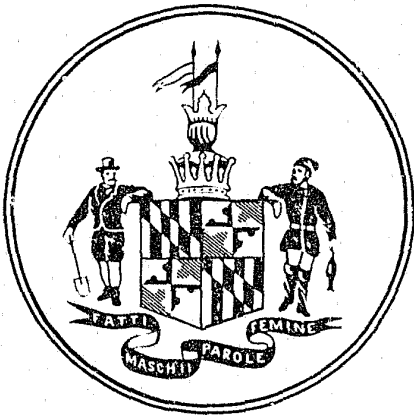


MARYLAND POLICE AND CORRECTIONAL TRAINING COMMISSIONS



FOURTH ANNUAL
Maryland Correctional Training Commission

NINTH ANNUAL
Maryland Police Training Commission

Report to the Governor

The Secretary of Public Safety
and Correctional Services

AND

Members of the General Assembly

JULY 1, 1974 — JUNE 30, 1975

31394 Dup



EDWIN R. TULLY
CHAIRMAN
POLICE TRAINING COMMISSION

W. DONALD POINTER
CHAIRMAN
CORRECTIONAL TRAINING COMMISSION

STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY
AND CORRECTIONAL SERVICES
ROBERT J. LALLY, SECRETARY
POLICE AND CORRECTIONAL TRAINING COMMISSIONS

SUITE 14, 7 CHURCH LANE
PIKESVILLE PROFESSIONAL BUILDING
PIKESVILLE, MARYLAND 21208
AREA CODE 301-484-6464

December 1, 1975

ROBERT L. VAN WAGONER
EXECUTIVE DIRECTOR

ASSISTANT EXECUTIVE DIRECTORS

JOHN A. SCHUYLER
ADMINISTRATION

ROGER P. QUANE
ACTING
POLICE TRAINING

THOMAS A. ROSAZZA
CORRECTIONAL TRAINING

The Honorable Marvin Mandel
Governor of Maryland

Members of the General Assembly

and

Mr. Robert J. Lally
Secretary
Department of Public Safety
and Correctional Services

Gentlemen:

On behalf of the Maryland Police and Correctional Training Commissions, we are pleased to forward the Fourth Annual Report of the Maryland Correctional Training Commission and the Ninth Annual Report of the Maryland Police Training Commission which cover the period from July 1, 1974 through June 30, 1975.

This represents the first time the annual reports of the two Commissions have been combined under one cover. Although the two Commissions are separate and distinct, both are located within the Department of Public Safety and Correctional Services, both are created and regulated by separate but successive sections of Article 41 of the Maryland Annotated Code (Section 70A for the Police Training Commission and Section 70B for the Correctional Training Commission), both operate under a single budget, and both are served by the same Executive Director and the same staff.

By organization of staff, division of functions, and by program areas in the planning process, the Commissions are divided into three broad areas, each supervised by an Assistant Executive Director, namely Administration, Police Training and Correctional Training. Therefore, for purposes of clarity, this annual report is divided into the same three broad areas.

This year the Correctional Training Commission trained and certified correctional personnel as a continuance of the programs implemented on a major scale last year. In addition, training programs were developed for other categories of entrance-level personnel.

Last year the Correctional Training Academy operated without the use of costly consultant services. Fiscal Year 1975 marked the beginning of a truly viable academy with the staffing of the training operations and research, development and evaluation units. Not only was the academy able to continue our training efforts, but an intensive program evaluation process was implemented, and training assistance was

The Honorable Marvin Mandel
and Mr. Robert J. Lally
December 1, 1975
Page 2.

provided to other State, county and municipal correctional agencies. Additionally, an innovative and diversified executive and management level training program was developed.

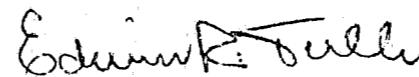
With the added staff capability, the academy expects to modify programs as a result of the Fiscal Year 75 program evaluations, develop new programs for additional categories of entrance-level personnel, and develop supervisory training programs which will be mandated after July 1, 1976.

The Police Training Commission is very pleased with the progress made in improving the caliber of all law enforcement personnel within the State of Maryland. Extensive implementation of the supervisor and administrator training programs took place during Fiscal Year 1975 with curriculum changes being approved in the Supervisor Training Program.

With the assistance from the Governor's Commission on Law Enforcement and the Administration of Justice, additional instructor personnel were developed for many of our certified training academies. Assistance was also given by the Governor's Commission in relation to the many diverse specialized training programs which were conducted by the University of Maryland, University College, Conferences and Institutes Division.

The Maryland Correctional Training Commission and the Maryland Police Training Commission appreciate the support and encouragement of the Administration and the General Assembly, and the members of both Commissions are determined to continue efforts to enhance the professionalism of correctional and law enforcement personnel within the State of Maryland.

Respectfully yours,


Edwin R. Tully, Chairman
Maryland Police Training
Commission

Respectfully yours,

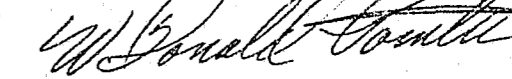

W. Donald Pointer, Chairman
Maryland Correctional Training
Commission

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Robert L. Van Wagoner
EXECUTIVE DIRECTOR

John A. Schuyler
ADMINISTRATION & ENFORCEMENT

AGENCY DESCRIPTION

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 inservice level, for all governmental (state, county, and municipal) law enforcement, security, adult rehabilitation and parole and probation officers in the State of Maryland, and to otherwise upgrade the professionalism of such officers.

The Correctional Training Commission consists of 11 members, 8 of whom are ex-officio including the Deputy Secretary for Correctional Services who acts as Chairman, and 3 of whom are appointed by the Secretary of the Department of Public Safety and Correctional Services with the consent of the Governor and the Senate.

The Police Training Commission consists of 14 members, 10 of whom are ex-officio by virtue of positions held including the Deputy Secretary of Public Safety who acts as Chairman, one who is designated by the Fraternal Order of Police, and 3 of whom are police officials who are appointed by the Secretary of Public Safety and Correctional Services with the consent of the Governor and the Senate.

The single staff that supports both the Police and Correctional Training Commissions has 18 General Fund positions; three of which are part-time students, and five Non-Budgeted positions assigned to three primary functional areas: (2) Administration; (2) Law Enforcement training; (3) Correctional Training. Within this framework the Executive Director is appointed by both Commissions with the approval of the Secretary of the Department of Public Safety and Correctional Services while the remaining positions are under the State Merit System. A staff listing follows (as of June 30, 1975):

Executive Director - Robert L. Van Wagoner

Office Secretary - Ethel L. Richmond, Retired June 17, 1975

Assistant Executive Director for Administration - John A. Schuyler

Resource Center -

Director - Raymond A. Franklin

Typist Clerk - Shirley L. Abel

Student Assistants - William J. Wilson
N. Kai Mac Donald
J. Michael O'Neill

Accounting Unit -

Fiscal Associate - Jumary B. West

Fiscal Clerk - Ruth E. Voelker

Assistant Executive Director for Correctional Training - Thomas A. Rosazza

Stenographer Clerk - Dianne M. Crump

Research, Development, and Evaluation Unit -

*Supervisor - William J. DeVance

*Criminal Justice Specialist - Martin H. Frank

*Criminal Justice Specialist - Gordon P. Scott

*Stenographer Clerk - Suzanne T. Pease

Training Operations Unit -

*Supervisor - Henry S. Cowan, Jr.

*Non-budgeted position

Assistant Executive Director for Police Training - J. Gordon Holmes, Retired,
March 22, 1975: Roger P. Quane, Acting

Office Secretary - Brenda K. Frey

Employee Training Specialist - William J. Henning

Traffic Services Unit -

Highway Safety Training Specialist - Roger P. Quane

Highway Safety Training Specialist - Robert N. Brenner, Resigned June 3, 1975

Stenographer Clerk - Margaret C. Reddick

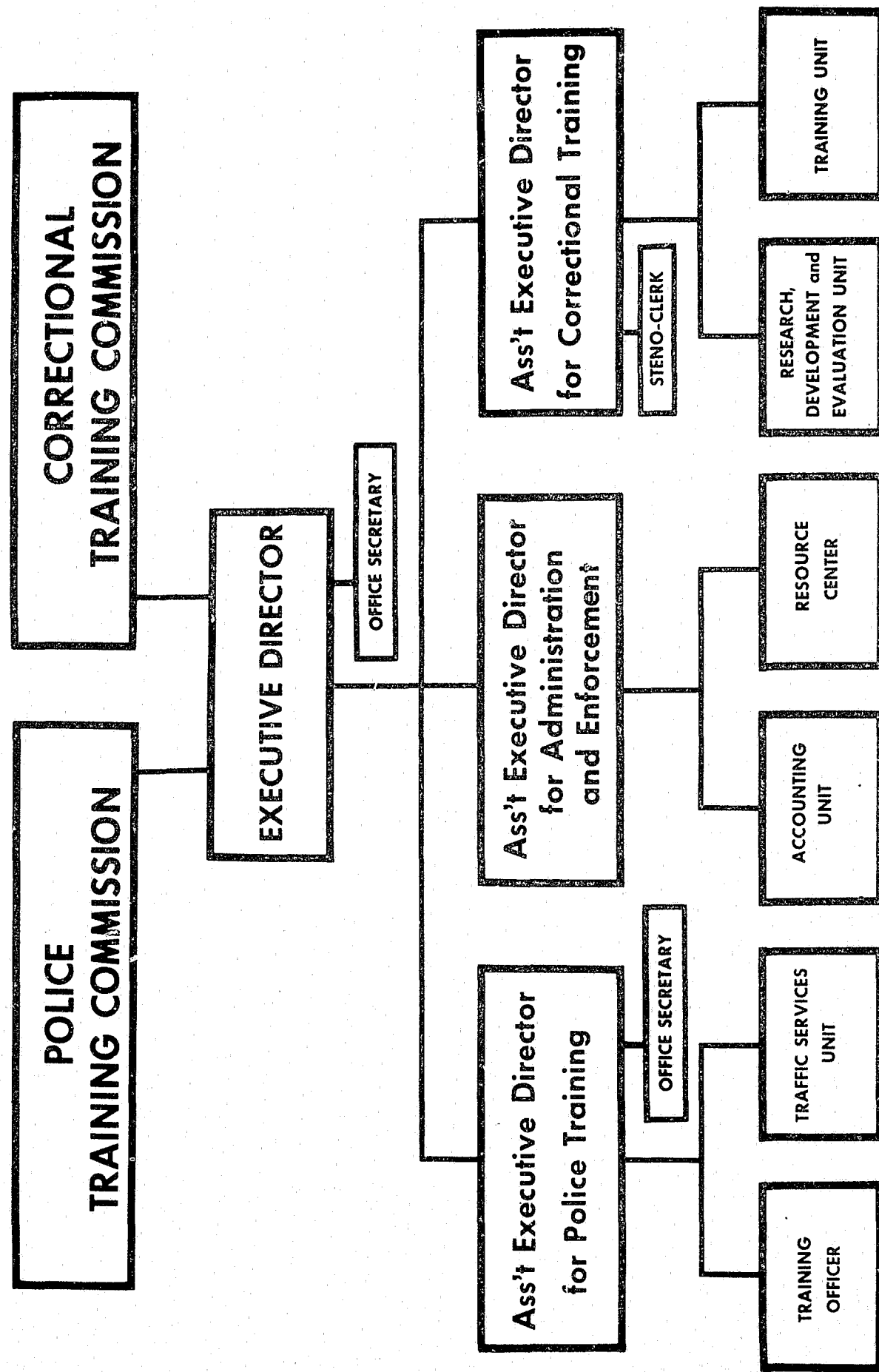
The headquarters for both Commissions is located in Pikesville at 7 Church Lane. The space currently occupied consists of four suites (13, 14, 16, 25) with a total of 2,472 square feet that house all of the Law Enforcement Training Section, the Administrative Staff and the Criminal Justice Resource Center.

The Correctional Training Section is located in Jessup in a six room Cape Cod house with 1,600 square feet loaned by the Correctional Institute for Women.

Description of the Management, Administration and
Enforcement Functions for Both Commissions

The Executive Director is the focal point for management, guidance and coordination of the three major sections of the staff. Under the broad guidance and support of both Commissions, the Executive Director is responsible for the achievement of the Commissions' objectives discussed in the sections of this report pertaining to police and correctional training. Serving both Commissions, the first

subdivision under the Executive Director is the Administration and Enforcement section which is responsible for providing administrative and service support to the other two subdivisions and limited assistance to other Criminal Justice agencies outside the Department of Public Safety and Correctional Services through the Criminal Justice Resource Center which is described below. Specific functions of the Administration and Enforcement Section include budget development and financial management, personnel administration, centralized records and information management, coordination of all federal grants, coordination of plans development, general logistical coordination, supervision of the operations of the Criminal Justice Resource Center, and the enforcement of the legal requirements contained in the Police and Correctional Training Acts.



Description of the Criminal Justice Resource Center Services

The Criminal Justice Resource Center, which is under the cognizance of the Assistant Executive Director for Administration and Enforcement, is so named because during the third year of federal funding the Governor's Commission on Law Enforcement and the Administration of Justice made service to all training elements of the criminal justice system a grant condition. The services provided are in the five functional areas listed:

1. Instruction - The Center conducts workshops for trainees in basic and advanced audio-visual instructional techniques. To date five programs have been researched, developed and scheduled. They are "Using A/V in Instruction", "Overhead Transparency Preparation", "Photography for Instruction", "TV as an Instructional Tool", and "Slide/Tape Program Preparation".
2. Training Aids and Program Production - The Center provides slide, videotape, overhead transparency, poster and film production services to agencies throughout the Maryland criminal justice system. Currently, over 500 instructional items, i.e. slides, overheads, etc. are prepared every month.
3. Equipment Loan - The Center provides audio-visual preparation and presentation equipment on a loan basis. Currently the Center records approximately 400 loan transactions per year.
4. Instructional Materials Loan - The Center purchases and maintains criminal justice instructional materials such as films and slides for use in police, correctional, sheriff, security and court related training programs. Current level of materials loan activity is approximately 1,600 transactions per year.
5. Library Service - The Center maintains a specialized professional book and periodical library to provide up-to-date printed materials in a wide variety of criminal justice training related subject areas.

During FY 75 the Center provided a full range of instructionally supportive services to the training efforts of Criminal Justice Agencies including both Commissions, the Juvenile Services Administration, the Administrative Office of the Courts, 26 law enforcement agencies, 9 security agencies, 6 correctional agencies, and 2 law enforcement-related agencies.

