Rockville City Police Department
GENERAL ORDER

Subject TRAINING		Procedure G.O. # 4 - 9
Authorizing Signature	Effective 05-15-11	Total Pages 17

I. POLICY

Training has often been cited as one of the most important responsibilities of any law enforcement agency. Training serves three broad purposes: first, well-trained officers are better prepared to act decisively and correctly in a variety of situations; secondly, training results in great effectiveness and productivity; thirdly, training provides motivation in job performance, fosters cooperation and assists the agency in meeting it's mission. The Rockville City Police Department recognizes the importance of training and is committed to providing the best training available.

II. PURPOSE

The purpose of this General Order is to establish goals, procedures, responsibilities, and accountability for all training provided to personnel of the Rockville City Police Department.

III. GENERAL

A. Goals

The goals of the Rockville City Police Department are:

1. To meet mandatory and in-service training requirements established by the Maryland Police and Correctional Training Commission (MPCTC).

2. To provide better educated, more professional personnel.

3. To ensure more efficient and effective accomplishment of Departmental goals and objectives to maintain the Department's values.

4. To improve police/community relations.

5. To provide career development opportunities within the Department.

6. To provide specialized training in various areas of law enforcement.

7. To provide training consistent with Departmental law enforcement responsibilities.

B. Responsibilities

Training is a continuing, never-ending process involving all members of the Rockville City Police Department. The training function is the responsibility of the departmental Training Coordinator as designated by the Chief. This responsibility will include but is not be limited to:

1. Planning & developing training for all sworn and civilian personnel.

2. Notifying personnel of required training and training that is available.

3. Maintaining training records, which shall include; training dates, description of training, whether mandated or non-mandated, attendance date(s), and test scores.

4. Assuring that training is attended as scheduled, while maintaining minimum patrol staffing.

5. Providing schedule adjustments as needed.

6. Coordination and implementation of training programs.

7. Selection of instructors.

8. Maintaining liaison between the Rockville City Police Department and the MPCTC, the Montgomery County Police Department, and other agencies with which training is shared or conducted.

9. Ensuring that entrance level training (ELT) and/or comparative compliance training requirements are met.

10. Providing instructors to other agencies who have requested them.

11. Utilizing instructors from other state, local and federal law enforcement agencies when possible.

12. Annually evaluate the training programs to ensure they meet the needs of the Department, its personnel, and the mission of the agency.

IV. TRAINING COMMITTEE

A. The training committee shall consist of the three (3) Bureau Commanders and the designated Training Coordinator. For specific/specialized requests, the Chief of Police may designate ad hoc members on the committee to assist in the review process (i.e., Firearms Instructor requests, motorcycle certification requests, etc.)

B. The training committee will be responsible for developing and evaluating training needs as well as serving as a means of input from different Departmental units.

C. The training committee will report to the Chief of Police, who will have final authority on any recommendation or proposals made by the committee. Selection and/or replacement of members are at the discretion of the Chief of Police. The selection process will be based upon interest, expertise, and the needs of the Department.

D. The training committee will annually review the Department's training program. This is to ensure that all training meets personnel and operational needs, legal requirements, and Departmental policies. The review will include new laws, court decisions, and agency directives. The annual review will also include identification of any problems associated with facilities, materials or scheduling.

V. TRAINING RESOURCES

The Department in developing, evaluating, and maintaining the training programs will use numerous resources. These will include but not be limited to:

A. Staff meeting discussions.

B. Training requests from department personnel.

C. Consultation with supervisors.

D. Review of internal investigation reports.

E. Field training officer evaluations.

F. Instructor and course evaluations.

G. Specialty interest surveys.

H. Inspection reports.

I. Training committee report.

J. Recommendations from the Chief of Police.

VI. OUTSIDE PUBLIC AND PRIVATE ORGANIZATIONS

A. The Rockville City Police Department encourages the use of other training resources provided by the public and private sectors. The Department training committee will review all requests for training in this area for applicability.

