

Department of Public Safety
and Correctional Services

MARYLAND POLICE & CORRECTIONAL TRAINING COMMISSIONS

106972



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REPORT

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STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY
AND CORRECTIONAL SERVICES

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JOHN A. SCHUYLER
EXECUTIVE DIRECTOR

CALVIN A. LIGHTFOOT
CHAIRMAN
CORRECTIONAL TRAINING COMMISSION
COL. GEORGE B. BROSAN
CHAIRMAN
POLICE TRAINING COMMISSION

ASSISTANT EXECUTIVE DIRECTORS
DONALD G. HOPKINS
TRAINING
FRANCIS L. MANEAR
CERTIFICATION

October 3, 1986

The Honorable Harry Hughes
Governor of Maryland

Members of the General Assembly

and

Mr. Frank A. Hall
Secretary
Department of Public Safety
and Correctional Services

Ladies and Gentlemen:

On behalf of the Maryland Police and Correctional Training Commissions, we are pleased to present this annual report covering the period from July 1, 1985 to June 30, 1986.

Although the Commissions are separate and distinct, both are within the Department of Public Safety and Correctional Services; both receive their legal authority from successive sections of Article 41, both operate under a single budget, and both are served by the same Executive Director and staff.

Again in FY86 each Commission was chaired by a person with the appropriate experience for the Commission he serves. Calvin A. Lightfoot, Deputy Secretary of the Department of Public Safety, was a member of the Correctional Training Commission from May 1979 to August 1981 while Warden of the Baltimore City Jail. He began his career in corrections as a Correctional Officer at the jail in 1963. Prior to returning to Maryland in July 1983 to accept his present position, Mr. Lightfoot was the Executive Deputy Commissioner, New York State Department of Corrections.

With the retirement of Col. W. T. Travers on November 1, 1985, Col. George B. Brosan was appointed Superintendent of the Maryland State Police and Chairman of the Police Training Commission. Col. Brosan has been a law enforcement officer for many years starting as a patrolman in the New York City Police Department and later serving as a U. S. Customs agent. Transferring to the Drug Enforcement Administration he has served as the Special Agent-in-Charge of the Baltimore Office and finally as Deputy Assistant Administrator - Training, Federal Law Enforcement Training Center, Glynco, Georgia.

The Honorable Harry Hughes
Members of the General Assembly
Mr. Frank A. Hall

Page two

FY86 was a notably productive year in all respects. While the number of police and correctional officers trained in all programs remained relatively stable, there was a significant increase in the number of correctional instructors trained. Specifically there was a 160% increase in FY86 over FY85, with the estimated increase in FY87 being 100% + over FY86. This effort was essential to allow correctional in-service training to be mandated.

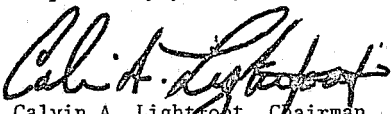
Also in FY86 the Chairman of each Commission appointed a Long Range Planning Committee to study future directions and goals, and to prioritize expenditure of resources in light of professional growth and development initiatives, technological advances, improved management techniques and innovative operational developments that will enhance the standards of public safety for Maryland's citizens. Both Committees were very active in addressing critical issues during the year.

It is of particular note that while the need for annual in-service training, and first-line supervisor and administrator training for correctional officers has been recommended for some time, it was not until FY86 that a statewide instructional delivery system could be developed to the point that these initiatives can be mandated effective January 1, 1987. Achievement of this goal was made possible by the addition of five federal/State funded instructor positions to the staff which largely relieved State correctional agencies of their instructor commitments to the training academy. These positions also allowed the reorganization of the Training Section so that one professional staff position could again be dedicated solely to the support of law enforcement training.

During this year each Commission also recognized that there is little or no training available within Maryland for police and correctional executives or for training selected personnel to assume executive level positions. The Commission began planning how to meet this need with existing resources in the short term and are reviewing alternatives to address the long term.

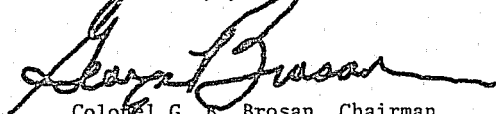
Finally we again are indebted to the many State and local correctional and law enforcement agencies for their cooperation and the sharing of their resources so that each Commission could be successful in accomplishing its respective goals. The Commissions will continue to serve the citizens of Maryland through the improvement of selection and training standards during the following year.

Respectfully yours,



Calvin A. Lightfoot, Chairman
Correctional Training Commission

Respectfully yours,



Colonel G. B. Brosan, Chairman
Police Training Commission

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INTRODUCTION

The Police Training Commission and the Correctional Training Commission are two separate and distinct Commissions under the Department of Public Safety and Correctional Services established and regulated by separate sections of Article 41 of the Maryland Annotated Code (Section 70A - Police Training and Section 70B - Correctional Training). Both Commissions are vested with the authority to set standards of initial selection and training at both the entrance-level and at the in-service level, for all governmental (State, county, and municipal) law enforcement, security, correctional and parole and probation officers in the State of Maryland, and to otherwise upgrade the professionalism of such officers.

Maryland was the 23rd state in the Union to adopt some type of legislation to provide training on a state-wide basis to state, county and municipal law enforcement agencies. It was the sixth state to make compliance with law enforcement minimum standards mandatory. It was the first state to mandate correctional training standards on a state-wide basis.

These measures were responses to the demands of citizens, law enforcement officials and police professional organizations and were, in large measure, enabled by federal aid.

Maryland's law, enacted in 1966, had its foundation in 1963, when the Maryland State Police circulated a proposed law among police executives in Maryland. Acting upon this proposal the Maryland Chiefs of Police Association (MCPA) and the Maryland Law Enforcement Officers, Inc. (MLEO) appointed committees to review this as well as other related proposals. Under the encouragement of Attorney General Thomas B. Finan, these committees continued to meet through 1965.

