

# HARFORD COUNTY SHERIFF'S OFFICE PERSONNEL POLICY



Jeffrey R. Gahler,  
Sheriff

## Performance Standards

<b>Distribution:</b>	<b>All Personnel</b>			<b>Policy Number:</b>	<b>PER 0807</b>
<b>Responsible Unit:</b>	<b>Administrative Services Division</b>			<b>Rescinds:</b>	<i>PER 0807(02/15/19)</i>
<b>Original Issued Date:</b>	<b>02/14/19</b>	<b>Revision #:</b>	<b>N/A</b>	<b>Latest Revision Date:</b>	<b>N/A</b>
<b>Required 3-Year Review Completed:</b>	<b>10/09/25</b>			<b>Next Review Due:</b>	<b>10/31/28</b>

### 1. Purpose

To establish minimum academic and physical standards for Deputy Sheriff recruits.

### 2. Policy

The Harford County Sheriff's Office (HCSO) will graduate and certify only those recruits who are able to successfully meet all of the standards set forth by the Maryland Police Training & Standards Commission (MPTSC).

### 3. Definitions

**LAW ENFORCEMENT TRAINING COORDINATOR:** a HCSO employee responsible for academic testing, scoring and remedial training during the entry level program. Responsible for records and tracking all mandated and optional in-service training received for sworn law enforcement personnel.

**CORRECTIONAL TRAINING COORDINATOR:** a HCSO employee responsible for academic testing, scoring and remedial training during the entry level program. Responsible for records and tracking all mandated and optional in-service training received for sworn correctional personnel.

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

**EXAMINATION RETAKE:** a second examination administered to a recruit who fails to achieve a passing score on the original examination. This test may be the original examination, or another examination made specifically for the curriculum topic.

**FUNCTIONAL FITNESS ASSESSMENT TEST (FFAT):** measures an applicant's level of fitness and physical preparedness for the academy. This test is a high-intensity fitness evaluation and is designed to test aerobic and anaerobic fitness.

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

**MANDATED LEARNING OBJECTIVE:** those objectives composed and sanctioned by the MPTSC considered to be essential for law enforcement and correctional officers in Maryland.

**OBJECTIVE RETAKE:** a second examination administered to a recruit who passes the original

examination but fails to achieve one or more of the MPTSC or HCSO objectives.

#### **4. References**

COMAR 12.04.01.09

#### **5. Procedures**

##### **A. Training Information**

1. Prior to the start of each block of instruction, instructors will clearly define the:
  - a. Training goals and objectives;
  - b. Minimum proficiency or skill requirements; and
  - c. The type of evaluation method being used to check for mastery.

##### **B. Examinations and Testing**

1. Academic mastery is measured via written exams divided into objective content areas.
2. Physical mastery is measured via practical and scenario-based testing.

##### **C. Recruits:**

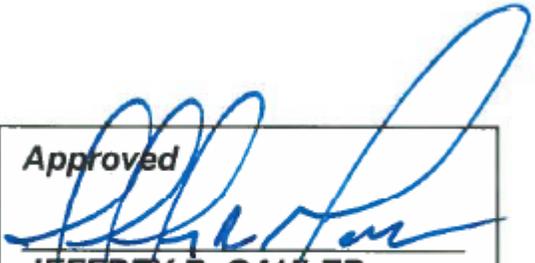
1. Must achieve at least 80% score on each major exam;
2. Can have no more than two major exam failures before dismissal from academy; and
3. Must pass each objective at 100% compliance.
  - a. Objective retests are allowed only three times before dismissal from academy.
  - b. The MPTSC requires recruits pass each of the mandated learning objectives within each exam; therefore, it is possible to have an overall passing score but still fail the exam due to an objective failure.
  - c. Practical or physical skills tests will be scored as pass or fail.
4. For Emergency Vehicle Operator Course (EVOC) training, recruits will have to pass 11 practical exercises and one written exam.
  - a. Several practical exercises are graded on a pass/fail basis.
  - b. The remainder of exercises are evaluated on a graded percentage.

- c. On the pass/fail practical exercises, the recruit must receive an acceptable or excellent rating to pass during one of three attempts at the exercise.
5. If at any time, a recruit fails to perform a critical task during the testing of an objective or physical skill, the instructor may determine the recruit has failed to successfully master the objective, regardless of the percentage score.
6. Regardless of the recruits score on any retakes, the score of the original exam will be used to calculate the recruit's final grade point average. This includes graded exercises in both firearms and EVOC.
7. Written Examination Failures
  - a. Should a recruit fail a written examination in its entirety or any objective within an exam, the respective Training Coordinator will prepare an examination or objective retake.
  - b. The retake will be administered as soon as possible.
8. Objective failures:
  - a. The recruit will:
    - i. Be directed to research the missed objective(s);
    - ii. Prepare a written report with the correct answer(s) and appropriate citations; and
    - iii. Submit the report to the Training Coordinator on the next academy day.
9. Practical Scenario Evaluations
  - a. Practical scenarios are used to gauge a recruit's progress and to determine if required MPTSC objectives are being met.
  - b. A recruit's performance will be evaluated and tested by a scenario evaluator.
  - c. During a scenario, the scenario evaluator will observe a recruit's performance and take notes on each recruit's performance evaluation sheet.
10. Entrance Level Firearms Training and Emergency Vehicle Operators Course (EVOC)
  - a. Should a recruit fail any portion of entrance level firearms training or the emergency vehicle operations course, the lead Firearms Instructor or the EVOC Coordinator will notify the respective Training Coordinator.
    - i. With the assistance of the Rangemaster or the EVOC Coordinator, the Training Coordinator will develop a written remedial action plan for the recruit.

- ii. The Rangemaster or EVOC coordinator will document all remedial training provided, the areas of deficiency, and the approximate time spent with the recruit.
- b. A recruit who has trouble with any portion of the various driving courses will be afforded additional training not to exceed eight hours, or 20% of the total course time, for remedial EVOC training.
- c. A recruit who has trouble with any portion of the shooting skills courses will be afforded additional remedial training.
  - i. If after remedial training, the student fails to obtain a passing score for the required qualification scores or low light qualification score, the recruit is deemed to have not met MPTSC minimum standards.
- d. If a recruit fails remedial training for firearms or EVOC, the Rangemaster or the EVOC Coordinator will notify the Training Director immediately.
- e. The Training Director will prepare a report that includes remedial training documentation and a recommendation to the Administrative Services Division Commander regarding retention or termination of the recruit.

## 6. Summary of Changes

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

Approved  
  
JEFFREY R. GAHLER  
SHERIFF  
DATE 2/14/19