During FY 1976, the Criminal Justice Resource Center plans to continue present services with some possible expansion due to the approval of a full-time technician for the Center. Although the training effort was seriously reduced in FY 1975, the shortcoming will hopefully be adjusted to again provide a full-service program to all user agencies.

COMMISSIONS BUDGET

The following constitutes the appropriated State budget and actual expenditures for FY 1975:

	<u>APPROPRIATIONS</u>	<u>EXPENDITURES</u>
Salaries	\$ 186,353	\$ 189,477
Technical & Special Fees	8,154	755
Communication	4,109	4,726
Travel	3,214	2,183
Fuel & Utilities	750	380
Motor Vehicle Maintenance & Operation	1,300	888
Contractual Services	1,058	1,160
Supplies & Materials	8,300	6,637
Equipment - Additional	915	1,645
Grants, Subsidies & Contributions	0	709
Fixed Charges	12,243	12,938
Totals	\$ 226,396	\$ 221,498

Technical and Special Fees and Travel expenses (Instructor costs) were significantly reduced in FY 75 because it was only necessary to operate eight police entrance-level schools and four of these were operated by the Prince George's County Police Academy which defrayed all costs out of a federal grant awarded to them. Another school was operated by the Hagerstown Junior College at less expense to the Commissions than expected. Also only two security officer schools were necessary instead of the four that were planned. Some of these funds were shifted to cover the salaries of the Student Technical Assistants in the Audio-Visual Resource Center and additional funds were necessary to pay for equipment ordered in FY 74 that was received in FY 75. The balance of the surplus funds was transferred to the Department of Public Safety and Correctional Services to reduce a deficit at that level.

The following constitutes the federal (non-budgeted) actual expenditures for FY 75:

Salaries	\$ 53,204
Technical and Special Fees	766
Communication	3,911
Travel	56,670
Fuel & Utilities	0
Motor Vehicle Operation & Maintenance	1,248
Contractual Services	37,521
Supplies & materials	18,275
Equipment - Additional	7,895
Grants, Subsidies, and Contributions	5,301
Fixed Charges	118
	\$ 184,909

FISCAL YEAR 1976

The following is the appropriated State budget for FY 76:

Salaries	\$ 215,738
Technical & Special Fees	9,100
Communication	6,000
Travel	12,255
Fuel & Utilities	420
Motor Vehicle Operation & Maintenance	1,980
Contractual Services	3,564
Supplies & Materials	19,350
Equipment - Replacement	2,850
Equipment - Additional	4,146
Fixed Charges	13,318
Total	\$ 288,721

The following is the estimated federal (non-budgeted) grant funds for FY 76:

Salaries	\$ 91,749
Communication	750
Travel	12,676
Contractual Services	186,669
Supplies & Materials	9,512
Equipment - Additional	19,007
Fixed Charges	2,180
Total	\$ 322,543



Robert L. Van Wagoner
EXECUTIVE DIRECTOR

Roger P. Quane
POLICE TRAINING

MEMBERS OF THE COMMISSION

During Fiscal Year 1975, the Commission was composed of the following members:

Edwin R. Tully
Deputy Secretary of the Department of Public Safety and Correctional Services-Chairman

Wilbur E. Shank
Chief of Police, Cumberland Police Department - Vice Chairman
Appointed member, June 1, 1973 to June 1, 1976

Francis X. Jahn
President, Maryland Chiefs of Police Association, July 1, 1974 to September 10, 1974

Edwin R. Tully
President, Maryland Chiefs of Police Association, September 10, 1974 to June 30, 1975. Represented by Roy W. Rafter, Superintendent, Natural Resources Police Force

John F. Browning
President, Maryland Sheriff's Association, July 1, 1974 to June 7, 1975

Francis C. Garner
President, Maryland Sheriff's Association, June 7, 1975 to June 30, 1975

Julius E. LeBrell
President, Maryland Law Enforcement Officers, Inc., June 1, 1974 to October 15, 1974

Marvin B. Hull
President, Maryland Law Enforcement Officers, Inc., October 15, 1974 to June 30, 1975

Thomas S. Smith
Superintendent of the Maryland State Police

Francis B. Burch
Attorney General of the State of Maryland
Represented by Assistant Attorney General H. Edgar Lentz

Donald D. Pomerleau
Commissioner of the Baltimore Police Department

Wilson H. Elkins
President of the University of Maryland
Represented by Donald W. O'Connell, Administrative Vice President

Thomas A. Farrow
Special Agent in Charge of the Federal Bureau of Investigation,
Baltimore, Maryland

Calvin C. Jones
President, Eastern Shore Police Association, July 1, 1974 to
February 11, 1975

Wilson H. Majors
President, Eastern Shore Police Association, February 11, 1975
to June 30, 1975

William E. Hollway
Representative of the Maryland State Lodge of the Fraternal Order
of Police

Ellison W. Ensor
Chief of Police, Baltimore County Police Department
Appointed member, June 1, 1974 to June 1, 1977

Leslie J. Payne
Chief of Police, Salisbury Police Department
Appointed member, June 1, 1972 to June 1, 1975
Reappointed, June 1, 1975 to June 1, 1978

COMMISSION MEETINGS

The Commission has continued to meet as the need for such meetings
has existed.

During Fiscal Year 1975, the Commission had meetings as follows:

FY 1975

45th Meeting	-	September 10, 1974
46th Meeting	-	December 11, 1974
47th Meeting	-	January 29, 1975
48th Meeting	-	April 9, 1975
49th Meeting	-	May 21, 1975

SALIENT PROVISIONS OF THE ACT

COMPOSITION OF THE COMMISSION

The Act provides that the Commission shall consist of eleven non-appointive office holders, who may serve personally or designate somebody to represent them, and three police officials in the State to be appointed by the Secretary of the Department of Public Safety and Correctional Services with the advice and consent of the Senate, to represent the State geographically. The terms of the appointive members are designated as three years with a new appointment on June 1st of each year.

ORGANIZATION AND OPERATION

The Act provides that the Chairman of the Commission shall be the Deputy Secretary of the Department of Public Safety and Correctional Services for Public Safety and that the Commission shall meet annually for the election of the vice chairman from among its members, and at such other times as its chairman may determine. The members of the Commission shall be paid no salaries but shall be reimbursed for reasonable expenses lawfully incurred in the performance of their official functions. A quorum is constituted by a mere majority of the Commission members.

AUTHORITY AND DUTIES

The Act authorizes the Commission to:

1. Prescribe standards for approval and for the continuation of approval of entrance-level, inservice, supervisory, administrative or specialized training to be afforded State, regional, county and municipal (incorporated) law enforcement (including security officer) agencies, having by statute or by ordinance the responsibility of detecting crime or enforcing the general criminal laws of the State.
2. Approve and issue certificates of approval to police and security officer training schools offering courses of training as required by the Commission, such approval being on a continuing basis upon inspections of such schools.
3. Prescribe the curriculum, minimum standards for equipment and facilities, and standards of operation for all such training schools to be approved by the Commission.
4. Prescribe minimum qualifications for instructors at such schools and to issue certificates thereto.
5. Issue certificates to police and security officers satisfactorily completing the prescribed training programs.
6. Appoint with the approval of the Secretary of the Department of Public Safety and Correctional Services an Executive Director to serve at its pleasure who shall perform general administrative functions for the Commission, to fix his compensation and to employ such other persons as necessary to carry out the purposes of the Act.

7. Make such rules and regulations as are reasonably necessary to accomplish the purposes and objectives of the Act.
8. Make a continuous study of entrance-level and inservice training methods and procedures.
9. Consult and cooperate with universities, colleges, and institutions, and other departments and agencies of the State of Maryland concerned with police training for the improvement of training and for the development of specialized courses of study for police officers in police science and police administration.
10. Perform such other acts as necessary or appropriate to carry out the functions and duties of the Commission.

PROBATIONARY APPOINTMENTS AND PROMOTION

The Act specifically provides that the appointment and promotion of all law enforcement officers must be probationary for a total period not exceeding one year and shall not become permanent until such officer has met minimum standards of selection or promotion and completed an approved training course at an approved training school. Waivers for training and age may be granted by the Commission based upon the qualifications or training which may have been completed by the applicant.

POLICE TRAINING ACT

Article 41§70A. Maryland Code Annotated. Police Training Commission; training schools.

(a) Definitions. - As used in this section:

(1) "Approved police training school" means a school approved and authorized by the Police Training Commission to offer police training and security training programs as prescribed in this section.

(2) "Commission" means the Police Training Commission or officers or employees thereof acting on its behalf.

(3) "County" means any county which within its jurisdiction has or will have a law-enforcement unit as defined in this section.

(4) "Law-enforcement unit" means any governmental police force, security force or law-enforcement organization of the State, county, or municipality which has by statute or ordinance, the responsibility of detecting crime or enforcing the general criminal laws of this State.

(5) "Municipality" means any incorporated city of any class which, within its jurisdiction has or will have a law-enforcement unit as defined in this section.

(6) "Permanent appointment" means any appointment having permanent status as a police officer or security officer in a law-enforcement unit as prescribed by the Annotated Code of Maryland, local public laws, or of any other law of this State, municipal ordinance, or rules and regulations adopted thereunder.

(7) "Police official" means a full-time police officer employed by a governmental agency having administrative responsibility.

(8) "Police officer" means a member of police force, sheriff's officer, or other law-enforcement organization of State, county or municipal government who is responsible for the prevention and detection of crime and the enforcement of the laws of the State as defined in § 70A (a)(4) of this act, but does not include any person serving as such solely by virtue of his occupying any other office or position, nor does the term include a sheriff, Superintendent of State Police, commissioner of police, deputy or assistant commissioner of police, chief of police, deputy or assistant chief of police, or any person having an equivalent title who is appointed or employed by a government to exercise equivalent supervisory authority.

(9) "Security officer" means a special police officer employed by any municipal, county, or other governmental body of the State of Maryland for the purpose of protecting any property owned, leased or regularly used by the governmental body or State for the protection of its property or students and who exercises those police powers and duties as provided for in Article 41, § 64 of the Annotated Code of Maryland, or who exercises similar police powers and duties conferred upon him by a special police commission issued under any State, county, city or municipal law or ordinance creating a department, commission, board, authority or agency which has or will have a law enforcement unit as defined in (A)(4).

(10) "Police Supervisor" means those police or law-enforcement officers who have been promoted from the patrolman rank to first-line supervisory duties.

(11) "Police administrator" means those police or law-enforcement officers who have been promoted from the noncommissioned rank to first-line administrative duties up to but not exceeding the rank of captain.

(b) Establishment and membership of Commission. - There is hereby established in the Department of Public Safety and Correctional Services, a Police Training Commission whose membership shall consist of the following persons:

(1) The President of the Maryland Chiefs of Police Association; the President of the Maryland Sheriff's Association; the President of the Maryland Law Enforcement Officers, Inc.; the Attorney General of the State of Maryland; the Superintendent of the Maryland State Police; the Commissioner, Baltimore City Police Department; the President of the University of Maryland; the agent in charge of the Baltimore office of the F.B.I.; the President of the Eastern Shore Police Association; a representative of the Maryland State Lodge of Fraternal Order of Police; the Deputy Secretary of Public Safety and Correctional Services for Public Safety; and three police officials of the State to be appointed by the Secretary of Public Safety and Correctional Services, with the approval of the Governor, and with the advice and consent of the Senate, to represent the State geographically, the appointments to be made for a three-year term provided that, for the first term, one official shall be appointed for a term of one year, one for a term of two years, and one for a term of three years.

(2) The nonappointive office holders, except for the Deputy Secretary for Public Safety, may elect to serve personally at any or all meetings of the Commission or may designate a member of their respective association, office, department, university or agency to represent them and to act for them at the said meetings to the same effect as if they were personally present.

(c) Officers; meetings; quorum; records; remuneration; reports.

(1) The deputy secretary for public safety shall be chairman of the Commission. The Commission, at its initial organization meeting to be held promptly after the appointment and qualifications of its members, and thereafter annually shall elect a vice-chairman from among its members, and shall meet at such other times within the State of Maryland as it or its chairman may determine. A majority of the Commission shall constitute a quorum for the transaction of any business, the performance of any duty, or for the exercise of any of its authority.

(2) The Commission shall maintain minutes of its meetings and such other records as it deems necessary.

(3) The members of the Commission shall receive no salary but all members shall be reimbursed for their reasonable expenses lawfully incurred in the performance of their official functions.

(4) The Commission shall report at least annually to the Governor, the Secretary of Public Safety and Correctional Services and the legislature as to its activities.

(d) Authority, responsibility and duties in relation to training schools. - Subject to the authority of the Secretary of Public Safety and Correctional Services, the Commission is vested with the following authority, responsibility and duty:

(1) To prescribe standards for the approval and continuation of approval of entrance-level and inservice schools at which police training and security training courses required by this section shall be conducted, including but not limited to

present existing State, regional, county, and municipal police training schools;

(2) To approve and issue certificates of approval to such training schools, to inspect such schools from time to time, and to revoke for cause any approval or certification issued to such school;

(3) To prescribe the curriculum, the minimum courses of study, attendance requirements, eligibility to attend, equipment and facilities, and standards of operation for such training schools;

(4) To prescribe minimum qualifications for instructors at such schools and to certify, as qualified, instructors for approved training schools and to issue certificates to such such instructors;

(5) To certify officers who have satisfactorily completed training programs and to issue appropriate certificates to such officers;

(6) To appoint, with the approval of the Secretary of Public Safety and Correctional Services, an executive director, to serve at its pleasure, who shall perform general administrative functions, and to fix his compensation;

(7) To employ such other persons as may be necessary to carry out the provisions of this section, upon approval of the Secretary of Public Safety and Correctional Services and the legislature;

(8) To make a continuous study of entrance-level and inservice training methods and procedures and to consult with and accept the cooperation of any recognized federal, state, or municipal law-enforcement agency or educational institution;

(9) To make such rules and regulations as may be reasonably necessary or appropriate to accomplish the purposes and objectives of this section;

(10) To consult and cooperate with universities, colleges and institutions in the State for the development of specialized courses of study for police officers in police science and police administration;

(11) To consult and cooperate with other departments and agencies of the State concerned with police training;

(12) To perform such other acts as may be necessary or appropriate to carry out its functions and duties as set forth in this section;

(e) Probationary appointment as police or security officer, supervisor and administrator. - A Probationary appointment as a police or security officer, police supervisor or police administrator may be made for a total period not exceeding one (1) year for the purpose of enabling such person seeking permanent appointment to take a training course as prescribed in this section. Such appointee shall be entitled to leave of absence with pay during the period of the training program.

