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Sheriff

HARFORD COUNTY SHERIFF'S OFFICE PERSONNEL POLICY

Training Academy Instructors

Distribution:	All Personnel			Policy Number:	PER 0802
Responsible Unit:	Training Academy			Rescinds:	<i>PER 0802 (02/15/19)</i>
Original Issued Date:	09/09/22	Revision #:	N/A	Latest Revision Date:	N/A
Required 3-Year Review Completed:	10/09/25			Next Review Due:	10/31/28

1. Purpose

To establish standard guidelines and requirements for Training Academy instructors.

2. Policy

The Harford County Sheriff's Office (HCSO) Training Academy instructors will adhere to Agency policies and procedures and meet Maryland Police Training & Standards Commissions (MPTSC) certification requirements.

3. References

MD. CODE ANN., PUB. SAFETY §3-207
COMAR 12.04.06.04

4. Procedures

A. Instructor Requirements

1. Once scheduled, all instructors are expected to arrive on time and be prepared for the class.
2. It is the responsibility of the instructor to find a replacement to take his place if he is unable to instruct.
3. The instructor must notify the Training Academy of any replacement or substitution of instructors.
4. Any change needed by instructors must be approved by the Training Academy.
5. The Training Academy must be provided with sufficient time to adjust the training schedule or provide alternative training.

B. Instructor Expectations

1. While instructing, Agency members will fall under the authority of the Training Academy.
2. Once selected as an instructor, deputies are expected to actively participate in the training process.
3. Instructors are expected to assist with a minimum number of teaching assignments each year.

- a. This minimum number will be based on the respective discipline being taught and the number of instructors for that discipline. Refer to the Training Academy Standard Operating Procedure (SOP) for guidance.
 - b. The minimum expectations will be provided to the instructor on a yearly basis.
 - c. If the instructor feels that he cannot meet this minimum, he must notify the Training Director.
 - d. Instructors that fail to meet this minimum may be subject to removal as an instructor.
 - e. Course Coordinators seeking dismissal of an instructor will submit a Memorandum (SO-212) to the Training Director detailing the lack of instructor participation and any opportunities to improve performance. Removal of an instructor in this case will be at the discretion of the Training Director with a Guardian entry being made detailing the dismissal.
 - f. An instructor who is dismissed may appeal the decision by submitting a Memorandum (SO-212) through the chain of command to the Services & Support Bureau Chief. The final decision will rest with the Services & Support Bureau Chief.
4. Instructors are expected to assist in an instructional capacity unless relieved of that duty by the Sheriff.

C. Instructor Training

1. The Administrative Services Division Commander will make recommendations for training essentials for instructors.
2. Notification will be made to the appropriate division commander(s).
3. If a disagreement arises as result of a recommendation, the matter will be forwarded to the respective bureau chief(s) for consideration.

D. Certification Requirements

1. Any instructor responsible for a segment of instruction longer than three hours will be certified as an instructor through MPTSC.
 2. All instructors who are MPTSC certified instructors will maintain that certification, unless otherwise exempted or removed from instructor status.
 3. The required MPTSC train-the-trainer class, or an approved equivalent instructor school, satisfies the following requirements:
 - a. Lesson plan development;
 - b. Performance objective development;
 - c. Instructional techniques;
 - d. Instructional equipment;
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- e. Learning resources, availability, and use; and
 - f. Testing and evaluation techniques.
4. The Training Director can request MPTSC grant exemptions to this requirement for:
- a. A person licensed or certified by the State or a nationally recognized organization in the subject he will be teaching;
 - b. A faculty member of an accredited college or university;
 - c. A certified emergency care or advanced first aid instructor, if he is teaching a class in emergency medical care or first aid; or
 - d. A person who MPTSC determines has specialized skills that allows him to teach a class in that field.
5. Exemptions for any reason, regardless of the length of the period of instruction, may not be granted for anyone teaching:
- a. Defensive tactics;
 - b. Electronic control device training;
 - c. Emergency vehicle driving;
 - d. Firearms; or
 - e. Motorcycle operations training.
6. Instructors who teach any subject listed in 5a-e above, also require additional specialized certification and are subject to any applicable MPTSC recertification requirements.
7. Personnel without instructor certification may teach at the academy if:
- a. A provisional instructor application is completed and accepted by the MPTSC, or
 - b. An academic instructor application is submitted, and the person attends a MPTSC instructor class within two years and receives two favorable instructor evaluations after successfully completing the class.
 - c. Instructors must maintain their instructor certification as outlined by MPTSC.

E. Instructor Schedules

- 1. Instructors, and the instructor's supervisors, will be notified in writing via e-mail of the anticipated academy needs with sufficient time to adjust his schedule accordingly.
 - 2. All requests for instructors, and all responses from instructors, will be e-mailed to the respective instructor's supervisor.
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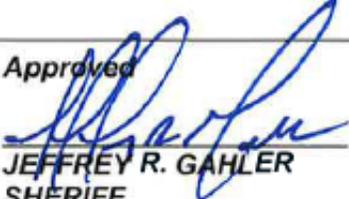
3. The Administrative Services Division Commander will be provided with a tentative instructor schedule prior to the beginning of a new entrance level class.
4. The Administrative Services Division Commander will be provided with a tentative instructor schedule prior to the beginning of in-service training.
5. If an instructor fails to appear for a scheduled instruction date, the instructor's Division Commander and the Administrative Services Division Commander will be notified via e-mail by the Training Director or his designee.

F. Training Coordinator Responsibility

1. The Law Enforcement and Correctional Training Coordinators will:
 - a. Maintain a list of all certified instructors in the HCSO;
 - b. Submit the list of certified instructors to MPTSC as required; and
 - c. Notify all personnel when instructional certifications are expiring.

5. Procedures

- A. On 10/09/25 the 3-year Agency review was conducted, and no changes or edits were made to this policy.

Approved

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SHERIFF
DATE 9.9.2022