



Jeffrey R. Gahler,
Sheriff

HARFORD COUNTY SHERIFF'S OFFICE PERSONNEL POLICY

Training Academy Instructors

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| Distribution: | All Personnel | Index: | PER 0802 |
| Responsible Unit: | Training Academy | Rescinds: | MAN2400 |
| DLI Program: | N/A | MD Code: | |

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1. Purpose

To establish standard guidelines and requirements for Training Academy instructors.

2. Policy

HCSO Training Academy instructors will adhere to Agency policies and procedures and meet Maryland Police & Correctional Training Commissions certification requirements.

3. Procedures

A. Instructor Requirements

1. Once scheduled, all instructors are expected to arrive on time and be prepared for the class. It is the responsibility of the instructor to find a replacement to take his place if he is unable to instruct.
2. The instructor must notify the Training Academy of any replacement or substitution of instructors.
3. Any change needed by instructors must be approved by the Training Academy. The Training Academy must be provided with sufficient time to adjust the training schedule or provide alternative training.
4. All instructors shall be Maryland Police & Correctional Training Commissions certified instructors and shall maintain that certification, unless otherwise exempted.

B. Instructor Expectations

1. While instructing, agency members shall 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.
4. This minimum number shall be based on the respective discipline being taught and the number of

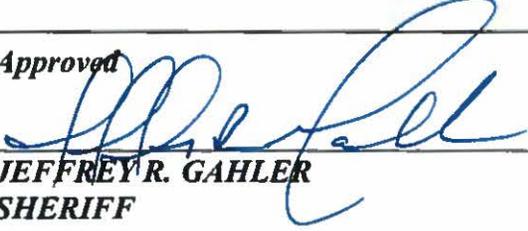
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Training Academy Instructors

instructors for that discipline.

5. The minimum expectations shall be provided to the instructor on a yearly basis.
6. If the instructor feels that he cannot meet this minimum, he must notify the Training Manager.
7. Instructors that fail to meet this minimum may be subject to removal as an instructor.
8. Instructors are expected to assist in an instructional capacity unless relieved of that duty by the Sheriff.

C. Instructor Training

1. The Planning & Research Division Commander shall make recommendations for training essentials for instructors. Notification will be made to the appropriate Division Commander(s).
2. If a disagreement arises as result of a recommendation, the matter shall be forwarded to the respective Bureau Chief(s) for consideration.

Approved 

JEFFREY R. GAHLER
SHERIFF
DATE 9-9-16