



ENTRANCE LEVEL TRAINING

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I. Purpose

The purpose of this Written Directive is to establish policies and procedures regarding entrance level training curriculums for the UMBPF.

II. Policy

It shall be the policy of the University of Maryland Baltimore Police Force (UMBPF) that all trainees will receive the necessary instruction as required by the Maryland Police and Corrections Training Commission (MPCTC), the State of Maryland and this Written Directive.

III. Definitions

A. Certification

The term "Certification" refers to the authorization for a trainee to serve as a police officer in the State of Maryland.

B. Certificate

A "Certificate" refers to a document confirming successful completion of the MPCTC mandated training program.

IV. Background

The UMBPF does not have its own police academy and relies on host academies in the region for entrance level training.

V. Training Academy Requirements

A. Maryland Police and Corrections Training Commission (MPCTC)

The UMBPF requires all new recruit officers to complete a mandated entrance level academy prior to an assignment in any capacity in which the officer is allowed to carry a firearm or is in a position to make an arrest, except as part of a formal field training program.

B. Authority of Police Academies

Entrance level police academies attended by UMBPF trainees are certified as police academies by the MPCTC and in accordance with the Code of Maryland Regulations, Title 12.04.01. The host academy must meet the training mandates of the MPCTC and shall be subject to audit to ensure that mandated performance objectives are met.

C. Certification

1. All candidates shall attend and successfully complete an entrance level training program approved by the MPCTC before certification.
2. The required curriculum is based on a job task analysis of the most frequent assignments of police officers.
3. Evaluation techniques designed to measure competency in required skills, knowledge and abilities is also part of the testing process.
4. Host academies shall conduct testing that requires the trainee to learn and perform each of the performance objectives of the program.
5. The trainee shall achieve a score of at least 70 percent in each performance objective.

6. Host academies shall maintain accurate records of all tests and testing procedures.
7. At the conclusion of a training program, academy directors shall verify that the trainee has met the above requirements.
8. The mandated training program includes training in:
 - a. Administrative Duties
 - b. Constitutional and Statutory law
 - c. Patrol
 - d. Traffic
 - e. Criminal Investigation
 - f. Emergency Medical Care
 - g. Report Writing and Composition
 - h. Community Relations
 - i. Crisis Intervention
 - j. Defensive Strategies and Tactics
 - k. Emergency Vehicle Operations
 - l. Prisoner Processing and Security
9. A 35 hour firearms training program is also required and may be taken as part of an entrance-level training program or separately. However, UMBPF members will successfully meet the performance objectives and standards of the 35 hour firearms training program before being issued a firearm or given the authority to carry a firearm.

D. Exceeding Minimum Requirements
Individual entrance level training programs at host police academies may exceed the mandatory minimum standard curriculum, but may not fall below the required 900 hours. Officers attending an entrance level training program shall be excused from routine UMBPF duties and shall receive regular salary while attending mandated training.

VI. Attending the Police Academy

A. Academy Director's Responsibilities
The host academy director or designee shall function as the commanding officer for all entrance level training class.

- B. Regulations of the Academy**
1. Department of the trainee while attending an approved police academy is the responsibility of the host academy director.
 2. Each trainee shall receive a copy of the host academy's regulations. These rules and regulations shall govern the trainee's daily actions and deportment. This handbook shall include:
 - a. The organization of the academy
 - b. The academy's rules and regulations including testing
 - c. Compulsory minimum training standards as mandated by the MPTC
 - d. Daily training schedule
 3. The disciplinary regulations of the host academy shall apply to all students. Rules and regulations of the UMBPF are also applicable.
 4. The host academy director shall notify the UMBPF Director of Public Safety if there is a breach of conduct that requires disciplinary action.
 5. When a trainee's progress indicates that they are likely to fail the program, the host academy director shall notify the Director of Public Safety.
 6. Officers attending an MPCTC approved entrance level training course are on-duty and should injuries occur, they will be covered by Workmen's Compensation.

C. Completion of the Entrance Level Training Program

1. Host police academies shall conduct testing which indicates that the trainee has learned and can perform each of the performance objectives of the program.
2. The trainee shall achieve at least a score of 70 percent in each category and the host academy shall maintain accurate records of all tests and testing procedures.
3. At the conclusion of a training program, host academy directors shall verify that the trainee has met this requirement.
4. Successful completion of an approved entrance level training program shall include

meeting the qualification standards for certification in the First Responder Program of the Maryland Institute of Emergency Medical Services.

