of a Police Officer, which includes but is not limited to:⁸
 - a. A curriculum designed to teach the knowledge, skills, and abilities necessary to perform police officer functions required for uniformed patrol;⁹
 - b. Use of evaluation techniques designed to measure competency in the required knowledge, skills, and abilities expected of a Patrol Officer; and¹⁰
 - c. Minimum standards of the MPCTC.

⁴ CALEA 4.3.3c

⁵ CALEA 33.1.5b

⁶ CALEA 33.1.5a

⁷ CALEA 33.4.1

⁸ CALEA 33.2.1a

⁹ CALEA 33.4.2a

¹⁰ CALEA 33.4.2b

2. Any recruit who fails to attain a satisfactory performance level or meet the required MPCTC objectives may be remediated during the course of the police academy.
 3. All recruits are required to attain a satisfactory performance level and meet all MPCTC training objectives by the end of the academy. Failure to do so will result in a termination of employment.
- B. All new recruits shall be provided a Recruit Academy Handbook at the time academy training begins.¹¹
 - C. All recruits shall be expected to comply with all HCPD regulations and lawful orders issued by academy staff members, to include the Recruit Academy Handbook.¹²
 - D. The Commander of E&T or his designee shall serve as the primary liaison with any external entry-level police-training academy utilized by HCPD personnel. If approved by the Chief of Police, the HCPD shall only participate in entry-level training that is provided by an academy certified by the MPCTC or whose curriculum has been approved by the MPCTC.¹³
 - E. All recruits will have access to the Employee Assistance Program for confidential counseling services.
 - F. All recruits will receive a code of ethics training while in the academy.¹⁴

VI. POLICE LATERALS

- A. All police officers hired at the lateral entry level must successfully complete a training program defined by E&T and consistent with the MPCTC.
- B. These officers shall then be placed in the HCPD lateral entry Field Training Program detailed in General Order ADM-27, Field Training and Evaluation Program.

VII. IN-SERVICE TRAINING

- A. E&T shall annually develop and publish a tentative 12-month calendar of in-service training and other anticipated training for the coming year.
- B. Members may receive training through a distance learning program approved by the Human Resources Bureau Commander or his designee.
- C. All sworn police officers shall annually complete a minimum of eighteen (18) hours of in-service training that shall include all legal updates and a firearms program.¹⁵ The firearms training shall incorporate the minimum qualifications mandated by the MPCTC.
- D. In-service training topics shall include subjects that have been identified by the Chief of Police with input from the major components of the agency and E&T as pertinent to the maintenance of job assignment proficiency.¹⁶
 1. In-service training will include testing procedures to measure participant knowledge of the material taught. All testing shall have a pass/fail cutoff score.
 - a. A minimum of 70% will be necessary to pass most training sessions or programs. E&T staff may determine a higher passing score on a session-by-session basis or the session could be recorded as pass/fail.

¹¹ CALEA 33.4.2c

¹² CALEA 33.2.1c & d

¹³ CALEA 33.2.3

¹⁴ CALEA 1.1.2

¹⁵ CALEA 33.5.1

¹⁶ CALEA 33.5.1

- b. Distance learning courses require a minimum passing score of 80% percent as established by MPCTC.
- 2. A test failure will result in notification being made to the officer's supervisor, the officer being scheduled to repeat the training, and a re-test being administered.
- E. Scheduling personnel for training will attempt to minimize overtime costs, disruption to operations, and any burdens upon the employees.
 - 1. Scheduling personnel assigned to patrol will take precedence over others.
 - 2. E&T will supply District and Bureau Commanders with training dates and the number of classroom slots available. It is the responsibility of the District and Bureau Commanders to schedule their personnel and ensure completion of required courses/programs.
 - 3. Commanders may choose to send civilian members to portions of in-service training that are relevant to their assignments. Commanders are responsible for the scheduling of these members.
- F. Members will be notified by their supervisors, through the chain of command, when they are to report to training. E&T will generate a reminder notification to the members at least ten (10) days prior to the scheduled training date.
- G. Uniformed members shall report to the in-service training sessions in either the uniform of the day or appropriate business attire. Plainclothes members shall report in business attire to include collared shirts.
 - 1. The Commander of E&T may make exceptions to this policy prior to the training date, if applicable.
 - 2. T-shirts, jeans, sweats, shorts, tank tops, athletic shoes, and sandals are prohibited.
 - 3. For further details on appropriate business attire, refer to General Order ADM-13, Uniform and Professional Appearance.
- H. Members shall act respectfully towards all instructors and participate fully in the training. Deviation from this policy will be reported to the Commander of E&T and the member's immediate supervisor, who will then take appropriate action.
- I. All electronic devices will be turned off or placed in silent mode while in the classroom.