B. The resources available in the private sector for consideration may include but are not limited to the following:

1. Montgomery College - Rockville Campus.

2. Institute of Police Technology and Management (IPTM).

3. International Association of Chiefs of Police (IACP).

4. Federal Bureau of Investigation National Academy.

5. Montgomery County Public Service Training Academy.

6. Prince George's County Municipal Academy.

7. Maryland Police and Correctional Training Commission (MPCTC).

8. Any private seminar group that offers classes in a pertinent field.

C. Department personnel may be assigned to attend training sponsored by other criminal justice agencies. Personnel from other agencies may be invited to attend training sessions approved by this Department. This may occur when the training offered meets an identified training need, and it:

1. Increases operation or administration effectiveness.

2. Improves interagency cooperation.

3. Promotes better understanding among criminal justice agencies.

4. Satisfies training requirements established by the MPCTC.

VII. TRAINING ATTENDANCE AND SCHEDULING

A. Members of the Rockville City Police Department are expected to attend any training program to which they are assigned. The instructor will document attendance.

B. There are some instances where attendance at a training program may be excused, i.e., illness or mandatory court appearance. All absences from training shall be reported to the City's Public Safety Dispatch Center. Officers scheduled for court should request either a continuance or to be placed in an on-call status. Any absence must be properly excused by the administrators of the program and must be in compliance with directives under which the training program is being operated.

C. Certification of completion will be issued to personnel who satisfactorily complete any training program. A copy of all training certificates received will be provided to the Training Coordinator for inclusion in individual's personnel files.

VIII. TRAINING EXPENSES AND REIMBURSEMENT

A. Employees generally will not use their personal vehicle for transportation to remote training sites. Employees will be given the opportunity to use the city's pool vehicle or, if unavailable, a police

cruiser. Public transportation may also be used. If the use of a personal vehicle is necessary, reimbursement will be at the current rate established by the City of Rockville travel policy. If public transportation is used, the Department will pay all expenses.

B. The Department will pay for all approved lodging expenses.

C. Reimbursement for meals will be at the established rate as set by the City of Rockville's travel policy.

D. The cost of the program and related materials will be paid for and/or provided by the Department.

E. All personnel upon returning from a training program requiring reimbursement for expenses will complete an electronic travel expense report (found on I-Rock) within the guidelines established by the City's travel policy.

IX. FACILITIES/EQUIPMENT

The Rockville City Police Department has available classroom space both on site and at other city owned locations. The Department also has access to audio-visual equipment i.e., videocassette recorder, color monitor, overhead projector, etc.

X. PERFORMANCE BASED TRAINING

A. MPCTC requires performance-based training during entry-level training. The Rockville City Police Department Field Training Program is based on the principle of training to job task analysis. This method of training requires that performance objectives be developed.

B. Performance objectives should include, but are not be limited to:

1. Focus on elements of the job task analysis for which formal training is needed.

2. Provide clear statements of what is to be learned.

3. Provide the basis for evaluating the participants.

4. Provide a basis for evaluating the effectiveness of the program.

C. The use of performance objectives acquaints the training participant with the information they are required to know, the skill that must be demonstrated, and the circumstances under which the skills will be used. This approach also enables the instructors to relate training directly to the job performance that will be expected by supervisors.

XI. LESSON PLANS AND TESTING

A. Lesson plans are required for all training conducted by the Rockville City Police Department. Lesson plans must be submitted to the Training Coordinator for review and approval prior to the scheduled instruction. The Training Coordinator shall maintain a file on all lesson plans. The

Maryland Police and Correctional Training Commission must also approve any in-house training used to meet the in-service requirements.

B. The development of lesson plans should ensure that the subject to be covered in training is addressed completely and accurately and is properly sequenced with other training materials. Lesson plans establish the purpose of the instruction, set forth the performance objectives, relate the training to critical job tasks, and identify the information, which will be taught. Lesson plans are required of guest instructors' as well as Departmental instructors.

C. Lesson plan outlines should include provisions for:

1. Name and title of the course.

2. A statement of course objectives.

3. Techniques to be utilized.

4. Student performance objectives such as.

   a. Skills that should be demonstrated.

   b. Knowledge expected to be acquired.