(f) Appointment as entrance-level police or security officer, supervisor or administrator. - On or after June 1, 1972 no person shall hereafter be given or accept a probationary or permanent appointment as an entrance-level police or security officer, police supervisor or police administrator, unless such person satisfactorily meets such qualifications as may be determined by the Commission.

Script type indicates changes effective July 1, 1975.

ENTRANCE-LEVEL TRAINING FOR POLICE OFFICERS

During Fiscal Year 1975, the 245-hour Minimum Standards Entrance-Level curriculum was increased to 259-hours of instruction. This increase was due to additional needs based upon those individuals utilizing the American Red Cross training program. The increase was from 26 hours to 40 hours of instruction. This increase was also accomplished in order to bring all police personnel under the Good Samaritan Law as defined in Article 43; Section 132 of the Annotated Code. The Police Training Commission is also implementing a new Emergency Care Program entitled, "Crash Injury Management for Law Enforcement Officers". This program, which comprises 40 hours of instruction has also been approved under the Good Samaritan Law by the Secretary of the Department of Health and Mental Hygiene for the State of Maryland (letter dated October 4, 1974).

During this Fiscal Year, 224 police officers were certified in entrance-level programs conducted by or in conjunction with the Police Training Commission. Also during this period 793 police officers were trained in regular entrance-level programs conducted by certified training academies. In addition, during this period 93 police officers were certified in regular entrance-level schools conducted by agencies which did not have certified training academies. During Fiscal Year 1975, a grand total of 1,110 police officers were certified by the Police Training Commission as successfully completing entrance-level training.

The Police Training Commission will do an extensive review of the 259-hour training program during the next fiscal year. A great deal of input has already been forthcoming and it is expected that with the anticipated results of the survey, a revision of the entrance-level curriculum will be approved during Fiscal Year 1976.

There is no pretense that the 259-hour entrance-level course ideally meets the present needs of the Maryland Police Officers. With the proposed study of the curriculum, it is anticipated that a revision of the subject matter content and an increase in the number of hours in the total program may be necessary to meet the current needs of the Maryland Police Officer.

There is set forth hereinafter a tabulation of training afforded in the State at the entrance-level, both minimum standards and at regular departmental schools. These tables will show the number of officers trained in Minimum standards entrance-level schools and the number trained in the regular certified academy schools. A further breakdown reflects those certified under the mandatory provisions of the Police Training Act and those certified on the basis of voluntary attendance at such schools.

TRAINING ZONES	FY 1975																								#	*				
	1		2		3		4		5		6		7		8		9		10		11		12							
TRAINED-CERTIFIED	T	C	T	C	T	C	T	C	T	C	T	C	T	C	T	C	T	C	T	C	T	C	T	C	#	*				
CERTIFIED POLICE ACADEMIES																														
Anne Arundel County	-	-	-	-	-	-	-	-	-	-	-	-	-	-	36	36	-	-	-	-	-	-	-	-	-	29	7			
Baltimore City Police	-	-	-	-	-	-	-	-	-	-	316	316	-	-	12	12	-	-	-	-	-	-	-	-	-	309	19			
Baltimore County Police	-	-	-	-	103	103	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	103	0			
Frederick City Police	-	-	12	10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11	1			
Howard County Police	-	-	-	-	24	24	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	24	0			
Maryland State Police	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	75	0			
Montgomery County Police	-	-	-	-	-	-	76	76	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	75	1			
Natural Resources Police	-	-	-	-	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8	0			
Prince George's County	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	129	129	-	-	-	-	-	-	-	129	2			
SUB TOTALS	-	-	12	10	129	129	76	76	316	316	-	-	48	48	129	129	-	-	8	8	-	-	-	-	75	75	763	30		
SCHOOLS OPERATED BY THE COMMISSION																														
Hagerstown M.S.E.L.S.	7	5	5	5	3	3	4	4	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12	12	33	32	-	-
Salisbury M.S.E.L.S.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SUB TOTALS	7	5	5	5	3	3	4	4	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12	12	33	32	-	-
SECURITY OFFICER SCHOOLS																														
Maryland State Police	-	-	1	1	4	4	-	-	10	10	-	-	3	3	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
University of Maryland	-	-	2	2	6	6	-	-	13	13	-	-	9	9	12	12	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SUB TOTALS	-	-	3	3	10	10	-	-	23	23	-	-	12	12	13	13	-	-	-	-	-	-	-	-	-	-	-	-	-	-
MINIMUM STANDARDS SCHOOLS OPERATED BY CERT. ACAD.																														
Baltimore City	-	-	-	-	6	6	-	-	16	16	10	10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Prince George's County	-	-	1	1	4	4	11	11	1	1	-	-	-	-	61	61	23	23	-	-	-	-	-	-	-	-	-	-	-	
Sparrows Point	-	-	-	-	7	7	-	-	13	12	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
SUB TOTALS	-	-	1	1	17	17	11	11	30	29	12	12	1	1	61	61	23	23	-	-	-	-	-	-	2	2	-	-	-	
REGULAR SCHOOLS CONDUCTED BY AGENCIES																														
Md. Toll Facilities	-	-	-	-	-	-	-	-	14	14	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Md. Park Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	79	79	-	-	-	
SUB TOTALS	-	-	-	-	-	-	-	-	14	14	-	-	-	-	-	-	-	-	-	-	-	-	-	-	79	79	-	-	-	
GRAND TOTALS	7	5	21	19	159	159	91	91	385	384	12	12	61	61	203	203	23	23	99	99	36	35	75	75						

FY 1975

Minimum Standards Schools Organized and Operated by the Commission

Hagerstown	16	
Salisbury	35	
	<u>51</u>	

Minimum Standards Courses Conducted by Certified Training Academies

Baltimore City	24	
Prince George's County	70	
Sparrows Point	17	
	<u>111</u>	

Regular Entrance-Level Courses Conducted By Certified Training Academies

Anne Arundel County	36	
Baltimore City	328	
Baltimore County	103	
Frederick City	12	
Howard County	24	
Maryland State Police	75	
Montgomery County	76	
Natural Resources	8	
Prince George's	131	
	<u>793</u>	

Regular Entrance-Level Courses Conducted By Agencies not Certified as Academies

Maryland Toll Facilities	14	
Maryland Park Service	79	
	<u>93</u>	

Minimum Standards Security Officer Schools Organized and Operated for the Commission with Commission Supplied Administration

University of Maryland-College Park	43	
Maryland State Police	19	
	<u>62</u>	

TOTAL

62

GRAND TOTAL

1,110

Total Certified for FY 1975 -----1,166

Total Trained for FY 1975 -----1,170

The State of Maryland has been divided into twelve law enforcement and security training zones. These zones are described on the chart that follows. Listed below are all the law enforcement agencies subject to Commission mandates which fall under each of the training zones. The total number of such agencies is 106.

This list does not include any of the security agencies. This will be shown in the next annual report of this Commission.

TRAINING ZONE #1

Cumberland
Frostburg
Lonaconing
Luke
Oakland
Westernport

TRAINING ZONE #2

Boonsboro
Brunswick
Emmitsburg
Frederick
Hagerstown
Hancock
Thurmont
Williamsport

TRAINING ZONE #3

Baltimore County
Hampstead
Howard County
Manchester
Sykesville
Taneytown
Union Bridge
Westminster

TRAINING ZONE #4

Chevy Chase
Gaithersburg
Kensington
Maryland National Capital Park
Police-Montgomery County
Montgomery County
Rockville
Takoma Park

TRAINING ZONE #5

Baltimore City

TRAINING ZONE #6

Aberdeen
Bel Air
Cecilton
Charlestown
Elkton
Havre de Grace
North East
Perryville
Port Deposit
Rising Sun

TRAINING ZONE #7

Annapolis
Anne Arundel County

TRAINING ZONE #8

Berwyn Heights
Bladensburg
Brentwood
Cheverly
Colmar Manor/Cottage City
District Heights
Edmonston
Fairmount Heights
Forest Heights
Glenarden
Greenbelt
Hyattsville
Landover Hills
Laurel
Maryland National Capital Park
Police - Prince George's County
Morningside
Mt. Rainier
Prince George's County
Riverdale
Seat Pleasant
University Park
Upper Marlboro

TRAINING ZONE #9

Chesapeake Beach
La Plata
Leonardtwn
North Beach

TRAINING ZONE #10

Centreville
Chestertown
Denton
Easton
Federalsburg
Goldsboro
Greensboro
Oxford
Preston
Ridgely
Rock Hall
St. Michael's
Trappe

TRAINING ZONE #11

Berlin
Cambridge
Crisfield
Delmar
Fruitland
Hurlock
Ocean City
Pocomoke City
Princess Anne
Salisbury
Snow Hill

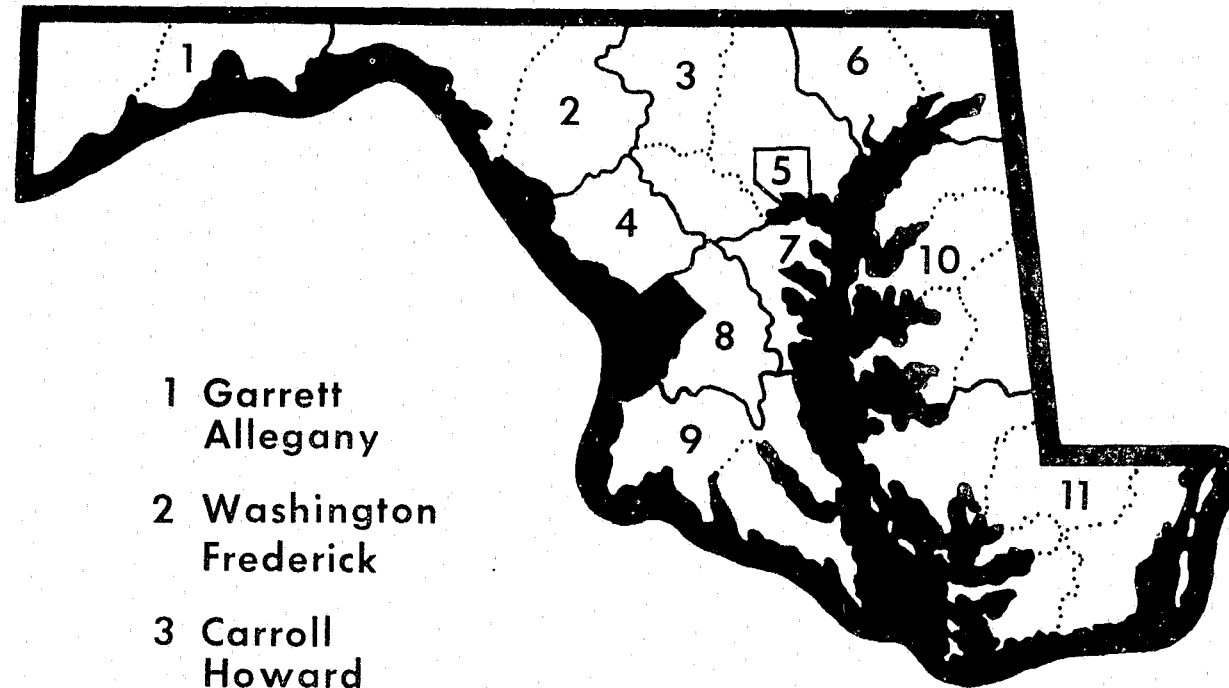
TRAINING ZONE #12

Maryland Alcohol & Tobacco Tax
Enforcement Unit
Maryland Park Service
Maryland Port Administration
Maryland State Police
Maryland Toll Facilities
Mass Transit Administration
Natural Resources Police Force
State Aviation Administration
State Fire Marshal's Office
University of Maryland-Baltimore City
University of Maryland-Baltimore County
University of Maryland-College Park
University of Maryland-Eastern Shore

This breakdown of police training zones became effective on July 1, 1975

MARYLAND POLICE TRAINING COMMISSION

TRAINING ZONES FOR POLICE AGENCIES



- | | |
|------------------------------------|--|
| 1 Garrett
Allegany | 10 Kent
Queen Anne's
Talbot
Caroline |
| 2 Washington
Frederick | 11 Dorchester
Somerset
Wicomico
Worcester |
| 3 Carroll
Howard
Baltimore | 12 State of Maryland
Agencies |
| 4 Montgomery | |
| 5 Baltimore City | |
| 6 Harford
Cecil | |
| 7 Anne Arundel | |
| 8 Prince George's | |
| 9 Charles
Calvert
St. Mary's | |

Effective 7/1/75

SCHOOLS CERTIFIED

Although shown in the FY 70-74 Annual Report, during FY 1975 a certificate was issued to Howard County Police Academy making it the ninth certified academy within the State of Maryland:

- Anne Arundel County
- Baltimore City
- Baltimore County
- Frederick City
- *Howard County
- Maryland State Police
- Montgomery County
- Natural Resources
- Prince George's County

At present, two other agencies are being considered for certified academy status: the University of Maryland-College Park Campus and the Maryland Toll Facilities Police.

During Fiscal Year 1976, the Police Training Commission will develop and implement an administrative evaluation system for the inspection and recertification of all police training academies and their respective curricula.

INSTRUCTORS CERTIFIED

During FY 1975, 157 police instructors were certified by the Police Training Commission in the training zones indicated below:

ZONE #1	-	1
ZONE #2	-	4
ZONE #3	-	25
ZONE #4	-	16
ZONE #5	-	31
ZONE #6	-	10
ZONE #7	-	7
ZONE #8	-	30
ZONE #9	-	2
ZONE #10	-	4
ZONE #11	-	8
ZONE #12	-	5
MISCELLANEOUS	-	8
F.B.I.	-	6
		<u>157</u>

During Fiscal Year 1976, the Police Training Commission will develop an administrative system for the recertification of all police instructors.

ENTRANCE LEVEL TRAINING FOR SECURITY OFFICERS

During Fiscal Year 1975, the Police Training Commission was not adequately staffed to implement any changes in the mandated entrance-level security curriculum which is presently at 105-hours. During Fiscal Year 1975, an extensive survey of all security agencies was undertaken and changes in the curriculum are presently being developed and will be forthcoming during the next fiscal year.

During Fiscal Year 1975, 62 security officers were certified under the 105-hour mandate. For a breakdown of personnel trained according to schools and training zones, please reference the preceding pages entitled "Entrance-Level Training for Police Officers".

MANDATED SUPERVISOR AND ADMINISTRATOR TRAINING

During Fiscal Year 1975, the supervisor training program was conducted in several locales across the State. Based on evaluations by the consultant-trainers and the students attending these programs, on April 9, 1975, the Commission reduced the mandated number of hours in the supervisor training program from 60 hours to 40 hours. Contained within this report, there is set forth a revised curriculum to reflect the changed mandate of the Commission. During this fiscal year, 3 agencies applied for and received approval of their supervisor training programs.