From this preliminary work a draft law was completed in October, 1965 and circulated to all Chiefs of Police in Maryland. A measure of the general level of support for this legislation was afforded by the total lack of dissent and later ratification of the final draft by the general memberships of both MCPA and MLEO.

With wide public and professional support, the "Minimum Standards Training Act for Maryland Police" was enacted and signed into law by Governor J. Millard Tawes on April 22, 1966.

The Correctional Training Act, the result of a call for improved selection and training standards by local jail administrations and managers in the State's Division of Correction, was introduced in the 1970 session of the General Assembly. It was referred to the Correctional Administration Committee of the Legislative Council. That Committee recommended revisions to administratively merge the proposed Correctional Training Commission with the Police Training Commission under a single staff.

It was this revised plan that was approved by the legislature and enacted into law on April 29, 1971.

The factors present in 1963 and 1971 are present today. The demands on law enforcement and correctional personnel continue to increase; the need for training is more important than ever and the need for selection standards even more fundamental.

It is the purpose of this Agency and the Commissions it serves to continually evaluate the requirements of law enforcement and corrections, to propose changes, to instruct, to provide material assistance and to monitor training to enable law enforcement and correctional officers and agencies to better serve the public they are sworn to protect.

POLICE TRAINING COMMISSION

MEMBERSHIP

Col. W. T. Travers, Chairman (to September 1985)
Superintendent, Maryland State Police

Col. George B. Brosan, Chairman
Superintendent, Maryland State Police

Calvin A. Lightfoot
Deputy Secretary, Department of Public Safety and Correctional Services

Stephen H. Sachs
Attorney General of the State of Maryland
Represented by Emory A. Plitt, Jr., Assistant Attorney General

Dana E. Caro
Agent-in-Charge, Federal Bureau of Investigation, Baltimore Office

Bishop L. Robinson
Commissioner, Baltimore Police Department
Represented by Major Patrick L. Bradley

Dr. John F. Toll
President, University of Maryland
Represented by Dr. Charles F. Wellford

Sheriff Philip H. McKelvey
President, Maryland State Sheriff's Association

Bernard D. Crooke (to September 1985)
President, Maryland Chiefs of Police Association
Represented by Chief Richard J. Ashton

Lt. Charles L. Van Gorden (to November 1985)
President, Maryland Law Enforcement Officers, Inc.

Capt. Richard Hall (December 1985)
President, Maryland Law Enforcement Officers, Inc.

Thomas P. Lennon
Member, Fraternal Order of Police

Walter E. Chase, Sr.
President, Eastern Shore Police Association

Clinton E. Mowen (term expires June 1988)
Chief of Police, Hagerstown Police Department

Cornelius J. Behan, Vice Chairman (term expires June 1987)
Chief of Police, Baltimore County Police Department

Russell E. Wroten (term expires June 1989)
Chief of Police, Cambridge Police Department

CORRECTIONAL TRAINING COMMISSION

MEMBERSHIP

Calvin A. Lightfoot, Chairman
Deputy Secretary, Department of Public Safety and Correctional Services

Arnold J. Hopkins
Commissioner, Division of Correction

William J. DeVance
Director, Division of Parole and Probation

Paul J. Davis
President, Maryland Correctional Administrators Association
Represented by Richard S. Baker

Stephen H. Sachs
Attorney General of the State of Maryland
Represented by Emory A. Plitt, Jr., Assistant Attorney General

Neil E. Dorsey
President, Maryland Criminal Justice Association

Dr. Calvin W. Burnett
President, Coppin State College
Appointed by the State Board for Higher Education

Joseph W. Burrell (to December 1985)
Chief, Staff Training Operations
Federal Bureau of Prisons

Gilbert Ingram (January 1986)
Assistant Director for Correctional Programs
Federal Bureau of Prisons

