

34. TRAINING AND EDUCATION

(November 2007)

I. POLICY

It is the policy of the Prince George's County Police Department to ensure that all employees are trained according to best practices. This training takes place initially during basic training and then continues annually at in-service training. Additional internal and external training programs are available to employees who wish to further enhance their skills and knowledge.

II. CHECKLIST (N/A)

III. DEFINITIONS

Community Policing Institute (CPI): Includes Basic Training, Advanced Officer Training/Career Development, the Firearms Range, and the Armory

Field Training Officer (FTO): An experienced sworn officer who serves as a trainer, coach, and role model for a probationary officer

In-service training: Required annually to enhance employees' skills and knowledge

Maryland Police and Correctional Training Commission (MPCTC): The body that oversees/governs all training for law enforcement and correctional officers throughout the State

Per Diem: Funds advanced to an employee to cover expenses while on authorized travel

IV. FORMS

- ❑ Travel Request (PGC Form #109)
- ❑ Expense Reimbursement Request (PGC Form #108)
- ❑ Evaluation of Training Survey (PGC Form #4585)

V. PROCEDURES

1. **Basic Officer Training**

(MPCTC Regulation .09/COMAR 12.04.01)

Prior to being authorized to carry a weapon or make arrests, all student officers shall complete an MPCTC-approved course of instruction at the Community Policing Institute (CPI), and successfully master all required course objectives. This training shall include a 40-hour block of instruction on Crisis Intervention and Dealing with Mentally Disordered Individuals.

2. **Field Training**

(MPCTC Regulation .21/COMAR 12.04.01)

Upon graduation from the CPI, probationary officers shall be required to successfully complete the 60 working days Field Training Program. **See: VOLUME I, CHAPTER 20. FIELD TRAINING PROGRAM.**

3. **Field Training Officer (FTO) Training**

Officers wishing to serve as Field Training Officers must successfully complete a 40-hour training course in order to be certified. FTOs must also successfully complete periodic re-certifications. **See: VOLUME I, CHAPTER 20. FIELD TRAINING PROGRAM.**

4. **In-Service Training**

(MPCTC Regulation .12/COMAR 12.04.01)

The Department requires that all sworn employees (Lieutenant and below) and all civilian employees (G-27 and below) attend in-service training. Sworn employees shall attend in-service training, inclusive of legal updates, annually; civilian employees shall attend in-service training when directed.

In-service training for sworn and civilian employees shall include training regarding ethics, at least every two years.

Prior to the commencement of training, the CPI shall submit the proposed training curriculum to the MPCTC for approval and issuance of an MPCTC Course Approval Number. In addition to listing the legal updates that will be taught, the MPCTC Course Approval Application shall indicate:

- ❑ The topics to be studied
- ❑ The time allocated to each topic
- ❑ A brief explanation of why the topic is included in the curriculum, in terms of current job needs

CPI will record the attendance of employees at In-service Training in each employee's training file. Since attendance at and successful completion of in-service training is required by the Department and the MPCTC in order to be certified as a law enforcement officer in Maryland, the failure or refusal to attend and successfully complete the annual in-service training program shall be considered insubordination and shall subject the affected employees to administrative and/or disciplinary action, with a maximum penalty of dismissal.

The only exceptions to this requirement are when:

- ❑ An employee is in a leave status that prevents him or her from carrying out the normal duties of his or her job, or
- ❑ The Chief of Police grants an employee a deferral

Sworn Employees – Lieutenant & Below

At a minimum, sworn employees' in-service training shall include training on and/or review of the following:

- ❑ Use of force procedures
- ❑ Less lethal weapons (to include the WRAP™ restraint system)
- ❑ Firearms qualifications
- ❑ Cultural diversity (including biased-based profiling)
- ❑ Interaction with citizens
- ❑ Objectives required by MPCTC
- ❑ Processing Area Procedures (every two years)

Sworn Employees – Captain & Above & Civilian Directors

Command level training for sworn personnel the rank of Captain and above and civilian personnel G-28 and above will occur on an annual basis as designated by the Chief of Police.

Civilian Employees – G-27 & Below

Civilian employees G-27 and below shall attend in-service training when directed to do so by the Chief of Police or his designee.