D. Administrative Responsibilities

1. The Education and Training Lieutenant shall maintain liaisons with the host academy to ensure that trainees are progressing satisfactorily. The Director of Public Safety and the Education and Training Lieutenant may contribute training input and make training recommendations and requests to the host academy.
2. The UMBPF shall provide instructors, staff, facilities and other resources to the host academy upon request, with the approval of the Director of Public Safety or designee.
3. Any other obligations as set forth by the host academy either in writing or verbally shall receive the same respect as if incorporated in the regulations of MPCTC. Financial arrangements will be made between the host academy and the Director of Public Safety for trainees attending the academy.

E. Certification

1. Any police trainee who meets the MPCTC standards shall receive certification as a police officer in the State of Maryland for a period not to exceed 3 years. Failure to achieve the minimum requirements will be sufficient grounds to withhold the certificate of completion.
2. Participants absent for more than five (5) percent of the program will not be certified unless the host academy director and the MPCTC training coordinator decide that sufficient work has been completed.
3. The MPCTC will re-certify a police officer, without application, on or before the automatic lapse of the certification if the police officer has met the standards and if the certification has not been suspended, revoked, or recalled.

4. MPCTC approved training academies provide performance based training and evaluation as mandated by the State of Maryland. A copy of the MPCTC regulations may be found in the office of the Support Services Commander and the Education and Training Lieutenant. Specific training issues for UMBPF personnel are addressed during the Field Training Program.
5. Upon completion of entrance level training, the UMBPF will provide in-house instruction concerning policies and procedures that are specific to the Agency.

VII. Field Training Program

A. Minimum Requirements

All newly sworn officers who have graduated from entrance level training must complete at least a four-week UMBPF Field Training Program prior to routine assignment to law enforcement duties.

B. Required Training

The Field Training Program will begin after the officer's successful graduation from the training academy. During the field training program, the new officer is trained in UMBPF policies and procedures and other areas unique to the University of Maryland Baltimore. Also, the training period will allow the new officer to apply the principles and procedures learned in the academy to "real life" situations under the control and guidance of a Field Training Officer (FTO).

C. Responsibility/Training Coordinator

The Education and Training Lieutenant assigns and rotates trainees through different patrol and field assignments. This allows the trainee the opportunity to become familiar with the activities of each shift for the purpose of gaining broader experiences.

D. Field Training Officers (FTO)

1. Field Training Officers will be supervised and evaluated by the Education and Training Lieutenant (FTO Coordinator).
2. Officers selected for FTO status shall complete a basic 40 hour Field Training Officer's School approved by the MPCTC. They will also be required to attend annual in-service training specific to their duties as a Field Training Officer.
3. The Field Training Officer is responsible for the daily evaluation of the recruit during the field training period. The FTO shall complete a FTO/Daily Observation Report (DOR) form daily in accordance with the Field Training and Evaluation Guidelines.
4. The FTO/DOR form shall be submitted to the Education and Training Lieutenant on a daily basis. Upon completion of the Field Training Program, the Field Training Officer will submit a final evaluation to the Field Training Coordinator. The final Field Training Report shall include:
 - a. An evaluation of the trainee's overall performance and behavior during the training period.
 - b. A recommendation declaring the recruit ready for duty.
 - c. A recommendation for the recruit to remain in the Field Training Program for further training.
4. Officers who desire to be considered for the position of Field Training Officer should submit an Administrative 95 form to the Patrol Supervisor to be forwarded through the chain of command. The Director of Public Safety will review the officer's personnel file, employee performance records and other items specific to the position of Field Training Officer prior to making a selection. The Field Training Officer will serve at the discretion of the Director of Public Safety.

Program and will submit the completed evaluations to the Education and Training Lieutenant. The Education and Training Lieutenant will forward the trainee's grades and progress reports to the Support Services Commander.

Antonio Williams
Director of Public Safety

E. Trainee Evaluation

The Field Training Officer will evaluate the recruit as required by the Field Training