Paul J. Davis
Warden, Baltimore City Jail

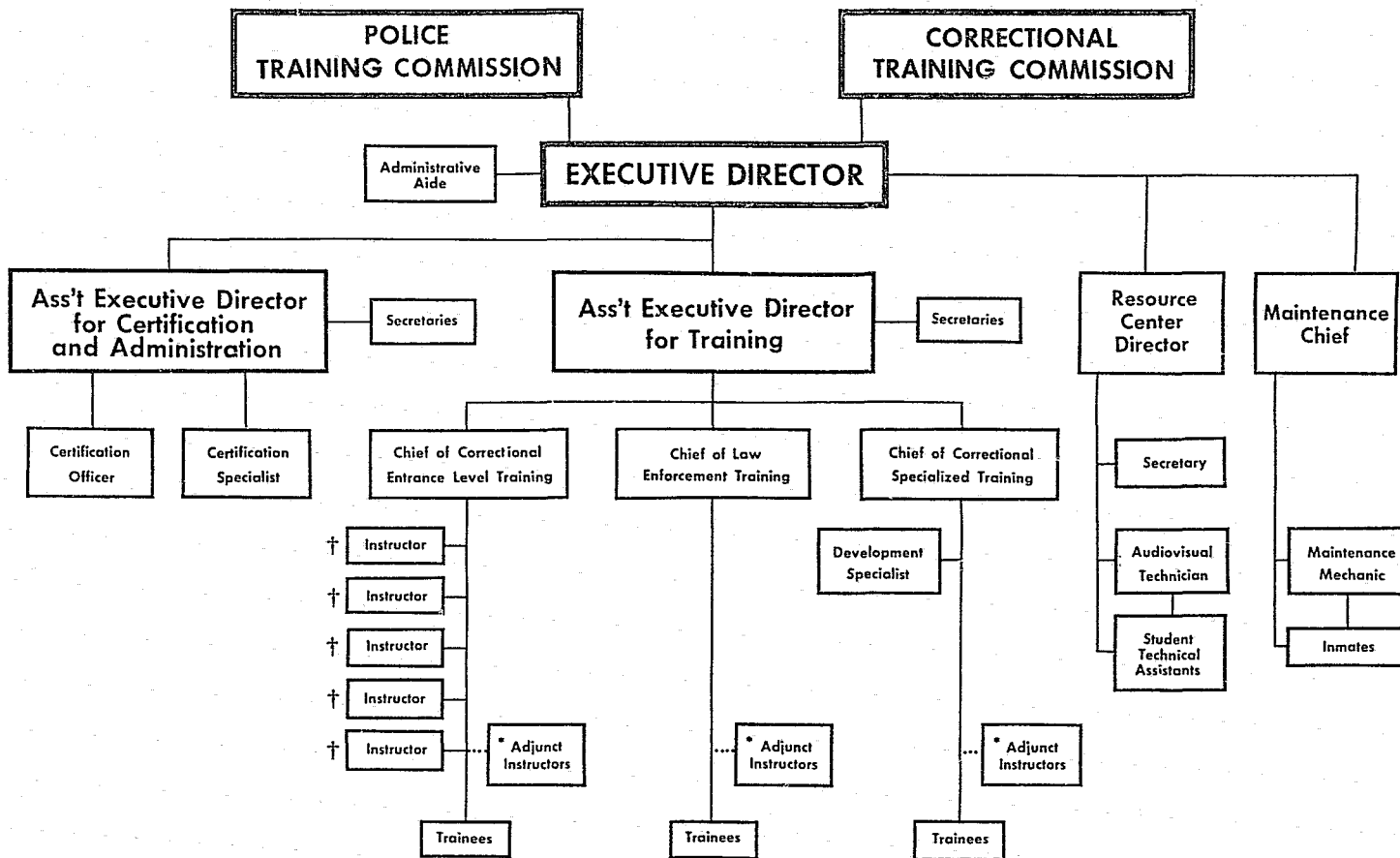
Philip H. McKelvey (October 1984)
President, Maryland State Sheriffs' Association
Represented by Grover Sensabaugh, Sheriff, Carroll County

Samuel F. Saxton (term expires June 1989)
Director, Prince George's County Department of Corrections

H. Allan Blizzard (term expires June 1988)
Sheriff, Kent County

W. Wayne McAllister (term expires 1987)
Superintendent, Washington County Detention Center

STAFF ORGANIZATION



* Instructors from federal, state and municipal agencies

† 50% federally funded.

AGENCY STAFF

Fiscal Year 1986 was marked by many significant changes in the organization of this Agency's Training Division. Three full-time training positions, assigned to the Commissions by the Division of Correction, were formally transferred to this Agency on August 14, 1985. This permanent reassignment of personnel allowed an Agency reorganization creating three distinct units: Correctional Entrance Level Training, Correctional Specialized Training to include Curriculum Development Specialist, and Law Enforcement Training. Utilizing existing as well as newly employed, grant funded personnel, this new organization should better meet the expanding training responsibilities of this Agency.

John A. Schuyler
Executive Director

Francis L. Manear
Assistant Executive Director, Certification

William J. Henning
Certification Specialist

Donald G. Hopkins
Assistant Executive Director, Training

James E. Lowery, Jr.
Chief, Maintenance Unit

Carl L. Bart, Jr.
Chief, Law Enforcement Training

L. Christine Melville
Administrative Aide

Lois A. Wolfson
Chief, Correctional Entrance-Level Training

Roberta L. Gracie
Audiovisual Technician

Susan M. Murphy 8/14/85 - 2/5/86
Chief, Correctional Specialized Training

Margaret Reddick
Office Secretary

Theresa M. Satterfield 3/19/86 -
Chief, Correctional Specialized Training

Cynthia A. Smith
Office Secretary

Raymond A. Franklin
Director, Criminal Justice Resource Center

Betty Lou Dell
Office Secretary

David H. Smith
Development Specialist

Phyllis M. Sirkis
Office Secretary

Gloria A. Herndon
Instructor

Roberta L. Thompson
Audiovisual Loan Clerk

John J. Ralston
Instructor

Clarence Brown
Maintenance Mechanic

Mahan S. Najjar
Instructor

Jan Krakovitz
Student Technical Assistant

Gregory L. Moore
Instructor

Heatherleigh Wolosik
Student Technical Assistant

E. Ronald Eckels
Instructor

William Gray - 1/21/86
Student Technical Assistant

Constance J. Ridgway
Certification

Sandra Krome 2/86 - 6/86
Graduate Intern, Instructional
Technology

TRAINING DIRECTORS ADVISORY GROUP

The Training Directors Advisory Group comprises the training directors of each of the fifteen certified police academies. The group meets bimonthly and discusses major issues of law enforcement training in Maryland. In the past, they have studied and proposed improvements in many training areas including: firearms, defensive tactics, domestic violence, victimology, and emergency and defensive driving. The input from this group has become increasingly valuable to staff and the Police Training Commission. The Police Training Commission asked this group to assist in the development of an entrance-level core curriculum and assist in the development of rules under which a mandated statewide test could be administered. The group is also developing minimum standards for: an Entrance Level Emergency Vehicle Operations Course (EVOC), EVOC Instructors, an EVOC In-Service Program, and finally for EVOC Training Facilities (to include skidpans). This group is committed to the improvement of law enforcement training in Maryland.