In-service training for civilian employees will include at a minimum every three years information regarding:

- ❑ Guidelines for the recognition of persons suffering from mental illness

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- ❑ Facility security procedures, including each individual's responsibilities in the event of an emergency or requests for assistance in a detainee processing area or interview room

5. **Annual Use of Force Training**

(MPCTC Regulation .11/COMAR 12.04.02)

The Department will ensure that all recruits, officers, supervisors, and managers receive annual training on the Department's policy governing the use of force. Such training will address the following topics:

- ❑ The Department's Use of Force Continuum
- ❑ Proper use of force decision-making, using real-life examples and interactive exercises to illustrate and emphasize proper use of force decision-making
- ❑ The Department's use of force reporting requirements
- ❑ The Fourth Amendment and other constitutional requirements
- ❑ Proficiency in the use of OC from a certified OC instructor
- ❑ Proficiency in the use of the Taser® by a certified Taser® instructor
- ❑ Proficiency in the use of other less-lethal weapons and soft/hard empty hand control techniques, by appropriately certified instructors at least every other year
- ❑ De-escalation techniques (such as disengagement, area containment, surveillance, waiting out a subject, summoning reinforcements/calling in specialized units, or delaying arrest) that encourage officers to make arrests without using force, even when the use of force would be legally justified
- ❑ Safe and alternative techniques for extracting subjects from stationary vehicles and disabling such vehicles
- ❑ Threat assessment

- ❑ Factors to consider when initiating or continuing a vehicle or foot pursuit
- ❑ Conflict management

As practical, the Department will conduct use of force training by squad or unit.

6. **Complaint Training**

The Department will provide training to all of its officers on the complaint process. In addition, it will develop a protocol for employees governing appropriate conduct and responses in handling citizens' complaints.

7. **Complaint Evaluation Training**

The Department shall provide training to all supervisors on appropriate burdens of proof, as well as the factors to consider when evaluating complainant or witness credibility.

8. **Civilian Supervisor Training**

So that Civilian supervisors can assist in the development of their subordinates, supervisors will receive appropriate training in topics that may include but are not limited to:

- ❑ Ethics
- ❑ Leadership
- ❑ Past Performance Appraisal System

9. **Supervisor School**

(MPCTC Regulation .13/COMAR 12.04.01)

Upon promotion to the rank of Sergeant, officers will complete a MPCTC approved Supervisor Certification School. This course must be completed within 90 days of promotion.

10. Administrator School

(MPCTC Regulation .13/COMAR 12.04.01)

Upon promotion to the rank of Lieutenant, officers will complete a MPCTC approved Administrator Certification School. This course must be completed within 90 days of promotion.

11. Roll Call Training

The Commander, CPI or his or her designee shall develop, approve, implement, and oversee a roll call training program for Patrol Services. This program shall be designed to effectively inform patrol officers of relevant changes in policies and procedures, as well as other critical issues.

Upon request from District/Division Commanders/Directors, the CPI will also develop and present specialized training.

During roll call, supervisors or designated OICs shall provide continued training through:

- ❑ Review of use of force procedures
- ❑ Critique of specific police incidents
- ❑ The use of training modules
- ❑ The use of training videos

District/Division Commanders/Directors shall confirm attendance and completion of any roll call training via a sign-in sheet and testing instrument, if applicable. The attendance sheets and tests shall be submitted to the CPI for inclusion in their training records file.

12. Incident Command System Training

Training

No less than every three years, designated Department personnel will receive training on the Incident Command System either through roll-call training, an issuance or review of Department policies and procedures, the viewing of a video tape, or as part of a formal In-service Training program prepared by CPI.

Annual Training Exercise

Annually, designated Department personnel shall participate in a training exercise that may be tabletop, functional, or full-scale. For authenticity, the Department may participate with or involve employees from other governmental or non-governmental agencies.

13. Response to Mentally Ill Persons

Annually, designated Departmental personnel shall receive training in dealing with mentally ill persons.

14. Bias-Based Profiling Training

CPI shall conduct annual training based on a review of the Department's policies, cultural diversity, and ethics. CPI shall also coordinate re-training on profiling for any unit or officer when requested by the Chief of Police.

