



## RESPONSIBILITY FOR TRAINING

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### **I. Purpose**

The purpose of this Written Directive is to assign responsibility for the training of University of Maryland Baltimore Police Force (UMBPF) personnel.

### **II. Policy**

It is the policy of the UMBPF to prepare its personnel to act decisively and correctly in a broad spectrum of situations, to promote greater productivity and effectiveness and to promote cooperation and unity of purpose. The UMBPF will make every effort to hire, train and retain the highest caliber individuals by requiring candidates selected for employment to be able to communicate effectively with all individuals that make up the University of Maryland Baltimore campus community.

### **III. Training**

#### **A. Purpose of Training**

Training has often been cited as one of the most important functions of any law enforcement agency and serves three broad purposes. First, well trained officers are generally better prepared to act decisively and correctly in a broad spectrum of situations. Second, training results in greater performance and effectiveness and third, it fosters cooperation and unity of purpose.

#### **B. Liability**

If training is not adequate, the UMBPF will be held accountable for the actions of their members and for failure to provide entrance level, in-service and remedial training. The UMBPF recognizes the importance of training and is committed to providing the best training available to all personnel.

### **IV. Training Function**

#### **A. Responsibility**

1. The Chief of Police will maintain the ultimate responsibility for training with the assistance of the Director of Public Safety & Support Services Commander who will be responsible to manage the development, coordination and implementation of training programs.
2. Training programs at the UMBPF will consist of at least entrance level training, in-service training, supervisory training, range and firearms training, specialized training and remedial training as required. Training shall take into consideration the duty position of each member.

**B. Maryland Police and Correctional Training Commission (MPCTC)**

The Education and Training Lieutenant is responsible for ensuring that all applicable mandated MPCTC training requirements are met for sworn members. Scheduling in-service and specialized training, coordinating entrance level training and planning, and development of training programs are also the responsibility of the Education and Training Lieutenant.

**C. Training Attendance and Records**

1. All personnel scheduled to attend in-service training will be notified in writing of the date(s), time and location of the training by the Education and Training Lieutenant or designee.
2. The Education and Training Lieutenant is responsible for managing the training records, identifying job-related training, coordinating and ensuring the attendance of required training program attendees, instructor selection and evaluation of Agency training needs, coordination of all outside training, liaisons with the MPCTC, evaluation of training programs and the maintenance of all training records.

**D. Verification of Training**

1. Training is verified and documented by having the attendees sign an attendance roster for that training provided by the UMBPF. Training provided by an outside agency shall be verified by a certificate of completion and it shall be the responsibility of the Education and Training Lieutenant, or designee, to communicate with the outside agency providing the training to ensure that those members scheduled to attend the training are present.
2. When it is necessary for a member to be absent from training (e.g., court, illness, etc.) the individual will notify the Education and Training Lieutenant and their immediate supervisor as far in advance as reasonably possible.
3. Employees unable to attend scheduled training that is provided by an outside agency will notify their supervisor and the Education and Training Lieutenant that they are unable to attend and why. The training will be rescheduled when possible; however, unexcused absences for scheduled training may result in disciplinary action.
4. Copies of certificates of completion or other documentation of training shall be maintained in the employee's training file.

5. A record of all training completed by employees will also be maintained in the Agency's electronic database.

## **V. Training Expenses**

### **A. Travel Expenses**

Employees who must travel to and from training in and/or outside of the UMBPF service area will be reimbursed in accordance with the University's travel policy. Travel will be by University owned vehicles when possible or privately owned vehicles or commercial transportation when University vehicles are unavailable (See Appendix 12.1.1 Travel Policy).

### **B. Fees**

Fees (including fees for books and materials) for approved training programs are paid by the UMBPF for all members attending the program.

