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Sheriff

HARFORD COUNTY SHERIFF'S OFFICE PERSONNEL POLICY

Course Coordinators

Distribution:	All Personnel		Policy Number:	PER 0810	
Responsible Unit:	Training Academy		Rescinds:		
Original Issued Date:	02/15/19	Revision #:	1	Latest Revision Date:	01/12/26
Required 3-Year Review was Completed:	01/12/26		Next Review Due:	01/30/29	

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 COMMANDER: Agency member who is assigned to the Training Academy and is responsible for the overall Training Academy operations and 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, regardless of rank or assignment.

MANDATED COURSE: certain subject areas mandated by the Maryland Police Training & Standards Commission (MPTSC) to be taught in approved training academies.

4. Procedures

- A. The Training Commander 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. Coordinators will be assigned for mandated courses as outlined in the Training Academy Special Operating Procedure SS 22-1.

C. A Course Coordinator will:

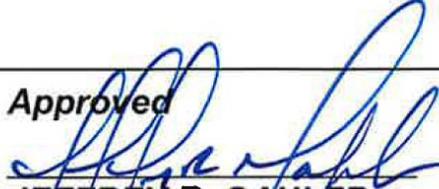
1. Be responsible for all aspects of any assigned classes;
2. Schedule additional instructors if needed;
3. Organize any unique training aids needed to teach a class and reserve any space outside of the academy to use for training;
4. Assess risks associated with any training and develop a plan to mitigate those risks;
5. Review tests for each class and update as needed;
6. Ensure updated lesson plans are available to the Training **Commander** 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 the Training Academy;
9. **Work with** the respective law enforcement or correctional training coordinator **to** develop a written remedial training program **when needed**;
10. Document when a candidate fails to achieve minimum knowledge or skill requirements and determine if it is a problem with the attendee's comprehension or with the course or instructor; and
11. Identify opportunities to improve the course by analyzing the attendee's evaluations of both the course and instructors.

5. Summary of Changes

On 01/12/26 the 3-Year Agency review was conducted and the following edits were made:

- A. **Section 3. Definitions**, revised title and definition of TRAINING DIRECTOR to TRAINING COMMANDER to read as follows: "Agency member who is assigned to the Training Academy and is responsible for the overall Training Academy operations and 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."
- B. **Section 3. Definitions**, revised definition of COURSE COORDINATOR to read as follows: "the certified instructor in charge of a mandated course, regardless of rank or assignment."

- C. Under Section 4.C.9 Procedures, revised text to read as follows: "Work with the respective law enforcement or correctional training coordinator to develop a written remedial training program when needed."

Approved

JEFFREY R. GAHLER
SHERIFF
DATE 2/6/20