1. Federal Bureau of Investigation (40 hours of instruction)
2. Baltimore Police Department (80 hours of instruction approved along with a 40 hour program for those individuals not employed by the Baltimore Police Department)
3. Baltimore County Police Department (64 hours of instruction)

During Fiscal Year 1975, 253 police supervisors were trained and certified. Following is a tabulation of each school and the number of attendees for each school.

Supervisor Training Programs FY 1975

Maryland State Police (11/4/74 - 11/15/74) (60 hours)

- a. Baltimore/Washington International Airport Police - 3
- b. Bel Air Police Department - 1
- c. Laurel Police Department - 1
- d. Maryland State Police - 9
- e. Maryland Port Administration - 4
- f. Baltimore City Public Schools - 2
- g. Baltimore County Police Department - 7

A total of 27 students representing seven law enforcement agencies.

Baltimore Police Department (11/11/74 - 11/22/74) (80 hours)

- a. Baltimore Police Department - 17
- b. Baltimore City Public Schools - 2
- c. Baltimore County Police Department - 6

A total of 25 students representing three law enforcement agencies.

Annapolis Police Department (11/11/74 - 11/22/74) (60 hours)

- a. Anne Arundel County Police - 7
- b. Natural Resources Police - 3
- c. Maryland Toll Facilities - 2
- d. Greenbelt City Police - 1
- e. Maryland State Police - 8
- f. Charles County Sheriff's Office - 4
- g. Annapolis Police Department - 1
- h. La Plata Police Department - 1

A total of 27 students representing eight law enforcement agencies.

Baltimore Police Department (12/2/74 - 12/13/74) (80 hours)

- a. Baltimore Police Department - 15
- b. Baltimore City Public Schools - 2
- c. Baltimore County Police Department - 1
- d. Maryland State Police - 6

A total of 24 students representing four law enforcement agencies.

Baltimore County Police Department (1/6/75 - 1/15/75) (64 hours)

Baltimore County Police - 24

Baltimore County Police Department (1/20/75 - 1/29/75) (64 hours)

Baltimore County Police Department - 26

Prince George's County Police Dept. (1/20/75 - 1/31/75) (60 hours)

- a. Hyattsville Police Department - 2
- b. Montgomery County Police Department - 5
- c. Department of Natural Resources - 1
- d. Maryland National Capital Park Police - 4
- e. Prince George's County Police Department - 12
- f. Laurel Police Department - 2

A total of 26 students representing six law enforcement agencies.

Maryland State Police (2/10/75 - 2/14/75) (40 hours)

- a. Maryland State Police - 10
- b. Montgomery County Police Department - 5
- c. Laurel Police Department - 2
- d. Prince George's County Sheriff's Office - 2
- e. Mass Transit Administration - 3
- f. Hagerstown Police Department - 1
- g. Bel Air Police Department - 1
- h. Baltimore City Public Schools - 3
- i. State Aviation Administration Police - 2

A total of 29 students representing nine law enforcement agencies.

Baltimore Police Department (4/14/75 - 4/25/75) (80 hours)

Baltimore Police Department - 17

***ONLY ATTENDED A 40 HOUR MANDATED PROGRAM (4/14/75 - 4/18/75)

- a. Harford County Sheriff's Office - 2
- b. Anne Arundel County Police Department - 3
- c. Maryland Port Administration - 1
- d. Baltimore County Police Department - 2

A total of 25 students representing five law enforcement agencies.

Baltimore Police Department (6/16/75 - 6/27/75) (80 hours)

Baltimore Police Department - 20

A total of 20 students representing one law enforcement agency.

CURRICULUM FOR POLICE SUPERVISORS

The curriculum description which follows was developed for the Maryland Police Training Commission for use within the training academies of law enforcement agencies to assist in meeting the mandate described under Article 41; Section 70A of the Annotated Code of the State of Maryland. This curriculum is designed for the following personnel: Police supervisors - defined as "those police or law enforcement officers who have been promoted from the patrolman rank to first-line supervisor duties".

I. ORIENTATION

To become acquainted with the history of the mandated supervisory training in Maryland; to understand the evaluation method to be utilized in this program; to clear up any questions regarding the Maryland Police Training Commission Act (Article 41; Section 70A) concerning police supervisors.

II. OVERVIEW OF SUPERVISION

To understand the organization of this training program; to accept the uniqueness of the overall supervisory function; to become aware of some of the specific tasks of any supervisor; to understand that effective supervision requires continual effort; to understand supervisory terms peculiar to police supervision.

III. PRINCIPLES OF COMMUNICATION FOR SUPERVISORS

To become aware of some personal problems in communicating; to become sensitive to some common barriers to effective communications; to learn methods of overcoming barriers to communication; to understand the difference between critical and uncritical inference; to become sensitive to inferences made in on-the-job communication; to understand the importance of written communication for a first-line supervisor; to accept the need for effective listening as a communication channel.

IV. SUPERVISORY DECISION MAKING

To gain a general understanding of the terms "Problem Solving" and "Decision Making", and to understand their relationship; to become aware of individual approaches to problem solving; to become aware of how one's behavior can help or hinder group problem solving; to become acquainted with process and a model for making effective decisions.

V. ORGANIZATIONAL REVIEW

To understand the meaning and implications of organizational philosophy; to learn the difference between "policy", "rule", "regulation", and "procedure"; to develop an understanding of the important role of policy, rule, regulation, and procedure in the supervisory process of a police organization; to become acquainted with methods of formulating and implementation of policy; to learn guidelines for interpretation of newly formulated policies; to increase knowledge of those areas in which policy is required.

VI. ORGANIZATIONAL PROBLEMS: INTERNAL

To become aware of some of the most common internal problems in police organization; to understand the impact of competition and conflict within an organization; to apply principles of competition and conflict to the problem of line/staff functions; to become sensitive to different kinds of individual behavior that can affect the organization internally; to become aware of organizational expectations of supervisors; to become aware of the dynamics of internal conflict resolution; to become aware of personal behavioral reaction to problem situations.

VII. LAW ENFORCEMENT PROCESSES

To learn basic principles of planning; to understand various types of plans; to become aware of the steps in the planning process; to increase understanding of the control process and control standards.

VIII. SUPERIORS AND SUBORDINATES: AN OVERVIEW

To accept the fact that supervisors must understand human psychology; to increase understanding of the terms "needs" and "motives"; to gain practical experience in recognizing human needs and motives; to become aware of the effect of human needs and motives on performance; to understand that high morale does not equal high level of motivation; to understand that human needs and motives have a place in maintaining productive work relationships; to gain practical experience in analyzing the interaction between various behavioral styles.

IX. THE SUPERVISOR AND HIS SUPERIORS

To understand that one of the most significant relations that a supervisor has is with his superiors; to become exposed to some of the variables involved in working with superiors; to understand the needs and motives of superiors; to learn to analyze needs and motives in superiors' behavioral style; to become aware of specific roles and responsibilities of superiors; to understand some of the common barriers in communicating with superiors; to learn some common characteristics in superior subordinate relationships; to

gain a clear understanding of how behavioral styles affect relationships between superiors and subordinates; to understand the dynamics of behavior as applied to superior-subordinate relationships in a police organization.

X. THE SUPERVISOR AS TRAINER

To become aware of the supervisor's role as a trainer of his subordinates; to understand the necessity for orienting subordinates; to learn the various methods of conducting an effective orientation training program; to understand that the supervisor's training role does not end with the orientation of his subordinates; to understand that not all problems can be solved by training.

XI. THE SUPERVISOR AS LEADER

To increase the awareness of the importance of delegation of authority; to understand the meaning of "meaningful work"; to become familiar with the difference between orders and requests; to heighten awareness of the reaction of individuals to orders and requests; to understand the importance of giving accurate instructions.

XII. THE SUPERVISOR AS CONSULTANT-COUNSELOR

To understand the concept of the supervisor as Consultant-Counselor; to improve the supervisor's ability to establish meaningful job objectives and goals for subordinates; to become aware of the difficulty in establishing goals and objectives for subordinates; to become familiar with the purpose of performance evaluation; to understand the concept of evaluation by objectives; to understand the factors involved in performance evaluation; to understand the relationship between the performance appraisal interview and the continued development of subordinates; to accept the supervisory responsibility for maintaining the morale of subordinates.

XIII. THE SUPERVISOR AS ARBITRATOR/LIAISON

To understand the concept of the supervisor as arbitrator and liaison; to learn the supervisor's role in the control of his immediate subordinates; to understand the supervisor's disciplinary function; to become more aware of some of the difficulties involved in maintaining effective control and discipline; to understand the nature and causes of complaints and grievances; to learn guidelines for recognizing dissatisfaction with your staff; to review the "Police Officers' Bill of Rights" and its implications; to identify potential conflict situations and to learn how these may contribute to complaints and grievances; to explore examples of poor communications of management policy or procedure by a supervisor; to learn how to communicate management's position to subordinates in a positive non-threatening way; to become familiar with the principles of effective briefing; to become knowledgeable about the effects that change has on individuals, subordinates in particular; to understand why changes in policies and procedures are particularly threatening to supervisors and to subordinates; to learn specific guidelines for coping with change.

XIV. SUPERVISORY JOB UNDERSTANDING

To understand the relationship between job understanding and job challenge;

to increase the awareness of the importance of time; to improve ability to develop guidelines for the optimum utilization of time; to understand the concept of "Managing for Results"; to become aware of the role that budgeting has in the job of the first line supervisor.

XV. CAREER DEVELOPMENT IN THE POLICE COMMUNITY

To understand that career development within a police department depends on career planning by a supervisor; to understand how professional ethics can affect career development in a police department; to understand prerequisites for professional performance in a police department; to gain practical experience in personal career planning; to learn of various career development programs within police departments in Maryland.

XVI. TRAINEE EVALUATION AND GRADUATION

Total Hours 40

Administrator Training Programs FY 1975

The Administrator Training program was not changed during FY 1975 but it became evident during the FY 1975 implementations that extensive revision in the curriculum is needed. It is hopeful that during the coming fiscal year changes will be recommended to and adopted by the Commission.

Baltimore City was the only agency within the State of Maryland to apply for and receive approval for their administrator training program which met the mandate as the Commission proposed.

The total number of administrators trained during Fiscal Year 1975 was 56.

Baltimore Police Department (10/28/74 - 11/8/74) (80 hours)

- a. Baltimore Police Department - 11
- b. Maryland Port Administration - 1
- c. Baltimore County Police Department - 5

A total of 27 students representing three law enforcement agencies.

Montgomery County Police Department (1/13/75 - 1/24/75) (60 hours)

- a. Maryland State Police - 6
- b. Prince George's County Sheriff's Office - 1
- c. Montgomery County Police Department - 10
- d. Gaithersburg Police Department - 1
- e. Hagerstown Police Department - 1

A total of 19 students representing five law enforcement agencies.

Baltimore Police Department (5/19/75 - 5/29/75) (80 hours)

- a. Baltimore Police Department - 11
- b. Prince George's County Police - 2
- c. Baltimore County Police Department - 5
- d. Anne Arundel County Police Department - 2

A total of 20 students representing four law enforcement agencies.

Inservice Training

During Fiscal Year 1975, the Police Training Commission surveyed and reviewed several proposals concerning mandated inservice training. On July 22, 1975, the following section was approved by the Commission for inclusion within the Rules and Regulations of the Commission:

.08 Inservice Training

All police and security officers as defined in the Police Training Act (Article 41; Section 70A, Annotated Code of Maryland), shall be required to attend an inservice training program consisting of 35 hours within a two year time period and in accordance with the standards of the Commission as presented in this Subsection.

- A. All police and security officers at or below the rank of police supervisors, as defined in Article 41; Section 70A, or its equivalent shall attend a total of 35 hours of inservice training every two years. This training must be approved by the Police Training Commission. This training should reflect the current needs of those officers participating in the training program.
- B. The effective date of this mandate shall be July 1, 1975. All police officers shall attend an inservice program within two years beginning July 1, 1976 and every two year period thereafter. Any police officer hired on or after July 1, 1975, shall attend inservice training within three (3) years from entrance on duty and every two year period thereafter. All security officers shall attend an inservice program within three (3) years beginning July 1, 1976 and every two year period thereafter. Any security officers hired on or after July 1, 1976 shall attend inservice training within three (3) years from entrance on duty and every two year period thereafter.
- C. In order for a curriculum to be approved by the Police Training Commission the administering agency shall submit said curriculum to the Executive Director prior to implementation. The curriculum shall contain a list of topics to be covered with hours devoted to each topic; a description presented under each one of the topic areas; a section dealing with the justification for the development of each topic (ie. statistics, departmental procedures, etc.) within the said curriculum and, a section on how the agency will be evaluating said curriculum. (Administering agency is defined as the law enforcement or security agency by whom the police or security officer is employed).

All police curricula shall be submitted and approved between January 1, 1976 and July 1, 1976 and every two years thereafter. All security curricula shall be submitted between January 1, 1977 and July 1, 1977 and every two years thereafter.

On April 16, 1975, the Governor's Commission on Law Enforcement and the Administration of Justice approved a grant in the amount of \$39,441 to assist in the administration and implementation of the inservice mandate during Fiscal Year 1976. This grant award became effective on July 1, 1975.

- D. Each training program shall be sponsored either by the Police Training Commission or any law enforcement unit as defined in Article 41; Section 70A, or agency employing security officers as defined in Article 41; Section 70A, or any other agency approved by the Commission. Upon completion of the approved training program, the administering agency will notify the Commission of the following: (1) Name and social security number of officers; (2) Agency affiliation of officers; (3) Present rank of officers; (4) Dates of the training program; and (5) Location of the training program.
- E. All police officers and those security officers who have obtained a handgun permit in accordance with Article 27; Section 36 (e), of the Annotated Code of Maryland shall qualify in the use of firearms at least once every year. The minimum standards for qualification, as mentioned in this paragraph, will be as follows:
 - (1) Two hours of classroom instruction, the first hour of training will contain instruction on the proper procedure in handling the handgun in relation to its use on the range, at home, transporting and while on duty. The second hour of training will be devoted to the legal responsibility in the use of firearms. This paragraph shall exclude the Maryland Park Service law enforcement personnel.
 - (2) A qualifying score of 65% must be fired under a United States Army "L" course or the FBI "PPC" course, or an equivalent course approved by the Executive Director. All qualifications will be done with the weapon which is officially authorized by the administering agency to the officers.
 - (3) The instructor for paragraph E of the inservice mandate, must be certified as a firearms instructor by the Police Training Commission.
- F. If during the two year inservice training mandate should any police or security officer attend the F.B.I. National Academy, the Southern Police Institute (3 month program), the Northwestern University, Traffic Institute (9 month program), or any other training program which is equivalent to those previously mentioned, the inservice mandate may be waived upon application to the Executive Director.

