



HARFORD COUNTY SHERIFF'S OFFICE

PERSONNEL POLICY

In-Service Training

Distribution:	All Personnel			Policy Number:	PER 0804
Responsible Unit:	Training Academy			Rescinds:	MAN2400
Original Issued Date:	10/01/16	Revision #:	3	Latest Revision Date:	03/12/24
Required 3-Year Review was Completed:			08/19/26	Next 3-year Review Due:	09/30/29

1. Purpose

To provide personnel with the mandated continuing education requirements as required by law, the Code of Maryland Regulations, the Maryland Police & Correctional Training Commission (MPCTC), and the Harford County Sheriff's Office (HCSO).

2. Policy

The HCSO will provide in-service training to members of the Agency.

3. References

COMAR 12.04.01
COMAR 12.10.01

4. Procedures

- A. The HCSO in-service curriculum will be determined on a yearly basis.
- B. The Training Academy will comply with all MPCTC requirements regarding any mandated training topics for in-service training.
- C. In absence of any MPCTC-mandated recurring training, the Training Director will coordinate with the command staff to determine any command-directed training for an upcoming in-service training year.
- D. In the absence of any command-directed training, the Training Director will coordinate the academy staff to review the evaluations from the prior in-service training year to determine the best use of in-service hours.
- E. The Training Director will meet with the respective Training Coordinators, energy conducted weapons (ECW) instructors, and the Range Master to discuss scheduling, lesson plans, ammunition/cartridge requirements, suggestions, and incorporate yearly training requirements to meet the minimum standards as stated in MPCTC regulations for law enforcement, corrections, and civilian staff.
- F. The Training Director, Administrative Services Division Commander, and the Services & Support Bureau Chief will meet each year to discuss the following year's in-service curriculum.

- G. The Range Master will:
1. Meet with the Training Coordinators to schedule firearms training dates in conjunction with the in-service program;
 2. Notify firearms instructors of the dates and times of firearms training and prepare an instructor schedule;
 3. Notify the respective instructor's supervisor of this schedule; and
 4. 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.
- H. Firearm Instructors will meet yearly to review any changes from MPCTC, lesson plans, firearms training policies and procedures, courses of fire, and any other related firearms training concerns. Supervisors will ensure the deputies attend.
1. Afterwards, firearms instructors will qualify yearly on handguns, shotgun, and patrol rifle with a minimum score of 90% on these weapons systems.
- I. TASER Instructors will meet yearly to review any changes to MPCTC, lesson plans, TASER related policies and procedures, practical exercises, and any other related TASER training concerns.
- J. Registration Guidelines
1. The Training Academy will publish a catalog of all in-service training no later than January 1st. Registration for in-service will open on January 15th and close on March 15th.
 2. Any request to change a registered in-service date after March 15th must come from a member's supervisor and sent to the Training Academy email group TrainingAcademy@harfordsheriff.org . With the exception of requests due to transfers or promotions, classes will not be filled beyond capacity to accommodate a requested training date change.
 3. Supervisors will approve and assign training dates as outlined in the Annual Training Academy Course catalog.
 - a. Supervisors will also ensure that employees attend and complete all required training.
 - b. Only supervisors can change/reschedule training – no change requests will be allowed except from a supervisor.
 - c. Withdrawals must be approved by a supervisor in writing to the Training Academy.
 4. Register for mandated courses first and no later than January 31st of each calendar year.
 5. Students enrolled in courses will receive a confirmation sent to their e-mail address.
 6. Low registrations may result in a class cancellation.

K. Attendance

1. All personnel are to report at the time designated in the yearly training catalog or the notice confirming their registration.
2. Personnel will attend classes when assigned, unless extenuating circumstances dictate absence and after having a supervisor notify the Training Academy.
3. All absences will be reported by the member to his supervisor so that class(es) can be rescheduled.
4. Employees who miss any portion of their mandatory in-service training are required to make it up prior to the end of the calendar year.
5. For proper credit of any course attended at the Academy the student must sign in and, if leaving for court, must notify Academy staff when leaving and when returning to class. Students can miss no more than 10% of any class to receive credit.
6. Agency members who obtain in-service hours from training gained through another agency or private training vendor must still attend the HCSO in-service training.
7. Personnel will be held to appropriate hygiene and appearance standards while attending any training course(s).
 - a. Personnel may wear their uniforms or casual clothes that are neat, clean, and in good repair.
 - b. Tank tops, shorts, and sandals are not allowed.
 - c. Students wearing t-shirts or other types of clothing with offensive or inappropriate logos, wording, pictures, or animations will not be allowed to attend class.
 - d. The instructor and course requirements may determine the appropriate attire for training.
8. Firearms may be worn in the Training Academy. Due to the possibility of mixed training being conducted in the former Higher Education Applied Technology (HEAT) Center (e.g., ECW, defensive tactics, etc.), all firearms must be secured prior to entry into the facility.
9. For training held at Harford Community College, the firearm will be concealed while dressed in civilian attire. Firearms need not be concealed if the member is in uniform.
10. Cell phones and electronic devices will be placed on silent mode and will not be used while in the classroom during class sessions.
11. While on Campus do not park in areas marked for Faculty/Staff.
12. Smoking and the use of tobacco products is not permitted on the Campus of Harford Community College.
13. Instructor(s) or Academy staff will determine class breaks.

L. Testing

1. MPCTC regulations mandate all in-service training including a written or practical examination.
2. Written examinations will be completed prior to leaving the training site.
3. A minimum score of 70 percent is required on all written exams.
4. Training which is tested by demonstration or performance (e.g., practical exercises, etc.) will be graded on a pass/fail basis.
5. If an employee fails to meet a program objective, he may be retested or retrained in order to complete the training successfully.
 - a. Retesting will only be administered one time.
 - b. Failure to successfully complete the exam or practical exercise will be forwarded to the Training Director by the Program Coordinator with a recommendation for further action.

5. Summary of Changes

- A. On 10/01/16 the MAN2400 policy was reformatted.
- B. On 02/15/19 the following changes were made:
 1. Section 4.A.B. and C. the process for development of training curriculum;
 2. The academy will publish an annual calendar and process for registration; and
 3. Guidelines for carrying weapons at the various training sites.
- C. On 03/12/24 the following changes were made:
 1. References to the MPTSC were changed throughout the document to reflect the Maryland Police and Correctional Training Commission (MPCTC);
 2. Firearm Instructors will meet yearly to review any changes from MPCTC, lesson plans, firearms training policies and procedures, courses of fire, and any other related firearms training concerns. Supervisors will ensure the deputies attend; and
 3. Afterwards, firearms instructors will qualify yearly on handguns, shotgun, and patrol rifle with a minimum score of 90% on these weapons systems.
- D. On 08/19/26 the Agency 3-year policy review was conducted and no changes were made.