Lt. Paul Mikesell
Anne Arundel County Police Academy

Major Patrick Bradley
Baltimore City Police Academy

Capt. Lawrence Schissler
Baltimore County Police Academy

Mr. Les Payne
Eastern Shore Criminal Justice Academy

Sgt. Barbara Domer
Frederick City Police Department

Capt. E. Dale Zepp
Harford County Sheriff's Department

Sgt. Lee Goldman
Howard County Police Academy

Capt. Patrick Bucher
Maryland State Police

Lt. Frederick M. Batton, Jr.
Maryland Toll Facilities

Lt. Dennis Kelly
Montgomery County Police Academy

Capt. Willis Dennis
Natural Resources Police Academy

Capt. William Roberts
Prince George's County Police
Academy

Lt. Gary Draheim
Southern Maryland Police Academy

Sgt. Roger Powers
Western Maryland Police Academy

Lt. Michael McNair
University of Maryland Police
Academy

SERVICES OF THE POLICE AND CORRECTIONAL TRAINING COMMISSIONS

DEVELOPMENT OF SELECTION AND TRAINING STANDARDS

The Commissions are empowered by law to prescribe and enforce minimum selection and training standards for all individuals employed as law enforcement, security or correctional officers by all State, county or municipal agencies. Specific requirements, the result of on-going research and analysis, are promulgated as administration rules through the Code of Maryland Regulations (COMAR) process. Complete Commission regulations may be found in COMAR under Title 12, Subtitle 4 (Police) and Subtitle 10 (Corrections).

CORRECTIONAL TRAINING ACADEMY

The Correctional Training Academy has primary responsibility for providing entrance-level training for all correctional officers, classification counselors, and correctional support staff in the State of Maryland. The full Academy program is currently 25 days in duration. The Correctional Training Academy conducts two simultaneous entrance-level training programs at Woodstock. The 25 day programs run continuously throughout the year.

In addition, the Maryland Correctional Training Academy houses and provides management and support services for the Division of Parole and Probation Entrance-Level Training Program.

POLICE OFFICER CERTIFICATION

The Police Training Commission is authorized by law to certify, recertify, revoke or suspend the certification of all police officers in Maryland. This certification, which is in essence a license to practice, indicates compliance with the Commission's selection and training requirements.

RECORDS AND INFORMATION MANAGEMENT

The Training Commissions have a responsibility to maintain entrance-level selection and training records for police officers, correctional officers, classification counselors, correctional institutional support staff, and parole and probation officers. Training records are also maintained for both police and correctional supervisor and administrator training. In addition, records are retained of attendees at technical or specialized training courses which respond to needs identified by the Commissions. Also maintained are records of annual in-service training for all police officers and annual firearms requalification for both police and correctional officers. Beginning in January, 1987, records of in-service training for all correctional personnel will also be kept.

In addition, police officer certification cards are forwarded to all eligible persons meeting the selection and training standards of the Police Training Commission after graduation from an approved police training academy and these cards are renewed every three years for those police officers who successfully complete the mandated annual training requirements. These records of certification allow the officers to verify their police authority in Courts of Law as that authority relates to the standards of the Commission. Probationary certificates are given to sworn officers who have met the selection standards and are awaiting the completion of the entrance-level training within their first year of employment.

These records as well as the certificates are maintained in this agency's Training Information Management and Evaluation System (TIMES). TIMES has been a valuable tool for the identification of officers and organizations in regard to compliance with selection and training standards. Altogether over 26,000 base records are currently maintained, 19,200 of which require annual revision. Most of these additions reflect annual in-service and firearms training for police officers. After updating the records and determining their compliance status, the system produces the certification cards to be issued to all eligible police officers. Correctional officer records are also continually being updated to insure the meeting of entry-level standards. Each officer can be tracked from date of appointment to final certification including the annual firearms qualification for those carrying weapons.

ACADEMY CERTIFICATION

The Commissions are empowered by law to provide standards for, and inspection and certification of, all mandated police, security, correctional and parole and probation training courses and schools within the State of Maryland. Certification reflects both curriculum and physical standards of facilities.

TRAINING RESEARCH AND DEVELOPMENT

The Commissions are mandated by law "to make a continuous study of entrance-level and in-service training methods and procedures" and to "consult and cooperate in the development of specialized courses of study" for both police and correctional officers in Maryland. To this end, training standards are continually under review, with requirements revised accordingly.

INSTRUCTOR TRAINING

An intensive five-day instructor program is provided to develop a cadre of properly trained instructors for both the correctional and law enforcement communities. These programs are conducted monthly. The instructors receive a formal introduction to teaching strategies, techniques, curriculum development, learning objectives and audiovisual instructional methods. An actual training unit is developed and presented for videotape review.

Other specialized instructor programs are scheduled on an as-needed basis. These include First Aid, CPR, Defensive Tactics, Chemical Agents, and Firearms Instructor Courses.

RESOURCE CENTER LIBRARY

Organized as a curriculum library, the collection exists as a resource to trainers and training managers to provide the necessary topical and general reference needed to develop instructional units. Staff assistance is also available.

FILM LIBRARY

Comprising over 400 criminal justice titles in all audiovisual formats, the library is the largest of its kind in the State. Films and other materials are circulated to police, correctional, and parole and probation trainers, specialists in juvenile services, judicial, and prosecutorial education as well as crime prevention and police community relations personnel.

MEDIA RESOURCES CENTRAL MANAGEMENT PROGRAM

Offered under the auspices of the Criminal Justice Resource Center this program provides on-going maintenance of institutional and departmental film libraries. The program requires inter-agency availability of materials and is designed to limit local duplicative expenditures. "Criminal Justice Audiovisual Materials" an index of all available state and local audiovisual resources (approximately 1000 titles) is published and available without cost to all Maryland agencies.

AUDIOVISUAL PRODUCTION SERVICES

From simple flip charts to complete multi-media training presentations, the Resource Center designs, prepares and reproduces instructional materials tailored specifically to meet individual training needs.