Speed Computer Devices

In accordance with the Rules and Regulations established by the Police Training Commission (see FY 70 thru FY 74 Annual Report) 248 law enforcement officers were certified as operators of speed computer devices. Below is a breakdown by department:

Cambridge Police Department - 8
 Maryland State Police - 199
 Montgomery County Police - 30
 Prince George's County Police - 7
 Takoma Park Police - 4

SUMMARY OF SPECIALIZED TRAINING SEMINARS
Fiscal Year 1975

	<u>NO. OF PERSONNEL TRAINED</u>
Firearms Instructor Training	36
Bomb Control Seminar	132
Drug Abuse Seminar	157
*Seminar on the Management of the Security Function	3
*Seminar on Improving Investigation Techniques for Security Officers	5
*Planning, Programming and Budgeting for Law Enforcement Personnel	11
*Annual Seminar for Police Chiefs	9
*Seminar for Law Enforcement Training Managers	7
*Seminar on Improving Techniques in Sex Crimes Investigations	8
*Seminar on Improving Techniques in Burglary Investigations	13
**Law Enforcement & Correctional Training Instructors Seminar	41
***Advanced Traffic Accident Investigation	20
***Alcohol and Chemical Testing for Supervisors	20
***Emergency Driving Skills - Instructor Training	21
***College Credit Courses	
Accident Investigation, Records and Analysis	28(84 credit hours)
Alcohol: Its Use and Abuse	19(57 credit hours)
Traffic Law	81(243 credit hours)
Traffic Engineering	56(168 credit hours)
Police Traffic Management	40(120 credit hours)

*Funded through a grant from the Governor's Commission on Law Enforcement and the Administration of Justice (4145-POL-4)
 **Funded through a grant from the Governor's Commission on Law Enforcement and the Administration of Justice (4023-POL-4)
 ***Funded through a grant from the Department of Transportation, Transportation Safety Division (PT-75-471-5)

Firearms Instructor Training - FY 1975

This program is designed to convey professional guidance to law enforcement officers who have been selected to conduct firearms instruction to officers within their own agency. All courses were presented by the Maryland State Police at their Academy.

Upon completion of each three-day program, the Maryland State Police recommended to the Police Training Commission all participants who successfully demonstrated the necessary knowledge and skills for firearms instructor certification.

Following is a breakdown by program and agencies sending personnel:

February 10, 11, & 12, 1975

Maryland Port Administration - 1
 Greenbelt Police Department - 1
 State Office Building - 1
 Annapolis Police Department - 1
 Aberdeen Police Department - 1
 Bel Air Police Department - 1
 Towson State College - 1
 Morgan State College - 1
 Toll Facilities Police Force - 1
 Frostburg State College - 1

A total of 10 students representing 10 law enforcement agencies.

March 24, 25, & 26, 1975

Hagerstown Police Department - 2
 Greenbelt Police Department - 1
 Mass Transit Administration - 2
 Laurel Police Department - 1

A total of 6 students representing 4 law enforcement agencies.

May 26, 27, & 28, 1975

Cambridge Police Department - 1
 Toll Facilities Police Force - 1
 University of Maryland-College Park - 1
 Ocean City Police Department - 1
 Bowie State College - 1
 Cheverly Police Department - 1
 Elkton Police Department - 1
 Cecil County Sheriff's Office - 1
 St. Mary's County Sheriff's Office - 1
 Coppin State College - 1

A total of 10 students representing 10 law enforcement agencies.

June 9, 10, & 11, 1975

University of Maryland-College Park - 1
 Cecil County Sheriff's Office - 1
 Westinghouse Electric Company - 2
 Coppin State College - 1

Community College of Baltimore - 1
Cheverly Police Department - 1
Morgan State College - 1
Maryland National Capital Park - 1
Charles County Sheriff's Office - 1

A total of 10 students representing 9 law enforcement agencies.

All 36 officers were certified as firearms instructors.

Bomb Control Seminar - FY 1975

During FY 1975 there were two Bomb Control Seminars conducted at Fort Meade, Maryland by the State Fire Marshal's Office in cooperation with the Police Training Commission.

March 11 & 12, 1975

Brunswick Police Department - 4
Maryland Alcohol Tax Enforcement Unit - 4
Sparrows Point Police Department - 3
Maryland State Police - 6
Prince George's Community College - 2
Hagerstown Police Department - 2
Gaithersburg Police Department - 1
Maryland Port Administration - 1
Bowie State College - 1
Prince George's Police Department - 5
Washington Suburban Sanitary Commission - 1
Federal Reserve Bank - 2
Baltimore City Public Schools - 1
Anne Arundel County Police Department - 1
Howard County Police Department - 2
Rosewood State Hospital - 2
Anne Arundel Community College - 2
Harford County Sheriff's Office - 4
Baltimore Police Department - 5
State Aviation Administration Police Force - 2
University of Maryland - 1
Federalburg Police Department - 2
State Fire Marshal - 2
Maryland Penitentiary - 2
Prince George's County Sheriff's Office - 2
Baltimore County Police Department - 1

A total of 61 officers representing 26 law enforcement agencies in Maryland were certified for attending this program.

27 officers who attended the classroom portion of the program did not attend the full demonstration, therefore, were not certified and are not shown in this report.

June 11 & 12, 1975

Gaithersburg Police Department - 2
Catonsville Community College - 2
Clifton T. Perkins Hospital - 1
Bladensburg Police Department - 2
Motor Vehicle Administration - 2
Harford Community College - 1
Crofton Police Department - 2
University of Baltimore - 3
Brunswick Police Department - 2
Baltimore County Sheriff's Office - 1
Mass Transit Administration - 3
Howard County Police Department - 3
Spring Grove State Hospital - 1
Cheverly Police Department - 2
Anne Arundel County Police Department - 3
State Office Building - 1
Montgomery County Police Department - 5
District Court of Maryland - 2
Federal Reserve Bank - 1
Hagerstown Police Department - 4
Toll Facilities Police Force - 10
Annapolis-Buildings and Grounds - 6
District Heights Police Department - 2
Maryland State Police - 1
Prince George's County Public Schools - 7
Laurel Police Department - 2

A total of 71 officers from 26 agencies were certified for attending this seminar.

Drug Abuse Seminars - FY 1975

There were four Drug Abuse Seminars conducted by the Maryland State Police in cooperation with the Police Training Commission during FY 1975 at which 157 law enforcement and security personnel were trained. A breakdown by program and department follows:

July 8-12, 1974

Maryland State Police - 10
Hagerstown Police Department - 2
State Aviation Administration Police Force - 2
Annapolis Police Department - 2
Maryland Port Administration - 1
Bel Air Police Department - 1
Drug Abuse Control Force - 1
Baltimore County Police Department - 2
Howard County Police Department - 3
Cambridge Police Department - 4
Greensboro Police Department - 1
Riverdale Police Department - 1
Natural Resources Police Force - 1

A total of 31 students attended this seminar representing 13 law enforcement agencies.

September 9-13, 1974

Montrose School - 1
Coppin State College - 3
Maryland State Police - 12
Baltimore States Attorney - 1
Buildings & Grounds - Baltimore - 1
Natural Resources Police Force - 3
Buildings & Grounds - Annapolis - 2
Rosewood State Hospital - 1
Maryland Training School for Boys - 1
Maryland Port Administration - 1
Morgan State College - 4
Annapolis Police Department - 2
Military Department - 2
Howard County Police Department - 2
Motor Vehicle Administration - 1
Bowie State College - 1
Bel Air Police Department - 1
Towson State College - 1
Maryland School for the Deaf-Frederick - 1
Perkins State Hospital - 1

A total of 44 students attended this seminar representing 20 law enforcement agencies.

November 18-22, 1974

Maryland State Police - 14
Easton Police Department - 1
Bel Air Police Department - 1
Maryland Toll Facilities - 2
Department of Corrections - 2
Alcohol & Drug Program-Fort Ritchie - 1
Catonsville Community College - 1
Prince George's County Sheriff's Office - 1
University of Maryland-College Park - 3
Department of General Services - 1
Rosewood State Hospital - 1

A total of 28 students attended this seminar representing 11 law enforcement agencies.

March 3-7, 1975

Maryland Park Service - 41
Maryland State Police - 13

A total of 54 students attended this seminar representing 2 law enforcement agencies.

Specialized Seminars - FY 1975

Under a grant from the Governor's Commission on Law Enforcement and the Administration of Justice which was entitled "Specialized Seminar Training" (4145-POL-4) the Police Training Commission was able to provide 56 police and security officers with a variety of training programs offered by the University of Maryland University College - Conferences and Institutes Division. Listed below is a breakdown of training programs conducted under this grant:

Seminar on Improving Techniques in Sex Crimes Investigations (1/13-1/17/75)

University of Maryland-College Park - 1
Forest Heights Police Department - 2
Anne Arundel County Police Department - 2
Greenbelt Police Department - 1
Prince George's County Police Department - 2

A total of 8 officers attended this program representing 5 law enforcement agencies.

Seminar on Improving Techniques in Burglary Investigations (3/10-3/14/75)

University of Maryland-College Park - 1
Anne Arundel County Police Department - 2
Greenbelt Police Department - 1
Baltimore City Police Department - 1
Montgomery County Police Department - 1
Maryland State Police - 2
University of Maryland - Baltimore City - 2
Baltimore County Police Department - 3

A total of 13 officers attended this program representing 8 law enforcement agencies.

Seminar for Law Enforcement Training Managers (4/14-4/18/75)

Prince George's County Police Department - 2
Cumberland Police Department - 1
Hagerstown Police Department - 1
Marine Police Force - 1
Baltimore County Sheriff's Office - 1
Bowie State College - 1

A total of 7 officers attended this program representing 6 law enforcement agencies.

Seminar on Improving Investigation Techniques for Security Officers (5/19-5/23/75)

Rosewood State Hospital - 1
Frostburg State College - 1
University of Maryland-College Park - 1
Washington Suburban Sanitary Commission - 2

A total of 5 officers attended this program representing 4 law enforcement agencies.

Planning, Programming and Budgeting for Law Enforcement Personnel (5/27-5/29/75)

Anne Arundel County Police Department - 2
University of Maryland-College Park - 1
Howard County Police Department - 1
Baltimore City Police Department - 1
Hagerstown Police Department - 1
Cumberland Police Department - 1
Bowie State College - 1
Prince George's County Police Department - 1
Maryland Port Administration - 1
Maryland State Police - 1

A total of 11 officers attended this program representing 10 law enforcement agencies.

Annual Seminar for Police Chiefs (6/9-6/13/75)

Bowie State College - 1
Howard County Police Department - 1
Anne Arundel County Police Department - 1
Forest Heights Police Department - 1
Havre de Grace Police Department - 1
Harbor Tunnel Police Department - 1
Mass Transit Administration - 1
University of Maryland-Baltimore County - 1
University of Maryland-Eastern Shore - 1

A total of 9 agency heads attended this program representing 9 law enforcement agencies.

Seminar on the Management of the Security Function (6/23-6/27/75)

University of Maryland-College Park - 1
Rosewood State Hospital - 1
Bowie State College - 1

A total of 3 officers attended this program representing 3 law enforcement agencies.

During Fiscal Year 1976, the Commission will be conducting an evaluation of each of these training programs to determine the usefulness of the subject matter both from the student and his superior, the usefulness of the handout materials for each course, and the need for future training in these subject matter areas.

Instructor Training - FY 1975

Under a grant from the Governor's Commission on Law Enforcement and the Administration of Justice which was entitled "Law Enforcement and Correctional Training Instructors Seminar" (4023-POL-4) the Police and Correctional Training Commissions were able to provide 41 police, security and correctional officers with a 3-week training program to become instructors.

Listed below is a breakdown of the two training programs conducted under this grant:

Law Enforcement and Correctional Training Instructors Seminar (105 hours of instruction)

November 4-22, 1974

Prince George's County Police Department - 5

University of Maryland-College Park - 1
Toll Facilities Police Force - 3
Department of Natural Resources - 1
Baltimore Police Department - 1
Harford County Sheriff's Office - 4
Baltimore City Jail - 1
Maryland Police Training Commission - 1
Montgomery County Police Department - 1
Maryland House of Correction - 1
University of Maryland-Eastern Shore - 1

A total of 20 students attended this program representing 11 law enforcement and correctional agencies.

January 6-24, 1975

University of Maryland-College Park - 1
Baltimore Police Department - 1
Baltimore County Police Department - 6
Baltimore City Sheriff's Office - 2
Department of Natural Resources - 2
Mass Transit Administration - 1
Montgomery County Police Department - 2
Prince George's County Police Department - 2
Hagerstown Police Department - 1
Morgan State College - 1
Maryland Port Administration - 1
Towson State College - 1

A total of 21 students attended this program representing 12 law enforcement and correctional agencies.

Traffic Services Unit

During FY 1975, the Traffic Services Unit received two grants from the State of Maryland-Department of Transportation - Transportation Safety Division which were entitled "Police Traffic Services Training - Recruit and Inservice" (PT-75-471-5) and "Modular Police Traffic Training Program" (PT-75-471-4).

The major accomplishment under the "Police Traffic Services Training" grant was the implementation of the college and non-college credit courses for inservice personnel.

The following is a breakdown of the college credit courses and the number of personnel attending each course. These courses were conducted in cooperation with the University of Maryland University College, University of Maryland-Safety Education Center, and the Police Training Commission. It should be noted that with the 224 personnel attending these courses, 672 semester hours of credit were distributed by the University of Maryland University College.

<u>COURSE TITLE</u>	<u>NUMBER OF PERSONNEL</u>
Accident Investigation: Records and Analysis	28
Alcohol: Its Use and Abuse	19
Traffic Law	81
Traffic Engineering	56
Police Traffic Management	40
Total	224
Total Credit Hours	672

Within the non-college credit area, the following courses were held in conjunction with the University of Maryland University College - Conferences and Institutes Division:

Advanced Traffic Accident Investigation (4/21-5/2/75)

- Baltimore City Police Department - 2
- Anne Arundel County Police Department - 1
- Baltimore County Police Department - 3
- Greenbelt Police Department - 2
- Bowie State College - 1
- University of Maryland-College Park - 1
- Maryland Port Administration - 3
- Maryland State Police - 2
- Howard County Police Department - 2
- Ocean City Police Department - 1
- Prince George's County Police Department - 1
- Allegany County Sheriff's Office - 1

A total of 20 students attended this program representing 12 law enforcement agencies.