15. Remedial Driver Training

***See: VOLUME I, CHAPTER 8.
DEPARTMENTAL ACCIDENTS.***

16. Accreditation Familiarization

Conducted by the members of the Accreditation Section, all Department personnel will receive familiarization with the law enforcement accreditation process:

- ❑ Within a reasonable period of time after their employment begins
- ❑ During the self-assessment phase
- ❑ Just prior to an on-site assessment
- ❑ At other times deemed necessary or as scheduled

17. Training for Newly Appointed Civilian Personnel

(Administrative Procedure 214)
(Personnel Law, Section 16-207)

Through the County's and the Department's New Employee Orientation Program, and coordinated by the Personnel Services Division, all newly appointed civilian personnel shall receive training and information on:

- ❑ The Department's role, purpose, goals, policies, and procedures
- ❑ Working conditions and regulations
- ❑ Responsibilities and rights of employees
- ❑ Familiarization with the accreditation process
- ❑ Ethics
- ❑ Guidelines for the recognition of persons suffering from mental illness

Once a new civilian employee has reached his or her job site, additional job-specific training will be provided to him or her.

18. Internal Training

Any Departmental employee may submit recommendations for training classes, in writing through his or her chain of

command, to the Commander, CPI for consideration.

Any District or Division offering formal Departmental training programs such as an investigator's school, radar certification, or hostage negotiator school, shall submit the following through the chain of command to the Commander, CPI for approval prior to the training:

- ❑ Schedule
- ❑ Standardized lesson plan
- ❑ Testing instrument
- ❑ Copies of all handouts/audio visual aids
- ❑ Instructor list

The Commander, CPI or his or her designee will review the curriculum for adherence to standards established by the Department, the Maryland Police and Correctional Training Commission (MPCTC), and the Commission on Accreditation for Law Enforcement Agencies (CALEA), if applicable. Upon approval or disapproval, the Commander, CPI will notify the requesting Commander/Director.

The Commander, CPI or his or her designee will submit the approved curriculum to the MPCTC for program approval numbers, when applicable.

The Commander, CPI or his or her designee, shall conduct random audits of Departmental training programs to ensure compliance with the lesson plan and MPCTC/CALEA standards.

19. External Training

An employee having information concerning available training programs of benefit to Departmental personnel shall forward the information through his or her chain of command to the Commander, CPI.

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Employees representing themselves as members of the Department as a criteria to attend training programs not sponsored or funded by the Department, must notify and receive approval from the Commander, CPI before attending.

An employee who wishes to attend training that requires the use of a County vehicle or administrative leave, shall submit a written request through his or her chain of command to his or her Assistant Chief or Bureau Chief. The Bureau Chief will then forward it to the Chief of Police, with a copy to the Commander, CPI.

An employee who wishes to attend training that requires any type of County funding or grant funding shall complete a request packet. The request packet shall include:

- ❑ A Travel, Training, and Seminar Request Form with brochures, agenda, or itinerary regarding the training attached
- ❑ A letter, prepared by the requesting officer, from the Chief of Police to the Public Safety Director justifying the costs associated with the training
- ❑ A disk containing a copy of the above letter

The completed packet will be forwarded through the requestor's chain of command to his or her Assistant Chief or Bureau Chief. The Assistant Chief or Bureau Chief will then forward it to the Chief of Police, with a copy to the Commander, CPI.

Fiscal Affairs Division Responsibilities

When the Fiscal Affairs Division (FAD) is notified of the Chief of Police's approval at least 60 days before the date of the program/seminar, the FAD will secure

advance travel funds for the employee. The FAD will also contact the affected employee to finalize travel arrangements.

Sufficient processing time is needed to secure advance travel funds for the employee. When time factors make it impossible to secure advance funding within the 60-day time limit, the employee will be reimbursed for authorized expenditures upon submission of original receipts and completion of appropriate forms.

When the cost involved for the training is less than \$50 per person, the employee will pay the necessary cost in advance, obtain receipts, and request reimbursement from the FAD.

Disbursement of advanced or reimbursed funds will be made according to Departmental and County regulations.

Travel advances will not be paid more than fifteen (15) days prior to commencement of travel. The per diem amount will be paid in accordance with Administrative Procedure 640.

Within 10 days of returning from training that was paid for by County or grant funds, the employee must report to the FAD to reconcile the Travel Request and Expense Reimbursement Request forms. The employee must bring original receipts for all expenditures, including a detailed hotel bill (whether paid in advance or not) to the FAD. Registration or meal fees that are paid in advance by the Office of Finance do not require receipts.

Evaluation

Immediately following participation in an external training program, the employee shall complete an Evaluation of Training Survey and forward it to the Commander,

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CPI. Considering the evaluation, the Commander, CPI will determine if future attendance by Departmental employees is in the best interest of the agency. The Commander, CPI shall document his or her conclusion in a memorandum and submit it to the Chief of Police.