VIII. REALITY-BASED TRAINING

- A. Reality-based exercises utilizing non-lethal marking rounds provide for dynamic training of operational tactics in a safe environment. Officers will be placed in a variety of training scenarios that may require the discharge of a firearm. For more detail, refer to SOP E&T-09, Scenario-Based Training Exercises.
- B. No loaded firearms or live ammunition rounds shall be allowed in the Practical Skills Building or training scenarios.
- C. Glock 17T training pistols will be issued to E&T for use in reality-based training. These pistols will be stored in the locked safe within the Practical Skills Building.
 - 1. E&T will maintain a current inventory record of all training weapons.
 - 2. Before the firearms are used, the supervisor in charge of the training exercise shall establish a two-officer inspection team. The officers shall inspect all training participants' and trainers' firearms to ensure that only training firearms are present.

- 3. Training firearms shall be thoroughly cleaned after each use.
- D. Non-lethal marking rounds shall not be fired within six (6) feet of the intended target. Non-lethal marking rounds shall be stored in the Practical Skills Building, the Special Operations Bureau armory, or other secured locations at the discretion of the Bureau Commander.
- E. Approved head, throat, and groin protection shall be worn whenever non-lethal marking rounds are used in training. Skin protection, including long-sleeved shirts, sweatshirts, etc. may also be worn.

IX. SHIFT BRIEFING/ROLL CALL TRAINING¹⁷

- A. Roll call training is designed to be brief in nature and conducted during patrol briefings and section meetings. Roll call training may include a variety of topics in which the immediate training objective can be met with a short presentation.
- B. Roll call training shall be conducted by the component supervisor, watch commander, or his designee.
- C. Any roll call training that is recommended for the HCPD shall be coordinated through E&T. The scheduling of such training shall be completed through the Operations or Administration Commanders, as appropriate.
- D. The development of roll call training should include the following:
 - 1. Appropriate planning and scheduling for efficient and effective use of time and material coverage;
 - 2. Identification of the techniques and methods used;
 - 3. Documentation of personnel in attendance; and
 - 4. Evaluation of the training.
- E. Commanders shall ensure that a copy of the Roll Call Training Form is completed and forwarded to E&T by the requested date on the form.

X. SPECIALIZED TRAINING

- A. Specialized training provides the necessary knowledge, skills, and abilities in a specific subject area in addition to those received through basic recruit or other in-service programs. Specialized training includes:
 - 1. Development and/or enhancement of the knowledge, skills, and abilities particular to the specialization.
 - 2. Management, administration, supervision, personnel policies, and support services of the function.
 - 3. Performance standards of the function or component.
 - 4. HCPD policies, procedures, rules, and regulations specifically related to the function or component, to include taking receipt of and reviewing all Standard Operating Procedures (SOP) and CALEA standards relevant to the assignment.

¹⁷ CALEA 33.5.2 & 41.1.2

- B. Officers transferred to certain specialty duty positions or assignments will receive specialized training, in addition to supervised, documented, on-the-job training, as listed in Appendix A of this General Order. Officers will receive the training as soon as practical after assuming the position unless they have already received the training prior to the assignment.¹⁸
- C. Retraining shall be administered to any officer as needed or required.¹⁹
- D. Patrol officers are eligible to receive training in specialized patrol equipment and tactics, i.e. radar, Preliminary Breath Test (PBT), Intoximeter, Drug Recognition Expert (DRE), LO-JACK, less-lethal weapons, etc. based upon platoon needs. Specialized training will be posted and filled in accordance with General Order ADM-53, Career Enhancement.

XI. ADVANCED TRAINING

- A. Advanced training is available through the FBI National Academy, the Northwestern University Traffic Institute, The Senior Management Institute for Police (SMIP), and other comparable institutions. This training is designed to improve the professional competence of officers who have demonstrated leadership abilities.
- B. The Chief of Police shall approve the selection of any member who is chosen to attend any advanced training. The criteria used to select the member will include but not be limited to:
 - 1. Meets the requirements of the advanced training institution;
 - 2. Is in a supervisory, command, or specialty assignment; and
 - 3. Demonstrates leadership abilities.
- C. All advanced training participants shall submit an evaluation form for the training received to E&T within thirty (30) days of completion.