Alcohol and Chemical Testing for Supervisors* (5/5/75-5/16/75)

- Maryland State Police - 11
- Prince George's County Police Department - 4
- Anne Arundel County Police Department - 2
- Baltimore County Police Department - 2
- Howard County Police Department - 1

*This program was also conducted in cooperation with the Toxicologist of the Department of Post Mortem Examiners and the Maryland State Police - Chemical Testing Unit.

A total of 20 students attended this program representing 5 law enforcement agencies.

Also during FY 1975, the Police Training Commission conducted two Emergency Driving Skills Instructor Workshops to assist in the development of a cadre of personnel capable of instructing in this driver training program.

Below is a breakdown by department of these two workshops:

Emergency Driving Skills - Instructor Training (10/23-25/74)

- Maryland Forest Service - 3
- Howard County Sheriff's Office - 2
- Rosewood State Hospital - 2
- University of Maryland - College Park - 3
- Howard County Police Department - 2

A total of 12 students attended this program representing 5 law enforcement agencies.

Emergency Driving Skills - Instructor Training (4/1-3/75)

- Maryland Forest Service - 3
- University of Maryland - College Park - 4
- Morgan State College - 2

A total of 9 students attended this program representing 3 law enforcement agencies.

The "Modular Police Traffic Training Program" began the developmental phase during this fiscal year. Final delivery of these training modules will take place during Fiscal Year 1976. The purpose of this grant is to develop 18 learning modules to assist in the implementation of the minimum standards entrance-level program without raising the total number of hours of actual instructional time. Another purpose is to assist in the development of a self-directed instructional police training curriculum.

Below is a list of the 18 modules which will be developed:

1. Maryland Police Training Commission and Police Traffic Services - An Overview
2. Collision Management - Background and Introduction
3. Collision Management Procedures Part I - Proceeding to the Scene
4. Collision Management Procedures Part II - Controlling the Scene
5. Collision Management Procedures Part III - Obtaining Information from People
6. Collision Management Procedures Part IV - Obtaining Information from the Vehicle
7. Collision Management Procedures Part V - Obtaining Information from the Trafficway
8. Collision Management Procedures Part VI - Measurements and Diagrams in Collision Investigations
9. Collision Management Procedures Part VII - Estimating speed from the Physical Evidence
10. Collision Management Procedures Part VIII - Photographing the Collision Scene
11. Collision Management Procedures Part IX - Taking Law Enforcement Action
12. Collision Management Procedures Part X - The MAARS report and departmental forms
13. Interpreting and photographing vehicular damage and the crash scene-field training
14. Field Training and Collision Investigation
15. An introduction to Traffic Direction and Control in the Police Function
16. Traffic Control Devices
17. Basic Traffic Control procedures for Law Enforcement Officers
18. Field Training and Traffic Direction and Control

During Fiscal Year 1976, fourteen training modules in the area of Traffic Law Enforcement will be developed under a grant from the Department of Transportation - Transportation Safety Division.



Robert L. Van Wagoner
EXECUTIVE DIRECTOR

Thomas A. Rosazza
CORRECTIONAL TRAINING

MEMBERS OF THE COMMISSION

During Fiscal Year 1975, the Commission was composed of the following members:

W. Donald Pointer
Deputy Secretary of the Department of Public Safety and Correctional Services -
Chairman

Clifford G. Kershner
Correctional Training Officer, Maryland Correctional Training Center -
Vice Chairman
Appointed Member, July 1, 1972 - June 30, 1975

James J. Jordan
Commissioner, Division of Correction

Mark A. Levine
Commissioner, Division of Correction
Replaced Mr. Jordan at May 12, 1975 Meeting

John M. Pettibone
Director, Division of Parole and Probation

Everett G. Miller
President, Maryland Probation, Parole and Corrections Association

John F. Browning
President, Maryland Sheriff's Association

Francis C. Garner
President, Maryland Sheriff's Association
Replaced Sheriff Browning as of June 12, 1975 Meeting

Gary M. Blake
President, Maryland Community Correctional Administrators Association

H. Mebane Turner
President, Baltimore City Jail Board

Chief, Jail Inspection Services, Federal Bureau of Prisons,
Position Vacant

William N. Lowe
Warden, Baltimore County Jail
Appointed Member, July 1, 1974 - June 30, 1977

R. Calvin Hall
Sheriff, Worcester County
Appointed Member, July 1, 1973 - January 1, 1975

Carroll C. Serman
Sheriff, Worcester County
Appointed Member, January 1, 1975 - June 30, 1976
Appointed to replace Sheriff Hall's unexpired term

HISTORY OF THE CORRECTIONAL TRAINING COMMISSION

In early 1967, John D. Ford, Jr., then Correctional Administrator of the Montgomery County Detention Center and Joseph G. Egeberg, Jail Inspector for the Division of Correction, consulted with Robert L. Van Wagoner, the Executive Director of the Police Training Commission, as to the feasibility of including correctional personnel in police training programs. It was soon apparent that although there was some overlap in training needs for the two groups, generally their needs were quite different. Obviously, separate curricula had to be developed to meet the needs of correctional personnel.

These men and others then pointed in the direction of preparing a Correctional Training Act which would create a Correctional Training Commission to set standards of training for the Correctional Community as the Police Training Commission was authorized to do for the Police Community. From this effort came a tentative draft for a Correctional Training Act.

ORIGIN OF THE ACT

The Correctional Training Act which evolved was introduced into the 1970 session of the General Assembly and referred for further study to the Correctional Administration Committee of the Legislative Council. The Committee asked Mr. Van Wagoner to revise the proposed legislation so that it would administratively merge the Police Training Commission and the Correctional Training Commission. This would eliminate duplication of organization, function and staffing, and yet preserve the separation of the two Commissions. This was done in concert with representatives of the Correctional Community.

The original draft would have authorized the Commission to set standards of selection for the appointment of all correctional personnel, to set standards for promotion to first-line managers and supervisors, and to set standards of training for those personnel. The final Act only included selection standards. The Commission does retain authority to set standards of eligibility to attend training schools, which, based on the experience of the Police Training Commission, would permit considerable influence on the ab initio selection and appointment standards.

Out of the contemplation of the Legislative Council and considerations of the Legislative Analysts in the Office of the Governor emerged the Act as found in the Appendix of this report. It was passed by the General Assembly on February 4, 1971, signed by the Governor on April 29, 1971, and became effective July 1, 1971. The mandates became effective July 1, 1972.

SALIENT PROVISIONS OF THE ACT

COMPOSITION OF THE COMMISSION

The Act provides that the Commission shall consist of eight ex-officio members (increased to ten effective 7/1/75), and three appointive correctional, parole or probation officials of the State to be appointed by the Secretary of Public Safety and Correctional Services, with the approval of the Governor. The appointive members must represent different geographical areas of the State. The terms of the appointive members were designated as three years, except that upon initial appointment, one was to be for a term of two years, and one for a term of three years, so that there would be a new appointment effective July 1 of each year.

ORGANIZATION AND OPERATION

The Act designates the Deputy Secretary for Correctional Services as the Chairman. The Commission is required to meet annually for the election of a Vice Chairman from its members, and at such other times as a majority of its members, the Chairman or the Secretary of Public Safety and Correctional Services may determine. The members of the Commission are to be paid no salaries but shall be reimbursed for reasonable expenses lawfully incurred in the performance of their official functions. A quorum is constituted by a majority of the Commission members.

The Commission is required to maintain minutes of its meetings and such other records as it deems necessary, and it must report at least annually to the Governor, the Secretary of Public Safety and Correctional Services and the Legislature as to its activities.

AUTHORITY AND DUTIES

The Act authorizes the Commission to:

1. Prescribe standards for the approval and the continuation of all schools at which correctional training courses required by the Act shall be conducted.
2. Approve and issue certificates of approval to correctional training schools offering courses of training as required by the Commission. Such approval will be on a continuing basis upon inspections of those schools.
3. Prescribe the curriculum, the courses of study, attendance requirements, eligibility to attend, equipment and facilities, and standards of operation of training schools.
4. Prescribe minimum qualifications for instructors and issue appropriate certificates for such instructors.
5. Issue certificates to "Correctional Officers" satisfactorily completing the prescribed training programs.
6. Appoint, with the approval of the Secretary of Public Safety and Correctional Services, an Executive Director to serve at its pleasure, who shall perform general administrative functions, to fix his compensation, and to employ other persons as may be necessary to carry out the purposes and objectives of the Act.

7. Promulgate such rules and regulations as may be reasonably necessary or appropriate to accomplish the purposes and objectives of the Act.
8. Make a continuous study of correctional training methods and procedures.
9. Consult and cooperate with universities, colleges and institutions and other departments and agencies of the State of Maryland concerned with correctional training for improvement of training and for development of all general and specialized courses of study for Correctional officers as defined in the Act.
10. Perform such other acts as may be necessary or appropriate to carry out the functions and duties of the Commission.

PROBATIONARY APPOINTMENTS

The Act specifically provides that on or after July 1, 1972, no person shall hereafter be given or accept a probationary or permanent appointment in a "Correctional unit" as a "correctional officer," as defined in the Act, unless such person satisfactorily meets qualifications as may be determined by the Commission.

AMENDMENTS TO LEGISLATION

During the 1975 Legislative Session, the Commission Act was amended to change its membership and it was granted additional authority.

The Act was amended to allow for the following changes in and additions to membership:

Changed Positions

1. The President of the Baltimore City Jail Board was changed to the Warden of the Baltimore City Jail.
2. The Chief, Jail Inspection Services of the Federal Bureau of Prisons was changed to a person appointed by the Director of the Federal Bureau of Prisons.

Additional Positions

1. A president of a college or university having a corrections curriculum, appointed by the Maryland Council on Higher Education, was added.
2. The Attorney General of the State of Maryland was added.

Additionally, the amendment allows ex-officio members, other than the Chairman, to appoint designees to act for them at Commission meetings in their absence.

This amendment will increase the Commission membership from eleven to thirteen.

The Commission was granted the authority to include supervisors and administrators under its mandates. This authority to set standards of promotion and training is effective July 1, 1976. The year grace period will allow the Commission to study standards and prepare training programs.

COMMISSION MEETINGS

The Commission continued to meet as the need for such meetings existed. During Fiscal Year 1975 the Commission had meetings as follows:

- 17th Meeting - September 19, 1974
- 18th Meeting - February 4, 1975
- 19th Meeting - May 12, 1975
- 20th Meeting - June 12, 1975

PROBLEM AREAS

IN-SERVICE TRAINING

A problem still exists regarding in-service training for correctional officers. In fact, the Academy has not begun training in this area. The problem stems from the continuing facts that funds are not available to free up officers for training and there is an insufficient number of trainers to conduct the training.

The Commission strongly endorses the need for in-service training and at its September 19, 1974 meeting, passed the following resolution which was disseminated to all units of government:

The Act which established the Maryland Correctional Training Commission, codified as Section 70B to Article 41 of the Annotated Code of Maryland, states in part in paragraph (a), Declaration of Legislative Purpose, that:

"greater training preparation for correctional work would be highly desirable;

"this need can be substantially met by the creation of educational and training programs for persons who seek careers as correctional, probation and parole officers;

"by qualifying and becoming proficient in the field of corrections, such persons shall individually and collectively better insure the health, safety and welfare of the citizens of this State."

In response to this charge, the Commission has set standards of training for entrance-level Correctional Officers, Parole/Probation Agents and Classification Counselors and began the training of persons in those categories in March, 1973, through the Federally-funded Maryland Correctional Training Academy. The grant establishing the Academy is administered directly by the Commission.

All programs have been developed and conducted by training personnel from participating agencies detailed on a full or part-time basis to the Academy. There are no full-time instructors included in the Commission or Academy budgets.

The fact that existing personnel have been detailed to the Academy on a full or part-time basis has created problems with the participating agencies. Critical among these is that they have had to reallocate existing personnel to support the new programs. The result is that with some agencies, training programs in existence at the local level prior to the mandated programs have

ceased in order to support the Academy.

This situation is seen as undesirable by the Commission because there is no formal capability to provide orientation training for the new officer prior to attending Academy programs. It is important at this point in the officer's development that he develop a healthy attitude about his work and those he supervises. Immediately upon completion of the Academy programs is another important time in his development since then is when he is faced with the practical application of his learnings. With the allocation of additional training positions these problems can be solved and a strong and coordinated entrance level training effort will be realized at the local and central levels.

Another problem exists regarding expanded Academy programs. Current staffing allows the Academy to meet entrance level requirements only. To effectively meet in-service training needs of Correctional Officers and Supervisors more training positions are needed to staff these programs.

In order to move toward a solution of these problems, this Commission strongly endorses the creation of additional training positions to effectively meet the current expanded local and central training efforts.

In order to achieve the goals as stated in the Maryland Correctional Training Commission Act, additional manpower support is necessary, both at the Academy and operational agency levels.

TRAINING FACILITIES

The lack of central training facilities still continues to be a problem. During this Report period the Montgomery County Public Service Training Academy in Rockville was used for Correctional Officer training programs. Although this site was most conducive to training, its location was not central to the majority of the trainees. Beginning in September, 1975, this training will be moved to the Baltimore, Hagerstown and Jessup areas. Agents and Counselors programs were held in the Jessup area.

The serious problems of logistics, control and supervision reported in the Third Annual Report have abated to some degree with the addition of the Supervisor of Training Operations. These problems continue to exist, however, and will continue to do so until a central training site is located.

In an effort to solve this problem, the Commission has applied for a vacant Nike site in Baltimore County (Granite, Maryland). This twenty seven acre site consists of several structures which could be economically renovated for a Correctional Training Academy. It is expected that final word on the transfer of this site to the State will be forthcoming in Fiscal Year 1976. If the State accepts the site, renovation and operations for the first year will cost approximately \$300,000. Funds for renovation and operations will be requested through the Governor's Commission on Law Enforcement and the Administration of Justice.

As an interim solution, the Commission continues to look for a site at which programs could be located.