Through the coordination of graphic design, photography, electronic media production and sound educational design, the Resource Center's instructional materials design staff prepares training aids and programs of professional quality.

The Center can also provide assistance in determining needs and can recommend programs of instructional support to better meet particular instructional objectives.

AGENCY PUBLICATIONS

TRAINING NOTES

Published monthly, Training Notes is this Agency's newsletter. In addition to providing information about Agency programs and requirements it also includes news and articles of interest to trainers as well as a comprehensive listing of criminal justice training programs available to Maryland officers, including both local and national offerings.

WHAT'S NEW

What's New is the monthly newsletter of the Criminal Justice Resource Center. Available at the Center or as an addition to Training Notes, it provides up-to-date information on Resource Center services, new additions to both the book library and audiovisual library, information about state contracts for audiovisual supplies as well as informative articles on audiovisual instructional techniques.

MARYLAND JUVENILE MANUAL

This Manual is based on one originally developed by the Baltimore County Police Department. It includes current Maryland Juvenile Law, Maryland Rules of Procedure, State Board of Education Bylaws, and Juvenile Services Administration Policies, as well as a model police juvenile policy and procedures section. The Maryland Juvenile Law section is revised annually. A copy of the Manual has been issued to all police and sheriff's department and a copy of the revision is provided to each department annually.

DIGEST OF CRIMINAL LAWS

This pocket-sized document is an authoritative quick-reference guide to Maryland and Juvenile Criminal Law, police powers, jurisdiction, and procedures. The Digest is available to all requesting agencies at minimal cost. Approximately 10,000 Digests are distributed annually.

AUDIOVISUAL MATERIALS CATALOG

This directory is designed to be a resource guide for those in Maryland's criminal justice community seeking audiovisual material for training and public information.

Included are well over 400 films, videotapes, slide programs and other audiovisual packages available through the Criminal Justice Resource Center. Listings provide descriptive information including a synopsis, target audience, length and format.

The Catalog is revised and reprinted on a quadrennial basis and is supplemented yearly by the Audiovisual Catalog Update. New materials are reported monthly in What's New.

BUDGET REPORT

Fiscal Year 1986

BUDGETED APPROPRIATION AND ACTUAL EXPENDITURES

	Appropriation	Expenditure
Salaries	650,192	558,570 ¹
Technical & Special Fees	5,040	5,375
Communications	16,162	22,144 ²
Travel	4,828	6,805 ³
Fuel & Utilities	26,616	23,628 ⁴
Motor Vehicle Operation & Maintenance	1,827	8,490 ⁵
Contractual Services	25,419	27,037 ⁶
Supplies & Materials	36,455	45,302 ⁷
Equipment - Replacement	1,868	2,268
Equipment - Additional	6,375	9,410 ⁸
Fixed Charges	3,246	3,029
Totals	778,028	712,058

¹Surplus due to not being authorized to fill the five instructor positions until March. The positions were funded for three quarters. This surplus was reduced by non-budgeted reclassifications.

²Shortfall was due to buyout of the telephone system which was not included in the budget request.

³Shortfall due to more instructor travel for new programs.

⁴Surplus due to reduction in fuel oil price.

⁵Shortfall due to purchase of used MSP van and truck to replace vehicles that were uneconomical to repair.

⁶Shortfall due largely to increased printing of student materials.

⁷Shortfall due to past deferral of maintenance supplies and repairs and requirement for additional printed forms.

⁸Shortfall due to purchase of additional equipment for grant project.

FUNDING SOURCES

Original General Fund Appropriation	609,279
Net General Fund Amendments	91,815
Less General Fund Reversion	<u>(7)</u>
Total General Fund Expenditure	701,087
Original Special Fund Appropriation	10,500
Net Special Fund Amendments	500
Less Cancellation	<u>(29)</u>
	10,971
Original Federal Fund Appropriation	52,887
Less Cancellation	<u>(52,887)</u>
	-0-
Total Expenditure	712,058

HIGHLIGHTS OF THE YEAR'S ACTIVITIES

CORRECTIONAL TRAINING ACADEMY OPERATIONS

The Correctional Training Academy in Woodstock currently provides a 25 day entrance level training program for almost all of the State and local correctional employees in Maryland. In the past five years, the number of graduates has increased from 250 per year to over 850 per year. Nine Training Academy classes are offered on a continuing basis throughout the year, primarily at the Woodstock location.

Prior to April, 1986, the entrance level training program was instructed by over 83 Division of Correction, State, and local institutional support trainers who came to the Academy to teach selected modules several days per program. These support trainers, who held custody supervisory positions, classification supervisory positions, and in several cases, assistant warden positions, were key personnel causing a real and inherent deficiency in supervision in their respective facilities. Coupled with the overcrowding of our jails and prisons in Maryland, it was apparent to the aforementioned problems existing in the use of these staff, a recent death occurred to a correctional officer on duty at the Maryland Penitentiary, indicating the need for extensive in-service training for correctional officers working on the line. With the institution's trainers spending much of their time at the Academy, the necessary preparation and planning for a badly needed in-service program could not get off the ground.

The Justice Assistance Grant funding and the State of Maryland matched funds provided the Correctional Training Academy with five full time training officer positions which has eliminated 82.5 percent of the Division of Correction instructional support trainers previously used in the program. The five training officers assist with administrative matters such as testing, scheduling, counseling of students, coordination of trainers remaining in the program, maintaining order, obtaining training aids and handouts for other instructors as well as training the majority of the Academy scheduled classes. The five trainers presently report to the Chief of Correctional Entrance Level Training Operations.

