



# HARFORD COUNTY SHERIFF'S OFFICE PERSONNEL POLICY

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Sheriff

## Entrance Level Training Academy

<b>Distribution:</b>	<b>All Personnel</b>	<b>Index:</b>	<b>PER 0803</b>
<b>Responsible Unit:</b>	<b>Training Academy</b>	<b>Rescinds:</b>	<b>MAN2400</b>
<b>DLI Program:</b>	<b>N/A</b>	<b>MD Code:</b>	

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### 1. Purpose

To establish standard and consistent procedures for the planning of an entrance level training academy.

### 2. Policy

The Harford County Sheriff's Office is certified through the Maryland Police and Correctional Training Commissions (MPCTC) to conduct entrance level training. The HCSO will adhere to the established guidelines and policies of the Agency and the MPCTC to foster a professional and safe learning environment for our trainees.

### 3. Procedures

#### A. Tasks Prior to the Start of an Entrance Level Academy

1. The Training Manager shall hold a Training Academy meeting to provide an overview of the upcoming Training Academy curriculum and solicit suggestions for the addition, deletion, or combining blocks of instruction.
2. The respective Training Coordinator shall receive from the Human Resources Manager the necessary information needed to complete a recruit class roster to include the:
  - a. recruit's name;
  - b. social security number;
  - c. address;
  - d. phone number(s) and
  - e. recruit uniform sizing information.
3. The Human Resources Director will send out recruit "Welcome" letters as the recruit class start date approaches.

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4. The Coordinator shall prepare the recruit class schedule.
5. The Coordinator shall verify instructor assignments, current certifications, availability, and ensure that lesson plans are reviewed and updated accordingly.
6. Scenario dates will be identified and requests for role players will be distributed as needed.
7. The Coordinator will prepare an MPCTC objective tracking document.
8. The Coordinator will prepare and submit to MPCTC an application for an approval number for the recruit class.
  - a. Scheduling of the MPCTC Driver Facility should occur concurrently with application for an approval number.
9. The Coordinator will ensure all requisitions for the procurement of items are submitted to the Training Manager.
10. The Coordinator will ensure the following administrative tasks are completed:
  - a. Completion of uniform/equipment issuance roster.
  - b. Preparation of recruit files.
  - c. Planning and preparation for family orientation.

**B. Tasks During the Academy**

1. While the recruit class is in session, the Coordinator will be responsible for ensuring the following tasks are completed (task list is not all inclusive):
  - a. Formulate written examinations and grade appropriately.
  - b. Coordinate with the Drill Instructor Corps to facilitate the review of the recruits to include personnel inspections.
  - c. Maintain MPCTC objective tracking documents.
  - d. Schedule instructors (while arranging the schedule to reduce overtime expenses).

**C. Tasks Prior to Conclusion of the Academy**

1. The Coordinator, with the assistance of the Administrative Support Technician, will ensure the following tasks are completed during the final phase of the recruit class (task list is not all inclusive):
  - a. Prepare and submit an end of training report and submit to MPCTC that includes:
    - (1) recruit's academic average;

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(2) class ranking and

(3) firearms qualification scores.

b. With the assistance of the Community & Legislative Liaison, create an invitation list and graduation ceremony invitation to submit to all Training Academy instructors, Harford County Law Enforcement/Correctional personnel, and civic leaders.

c. Prepare graduation certificates.

2. The Coordinator will identify the possible graduation date of the recruit class, and coordinate with the Training Manager to make the appropriate reservations to secure a space for the graduation ceremonies.
3. The Training Director and Planning & Research Division Commander will begin preliminary plans to secure a guest speaker for this event.
4. The Coordinator will arrange with the respective operations staff representative for field training to organize a FTO/recruit meeting session.

**D. Entrance Level Requirements**

1. The Harford County Sheriff's Office Training Academy entrance level curriculum will include all topics associated with the law enforcement and corrections profession by means of lecture, demonstration, and practical application.
2. All recruits must demonstrate mastery of all MPCTC entry-level objectives.
3. The Harford County Sheriff's Office Training Academy also trains personnel from outside agencies, in accordance with a memorandum of understanding between the Harford County Sheriff's Office and that particular outside agency.
4. Recruits employed by outside agencies are subject to all Training Academy rules, regulations, and Harford County Sheriff's Office General Orders.

**E. Recruit Resignation Procedures**

1. In the event a recruit elects to resign from the Harford County Sheriff's Office, the following procedures will be followed:
  - a. The Training Academy staff member receiving the resignation will notify the Training Manager, who will then immediately notify the Planning & Research Division Commander.
  - b. The resigning recruit will be directed to complete a memo addressed to the Sheriff of Harford County outlining his desire to resign from the Harford County Sheriff's Office Training Academy.
  - c. Notification will be made to the Human Resources Manager to begin the exit interview process.
  - d. The Planning & Research Division Commander, Training Manager, or designee will interview the resigning recruit to gather further information surrounding the resignation.

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- e. The Planning & Research Division Commander will notify the Services & Support Bureau Chief and give notice of the resignation.
- f. In consultation with the Services & Support Bureau Chief, the Planning & Research Division Commander will notify the Sheriff, who may want to speak to the recruit prior to his final departure.
- g. The Training Manager will receive the memo provided by the resigning recruit and prepare an attachment that will be forwarded to the Sheriff, via the chain of command.
- h. The Training Coordinator will assist the Quartermaster with the collection of all agency issued uniforms and equipment. An inventory of returned uniforms and equipment will be completed and signed for by the resigning recruit and an Agency representative.
- i. Copies of all memos and checklists will be placed in the resigning recruit's training file.

*Approved*

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***JEFFREY R. GAHLER***  
***SHERIFF***

***DATE*** \_\_\_\_\_