



Jeffrey R. Gahler,
Sheriff

HARFORD COUNTY SHERIFF'S OFFICE PERSONNEL POLICY

In-Service Training

Distribution:	All Personnel	Index:	PER 0804
Responsible Unit:	Training Academy	Rescinds:	MAN2400
DLI Program:	N/A	MD Code:	

Issued:	10/01/16	Revised:	10/01/16	Reviewed:	10/01/16	Next Review:	10/01/17
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1. Purpose

To establish standard guidelines and requirements for in-service training.

2. Policy

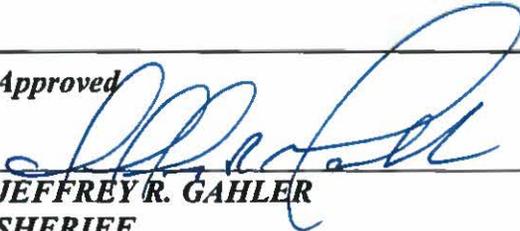
The Harford County Sheriff's Office will provide in-service training to members of the Agency.

3. Procedures

- A. The Harford County Sheriff's Office in-service curriculum will be determined on a yearly basis.
- B. All personnel shall attend classes when assigned unless extenuating circumstances dictate absence and after notifying the Training Academy.
- C. The Training Manager shall meet with the respective Training Coordinators and the Range Master to discuss suggestions and incorporate yearly training requirements to meet the minimum standards as stated in Maryland Police and Correctional Training Commissions (MPCTC) regulations for law enforcement, corrections, and civilian staff.
- D. The Training Manager, Services & Support Bureau Chief and the Planning & Research Division Commander shall meet in September of each year to discuss the following year's in-service curriculum.
- E. The Range Master will ensure that there is an adequate supply of ammunition, targets, target frames, and cleaning equipment needed for the upcoming year for in-service firearms training.
- F. The Range Master will meet with the Training Coordinators to schedule firearms training dates in conjunction with the in-service program.
- G. The Range Master will notify the associate firearms instructors of the dates and times of firearms training and prepare an instructor schedule.
- H. The respective instructor's supervisor shall be notified of this schedule.

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- I. The Range Master will meet with the associate firearms instructors in the month of January to review any changes from MPCTC, lesson plans, firearms training policies and procedures, courses of fire, and any other related firearms training concerns.
- J. TASER Instructors will meet in the month of January to review any changes from MPCTC, lesson plans, TASER related policies and procedures, practical exercises, and any other related TASER training concerns.

Approved 

JEFFREY R. GAHLER
SHERIFF
DATE 9-9-16