During Fiscal Year 1986, all Academy training was provided at the Woodstock location with the exception of one program run on the Eastern Shore. The Academy program, a 25 day curriculum for correctional officers and classification counselors, and a 14 day curriculum for institutional support staff, was used to train all entrance level participants. The revised curriculum was the outcome of the Correctional Officer Job Task Analysis completed in Fiscal Year 1983. The Job Task Analysis and curriculum revision (completed 1985) ensures the validity of the Entrance Level Training pertaining to consistent objectives, lesson plans, handouts, and tests which directly relate to the tasks of correctional officers.

The past fiscal year, planning and preparation took place to implement the training of 560 new Division of Correction employees at the Eastern Correctional Institution in Somerset County, Maryland. Also during Fiscal Year 1986, 761 correctional officers, classification counselors, institutional support staff, and parole and probation agents completed an entrance level training program.

TRAINING ACADEMY ACTIVITIES SUMMARY

	FY 85 ACTUAL	FY 86 ACTUAL	FY 87 ESTIMATE
Entrance Level Correctional Officers and Classification Counselors (25 days)	684	528	1075
Correctional Staff (first 14 days)	124	189	215
Entrance Level Parole & Probation Agents (26 days)	38	44	40
Supervisor Training	62	83	150
Administrator Training	12	43	72
Firearms Instructor Training	0	28	48
Specialized/Instructor Programs ¹	48	66	100
TOTALS	1010	981	1700

¹Largely includes: CPR Instructor Training and Defensive Tactics Instructor Training.

LAW ENFORCEMENT TRAINING OPERATIONS

All entrance level training mandated for police officers, deputy sheriffs with law enforcement functions, and security officers is provided by fifteen active Training Academies certified by the Police Training Commission. Providing a network of regionally located training, the academies are generally operated by the larger law enforcement agencies, with the exception of the Eastern Shore Criminal Justice Academy which is operated by Wor-Wic Technical Community College. A map identifying these centers may be found on the last page of this report.

Mandated in-service and firearms training is primarily provided by the Agency employing the law enforcement officer. Each agency is required to submit training plans for approval prior to implementation. Approximately 179 such programs were approved in Fiscal Year 1986.

Other required programs such as first-line police administrator, first-line police supervisor, and instructor training are generally provided by or through the Training Section at Woodstock.

LAW ENFORCEMENT TRAINING ACTIVITIES SUMMARY

	FY 85 ACTUAL	FY 86 ACTUAL	FY 87 ESTIMATE
Police Entrance Level Training Conducted by Certified Academies	458	623	600
Law Enforcement Supervisor	113	110	175
Law Enforcement Administrator	55	40	75
Instructor Training	74	69	74
Law Enforcement Approved In-Service and Firearms Conducted by Police Agencies	9254 ¹	9250 ¹	9200
Firearms Instructor Training	0	76	80
Specialized Programs	32	22	100
TOTALS	9932	10146	10304

¹Figure reflects an estimate because the TIMES training records are maintained on a calendar year instead of on a fiscal year basis.

CORRECTIONAL IN-SERVICE TRAINING

In-Service Training has come a long way in the past two years. In Fiscal Year 1986, the Maryland Police and Correctional Training Commissions have sponsored numerous programs such as Instructor/Trainer Programs, First Aid Instructor Training Programs, CPR Instructor Training Programs, and Defensive Tactics Instructor Training Programs to help State and local agencies on their way to developing fully operational in-service training programs.

Regional programs, used to share resources and help save time and expenses, are being developed throughout the State and some agencies have already implemented pilot programs. The regions are preparing to include modules such as Communications, Stress, Policy and Procedures, and Safety Programs, as well as others.

The need for mandated in-service training was legislatively affirmed in 1985. Significant progress has been made toward that end. Commission staff have met with individual agencies as well as held regional meetings to ensure a smooth transition. The Commission has also coordinated and participated in Statewide meetings on in-service training in conjunction with the Maryland Correctional Administrator's Association.

We are in the process of developing a resource manual to aid agencies in the areas of lesson plan development, training aids, and a sharing of information and instructors to guarantee quality training throughout our State.

CORRECTIONAL SUPERVISOR TRAINING

In Fiscal Year 1986, 83 individuals participated in the First-line Supervisor Program bring the total number of participants to 145 since its inception in Fiscal Year 1985. The original nine-day program was revised as a result of comments received from students and instructors. A five-day program developed to more efficiently meet the needs of correctional supervisors in Maryland. The current program topics include: Introduction to Supervision, Communications, EEO, Internal Investigation, Civil Liability, Staff Relations, Staffing and Manpower Analysis, Security, and Stress. The coverage of the core tasks as cited in the Job Task Analysis has remained intact. Supervisors and administrators throughout the State have been utilized as instructors and were trained to teach in this program in a cooperative effort between the National Institute of Corrections and the Correctional Training Commission.

The Correctional Training Commission has begun proceedings to mandate this training commencing in 1987.

CORRECTIONAL ADMINISTRATOR TRAINING

The new First-line Correctional Administrator Program was developed as a result of The Job Task Analysis conducted in Fiscal Year 1985. The seven-day program has been recently revised based on both student and instructor comment of the pilot program. It currently includes a 49 hour curriculum with modules on Problem Analysis, Project Planning, Group Project Planning, Decision Making, Policy and Procedures, Basics of Selection, Promotion and Testing, Performance Evaluation (Counseling), Training Development Delivery, and Group Behavior. The primary focus of the entire program centers around systematic problem analysis and decision making, a common thread throughout the program. Wardens, Superintendents, and Directors of Corrections have been trained and utilized as instructors and 55 correctional administrators (State and Local) have completed the program. The Program will continue to be modified in order to ensure that correctional administrators are receiving the best and most relevant training.

The Correctional Training Commission has proposed that this program be mandated in 1987 for all newly appointed correctional administrators in this State.

VICTIM ASSISTANCE PROGRAMS

During this year the National Association of State Director's of Law Enforcement Training invited the Police Training Commission to participate in the following below listed instructor training programs in order to establish a cadre of law enforcement trainers in these critical areas.

