

Laurel Police Department – General Order
Chapter VI, Section 100, Order 104 – In-Service, Roll Call, and Other Training
October 22, 2015

6 / 104.05 POLICY

It is Department policy that all personnel will receive the necessary training to satisfy State of Maryland training requirements and to perform their job functions in a professional manner.

6/ 104.10 PURPOSE

To set guidelines for In-Service, Roll Call, and Other Training.

6 / 104.15 DEFINITIONS

MPCTC Maryland Police and Corrections Training Commission

6 / 104.20 PROCEDURES

A. GENERAL

1. All sworn personnel are required to attend annual in-service training as required by the MPCTC. The courses of instruction for each year's training will be determined by MPTC mandates and selection by the Training Committee.
2. Mandated annual in-service will include firearms and legal updates to include new criminal and traffic laws.

B. FIREARMS QUALIFICATION

1. Annual requalification by each member of the department with their issued firearm is required and mandated by MPCTC.
2. The qualification course will be determined by the department's firearms instructors and approved by MPCTC.
3. Refer to GO 4 / 107, Use of Force, for specific authorized weapons.

C. ROLL CALL TRAINING

1. Roll Call training is a useful element to keep officers up to date between formal sessions of training and to provide review of Department policies, rules, and other information.
 - a. Roll Call training will be conducted during any of the patrol shift overlaps.
 - b. Roll Call training will not exceed one half hour in duration.
2. The Training Office or the Patrol Division Commander must approve all Roll Call training.
3. All training must have an approved outline and an attendance roster completed.

Laurel Police Department – General Order
Chapter VI, Section 100, Order 104 – In-Service, Roll Call, and Other Training
October 22, 2015

4. The Training Committee, Training Administrator, and Patrol Division Commander will provide recommendations for roll call training.

D. OFFICE OF COMPLIANCE

1. Each employee, after their employment begins, will become familiar with the Office of Training/Compliance during their Field Training Program.

E. ACADEMY TRAINING

1. All newly sworn police officers are required to have successfully completed an accredited State of Maryland Law Enforcement academy prior to routine assignment in any capacity.
 - a. The Department will only utilize academies that are certified by the MPCTC to ensure training needs and objectives are met.
2. The Training Office will act as liaison between the academy and the Department if the need arises.
 - a. Each employee who attends training is considered an employee of the City of Laurel and insured as such.
 - b. The Department will ensure academy training is paid for prior to the beginning of the session.
 - c. The Department will also provide, if requested and feasible, instructors, facilities, or other resources to the training academy.
3. After graduation from the academy and prior to beginning the Field Training Program, police officers will receive orientation regarding city policies, department rules, regulations, policies and procedures.
 - a. This training will be conducted by the City Personnel Office and assigned police officers.

F. SPECIALIZED TRAINING

1. Members will be required to attend training to develop and enhance the skills, knowledge, and abilities necessary to the following specialized units or functions:
 - a. Emergency Response Team
 - b. DARE
 - c. Evidence Technician / Crime Scene Processing
 - d. Radar Operator
 - e. Intoximeter Operator and Technician
 - f. Accident Reconstruction
 - g. Canine Unit
 - h. Bicycle Patrol
 - i. Criminal Investigations / Special Enforcement
 - j. Ident-I-kit Operator
 - k. Polygraph Examiner

Laurel Police Department – General Order
Chapter VI, Section 100, Order 104 – In-Service, Roll Call, and Other Training
October 22, 2015

2. The corresponding unit supervisor or the division commander will receive training on the management, administration, and supervision of these units or functions. This training will include personnel policies and support services of the unit.
3. Any member who receives specialized training is required to have supervised on the job training, if applicable, to enhance any previous classroom or practical training.

G. EMERGENCY RESPONSE TEAM TRAINING

1. Members of the Emergency Response Team will conduct training exercises bimonthly when feasible.
 - a. The team leader and/or the ERT commander will determine the scope of the training. A brief outline will be submitted to the Training Administrator prior to training.
 - b. The ERT Commander will determine training dates with the concurrence of respective unit commanders.

H. CANINE UNIT TRAINING

1. Canine Unit officers are required to perform a minimum of twenty hours of training each month.
2. Canine Unit handlers will maintain their Canines at a level of performance as dictated by the Canine Unit training and duties.
3. The Canine Unit training log is to be reviewed and maintained by the Unit Supervisor.

I. CIVILIAN TRAINING

1. All civilians hired by the Department will undergo orientation with the City of Laurel Personnel Office and with their assigned division supervisor.
 - a. All City of Laurel and Department rules and regulations, benefits, policies, responsibilities and rights of the employee, the working conditions applicable to each employee's position, purpose and role of the Department and goals of the City and Department will be discussed.
2. All civilians will be trained and briefed on the technical aspects of their positions.
 - a. For employees who deal predominantly with citizens, training will include interpersonal skills.
 - b. All communications specialists are required to attend an initial NCIC certification class and a recertification class every two years.

Laurel Police Department – General Order
Chapter VI, Section 100, Order 104 – In-Service, Roll Call, and Other Training
October 22, 2015

J. INSTRUCTORS

1. Department personnel teaching courses over three hours must be certified by MPCTC.
 - a. All instructors should be familiar with the material being taught.
2. Department instructors shall have a working knowledge of training procedures to include:
 - a. Lesson Plan Development
 - b. Performance Objectives
 - c. Instructional Techniques
 - d. Testing and Evaluation Techniques
 - e. Resource Use and Availability

K. PROMOTIONAL TRAINING

1. All members who are promoted will attend supervisory or management training in accordance with MPCTC mandates and guidelines.

6 / 104.25 GOVERNING LEGISLATION AND REFERENCES

Maryland Police and Corrections Training Commission, General Regulations, Title 12
City of Laurel Employee Handbook, Section 1 through Section 12
CALEA Standards 33.2.3, 33.2.4, 33.3.1, 33.4.1, 33.4.3, 33.5.1, 33.5.2, 33.5.3, 33.6.1, 33.7.1,
CALEA Standards 33.7.2, 33.8.2

6 / 104/30 ANNEX

None