Travel in County Owned Vehicles

See: VOLUME I, CHAPTER 10, DEPARTMENTAL VEHICLES

Travel in Personal Vehicles

(Administrative Procedure 640)

The use of privately-owned vehicles is permissible if it is determined to be advantageous to the County or when County vehicles are not available. However, employees cannot be required to use their private vehicles in any official travel capacity if they choose not to do so. Employees who choose to use their own vehicles shall refer to Administrative Procedure 640 for the established mileage allowance.

20. Training Records

The Commander, CPI or his or her designee will ensure that the Department maintains records of lesson plans and training materials. He or she shall ensure that the most current training documents are maintained in a central file system and are clearly dated.

In addition, training records shall be maintained for each individual employee. These records shall contain information regarding courses that the employee has attended to include the course curriculum, duration, and the name of the instructor. These records shall be updated as soon as

practicable each time an employee completes a course.

Employees completing external training programs shall provide the CPI with a copy of their course certificate for inclusion in their file.

21. Commander, CPI Responsibilities

Use of Force

The Commander, CPI or his or her designee will coordinate semi-annual reviews of all use of force policies for quality, consistency, and compliance with applicable laws. The Commander, CPI shall also ensure that use of force training adheres to Departmental policies.

Quality Control

(MPCTC Regulation .12/COMAR 12.04.01)

Consistent with Maryland law and MPCTC standards, the Commander, CPI or his or her designee shall:

- ❑ Develop and implement use of force training curricula
- ❑ Ensure the quality of all use of force training
- ❑ Conduct regular assessments to ensure that use of force training is responsive to the knowledge, skills, and abilities of officers
- ❑ Select and train training officers
- ❑ Develop, approve, implement, and oversee all in-service training
- ❑ Develop, approve, implement, and oversee roll call training
- ❑ Establish procedures for evaluating all training methods and curricula

All training will be provided in a manner consistent with Departmental policy, laws,

and proper police practices. The Department will ensure that only approved lesson plans are taught by instructors.

22. Training Committee

The purpose of the Department's Training Committee is to advise the Chief of Police regarding policy and curriculum. The Commander, CPI or his or her designee, shall serve as the chair. The Committee shall be comprised of the following individuals (or their designees):

- ❑ Assistant Chief of Police, Patrol Services
- ❑ Chief, Investigative Services Bureau
- ❑ Chief, Strategic Management Bureau
- ❑ Commander, Office of Professional Responsibility
- ❑ Commander, Special Operations Division
- ❑ District Commanders (I - VI)
- ❑ Commander, Career Development/Advanced Officer Training
- ❑ Commander, Basic Training
- ❑ Commander, Policy Research, Management and Accreditation Division
- ❑ Deputy County Attorney, County Office of Law
- ❑ FOP 89 Representative
- ❑ PCEA Representative
- ❑ 4 non-commissioned officers – selected by the Assistant Chiefs and Bureau Chiefs

The chair may appoint other employees to assist the committee. In the event that a committee member is reassigned, the Chief of Police will appoint a replacement from the respective component.

The Training Committee shall meet in March and September to assess:

- ❑ All use of force training and policies to ensure compliance with applicable laws
- ❑ Best practices regarding use of force
- ❑ National and international training trends that enhance the Department's goals and objectives
- ❑ New technologies and their potential applications

The Committee shall report its findings and recommendations, in writing, to the Chief of Police annually.

23. Career Development

The Department's career development program is geared toward developing the knowledge, skills and abilities of all personnel through entry-level and annual in-service training and educational programs. Career development is supported by the Past Performance Appraisal (PPA) system (*See: Volume I, Chapter 28 Performance Appraisals (PPA)*).

VI. GOVERNING LEGISLATION & REFERENCE

This General Order addresses:

- ❑ Commission on Accreditation for Law Enforcement Agencies, Standards 1.1.2, 1.3.11, 33.1.1, 33.1.3, 33.1.4, 33.1.6, 33.1.7, 33.4.1, 33.4.3, 33.5.1, 33.5.2, 33.5.3, 33.6.1, 33.7.1, 33.7.2, 33.8.1, 41.2.7d.
- ❑ Memorandum of Agreement Between the United States Department of Justice and Prince George's County, Maryland, January 22, 2004.

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Governing Legislation:

- ❑ General Regulations for the Maryland Police Training Commission, COMAR 12.04.01, COMAR 12.04.02

References:

- ❑ Strategic Management Bureau, Community Policing Institute SOP.
- ❑ Fiscal Affairs Division SOP
- ❑ Administrative Procedure 640