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HARFORD COUNTY SHERIFF'S OFFICE PERSONNEL POLICY

Training Academy Operations

Distribution:	All Personnel	Policy Number:	PER 0801		
Responsible Unit:	Training Academy Operations	Rescinds:	MAN2400		
Original Issued Date:	10/01/16	Revision #:	2	Latest Revision Date:	03/02/24
Latest Required Review was Completed:	03/02/24	Next Review Due:	03/02/27		

1. Purpose

To establish standard and consistent procedures regarding Training Academy operations and responsibilities.

2. Policy

The Harford County Sheriff's Office (HCSO) recognizes the vital nature that training has in the daily operations of any law enforcement agency. It is the goal of the HCSO to provide quality training which meets or exceeds the needs and state requirements of its various law enforcement, corrections, and civilian personnel. In addition, the HCSO strives to ensure that the training produced is accurate, professional, timely, and safe.

3. Reference

Code of Maryland Regulations (COMAR) 12.04.01

4. Procedures

A. Training Academy Operations

1. The Training Academy will be under the direction of the Planning & Research Division Commander.
2. The Training Academy is operated at Harford Community College, except in those situations when training off-site best suits the needs of the training event (e.g., emergency vehicle operations (EVOC), etc.).
3. The Training Academy operates as a Class I academy under COMAR regulations and conducts entry-level training which meets or exceeds the Maryland Police Training and Standards Commission (MPTSC) standards, and ensures that all certified law enforcement, correctional, and civilian personnel meet required annual in-service training requirements as mandated by the MPTSC.
4. The Training Academy will maintain records indicating compliance with all MPTSC directives and standards.
5. All training from third party vendors requested to be sponsored by the HCSO will be vetted and scheduled by the staff of the Training Academy. With the exception of members of command staff, at no time will individual members of the Agency seek to schedule third party vendors without the approval of the Training Director. To ensure alignment with the Sheriff's Office training goals, the Training Director will notify their chain of command of any proposed training from third-party vendors sponsored by the HCSO and obtain all required approvals.

6. The Training Academy will be responsible for the storage of all course materials that are related to an approved MPTSC law enforcement or correctional course. Non-academy instructors will not seek MPTSC approval for courses unless approved by the Training Director or Training Coordinator from the appropriate classification.

B. Training Academy Staff

1. The Training Academy Staff consists of:
 - a. Training Director;
 - b. Law Enforcement Training Coordinator, who also acts as Training Supervisor;
 - c. Corrections Training Coordinator;
 - d. Range Master;
 - e. Staff Instructors; and
 - f. Administrative Support Technician.
2. All incidents while at the Training Academy will be handled by the Training Academy staff.
3. All actions taken will be disseminated to Law Enforcement and/or Correctional Officer chain of command in a timely manner.

C. Training Academy Duties

1. Training Director
 - a. The Sheriff will appoint the Training Director.
 - b. Operations of the Training Academy will be the responsibility of the Training Director.
 - c. The Training Director, or their designee, will ensure that the start date of the Training Academy is coordinated with the Director of Human Resources.
 - d. The Training Director, or their designee, will coordinate available seating for entry level academies with outside jurisdictions.
 - e. The Training Director will coordinate with members of the command staff to determine the curriculum for a given year's in-service when no such curriculum is required by COMAR.
 - f. The Training Director will ensure all COMAR requirements are satisfied to maintain academy certification standards and ensure proper preparation for the periodic MPTSC audits of entrance level and in-service programs.

2. Training Coordinators

- a. The Training Coordinator for each classification will serve as the supervisor for their respective entry level recruit class and be responsible for the following duties:
 - i. Provide guidance and leadership;
 - ii. Scheduling;
 - iii. Organization; and
 - iv. Attending to disciplinary matters.
- b. In accordance with COMAR, the Training Coordinators are designated as the supervisors of all recruits from outside jurisdictions.
- c. The Training Coordinators, or their designees, will make all scheduling arrangements for the participation of Agency and outside instructors.
- d. The Training Coordinators will schedule and monitor all annual in-service requirements for their respective classification.
- e. Training Coordinators will be responsible for the tracking and documentation of all MPTSC-required training objectives for entrance level classes, as well as maintaining an appropriate master question file for objective testing.
- f. Training Coordinators, or their designees, will be responsible for the submission of MPTSC course approvals and obtaining the P or C number for their respective in-service and entrance level courses.
- g. The Law Enforcement Training Coordinator will act in the stead of the Training Director in their absence or at the request of the Training Director.

3. Staff Instructors

- a. Staff Instructors will be expected to instruct all non-subject matter expert (SME) material, where applicable (e.g., a staff instructor who has no expertise in Criminal Investigations Division (CID) related material should not instruct in that area, etc.).
- b. Staff Instructors are expected to be or become certified in as many fields as they may be qualified to reduce the need for non-academy-based instructors.
 - i. Staff Instructors who hold specialty certifications (e.g., conducted energy weapons (CEW), firearms, emergency vehicle operations course (EVOC), etc.) will be available to instruct the maximum extent possible as determined by the Training Director or Law Enforcement Training Coordinator.
- c. A Staff Instructor will be designated as a class advisor for any entry level classes in session for their respective classifications.
 - i. As class advisor, the Staff Instructor will serve as the initial point of contact and lowest level of

command between the recruit class and academy supervision.

- d. Staff Instructors, at the discretion of the Training Coordinators, will ensure all lesson plans maintained by the Training Academy are current, relevant, and meet all applicable MPTSC standards.
- e. Staff Instructors will manage and support any other Agency training program as assigned (e.g., CEW, EVOC, etc.).

4. Administrative Support Technician

- a. The Administrative Support Technician will:
 - i. Be responsible for all data entry related to attendance, scores, and documentation related to any training or course completed by Agency members;
 - ii. Store and maintain all records in the appropriate Agency records management system (RMS) or file server;
 - iii. Complete all course registrations, as required, for training attended by Agency members;
 - iv. Be responsible for the tracking and certification status of all Agency or non-agency exempted instructors certified through the MPTSC;
 - v. Coordinate with Information Technology personnel to generate a year-end in-service training report to be sent to the MPTSC in accordance with MPTSC guidelines;
 - vi. Be responsible for ordering, maintaining, and keeping inventory of all necessary office supplies or equipment for the operations of the Training Academy that does not fall under the purview of the Quartermaster; and
 - vii. Complete all duties as assigned by the Training Director or Law Enforcement Training Coordinator.

5. Summary of Changes

A. On 10/01/16 policy MAN2400 was reformatted to the current structure.

B. On 03/02/24 the following sentence was added to Section 4.A.5:

1. To ensure alignment with the Sheriff's Office training goals, the Training Director will notify their chain of command of a proposed training from third-party vendors sponsored by the HCSO and obtain all required approvals.

