



## IN SERVICE TRAINING

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#### I. Purpose

The purpose of this Written Directive is to establish the policies and procedures for required In-Service Training.

#### II. Policy

It shall be the policy of the University of Maryland Baltimore Police Force (UMBPF) that all in-service training programs and instructor qualifications will follow guidelines as established in this Written Directive.

#### III. In Service Training

##### A. Required Annual Training

1. All sworn personnel with the rank of sergeant and below shall be provided with an approved in-service training program of 18 hours every calendar year. The curriculum will reflect the Maryland Police and Corrections Training Commission (MPTC) mandated requirements and the current needs of the UMBPF.
2. The UMBPF In-Service Training program shall be conducted in-house and each officer shall successfully complete the approved in-service training program during every calendar year.
3. The approved In-Service Training program shall include reviewing changes and revisions in the Annotated Code of Maryland, supervisory and management training as required by the Director of Public Safety and any other training as deemed

necessary. Firearms training and range qualifications will also be required annually by the MPCTC and the UMBPF. Other requirements may include:

- a. Any changes, revisions and/or additions of UMBPF policies and procedures
  - b. Statutory or case law affecting operations
  - c. Use of discretion in the performance of duties
  - d. Interrogation and interviewing techniques
  - e. Use of force, including the use of deadly force
  - f. Crime prevention policies, procedures and programs
  - g. Collection and preservation of evidence
  - h. Report writing and record systems procedures
  - i. Programs structured to motivate officers and promote professionalism
4. In-service training will not be required during the first calendar year of employment if entrance-level training is received during that time. Individuals who are eligible and receive a Certificate of Comparative Compliance for entrance-level training shall receive in-service training during the first calendar year of employment and every calendar year thereafter.

##### B. Required Curriculum

The curriculum for the proposed In-Service Training Programs submitted to the MPCTC for approval will cite the topics to be studied, the time allocated to each topic and a brief rationale as to why the topic has been included in the curriculum. During every calendar year divisible by the numeral three (3), the program shall contain one (1) hour on the topic of care and handling of the victim of rape and sex offenses including the sexual abuse of children.

#### **IV. Instructors**

##### **A. Selection**

UMBPF and outside instructors are selected from candidates that have a desire to instruct in a specific subject area, possess expertise in the subject area and have completed a MPCTC approved instructor program.

##### **B. Instructor Training**

1. The MPCTC Instructor Training Program will include topics such as lesson plan development, preparation and use, performance objective development, instructional techniques, learning theory, testing and evaluation techniques and resource availability and use.

2. Instructors are required to coordinate their training with the Education and Training Lieutenant and to submit to the MPCTC a completed lesson plan and test mechanism prior to conducting training.

3. Instructors will be evaluated at the end of their block of instruction by the members of the training class on the Instructor Evaluation Form. First-time instructors will also be evaluated by the Education and Training Lieutenant.

4. UMBPF instructors are not assigned full-time to the training division. Officers conducting training in UMBPF training programs will do so in lieu of or in addition to their regular duty assignment.

5. UMBPF officers instructing in training programs are expected to maintain their instructor qualifications. Instructors are normally tenured for the length of their instructor's certifications or length of time designated as instructors by the Research and Planning Education and Training Lieutenant or Director of Public Safety.

#### **V. UMBPF Training Requirements**

##### **A. Lesson Plans**

1. Lesson plans are required for all training courses. It is the responsibility of the instructor to provide the Education and Training Lieutenant with a copy of their

lesson plans five days prior to the instruction. Each instructor will be provided with the guidelines and a format for lesson plan development to ensure that the subject being taught is addressed completely and accurately and is properly sequenced with other training materials.

2. Lesson plans shall include the purpose of the instruction, a statement of performance objectives, the relationship of the training to critical job-tasks, the identification of the subject matter and the instructional techniques to be used such as conference (debate, discussion groups, panels, and seminars), field experiences (field trips, interviews, operational experiences, and operational observations), presentations (lectures, lecture-discussion, lecture-demonstration), problem investigations (committee inquiry) and simulations (case study, game, and role-play).

3. The lesson plans should also include references, responsibilities of the participants for the material taught and plans for evaluation of the participants.

4. Lesson plans for use during In-Service Training will meet MPCTC standards and be approved by the Education and Training Lieutenant.

##### **B. Testing**

In service testing is performance and competency based and requires a minimum passing score of 70%, announced in advance of the class. The examinations are approved by the Education and Training Lieutenant, uses performance objectives and measures knowledge and ability for job related skills.

##### **C. Remedial Training**

1. The purpose of remedial training is to improve performance in a particular area, within a given timeframe and with the expectation of improved performance. Criteria used to determine the need for remedial training may be obtained from the employee's annual performance evaluation,

test scores, counseling reports, or in the case of new recruits, the FTO'S evaluations.

2. When counseling employees in reference to substandard performance, supervisors should confer with the Education and Training Lieutenant and attempt to find training opportunities that can remedy a specific problem. This recommendation should be included in the counseling report.

3. Like any other assignments, remedial training assignments are duty assignments and those that do not participate in remedial training as directed are in violation of UMBPF rules and regulations.

#### D. Waiver of Training Requirements

If any member of the UMBPF has attended the FBI National Academy, Southern Police Institute, Northwestern University Traffic Institute, or any other training program which is equivalent to those previously mentioned; the in-service mandate for this period may be waived.

#### E. Records

1. The Education and Training Lieutenant will maintain records of training on all UMBPF personnel. Individual training records will reflect the date(s) of training, the topic of the training, any certificate or other written documentation to show completion of the training program, attendance and test scores.

2. Records of new training received will be entered in the employee's personnel and training file as soon as practical.

3. Training records for all UMBPF training are also maintained by the Education and Training Lieutenant and include course content (lesson plan), personnel attendance, performance and tests.

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