XII. TACTICAL SECTION TRAINING²⁰

- A. Tactical Section members are required to train and participate in readiness exercises on a regular basis.
- B. Members of the Tactical Section and the CINT will train together at least once a calendar year.
- C. Documentation of Tactical Section and CINT training shall be retained at the Special Operations Bureau level with copies forwarded to E&T and the Accreditation Unit.

XIII. CIVILIAN/VOLUNTEER ORIENTATION AND TRAINING

- A. Civilian and volunteer members of the HCPD will be provided with training that stresses the skills necessary to perform the technical aspects of their jobs and the importance of the link they provide between the citizen and the HCPD, which often shapes a citizen's opinion of the HCPD.
- B. All new civilian employees shall receive the following training, which shall be coordinated through the Personnel Section:
 - 1. Orientation to the HCPD role, purpose, goals, policies, and procedures.²¹
 - 2. Working conditions and regulations.²²

¹⁸ CALEA 33.6.1a

¹⁹ CALEA 33.6.1b

²⁰ CALEA 33.6.2

²¹ CALEA 33.7.1a

²² CALEA 33.7.1b

3. Responsibilities and rights of employees.²³
 4. Familiarization with the Accreditation process.²⁴
 5. Presentations from any applicable Unions.
 6. Code of ethics training.²⁵
 7. The identification of, response to, and reporting of mentally ill persons.²⁶
- C. The following civilian and volunteer job assignments require additional documented specialized pre-service, in-service, and on-the-job training:²⁷
1. Police Cadets' assigned Bureau or District Commander shall coordinate their training as soon as practical after assignment to the position. Training shall include:
 - a. Radio communications;
 - b. Defensive driving;
 - c. OC Chemical Spray;
 - d. Traffic direction and control; and
 - e. The Law Enforcement Emergency Medical Care Course (LEEMCC) for first responder certification.
 2. Auxiliary Officers shall receive training through E&T based on the Auxiliary Manual. The Special Operations Bureau Commander shall coordinate training in the following areas as soon as practical after assignment to an Auxiliary position:
 - a. Radio communications;
 - b. Defensive driving;
 - c. OC Chemical Spray;
 - d. Traffic direction and control; and
 - e. LEEMCC.
 3. Crossing Guards will receive the necessary training from their supervisor consistent with the Crossing Guard Manual.
 4. Records clerks shall attend Uniform Crime Reporting Training and National Crime Information Center Certification Training.
 5. Members of the Forensic Services Section shall attend Basic Crime Scene Processing School or training specific to their job description.
 6. Communications Division personnel shall attend the Emergency Medical Dispatch Certification Course and the Emergency Telecommunicator Certification Course.

²³ CALEA 33.7.1c

²⁴ CALEA 33.5.3a

²⁵ CALEA 1.1.2

²⁶ CALEA 41.2.7d

²⁷ CALEA 33.7.2, 33.6.1a &c

7. The Animal Control Administrator shall coordinate:
 - a. Any specialized training for Animal Control personnel; and
 - b. Animal Control Officers attending an Animal Control Officer Academy.
 8. Polygraph Examiner training shall be consistent with General Order OPS-70, Polygraph Examinations.
 9. Other positions specifically identified by the Human Resources Bureau, where the posted job description specifies required training.
- D. Retraining shall be administered to any of the above listed assignments as identified, if needed.²⁸
- E. E&T shall maintain and oversee all training records for Police Cadets and Communications personnel.
- F. Annual in-service training will be provided for civilian personnel to update their job skills, increase their knowledge for any new job responsibilities, and/or to keep them informed of any changes applicable to their jobs or the tasks they perform.