- (1) Victimology/Child Abuse and Neglect
- (2) Victimology/Executive Development

Both of these five (5) day programs were conducted in Freehold, New York. The Police Training Commission sponsored a Lieutenant from Baltimore County Police Department and a Sergeant from the Maryland State Police to attend these programs.

In addition, the Office of Juvenile Justice and Delinquency Prevention invited the Police Training Commission to participate in a four (4) day program entitled "Child Abuse and Exploitation Investigation Training for Police Academies"

in Glynco, Georgia. This program was designed to provide state-of-the-art training in the Police Academies throughout the United States. The Police Training Commission sponsored a Lieutenant and a Sergeant from the Prince George's County Police Department to attend this program.

CERTIFICATION OPERATIONS

In FY 86 the Police Officer Certification Act was in its fourth year of operation. A review was made of the procedures in an effort to minimize the time crunch between the reporting of in-service training and certification renewal. As a result, a change in Regulation .11 was made which changed the renewal of certification from January 1st to July 1st, thus allowing a six-month period of time for the evaluation of training information before certification is accomplished. Based on training previously received in FY 86, each police officer who has obtained and maintained certification will receive a regular certification card commencing in FY 87. Those sworn officers in their first year of employment who have met the selection standards, but have not yet completed the mandated entrance level training, will receive a probationary certification card. All officers at or below the rank of first-line supervisor are required to continue to receive at least 17 and 1/2 hours of approved in-service training annually to maintain their certification. Annual firearms qualification is also necessary for all personnel who carry a firearm, irregardless of rank, if not exempt by law. Certification will be valid for a period not to exceed three years. Officers to be recertified are divided into three groups by date of birth with approximately one-third of the officers being renewed in each year. Delivery of these cards to each department will occur in the Fall of 1986. This renewal process was dependent upon the data-entry of 9,000 in-service records and the crediting of firearms qualification for over 10,000 officers. Temporary data-entry personnel have been employed to assist in this task. It is anticipated that there may be some problems in the beginning phases of this new task which will initially include all currently certified police officers.

In the past year, governmentally employed officers with Special Police Commissions have been added to the definition of a police officer and now are required to be certified. Also, Chiefs or Deputy Chiefs of Police, who are currently exempt by law, may voluntarily seek certification. If eligible, they will need only qualify with their weapons each year to maintain their certification.

In Fiscal Year 1986, new regulations were proposed to require annual in-service training for all correctional personnel. This regulation will become effective January 1, 1987 and will mandate at least eighteen hours of training each year except for those correctional personnel completing entrance-level training. Also, other proposed regulations would require all first-line supervisors and administrators promoted after January 1, 1987 to attend their respective programs. These new tasks will also significantly increase the data-entry task as well as the enforcement review process. With the additional data-entry required for terminations, promotions, transfers, and disabled officer status, present staff has not always been able to adequately maintain current information on all agencies. Delays have also been experienced due to staff turnover and the training periods required for their replacements. The recording of annual firearms scores for correctional agencies has also significantly increased the data-entry task to accommodate approximately 3,200 correctional officers who must requalify each year. Additional full-time assistance may be required to maintain the information flow presently coming into the Commissions.

Software improvements to the data processing system have been proposed in order to provide more complete data for each officer. These are awaiting further budgetary allowance. When installed, the changes will permit the retention of three years' training at the in-service level and firearms qualifications as well as entry-level training for both Commissions. Additional data processing equipment, that is surplus to another agency and which will enhance the record storage capacity and increase printing speed, is expected to be added in FY 87.

RESOURCE CENTER OPERATIONS

Service in all areas of instructional support continued at a high level during FY86.

During the year the Center was responsible for the circulation of well over 2400 films and audiovisual programs as well as over 525 articles of training equipment.

The size of Center holdings is now increasing at the rate of approximately 40 new programs annually. It is noteworthy that the majority of these materials are secured through such low cost means as in-house production, interagency co-operative production, interstate trade, national sponsorship, transfer from other agencies and sponsorship by such organizations as the Maryland State Sheriff's Association and the Maryland Law Enforcement Officers, Inc.

Instructional materials development and preparation services activity was highlighted by production of the slide cassette program, "The Use of Restraints," an introduction to the proper utilization of handcuffs and leg irons for correctional officers. In answer to an often expressed need, it is expected that the statewide utilization of this program will increase the safety of officers during inmate transportation.

In addition, the center produced the nationally distributed audio cassette, "1984-85 Supreme Court Term" and the video cassette program, "Child Abuse and Exploitation: Psychological Characteristics of Victims and Offenders".

Altogether over 180 audiovisual production requests were honored during FY86, an increase of 35% over the previous year.

In addition to Correctional Training Academy support operations, the Center continued to provide direct support to all regional police training academies, the Department of Juvenile Services, the Administrative Office of the Courts, the Office of the State's Attorneys' Coordinator as well as local police and sheriff's departments and jails.

The range of Center operations continues to include instructor training, curriculum library supervision, and coordination of the statewide Media Resources Central Management Program as well as supervision of the agency newsletter, Training Notes.

All Center operations continue to be supported in good measure through a cost recovery program that substantially funds the instructional materials preparation services and maintenance of the Center's vast film collection. During FY86 over \$6800 was recovered from all Center recovery programs.

Base levels of general funding continue to be necessary for nonreimbursable Center functions such as direct Correctional Academy support and salary expenses.

LEGISLATION

Chapter 813 of the Acts of the 1986 Session of the Maryland General Assembly was enacted and became effective July 1, 1986. This amendment defines members of the Maryland Alcohol and Tobacco Tax Enforcement Unit as police officers. This requires them to meet all of the selection and training standards of the Police Training Commission.

