

Training

203.1 PURPOSE AND SCOPE

This policy establishes general guidelines for how training is to be identified, conducted and documented. This policy is not meant to address all specific training endeavors or identify every required training topic.

203.2 POLICY

The Department shall administer a training program that will meet the standards of federal, state, local and the Maryland Police Training and Standards Commission (MPTSC) training requirements. It is a priority of this department to provide continuing education and training for the professional growth and development of its members.

203.3 OBJECTIVES

The objectives of the training program are to:

- (a) Enhance the level of law enforcement service to the public
- (b) Increase the technical expertise and overall effectiveness of department members
- (c) Provide for continued professional development of department members
- (d) Ensure compliance with MPTSC rules and regulations concerning law enforcement training.

203.4 TRAINING STRATEGY

It is the responsibility of the Deputy Chief of Police to develop a training strategy to address the review, update and maintenance of mandated basic, in-service and department-required training, and to ensure that required training is completed by all members. The training strategy should include the anticipated costs associated with each type of training, including attendee salaries and backfill costs, and include a systematic and detailed method for recording and logging of all training for all members.

The strategy will include information on curriculum, training material, training facilities and scheduling. The strategy will address federal, state and department-required, minimum-mandated training of officers and other members.

The Deputy Chief will be assisted by an officer designated by the Chief of Police as the Training Officer. The Training Officer will be responsible for;

- (a) Ensuring that all personnel meet mandatory basic and in-service requirements
- (b) Recruit Training
- (c) Serve as a liaison with local colleges and police training facilities
- (d) Maintenance and reporting of training records and skills.

Easton Police Department

Policy Manual

Training

203.4.1 GOVERNMENT-MANDATED TRAINING

The following lists, while not all inclusive, identify training that is required under state and federal laws and regulations.

- (a) Federally mandated training:
 - 1. National Incident Management System (NIMS) training.
- (b) State-mandated training:
 - 1. MPTSC approved Police Entry Level Training Program or, when applicable, the Comparative Compliance Training Course and successfully pass the licensing examination before being issued a peace officer's license (COMAR 12.04.01.09)
 - 2. MPTSC approved entrance-level firearms training and qualification (COMAR 12.04.02.04)
 - 3. No less than the MPTSC required duration of field training (COMAR 12.04.01.17)
 - 4. No less than 18 hours of MPTSC approved training annually (COMAR 12.04.01.12)
 - 5. Annual MPTSC-approved firearms training and qualification (COMAR 12.04.02.08)
 - 6. Promotion of an officer to a first-line, or higher, supervisor position requires successful completion of MPTSC approved supervisor training no more than two years preceding, or one year after, the promotion
 - 7. Promotion of an officer to a first-line, or higher, administrator position requires successful completion of MPTSC-approved administrator training no more than two years preceding, or one year after, the promotion
 - 8. If MPTSC approved supervisor training has not previously been completed, supervisor training shall also be completed within the same timeline
 - 9. Completion of MPTSC approved training program on life-saving techniques, including CPR, every two years (Md. Code PS § 3-207; COMAR 12.04.01.12)
 - 10. The proper level and use of force (Md. Code PS § 3-207)
 - 11. Sensitivity to cultural and gender diversity (Md. Code PS § 3-207)
 - 12. Issues related to individuals with physical, intellectual, developmental and psychiatric disabilities (Md. Code PS § 3-207)
 - 13. Any additional training required by the MPTSC (Md. Code PS § 3-207).
- (c) Locally mandated training (including county or city).

203.5 TRAINING COMMITTEE

The Deputy Chief of Police may establish a Training Committee, on a temporary or as-needed basis, which will assist with identifying training needs.

Easton Police Department

Policy Manual

Training

Committee members should be selected based on their abilities at post-incident evaluation and at assessing related training needs. The Training Officer shall serve as the committee chairperson and the Deputy Chief may remove or replace members of the committee at his/her discretion.

The Training Committee should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to an incident. Specific incidents the Training Committee should review include, but are not limited to:

- (a) Any incident involving the death or serious injury of a member
- (b) Incidents involving a high risk of death, serious injury or civil liability
- (c) Incidents identified by the Department to determine possible training needs.

The Training Committee should convene on a regular basis as determined by the Deputy Chief of Police, to review the identified incidents. The committee shall determine by consensus whether a training need exists, the type of training being recommended and then submit written recommendations of its findings to the Deputy Chief.. The recommendation should not identify specific facts of any incidents, such as identities of members involved or the date, time and location of the incident but should focus on the type of training being recommended.

The Deputy Chief of Police will consider the recommendations of the committee and determine what training should be addressed, taking into consideration the mission of the Department and the available resources. Training recommendations as determined by the Deputy Chief of Police shall be submitted to the Chief of Police for review.

203.6 TRAINING ATTENDANCE

- (a) All members assigned to attend training shall attend as scheduled unless previously excused by the Deputy Chief.. Excused absences should be limited to:
 - 1. Court appearance.
 - 2. Previously approved vacation or time off
 - 3. Illness or medical leave
 - 4. Physical limitations preventing the member's participation
 - 5. Emergency situations or department necessity.
- (b) Any member who is unable to attend training as scheduled shall notify the Deputy Chief as soon as practicable but no later than one hour prior to the start of training and shall:
 - 1. Document his/her absence in a memorandum to the Deputy Chief
 - 2. Make arrangements through the Deputy Chief to attend the required training on an alternate date.

Easton Police Department

Policy Manual

Training

203.7 DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletins (DTBs) are contained in a Web-accessed system that provides training on the Easton Police Department Policy Manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the Support Services Commander.

Members assigned to participate in DTBs shall only use the login credentials assigned to them by the Support Services Commander. Members should not share their passwords with others and should frequently change their passwords to protect the security of the system. After each session, members should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Department.

Members who are assigned to participate in the DTB program should complete each DTB at the beginning of their shift or as otherwise directed by their supervisors. Members should not allow uncompleted DTBs to build up over time, and may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any Internet-enabled computer, members shall only take DTBs as part of their on-duty assignment, unless directed otherwise by a supervisor.

Supervisors will be responsible for monitoring the progress of those under their command to ensure compliance with this policy.

203.8 TRAINING RECORDS

The Deputy Chief is responsible for the creation, filing and storage of all training records. Training records shall be retained in accordance with the established records retention schedule.