1. Purpose

To describe the responsibilities of course coordinators assigned to instruct at the Harford County Sheriff’s Office (HCSO) Training Academy.

2. Policy

It is the policy of the HCSO to assign course coordinators for each of the Training Academy’s mandated areas of instruction.

3. Definitions

TRAINING DIRECTOR: manages various training functions for the Agency to include in-service, entrance level and various other training programs for law enforcement, corrections and civilian employees. Serves as advisor on all training issues.

TRAINING COORDINATOR: Agency member who is assigned to the Training Academy and is responsible for academic testing, scoring, and remedial training during the entry level program. A training coordinator also records and tracks all mandated and optional in-service training received for personnel and instructor certification.

ASSOCIATE INSTRUCTOR: an instructor temporarily detailed to the academy to teach a specific subject.

COURSE COORDINATOR: the certified instructor in charge of a mandated course.

MANDATED COURSE: certain subject areas mandated by the MPCTC to be taught in approved training academies.

4. Procedures

A. The Training Director will assign course coordinators. This should be according to interest; however, he may assign a coordinator due to his expertise in a subject matter.

B. Course coordinators will be assigned for the following mandated courses:

1. Fitness
2. Criminal law
3. Ethics
4. Critical Incident Stress Management (CISM)
5. Use of Force
6. LEOBR / IA
7. LEEMCC
8. DTAC
9. Firearms
10. Report Writing
11. Victim Services / Human Relations
12. Autism
13. CID
14. Rape / Sex Offenses
15. Child & Senior Abuse / TRAC / Trafficking
16. Covert Investigations / Informants / Surveillance
17. Fraud / ID Theft
18. Evidence / Crime Scene
19. Police Communications
20. Press / Media
21. Courtroom Testimony
22. Civil Process
23. Statement of Charges
24. Fire / Rescue / HazMat
25. Property Management
26. Homeland Security / Terrorism
27. All Traffic Related
28. EVOC
29. Courtroom Testimony
30. IPC
31. MD Correctional System
32. Search and Seizure Warrants
33. Domestic Violence
34. Emergency Petitions
35. Crime Prevention
36. Crisis Negotiation
37. Patrol Functions
38. Officer Survival
39. Basics of Entrance Level Certification
40. Gangs
41. Crowd and Riot Control

C. A Course Coordinator will:

1. Be responsible for all aspects of any classes he teaches;

2. Schedule associate instructors if needed;

3. Organize any unique training aids needed to teach a class and reserve any space outside of the academy to use for training;
4. Assess risks associated with any training;

5. Review tests for each class and update as needed;

6. Ensure updated lesson plans are available to the Training Director so they may be reviewed by Legal Counsel if necessary;

7. Provide updates on the course to the respective law enforcement or correctional training coordinator if needed;

8. Work with the respective law enforcement or correctional training coordinator to ensure all grades are submitted to him;

9. Structure and supervise remedial training programs for candidates whose academic performance is inadequate;

10. Document when a candidate fails to achieve minimum knowledge or skill requirements and determine if it is a problem with the student’s comprehension or with the course or instructor; and

11. Identify opportunities to improve the course by analyzing student reaction to course content and instructors through surveys at the end of each full block of instruction.

Approved

JEFFREY R. GAHLER
SHERIFF

DATE 2/14/19