



Title of Procedures: PROCEDURES FOR TRAINING STANDARDS

Applies to (check all that apply):

Faculty ____ **Staff** ____ **Students** ____

Division/Department: X **College** ____

Topic/Issue: The Board of Trustees recognizes the importance of having clearly defined procedures are needed to ensure compliance of a police officer training program that meets the standards established by the Maryland Police Training Commission. These procedures and standards are in line with current best practices of other law enforcement professionals that demonstrate adherence to quality, effectiveness and integrity.

Background to Issue/Rationale for Procedure: It is expected that adequately trained officers will enhance the efficiency of accomplishing the goals of police work as well as provide for improved community/police relations. Additionally, our focus is to create and maintain a safe and positive workplace culture.

State/Federal Regulatory Requirements (cite if applicable):

Maryland Police and Training Commission – Annotated Code of Maryland, Public Safety Article, §3-201

Proposed Procedural Language:

A. Definitions

- 1) Recruit - Any officer candidate who has not completed all academy requirements necessary to become a certified police officer with the institution.
- 2) Field Training Officer - The officer to whom a recruit officer is assigned for practical training during routine patrols.
- 3) Field Training - A period of training, subsequent to academic training, which takes place during normal enforcement activities. These assignments are

used to familiarize the new officer with the circumstances surrounding routine police work while under the supervision of a Field Training Officer.

B. Training

- 1) Generally, initial training will take place in an academy or classroom setting and will meet the standards of the Maryland Police Training Commission. Typical areas of initial instruction will include but are not limited to:
 1. Administrative Duties
 2. Constitutional and Statutory Law
 3. Routine Patrol
 4. Traffic Enforcement
 5. Criminal Investigation
 6. Report Writing
 7. Community Policing
 8. Crisis Intervention
 9. Emergency Medical Care
 10. Prisoner Processing
 11. Firearms Training
 12. Driver Training
 13. Physical Training
 14. Use of Force and Self Defense

“As defined by the Maryland Police and Training Commission – Annotated Code of Maryland, Public Safety Article, §3-201”.

In addition to the aforementioned training recruit officers will receive training instruction on Policing a College Campus.

- 2) Proficiency in the use of firearms for all officers will be determined by mandated yearly qualification. At a minimum, the requirements for qualification will meet the standards established by the Maryland Police Training Commission.
- 3) When necessary remedial enhancement training will be implemented as a non-punitive alternative whenever an officer’s performance is identified to be below established standards. The employment of remedial training is reserved for those circumstances determined by the Commanding Officer to be a reasonable alternative of supplement to punitive action.
- 4) Training will be consistent with the needs of the officers. That is, as technology or criminal tendencies change, members will be made aware of and trained in these areas to effectively enforce the law.

C. Guidelines

- A. Training fees, the cost of materials for training, and any other related expenses will be provided by BCCC.
- B. Officers that complete Academy Training must remain employed at BCCC Police Department for a minimum of one year. Those that leave on their own accord prior to one year shall reimburse the College for said training.
- A. Recruits scheduled for training must attend all training sessions and be punctual unless there is illness or other reasonable excuses. In-Service Training Officers have the same requirements during their subsequent training.
- D. Because of the requirements of police work, it is mandatory that officers be trained in Cardiopulmonary resuscitation (CPR) and first aid.

Approved by the Board of Trustees: July 13, 2006

Originator/Division: Public Safety/Business & Finance

Reformatted Date: June 22, 2009