XIV. OFF-SITE TRAINING

- A. All HCPD members who wish to attend any school, seminar, or training program outside of Howard County shall complete and submit the following forms to the Budget and Fiscal Section thirty (30) days prior to the registration deadline, consistent with General Order ADM-37, Budget and Fiscal Procedures, unless waived by the Chief of Police:
1. HCPD Form 1502, Request for School or Seminar, with attached documentation describing the requested training.
 2. Howard County Official Leave Request Form.
 3. These forms shall be completed when the following off-site training conditions exist:
 - a. Funded by the HCPD, other than through the County Education Assistance Program.
 - b. Attended while on-duty.
 - c. Recognized by the HCPD in order to receive credit for attendance or attending as a representative of the HCPD.
 4. If the training is out of state, a memo must be submitted with this paperwork that provides justification of why the training is essential to the Department, i.e. the training is required for certification, licensing, business or professional development, etc.
- B. For posted training opportunities, requests shall be forwarded through an individual's chain of command to the respective Deputy Chief of Police.
1. Members in the Office of the Chief of Police shall submit their requests through channels to the Deputy Chief of Police, Administration Command.
 2. For non-posted training, the request shall be forwarded through the chain of command to the appropriate Deputy Chief.

²⁸ CALEA 33.6.1b

3. If approved, the request shall be forwarded to the Personnel Section, E&T, and the Budget Fiscal Section.
 4. The Personnel Section will make individual notification via a Personnel Order.
- C. In every case where a member has received approval for attendance of a school, seminar, or training program, that member shall submit a completed HCPD Form 1503, Critique of School or Seminar, to E&T within ten (10) days of completion of the school, seminar, or program.
1. Members shall document their proof of attendance by submitting any certificate or MPCTC program approval number to E&T.
 2. E&T shall enter the information into the training database and forward a hard copy to the Human Resources Bureau for the member's personnel file.²⁹
- D. The Budget Fiscal Section shall be responsible for:
1. All financial arrangements for the registration, transportation, and lodging associated with approved off-site training unless otherwise designated; and
 2. Handling any required correspondence to ensure an orderly coordination of efforts or, in certain circumstances, designate that responsibility to the participant.
- E. The Howard County Educational Assistance Program is available to all full-time personnel. The program allows personnel the opportunity to upgrade skills in their current position or prepare them for another position that will directly benefit the operations of the County. For further information see the "Educational Assistance" section of the Howard County Employee Manual.

XV. EXTERNAL TRAINING

- A. When the HCPD utilizes entry level, in-service, or specialized training for its members from an outside agency the following guidelines will be adhered to:³⁰
1. The Commander of E&T or his designee shall:
 - a. Provide input into the training program content to ensure that it meets the needs of the HCPD, if possible.
 - b. Ensure members attending the external training receive training on HCPD policies, procedures, rules, and regulations.³¹
 - c. Identify the legal basis for participation and any legal liabilities.
 2. Officers who attend an outside academy shall be governed by the same HCPD and Training Academy standards of conduct, in addition to any standards imposed by the external agency or academy.
 3. Officers are required to successfully meet all attendance and testing requirements of the external training program.³²
- C. Any financial obligations that result from attending external training shall be handled through established HCPD budgetary procedures. The Budget Fiscal Section shall generally be responsible for the coordination of any required payment.

²⁹ CALEA 33.1.6

³⁰ CALEA 33.2.3

³¹ CALEA 33.2.4

³² CALEA 33.2.4

- D. Any claims of injuries arising from HCPD-approved external training opportunities shall be submitted in the same manner as required for on-the-job injury reports.
- E. The external academy shall be responsible for the fair and nondiscriminatory administration of the prescribed training programs and testing of each student.

XVI. TRAINING PROVIDED TO OTHER AGENCIES

- A. Training opportunities will be published in the MPCTC bulletin, "Training Notes", when class size will accommodate additional personnel. Preference will be given to personnel from other criminal justice agencies based on operational needs.
- B. Training will be provided at no charge unless a fee is required to offset expenses associated with the program.
- C. E&T will be responsible for coordination of the training program. Selection of students will be made after consultation with Human Resources Bureau Commander or his designee.
- D. Allied agency personnel shall be required to adhere to the same standards as HCPD members.
- E. At the conclusion of the training program, E&T shall report the academic performance of attending personnel to their respective agencies.

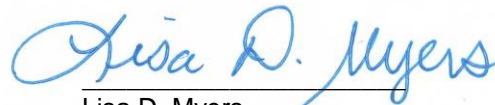
XVII. NEWLY PROMOTED PERSONNEL

All newly promoted personnel shall complete training that is commensurate with their new duties at the earliest opportunity, but no later than one (1) year after promotion.³³

XVIII. CANCELLATION

This General Order cancels and replaces General Order ADM-44, Education and Training dated March 8, 2020.

AUTHORITY:



Lisa D. Myers
Chief of Police

³³ CALEA 33.8.2