## **VI. Required Accreditation Training**

### **A. Accreditation**

Familiarization with the accreditation process is provided to all employees during annual in-service training during the self-assessment phase and when achieving re-accreditation. All newly hired UMBPF personnel shall receive training during New Employee Orientation. Training includes instruction on accessing PowerDMS, the electronic system for the CALEA Standards Manual and Written Directive review and signature.

### **B. Training Curriculum**

The training curriculum will consist of the history and background of accreditation and the Agency's involvement with the process, the accreditation process, the goals and objectives of accreditation and the advantages of accreditation and its impact on the UMBPF.

### **C. Accreditation Manager Training**

The Accreditation Manager shall receive specialized accreditation manager training within one year of being assigned to the position and annually thereafter.

## **VII. Civilian Training**

### **A. Importance of Civilian Training**

1. Training of civilian and non-sworn uniformed members will be as much of a priority as training sworn officers.
2. As such, newly employed civilian and non-sworn uniformed members will receive orientation training that will include but is not limited to:
  - a. The role, purpose, goals, policies and procedures of the UMBPF
  - b. A specific job description of their position

- c. UMBPF working conditions, rules and regulations
  - d. Responsibilities and member rights
  - e. Familiarization with the accreditation process
3. New employee orientation for all agency members shall be documented on the New Employee Orientation Form. The form shall be maintained in the employee's training file. (See Appendix 12.1.2 New Employee Orientation Form)

**B. Pre-Position Civilian Training**

1. The civilian positions that require pre-service and in-service training in addition to orientation are the Police Communications Operators (PCO), Police Communications Operator Supervisors, Security Officers, Quartermaster, Administrative Assistant I, Administrative Assistant II, Program Management Specialist, and Program Administrative Specialist.
2. Training stresses not only the skills necessary to perform the technical aspects of their positions, but also the importance of the communication link they provide between the University and the UMBPF.

**VIII. Training Committee**

**A. Purpose**

This Written Directive establishes a Training Committee for the purpose of assisting in the development and evaluation of training needs and to serve as a focal point for input from members and representatives of Agency components.

**B. Composition of the Training Committee**

1. The Training Committee will be comprised of the Education and Training Lieutenant, a firearms instructor, a self-defense instructor, a sergeant, a corporal, a security supervisor, and an administrative services representative, and will function under the direction of the Director of Public Safety. The Committee will submit their recommendations and meeting minutes through the chain-of-command to the Director of Public Safety for his/her review and consideration. The recommendations approved by the Director of Public Safety will then be submitted to the Chief of Police for his/her final review and approval.
2. The Chief of Police periodically appoints members to the Committee based on recommendations from the senior command staff.

**C. The Training Function**

The Training Committee will serve in an advisory role to the Chief of Police and Director of Public Safety through the Education and Training Lieutenant. The Training Committee's

recommendations for curricula include field training, in-service training, advanced skill training, career development, supervisory/management training and related topics.

**D. Required Committee Meeting**

The Training Committee will conduct a meeting annually in October to review the Agency's training program and to ensure that all training meets personnel and operational needs, legal requirements and Agency policies.

**E. Committee Reports**

The Education and Training Lieutenant, or designee, will document the results of the Training Committee's findings, which shall be submitted through the Director of Public Safety to the Chief of Police no later than November 30th. This report shall include the recommendations and proposals made by the committee. The Chief of Police shall have the final authority on any recommendation or proposal made by the committee. Once the proposals and/or recommendations have been authorized, the Education and Training Lieutenant will create/have created lesson plans for in-house training or will obtain a syllabus on outside training for the training file.

**Written Directive System Impact**

Upon approval and publication, this edition of WD 1.2.1 supersedes all previous editions. Additionally, WD 12.1 replaces SOM 10.1 Responsibility for Training and CSM 6.1 Responsibility for Training. SOM 10.1 and CSM 6.1 will be purged from the manual system.

Antonio Williams, MS  
Chief of Police / Associate Vice President for Public Safety

Accreditation Standard 33.5.4