

Laurel Police Department – General Order
Chapter VI, Section 100, Order 102 – Department Training
August 19, 2012

6 / 102.05 POLICY

It is the policy of this Department to provide members with continual law enforcement related training

6 / 102.10 PURPOSE

To enhance all members career knowledge and to foster the professional status of the Department.

6 / 102.15 DEFINITIONS

Skill Manager Program Computer Program, under the license of Crown Pointe Technologies, Inc., used for documentation of all training

6 / 102.20 PROCEDURES

A. ATTENDANCE

1. Attendance at all Department approved or assigned training courses is mandatory.
2. Training programs conducted by the Department will require the instructor to complete a MPTC training roster form and submit it to the Training Coordinator.
3. The Training Administrator and/or Training Coordinator are authorized to excuse members from attendance at any course.
4. Member's assigned court shall notify the Training Administrator and/or Training Coordinator upon receiving the court summons.
 - a. Make-up hours are available for Department In-service and department hosted programs
 - b. Allied agencies in certain programs do not provide for make-up training
5. A certificate of completion will be issued for all department in-service, department approved, and department hosted courses

B. REIMBURSEMENT FOR TRAINING

1. When members are assigned training outside the area, a Department vehicle will be provided.
 - a. Exceptions.
 - 1) Certain training programs outside the area require overnight lodging.
 - a) The Department will, if within budgetary restraints, authorize the lodging cost equal to the amount of lodging approved by the host area.

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- b) In cases where no lodging is recommended, the Training Administrator will authorize the amount.
- 2. When overnight lodging is required and authorized for a particular course, a City of Laurel standard authorized per diem meal allowance, is authorized.
 - a. The standard authorized daily allowance is dependent upon travel time and lodging and can be prorated to an authorized per meal rate.
 - b. The Training Administrator will determine the amount of the allowance.

C. IN-SERVICE / DEPARTMENT TRAINING

- 1. All Department in-service or other Department conducted / approved training will be submitted on the approved lesson plan form.
 - a. All lesson plans will contain the course objectives, instructional techniques, and content of training.
 - b. Approval of lesson plans shall be made by the Chief of Police or Training Administrator.
- 2. All training programs, when practical, shall have a written test:
 - a. Test questions may be true/false, multiple choice and/or short answer
 - b. No less than five questions per hour of instruction
 - c. A minimum score of 70 is required

D. TRAINING RECORDS

- 1. Whenever any member completes a course of instruction, the following shall be initiated:
 - a. The type of training, certificate(s) received, test scores, and, if available, the course syllabus, shall be placed in the member's training file
 - b. The training information will be entered in the Department's "Skills Manager Program."
 - c. All in-service training and firearms shall be entered in the "Skills Manager Program."
 - d. Training courses and information shall be reported on yearly basis to Maryland Police and Corrections Training Commission [MPCTC]
 - 1) The report shall be made by using the Skills Manager Report form.

E. REMEDIAL TRAINING

- 1. Remedial training is directed at addressing a particular problem and/or changing an undesirable work habit or attitude and to increase knowledge in a particular area.
 - a. Information can be obtained from the employee's evaluation, counseling reports, or, in the case of new officers, from the FTO / Supervisor's evaluations.
- 2. Other indicators that more training is required include:
 - a. Substantial complaints against officer

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- b. Poor performance in training program
 - c. Recommendation from the Training Committee
3. Remedial training assignments are just like other training assignments; they are duty assignments.
- a. Employees who fail to participate in remedial training as directed are in violation of Departmental Rules and Regulations.

F. TRAINING NOTICES

- 1. Each member of the Department, when assigned training will receive a Training Notice.
- 2. When training is completed, a “Record of Training” will be completed and returned to the Training Administrator with a copy of any certificate or diploma received.
 - a. The “Record of Training” form is to be returned to the Training Office within five (5) working after completion of the assigned training.
- 3. If a member attends training that is not sanctioned by the Training Administrator, they will notify the Training Administrator, using the “Record of Training” form, of the dates and type of training received.
 - a. The “Record of Training” form is to be sent to the Training Office within five (5) working after completion of the training.

G. TRAINING AS A FUNCTION OF DISCIPLINE

- 1. When an employee's performance related problem or minor infraction is attributed to or can be attributed to a lack of knowledge, misunderstanding, or misapplication of duties, responsibilities, policies, or procedures, training, to include remedial, supplemental, or additional training, may be used in lieu of punitive discipline.
- 2. Training will be used as a function of discipline only in Category I offenses as defined in GO 1/126.
- 3. Training in lieu of discipline will be used only when it is reasonably expected to accomplish a positive change in work habits or procedure.

H. TRAINING REQUESTS

- 1. All requests for outside Department training shall be in writing by completing the ‘Outside Agency Training Request Form’.
- 2. Requests for outside Department training using the ‘Outside Agency Training Request Form’ shall be only approved and received from
 - a. Office of the Chief
 - b. Bureau of Operations
 - 1) Special Operations Division Commander

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- 2) Patrol Division Commander
- c. Bureau of Administration
 - 1) Support Service Division Commander
- 3. All notifications to personnel of assigned training by the Training Office shall be made:
 - a. To the Division Commander via an e-mail notification form
 - b. To the personnel assigned the training via an e-mail notification form
 - c. To the supervisor of the personnel assigned the training via an e-mail notification form

6 / 102.25 GOVERNING LEGISLATION AND REFERENCES

General Order 1 / 126, General Responsibilities
CALEA Standards 33.1.2, 33.1.3, 33.1.4, 33.1.5, 33.1.6, 33.1.7

6 / 102.30 ANNEX

None