RULES AND REGULATIONS OF THE MARYLAND CORRECTIONAL TRAINING COMMISSION

As per the act which established the Maryland Correctional Training Commission, codified as Section 70B to Article 41 of the Annotated Code of Maryland, the Maryland Correctional Training Commission has adopted the following Rules and Regulations:

.01 MINIMUM STANDARDS FOR CORRECTIONAL TRAINING

- A. All full or part-time State, county, and municipal correctional personnel classified or designated as Correctional Officers, (guards, jailers, custodial officers, turnkeys) Parole/Probation Agents and Officers and Classification Counselors and Officers employed on or after July 1, 1972, and up through December 31, 1972, will be considered to have received the necessary training to meet those qualifications as determined by the Commission and are certified as Correctional Officers. Those Correctional Officers hired on or after January 1, 1973 must complete a Minimum Standards Entrance Level Training Course within one year of their employment. Such employees are not required to complete the course prior to working in the correctional unit.
- B. The Correctional Officer Course is designed to fit a 120 hour schedule.
- C. The Parole/Probation Agents Classification Counselor Course is designed to fit a 126 hour schedule.

.02 MARYLAND CORRECTIONAL TRAINING ACADEMY

- A. There are presently over 25 "correctional units" as defined in the Correctional Training Act which have personnel who are required to meet the standards as established by the Commission.

"Correctional unit" shall mean any governmental organization or activity of the State, any county, or any municipality which has by statute, ordinance, or court order the responsibility for the care, control and supervision of inmates in correctional institutions, for persons declared to be parolees or for persons placed on probation or suspension of sentence. However, the term "correctional unit" shall not include the State Department of Juvenile Services."

To provide this training, the Commission will utilize the services, equipment and instructors of the Maryland Correctional Training Academy.

- B. On an individual basis, approval to conduct all or portions of the training programs required by the Commission can be extended to any college, school or other training academy based upon a written report from the Correctional Training Academy to the Correctional Training Commission. Such report shall certify that the standards of the school, the instructors and the program shall meet those as determined by the Correctional Training Commission. (Reference

Rule .01, Rule .04, paragraphs DEFGHI, and Rule .05).

- C. If a new correctional employee has attended such a college, school, or other training academy, and received such a course as referred to in B above, the training requirements of the Commission may be waived by the Executive Director. However, each case will be considered on an individual basis.

.03 QUALIFICATIONS TO ATTEND APPROVED CORRECTIONAL ENTRANCE LEVELS TRAINING SCHOOLS

To attend approved training schools, each candidate must meet the following qualifications:

- A. The candidate must have received a probationary appointment as a Correctional Officer as defined in the Correctional Training Act.
- B. The candidate must be at least eighteen years of age.
- C. The candidate must possess a high school diploma or a General Education Development Certificate recognized by the Maryland Board of Education.
- D. The candidate must exhibit good moral character and appropriate personality and be emotionally stable, as determined by a comprehensive background investigation which will include fingerprinting of the applicant and a search made of local, State and national criminal record files. A conviction for any State or federal crime is not necessarily grounds for rejection of the candidate.

The investigation should also include a check of military records, local draft board records, school records and credit agency records. Personal references given by the candidate, as well as people living in the neighborhood of the candidate's places of residence should be interviewed to aid in determining work habits and fitness for correctional duties.

Where personal references are located outside of the State, it should be satisfactory to contact them through correspondence, but other persons interviewed in the course of the investigation should be personally contacted where at all possible. Present and past employers should be contacted to determine the candidate's work habits.

- E. A licensed physician shall examine the candidate to aid in determining physical, emotional and mental fitness for correctional duties.
- F. The results of an oral interview by personnel of the correctional unit for the purpose of assessing the candidate's appearance, background and ability to communicate, should be a part of the hiring process.
- G. In addition to the above, other qualifications as required by each correctional unit or local civil service regulations may be used to determine the applicant's eligibility.

.04 ADMINISTRATION AND OPERATIONS OF THE CORRECTIONAL TRAINING COMMISSION AND ACADEMY

- A. Eligibility. Eligibility for trainees to attend programs will be determined by criteria as defined in Rule .03.
- B. Location of Schools. Since there are no central Academy training facilities, the locale of Academy facilities will vary from time to time but will as nearly as possible be conducted in areas reasonably convenient to most trainees.
- C. Procedures for Processing Correctional Entrance-Level Trainees. The Academy will regularly contact each correctional unit to determine if new employees subject to the minimum standards of correctional training have been hired. Based upon a maximum number of 30 persons eligible for a class, the Academy will: schedule programs; notify the appropriate correctional units as to the eligible candidates, training site, reporting date and time; and, notify the eligible candidates forwarding them information relative to the program.

There is nothing in the Correctional Training Act precluding participation by agencies or individuals, on a voluntary basis, in the aforesaid training, provided this participation is approved by the Academy. Such approval would be based on review of training slots. As a matter of policy, such participation is encouraged since upgrading of correctional personnel is the intent of the Correctional Training Act and the objective of the Correctional Training Commission.

- D. Training Equipment. The appropriate training equipment accessories and supplies as specified in the course of study and/or training plans will be available at the training facility. Audio-visual equipment and aids should include: chalkboards, bulletin boards or flip charts; projection screen; 16 mm sound projector; overhead projector; slide projector with remote controls; training films; slides; transparencies; audio-video tape machine; and other equipment as deemed necessary to accomplish training objectives.
- E. Facilities. Facilities and training rooms should be conducive to group discussion, lecture, simulation and audio-visual activities. The facility should have adequate lighting, acoustics, ventilation, heat, sanitary accommodations for males and females, parking facilities, and the accessibility to food-vending establishments, commensurate with the size of the class using same.
- F. Furnishings. Furnishings within the facility should include adequate and comfortable desks or tables and chairs which provide an adequate writing or working surface for each trainee, a lecture rostrum for the trainer, at least two tables for panel discussions, and a proper number of electrical outlets.
- G. Range Training. Facilities used for range training must meet the standards of the Federal Bureau of Investigation, Maryland State Police, or other approved firearms, instructors as to safety and adequacy in offering the prescribed course of training.

- H. Evaluation and Testing. The Training Academy shall develop appropriate criteria for evaluating and testing trainees progress. All progress reports will be maintained by the Academy. When each student completes his course of training, the Academy will forward a copy of his progress report to his correctional unit. In addition, the Academy will maintain a permanent training file to document educational and training accomplishments of correctional personnel.
- I. Attendance. Academy regulations will allow no absences except for religious holidays, serious illnesses or emergencies. If there are absences in excess of three days, the Academy will review the trainee's progress to that point and determine whether the person shall be allowed to continue in the program, whether the person should be eliminated from that program and be scheduled for another class, or whether the person should be eliminated from that program and be scheduled for a future program to complete that part of the course he has missed.
- J. No tuition is charged for attending Academy classes. However, each student must be granted a leave of absence with pay by the student's agency to attend a course.
- K. Upon successful completion of the course, students will be awarded a certificate by the Commission attesting to satisfactory completion of the course.
- L. Operations Procedures. The staffs of the Correctional Training Commission and Academy shall publish internal operating procedures to accomplish the above requirements.

The Commission or Academy staffs need not receive approval of operating procedures from the Commission as long as they are in consonance with the rules and regulations as determined by the Commission.

.05 MINIMUM STANDARDS FOR TRAINERS AT THE CORRECTIONAL TRAINING ACADEMY

- A. All certified instructors from the Correctional Community used in programs approved by the Correctional Training Commission must meet the following qualifications:
 - 1. High school diploma or General Education Development Certificate recognized by the Maryland Board of Education.
 - 2. Evidence of satisfactory completion of a Training of Trainers program recommended and conducted under the auspices of the Correctional Training Academy and approved by the Correctional Training Commission; or an equivalent program conducted by a college, school or other training academy based upon a written report from the Academy to the Commission. Such report shall certify that the standards of the school, the program and instructors shall meet those as determined by the Commission.
 - 3. A minimum of one year practical experience in some phase of corrections, criminal justice, correctional training or

criminological research.

- 4. Additional criteria for selection recommended from time to time by the Academy and approved by the Commission.
- B. Certified instructors shall be of two types, namely, full-time trainers assigned to the Academy and those, who by their special knowledge, experience and preparation, are suited to instruct certain of the courses requiring such special knowledge and education.
- C. Actual approval and certification of instructors will be made by the Commission; but the Executive Secretary may, in emergency situations, approve instructors subject to confirmation by the Commission.

ESTABLISHMENT OF MINIMUM STANDARDS OF
CORRECTIONAL TRAINING

In line with its purpose the Commission established minimum standards of training for Correctional Officers. All State, county, and municipal personnel classified or designated as Correctional Officers, Parole/Probation Agents and Officers, and Classification Counselors and Officers employed on or after January 1, 1973 must complete a Minimum Standards Entrance Level Training Course within one year of their employment. Such employees are not required to complete the course prior to actually working in a correctional unit.

There are two different courses: the Correctional Officers Course is designed to fit a 120 hour schedule; and the Parole/Probation Agents and Classification Counselors Course is designed to fit a 126 hour schedule.

All correctional personnel included in the Act will not receive mandatory entrance level training, only the three categories mentioned above currently will receive such training. The Commission directed the Training Academy to concentrate its initial efforts at curricula development for the three classifications of personnel considered to have the most direct contact with persons confined to places of incarceration or detention, or persons under parole or probation supervision. Formal training for other persons will be forthcoming in future years.

In previous reports the curricula for these programs were included. This report only includes a topical listing of training subjects. More in-depth materials do exist and will be made available upon request.

CORRECTIONAL OFFICER ENTRANCE LEVEL PROGRAM

Orientation	3 hours
Elements and Functions of the Criminal Justice System	3 hours
Development of Corrections	3 hours
Purpose of Corrections	3 hours
Objectives of Corrections	3 hours
Role of the Correctional Officer Maryland Correctional System	3 hours
Supervision of Inmates: Inmate Role Identification	3 hours
Supervision of Inmates: Interpersonal Relationships	3 hours
Supervision of Inmates: Intrapersonal Understanding	3 hours
Counseling of Inmates	3 hours
Influence of Culture on Crime	3 hours
Race Relations	3 hours
Effects of Imprisonment	3 hours
Drugs	3 hours
Treatment Programs	3 hours
Law Enforcement Orientation	3 hours
Legal Aspects of Corrections	3 hours
Process of Classification	3 hours
Extremist Matters	3 hours
Written Communications	12 hours
Escort Duty and Transportation of Inmates	3 hours
First Aid and Safety	8 hours
Security Procedures	12 hours
Self Defense	7 hours
Disturbance Control	12 hours
Tests	4 hours
Program Evaluation	1 hour
Graduation	1 hour
Total	120 hours

AGENTS AND COUNSELORS ENTRANCE LEVEL PROGRAM

Orientation	3 hours
Correctional Philosophy and Objectives	3 hours
Correctional Administration and Organization	3 hours
Conditions of Crime	3 hours
Major Types of Deviance	3 hours
Culture Conflict: Race Relations	3 hours
Profile of the Offender	3 hours
Role and Attitude of the Agent	3 hours
Process of Classification	3 hours
Conditions of Parole and Probation	3 hours
Drug Abuse	6 hours
Alcoholism	6 hours
Individual Counseling	6 hours
Group Counseling	6 hours
Family Counseling	3 hours
Treatment Plan: Multiple Treatment	3 hours
Community Services	6 hours
Pre-Sentence Investigation	6 hours
Caseload Management	3 hours
Records and Report Procedures	3 hours
Case Analysis	3 hours
Law Enforcement Orientation	3 hours
Legal Aspects of Parole and Probation	3 hours
Court Procedures	6 hours
Institutional Field Activity	23 hours
Institutional Tours	6 hours
Tests	2 hours
Program Evaluation	1 hour
Graduation	1 hour
Total	126 hours

THE MARYLAND CORRECTIONAL TRAINING ACADEMY

Contained below is a report on the past and present operations of the Maryland Correctional Training Academy and its plans for the future.

FISCAL YEARS 72-74 OPERATIONS

In its first year of operations the Commission found itself with a void of resources in most agencies with which to pursue its training mandates. The funds, personnel and programs were virtually non-existent. Accordingly, a grant of \$220,200 was received from the Governor's Commission to pursue the following goals:

- To improve the problem-solving skills of top administrators.
- To train potential trainers in the training process, curriculum development and instruction.
- To design curricula and training materials for Correctional Officers, Parole/Probation Agents and Classification Counselors.
- To train 1,000 correctional personnel for a period of five days.

A consultant firm was used to facilitate the attainment of these goals with the use of a large number of people within the system.

That year the Commission, through the newly formed Correctional Training Academy trained 49 trainers, 300 supervisors, 41 correctional administrators, 378 correctional officers and 192 parole agents.

The training was geared to problem solving and skills training. In addition, and of equal importance was that from the results of the training and information received, the staff was able to identify training needs for correctional personnel which would be the basis for mandated training.

Based upon the experiences from training during FY 72 the Academy staff developed entrance level curricula for correctional officers (120 hours), and parole/probation agents and classification counselors (126 hours). The programs were approved by the Commission and became the basis for planning for the FY 73 period.

The Commission then applied for and received \$251,300 from the Governor's Commission to continue Academy operations. Again, the Commission contracted with the consultant firm to assist the Academy.

Since there was turnover in the original group of trainers, new trainers were selected and developed. They attended a fifteen day program (conducted over a seven week period). A major thrust during this time was the development of content for the mandated programs.

The training of trainers and the development of training plans were in preparation for the implementation of the entrance level programs which were mandated by the Commission. Training for correctional officers began in March and training for parole and probation agents and classification counselors began in April, 1973.

A listing of the topics for the mandated programs can be found under the section entitled "Establishment of Minimum Standards of Correctional Training."

Since the mandated programs began late in FY 73, the amount of training accomplished was minimal. That year sixty five correctional officers and sixty one parole agents and classification counselors were trained.

Fiscal Year 1973 was a year of program development. Fiscal Year 1974 was a year of implementation. To support this year's operations a grant of \$130,101 was received from the Governor's Commission.

With entrance level programs developed the Academy implemented a large training effort this year. Correctional officer programs were conducted monthly from September, 1973 through June, 1974 and on one occasion concurrent programs were conducted. During this year 300 entrance level correctional officers were certified.

Entrance level programs for parole and probation agents and classification counselors are scheduled upon request from participating agencies. Six programs were conducted and 101 personnel were trained.

A three day in-service program for correctional officers was developed this year. The theme of the program was human relations and it was intended to offer the officer an opportunity to reflect on his role in relation to his superiors, peers and inmates.

Plans to conduct the program were terminated when overtime and vacancy problems occurred.

The Academy did conduct in-service training for 135 parole and probation agents. The two day program included modules on Alcoholism, and the Use of Community Resources, Caseload Management, Case Analysis and Legal Aspects of Parole and Probation. All those in-service agents who had not received entrance level training were scheduled to attend this program.

