



# SNOW HILL POLICE DEPARTMENT

## PERSONNEL DIRECTIVE



### Annual In-Service Training

<b>Distribution:</b>		All Personnel		<b>Index:</b>		<b>PER 04.03</b>	
<b>Issued:</b>	03/08/2017	<b>Revised:</b>	N/A	<b>Reviewed:</b>	N/A	<b>Next Review:</b>	07/08/2018

#### **.01 Purpose**

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To provide a framework for delivering in-service training to officers and civilian employees.

#### **.02 Policy**

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SHPD will provide annual in-service training to officers that meets or exceeds the requirements of the Maryland Police and Correctional Training Commissions (MPCTC) and to civilians that is appropriate for their position.

#### **.03 Definitions**

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**MPCTC-APPROVED TRAINING:** any block of instruction certified by the MPCTC as meeting state standards that can be applied toward in-service training hours.

**NON-OFFICER STATUS:** an officer who does not have law enforcement powers.

#### **.04 Procedures**

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##### **A. Annual Officer In-Service Training Requirements**

1. Officers holding the rank of sergeant and below must complete MPCTC-mandated and approved training each year.
2. Only MPCTC-approved training meets the in-service training requirements.
3. Additional training deemed necessary by SHPD may be required for officers of any rank.
4. Training may be done by any MPCTC-approved law enforcement agency, school, academy or organization.
5. Officers do not need to attend in-service the same year that they completed entrance-level training.
6. MPCTC-approved training received by a supervisor, administrator or instructor may be used for the officer's annual in-service requirement in the same calendar year the officer successfully completed the MPCTC-approved supervisor, administrator or instructor training.
7. Annual in-service training curricula and minimum courses of study will include legal updates and any special training as required by MPCTC.
8. Any disruptive or non-participating student will be removed from class immediately by the instructor and appropriate disciplinary procedures will be initiated.

##### **B. Annual Officer Firearms Training & Qualification Requirements.**

1. Each certified officer will qualify semi-annually with each firearm the SHPD authorizes the officer to use or carry on-duty or off-duty.

**Annual In-Service Training**

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2. Officers will qualify a minimum of once annually with each firearm on an MPCTC-approved day-fire course of fire and a reduced-light course of fire.
3. Annual firearms training and qualification will be conducted per COMAR regulations.
4. Once an officer graduates the academy and successfully completes an MPCTC-approved firearms training and qualification course, he will fall into the next regularly scheduled semi-annual firearms training session.
5. Before being authorized to carry or use a firearm, an officer who has not qualified with an authorized firearm for three or more consecutive years will complete an MPCTC-approved:
  - a. entrance-level firearms training program and firearms qualification; or
  - b. firearms refresher training course and firearms qualification.
6. Officers who fail to qualify on their initial attempt will be provided with remedial training and additional attempts to qualify in accordance with SHPD policies.

**C. Testing**

A minimum score of 70% on any test is required before the MPCTC will apply the training toward the officer's annual requirements.

**D. Documentation**

1. Every employee who successfully completes MPCTC-certified training will provide two copies of the certificate to SHPD:
  - a. One to his immediate supervisor;
  - b. One to the Chief.
2. The Chief will review the document and forward it to the Administrative Assistant who will:
  - a. Submit the required information to the MPCTC or enter the scores into the MPTCT website, if applicable; and
  - b. File the certificate in the employee's auxiliary personnel file.
3. Supervisors will ensure each officer's successful completion of in-service training or firearms training and qualification has been completed and submitted to the MPCTC on or before January 31 of the year immediately following the training.

**E. Failure to Complete Required Training**

1. If an officer does not receive the required annual training by December 31, the SHPD will add the number of hours missed in that year to the required training in the following year.
2. If an officer does not successfully complete annual firearms training and qualification with an authorized firearm annually before December 31, the Chief may not permit the officer to use or carry the firearm until he successfully meets MPCTC requirements for firearms training and qualification with that firearm.

**F. Non-Officer Status**

1. If an officer fails to complete annual in-service training because he was in non-officer status, he will complete the required annual in-service training in the year in which he returns to active duty.
2. If the officer's certification has lapsed, he will be recertified.
3. If an officer fails to complete annual firearms qualification because he was in non-officer status, but he has completed annual firearms qualification within three years, the officer will qualify with each authorized firearm when he returns to active duty before being permitted to carry or use the firearm.

**Annual In-Service Training**

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4. If an officer returning to active duty has not qualified with an authorized firearm for the three consecutive years immediately preceding return, he will complete an MPCTC-approved entrance-level firearms training program and successfully qualify before being issued or using a firearm.

G. Waivers

1. The MPCTC may grant a waiver of annual in-service training or firearms training and qualification for an officer if the SHPD submits proof that the officer successfully completed comparable training in the same year.
2. The Chief will submit the request for a waiver to MPCTC.

H. SHPD will maintain documentation of all mandatory training that is completed by officers, including:

1. the name and location of the training;
2. student attendance;
3. test and examination scores;
4. instructor's name; and
5. any other information required by MPCTC.

K. Civilian and Volunteer Training

1. Civilian employees and volunteers will complete annual training as required by their position.
2. SHPD will maintain records of all training for civilian employees and volunteers.

L. Attendance

1. Commanders will ensure all officers and civilian employees under their command are registered for and complete all mandated training.
2. Officers and civilian employees are expected to attend all training on their scheduled days unless they are excused due to illness, court or another reason approved by the commander;
3. Officers and civilian employees who are initially excused from attending training will be required to reschedule that training within the timeframes described in this directive.

Approved:
_____ Thomas G. Davis Chief of Police      03/08/2017