CHANGES IN RULES AND REGULATIONS

Police Training Commission

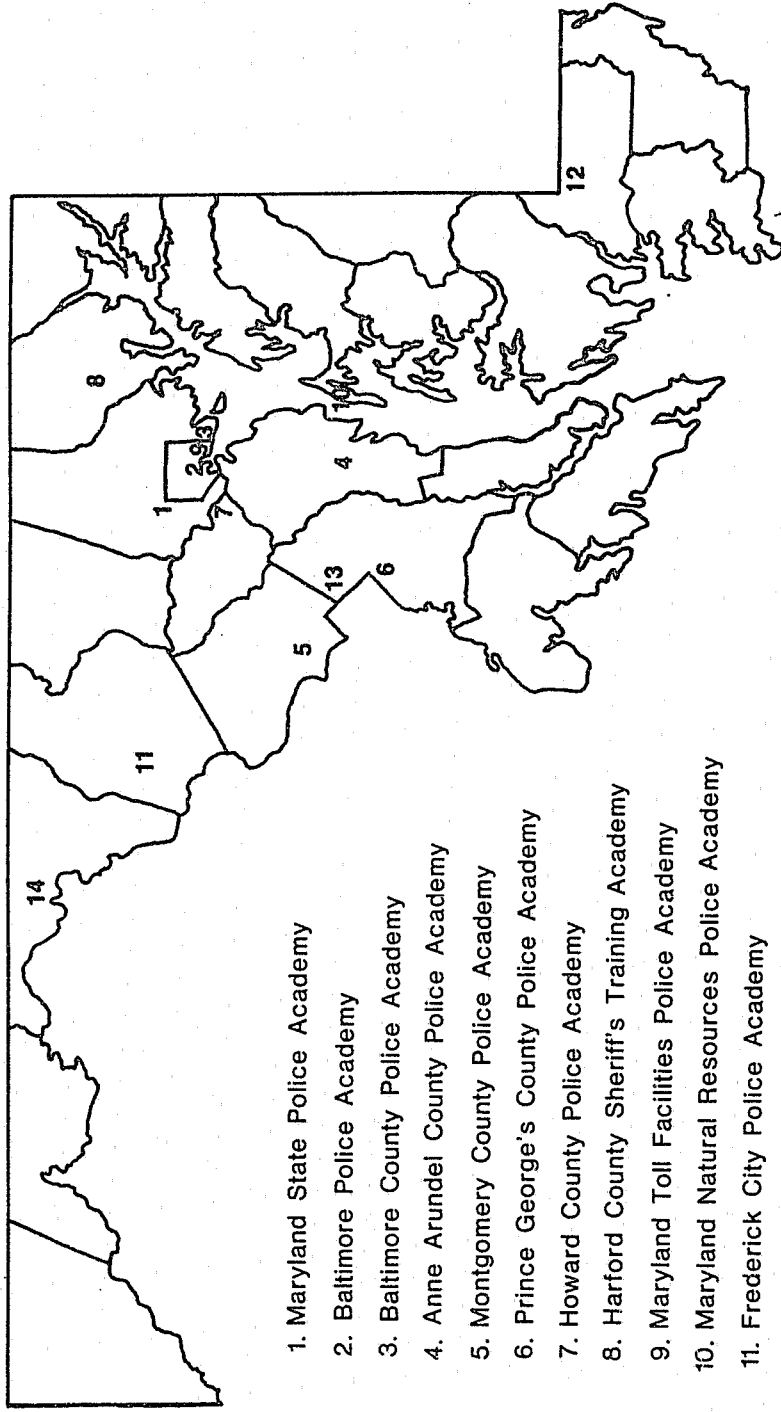
On March 27, 1986, amendments to Regulations .01, .03, .04, .05, .06, .07, .08, .09, and .10 under COMAR (Code of Maryland Regulations) 12.04.01 General Regulations, were adopted. The purpose of these amendments is to: (1) Clarify existing language regarding when a Notice of Probationary Appointment form (MPCTC-28) must be filed with the Commission; (2) Remove the requirement that firearms ranges be approved for range safety; (3) Require that any individual applying for certification after July 1, 1986 would need to attend the basic instructor training prior to attending the one-week firearms instructor training; (4) Delete references to security officer, special police officer, and where appropriate, deputy sheriff; (5) Simplify the procedures for rehiring previously certified police officers; (6) Properly place requirements for written evaluation for instructors into appropriate categories; (7) Clarify other existing language and eliminate terms no longer appropriate; (8) Include the Southern Maryland Academy and delete references to the Sparrows Point Academy; and, (9) Consolidate sections where duplications exist.

These amendments were effective May 5, 1986.

On June 25, 1985, amendments to Regulation .11 under COMAR 12.04.01 General Regulations were adopted. The purpose of these amendments were to: (1) Change the date of police officer certification renewal from January 1 to July 1 in each renewal cycle; (2) Provide that the police officer be notified of the lapse of certification; (3) Allow for the issue of a probationary certificate for one year to officers under probationary appointment who meet selection standards; and, (4) Clarify existing language and procedures in regard to certification and the issue of certificates.

These amendments were effective December 31, 1985.

CERTIFIED LAW ENFORCEMENT TRAINING ACADEMIES



1. Maryland State Police Academy
2. Baltimore Police Academy
3. Baltimore County Police Academy
4. Anne Arundel County Police Academy
5. Montgomery County Police Academy
6. Prince George's County Police Academy
7. Howard County Police Academy
8. Harford County Sheriff's Training Academy
9. Maryland Toll Facilities Police Academy
10. Maryland Natural Resources Police Academy
11. Frederick City Police Academy
12. Eastern Shore Criminal Justice Academy
13. University of Maryland Police Academy
14. Western Maryland Police Training Academy