Prior to FY 74, the Academy essentially coordinated programs for correctional personnel. During this year Federal funds were used to establish positions which would create an organization composed of a Training Operations Unit and a Research, Development and Evaluation Unit (RD&E).

The Training Operations Unit will maintain the current training operations and expand them as additional programs are developed.

The RD&E Unit will work toward the goal of providing the Academy with dynamic and viable programming. A brief summary of the development of this component follows

When the Correctional Training Academy began operation in August, 1971, it was decided to contract with a consultant firm to assess the training needs for mandated programs and to develop the people and the programs for training. This was decided since the State had no capability to develop these training programs on a coordinated basis, and since there was an immediate need to develop programs to conform to the mandates as established by the Commission. It was the intent of all parties to reduce reliance on consultants and to develop a viable Academy.

The Academy was at the point where it had trainers assigned on a full-time basis and other consultant trainers committed to part-time duty. However, for programs to be dynamic, there was a need to develop a capability to adequately

plan, research training needs, develop training objectives, develop program content and evaluate programs. With the establishment of these functions in the Academy, appropriate planning could be accomplished and a reduced reliance on consultants realized. Without a component of this nature, the Training Academy would be unable to properly evaluate programs as they relate to operations performance, to continually assess training needs as they change, and to insure quality control over the development of program material.

The positions were funded in FY 74, but due to delays in establishment of positions and recruitment of personnel, they were not filled.

FY 75 OPERATIONS

During this year, the Academy positions for the RD&E and Training Operations Units were filled.

The conduct of mandated programs continued this year with 299 correctional officers and 122 agents and counselors receiving training. In addition, 91 classification counselors received in-service training in Alcoholism and 30 Community Corrections personnel received a one week entrance level program.

All correctional officer programs were conducted at the Montgomery County Public Service Training Academy in Rockville and agents and counselors programs at the Camp Center in Jessup.

The RD&E Unit was staffed by October, 1974 and after an initial period of orientation, began work on a major project to develop and implement program evaluation for entrance level programs. This project was considered the first priority for RD&E, since the programs had been on-going since March, 1973, with no formal evaluation. Further, it was assumed that training needs had changed to some degree.

The first phases of the project were a content analysis of the programs, an item analysis of the tests given to trainees, and the development of a reaction level trainee evaluation form. Upon completion of these tasks survey forms were sent to a sample of past participants and their supervisors, interviews were conducted with a number of the respondents, and all top administrators were interviewed.

The complete findings of this study will be presented to the Commission in September, 1975, along with recommendations for program modification. Before that time and throughout the project certain findings were made and immediate program modifications resulted. However, major changes will be made after review by the Commission.

Generally, the reaction of those surveyed indicates that the Correctional Officer Entrance Level Program is generally successful in meeting the training requirements of correctional officers. Some program modifications are indicated, especially in the development of performance objectives and valid and reliable tests.

The Agents and Counselors Entrance Level Programs will require substantial modification. As it stands, the program appears to be philosophically rather than practically based. This problem is accentuated by a general lack of instructor expertise in the more theoretical or academic subject areas. Most significant, however, is the scope of the program. The results of surveys indicate that the program should be practically based.

One other project area completed this year, was the conduct of a training needs analysis for executives, managers and supervisors. This project resulted in a grant application entitled "Executive and Management Level Training" which will be funded with approximately \$55,000 Federal funds. This project, to be implemented in FY 76, will offer training to approximately 300 State, county and municipal correctional managers. This diversified program envisions contracting with the University of Maryland, the Wharton School of the University of Pennsylvania, the American Arbitration Association and others. Additionally, funds have been set aside for managers to attend ad hoc programs at colleges and universities.

A significant accomplishment this year was recognition of Academy programs by local colleges. Howard Community College granted a certificate awarding twelve Continuing Education Units to graduates of all programs. The Community College of Baltimore (CCB) grants six semester hour credits to correctional officer graduates for a minimal registration fee. These credits are transferrable to any college within the State. Additionally, Academy instructors hold Adjunct Professor status at CCB.

FY 76 PLANS

In addition to the management training mentioned above, the Academy will continue to conduct entrance level programs as required, will develop a short orientation course for entrance level correctional personnel who are not currently subject to Commission mandates, and will develop a program for entrance level supervisors in preparation for new mandates in FY 77.

Program modifications to current programs will be initiated as a result of the evaluation project, and it is anticipated that evaluation from this point on will be continuous.

A. PROGRAMS AND NUMBER OF TRAINEES

	Correctional Officer Entrance Level (120 hours)	Agents and Counselors Entrance Level (126 hours)	Counselors In-Service (12 hours)	Community Corrections (30 hours)	Total
Division of Correction					
Penitentiary	47	---	10	---	57
House of Correction	55	2	17	---	74
Institution for Women	8	---	5	---	13
Camp System	4	1	23	---	28
Training Center	10	2	9	---	21
Correctional Institution	11	2	6	---	19
Reception Center	---	1	11	---	12
Community Corrections	---	---	---	30	30
Patuxent Institution	30	---	---	---	30
Baltimore City Jail	47	---	---	---	47
Counties					
Allegany	2	---	---	---	2
Anne Arundel	4	1	---	---	5
Baltimore	6	---	---	---	6
Calvert	1	---	---	---	1
Frederick	7	---	---	---	7
Harford	7	---	---	---	7
Howard	3	1	---	---	4
Montgomery	7	---	10	---	17
Prince George's	34	---	---	---	34
Queen Anne's	2	---	---	---	2
St. Mary's	4	---	---	---	4
Talbot	1	---	---	---	1
Washington	8	---	---	---	8
Worcester	1	---	---	---	1
Division of Parole/Probation	---	112	---	---	112
Baltimore County Probation Department	---	---	---	---	---
Total	299	122	91	30	542

B. MARYLAND CORRECTIONAL TRAINING COMMISSION ACT *

70B. CORRECTIONAL TRAINING COMMISSION

(a) Declaration of Legislative Purpose:

The General Assembly hereby finds and declares that a need for improvement in the administration of the correctional system exists in order to better protect the health, safety and welfare of Maryland citizens; that the ultimate goal of the correctional system is to make the community safer by reducing the incidence of crime; that establishing a system with significantly increased power to reduce recidivism and prevent recruitment into criminal careers will require a sufficient number of qualified staff to perform the many tasks to be done; that recent studies have revealed that greater training preparation for correctional work would be highly desirable; that this need can be substantially met by the creation of educational and training programs for persons who seek careers as correctional, probation and parole officers; that such persons should be required, while serving in a probationary capacity prior to permanent appointment, to receive efficient training provided at facilities approved by a Commission created for such purpose; that by qualifying and becoming proficient in the field of corrections, such persons shall individually and collectively better insure the health, safety and welfare of the citizens of this State.

(b) Definitions.---As used in this section:

(1) "Approved correctional training school" means a school approved and authorized by the Correctional Training Commission to offer training programs as prescribed in this section.

(2) "Commission" means the Correctional Training Commission or officers or employees thereof acting on its behalf.

(3) "County" means any county which within its jurisdiction has or will have a correctional unit as defined in this section.

(4) "Correctional unit" means any governmental organization or activity of the State, any county, or any municipality which has by statute, ordinance, or court order the responsibility for the care, control and supervision of inmates in correctional institutions, for persons declared to be parolees or for persons placed on probation or suspension of sentence. However, the term "correctional unit" does not include the State Department of Juvenile Services.

(5) "Municipality" means any incorporated city of any class which, within its jurisdiction, has or will have a correctional unit as defined in this section.

(6) "Permanent appointment" means an appointment having permanent status as a correctional, parole, or probation officer in a correctional unit as defined in this section.

(7) "Correctional officer" means a member of a correctional unit, as defined in this section, who is charged with and actually performs those duties that relate to the investigation, care, custody, control or supervision of persons confined to places of incarceration or detention, or persons under parole supervision, or persons placed on probation.

*Amendments effective July 1, 1975 in italics.

The term "Correctional officer" does not include any person serving as such solely by virtue of his occupying any other office or position, nor does the term include the head or deputy head of any correctional unit, any sheriff, warden, superintendent or any person having any equivalent title who is appointed or employed by a government to exercise equivalent supervisory authority.

(8) "Correctional supervisor" means a correctional officer who has been promoted to first-line supervisory duties.

(9) "Correctional administrator" means a correctional officer who has been promoted from a supervisory rank to first-line administrative duties.

(c) There is hereby established in the Department of Public Safety and Correctional Services of the State of Maryland, a Correctional Training Commission whose membership shall consist of the following 13 persons:

(1) The Deputy Secretary for Correctional Services; the Director of the Division of Parole and Probation; the Commissioner of Correction; the President of the Maryland Community Correctional Administrators Association; the President of the Maryland Sheriff's Association; the President of the Maryland Probation, Parole and Correction Association; a representative of the Federal Bureau of Prisons to be designated by its Director; the Warden of the Baltimore City Jail; the Attorney General of the State; the president of one university or college within the State which has a correctional education curriculum to be appointed by the Maryland Council on Higher Education; and three correctional, parole or probation officers or officials of the State to be appointed by the Secretary of Public Safety and Correctional Services, with the approval of the Governor, to represent different geographic areas of the State, the appointments to be made to three-year terms provided that, for the initial term, one official shall be appointed for a term of one year, one for a term of two years, and one for a term of three years.

(2) The Deputy Secretary for Correctional Services shall be the Chairman of the Commission.

(3) Each office holder, except the Deputy Secretary for Correctional Services and the three persons appointed by the Secretary of Public Safety and Correctional Services may serve personally at any or all Commission meetings or may designate a member of his respective association, office, department, university or college, bureau or agency to represent and act for him at the meetings as if he were personally present.

(d) (1) The Commission, at its initial organization meeting to be held promptly after the appointment and qualifications of its members, and thereafter annually, shall elect a vice-chairman from among its members. The Commission shall meet at such times within the State of Maryland as a majority of its members or its Chairman or the Secretary of Public Safety and Correction may determine. A majority of the Commission shall constitute a quorum for the transaction of any business, the performance of any duty, or for the exercise of any of its authority.

(2) The Commission shall maintain minutes of its meetings and such other records as it deems necessary.

(3) The members of the Commission shall receive no salary for service on the Commission, but all members shall be reimbursed for their reasonable expenses lawfully incurred in the performance of their official functions.

(4) The Commission shall report at least annually to the Governor, the Secretary of Public Safety and Correctional Services and the Legislature as to its activities.

(e) Subject to the authority of the Secretary of Public Safety and Correctional Services, the Commission is vested with the following powers, authority, responsibilities and duties:

(1) To prescribe standards for the approval and the continuation of approval of all schools at which correctional, parole or probation training courses required by the Commission shall be conducted including but not limited to present existing State, regional, county and municipal training schools;

(2) To approve and issue certificates of approval to such correctional training schools, to inspect such schools from time to time, and to revoke for cause any approval or certificate issued to such school;

(3) To prescribe the curriculum, the courses of study, attendance requirements, eligibility to attend, equipment and facilities, and standards of operation for such training schools;

(4) To prescribe minimum qualifications for instructors at such schools and to certify, as qualified, instructors for approved training schools and to issue appropriate certificates to such instructors;

(5) To certify correctional officers who have satisfactorily completed training programs and to issue appropriate certificates to such correctional officers;

(6) To appoint, with the approval of the Secretary of Public Safety and Correctional Services, an executive director to serve at its pleasure, who shall perform general administrative functions, and to fix his compensation;

(7) To employ such other persons as may be necessary to carry out the provisions of this section, upon approval of the Secretary of Public Safety and Correctional Services, and as provided for in the State budget;

(8) To promulgate with the approval of the Secretary of Public Safety and Correctional Services, such rules and regulations as may be reasonably necessary or appropriate to accomplish the purposes and objectives of this section;

(9) To make a continuous study of correctional training methods and procedures for all correctional schools and to consult with and accept the cooperation of any recognized Federal, State, or municipal correctional agency or educational institution;

(10) To consult and cooperate with universities, colleges and institutions for the development of all general and specialized courses of study for correctional officers as defined in this section;

(11) To consult and cooperate with other departments and agencies of the State concerned with correctional training;

(12) To perform such other acts as may be necessary or appropriate to carry out its functions and duties as set forth in this section.

(f) A probationary appointment as a correctional officer, a *correctional supervisor*, or a *correctional administrator*, as defined in this section may be made for a total period not exceeding one (1) year for the purpose of enabling such a person seeking permanent appointment to take a training course as prescribed by the Commission. Such an appointee shall be entitled to leave of absence with pay during the period of the training program.

(g) On or after July 1, 1976, no person shall hereafter be given or accept a probationary or permanent appointment as a correctional officer, a *correctional supervisor*, or a *correctional administrator*, as defined in this section, unless such person satisfactorily meets such qualifications as may be determined by the Commission.

(h) Except as expressly provided in this section, nothing herein contained shall be deemed to limit the powers, rights, duties or responsibilities or municipal or county governments.

Sec. 2. And be it further enacted, that this Act shall take effect July 1, 1975.

C. MARYLAND CORRECTIONAL TRAINING ACADEMY TRAINERS

CORRECTIONAL OFFICER TRAINERS

Lucious Abron
Training Officer
Baltimore City Jail

George Gisin
Sergeant
Baltimore City Jail

Wilburn Jones
Training Officer
Maryland House of Correction

Chester Joswick
Sergeant
Patuxent Institution

Clifford G. Kershner
Training Officer
Maryland Correctional Training Center

Millard E. Kretzer, III
Training Officer
Maryland Correctional Training Center

Arthur J. O'Neill
Training Officer
Patuxent Institution

Jeffrey Paskow
Training Officer
Montgomery County Department of Correction

Jimmy Shannon
Sergeant
Maryland Penitentiary

Henry Walters
Classification Supervisor
Maryland Penitentiary

PAROLE AGENT TRAINERS

John Rogers
Division Training Coordinator
Division of Parole/Probation

R. Wayne Knowles
Area I Training Specialist
Division of Parole/Probation

James E. DeVance
Area II Section Supervisor
Division of Parole/Probation

Donald G. Hopkins
Area III Training Specialist
Division of Parole/Probation

Cecil Steinberg
Area IV Training Specialist
Division of Parole/Probation

Robert Renshaw
Case Analyst
Division of Parole/Probation

Charles Beck
Section Supervisor
Division of Parole/Probation

James Clupper
Parole Agent
Division of Parole/Probation

Allan Schulman
Parole Agent
Division of Parole/Probation

Patricia Rey
Case Analyst
Division of Parole/Probation

END

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