5. Field experience when appropriate.

6. Date of last revision.

7. Name and rank/title of person preparing outline.

8. The course content.

9. Conclusion and summary.

10. Length of course.

D. The lesson plan will include:

1. A statement of performance objectives.

2. Content of the training.

3. Specification of the instructional techniques.

4. References.

5. Teaching techniques (lecture, group discussion, panel, seminars, debate).

6. Relationships to job tasks.

7. Responsibilities of the participants for the material taught.

8. Plans for evaluation of the participants.

E. The instructional techniques, which might be utilized, are:

1. Conferences (debate, discussion groups, panels, and seminars).

2. Field experiences (field trips, interviews, operational experiences, and operational observations).

3. Presentations (lectures, lecture-discussion, lecture-demonstration).

4. Problem investigations (committee inquiry).

5. Simulations (case study, game, and role-play).

F. Tests

1. Competency testing based on course objectives that are designed to measure a participant's knowledge or abilities to apply job-related skills will be used in all Department training programs.

2. Unless otherwise approved by the Chief of Police, the minimum-passing grade on any training program test will be 70%.

3. Test questions may be written as true/false, multiple choices, short answer, essay, matching, or any other approved format. Questions shall be based on the instruction presented, have validity, and be job-task related.

4. Pass/Fail grading may be used for certain performance tests in less structured informal training situations.

XII. REMEDIAL TRAINING

A. Upon recommendation of a member's immediate supervisor, by way of remedial action form, supplemental or remedial training may be scheduled for members who:

1. Consistently demonstrate lack of skills, knowledge, or abilities in job performance, based upon evaluation reports and/or first-hand observation by supervisors.

2. Have received disciplinary action that may be corrected through supplemental training.

B. The employee's Bureau Commander shall establish timetables under which remedial training will be provided and criteria for its successful completion. Factors in considering scheduling should include, but not be limited to the following:

1. Seriousness of deficiency.

2. Availability of training program(s).

3. Staffing levels.

XIII. TRAINING RECORDS

A. Training records shall be updated as each member concludes additional training courses.

B. Maintenance

1. The Training Coordinator will maintain updated records of training on all Departmental personnel as follows:

Individual training records will reflect the following:

a. Employee's name.

b. Date(s) attended.

c. Type of training - subject matter/course title.

d. Number of hours attended.

e. Final score.

2. Training class records for all departmental in-house training will also be maintained, including:

a. Course content (lesson plan).

b. Personnel attending.

c. Performance of individual attending as measured by tests, if administered.

3. Training records will be treated the same as personnel records. Only those authorized by law will have access to these records.

XIV. ACADEMY

A. The Rockville City Police Department does not operate it's own entrance level police academy.

B. The Rockville City Police Department may utilize, for entrance level training, any academy approved by the Maryland Police and Correctional Training Academy.

C. The Chief of Police has final approval as to which entrance level academy the Department will use.

D. The Training Coordinator will maintain liaison with any instructional academy that is used by the Department. This liaison will keep channels of communication open in order to monitor the progress of recruits, and provide input to the academy training program when appropriate.

E. Liability for any training related physical injury should be borne by the Department. The academy shall be responsible for the administration of the prescribed training programs and provide for the fair and non-discriminatory testing of each student. Liability for said administration shall be borne by the academy.

F. The Rockville City Police Department shall be responsible for any fees/financial obligation or in-kind services requested by the academy.

G. The Rockville City Police Department shall make available to the training academy, instructors and other resources, when the department determines that to do so would enhance the training efforts of all concerned.

H. In addition to the training and skills taught at the academy, the Field Training Program provides the probationary officer instruction in; policies, procedures, rules, and regulations that are specific to this Department.

XV. INSTRUCTOR REQUIREMENTS

A. The selection of qualified instructional personnel is critical to the operation of a successful training program. Instructors, Departmental or otherwise, must possess certain skills, knowledge, and abilities in order to perform teaching duties effectively. These various skills, knowledge, and abilities may include, but are not limited to:

1. Work related experience (preferably a minimum of two years).

2. Formal training in the topic of instruction.

3. Good verbal communication skills.

4. Successful completion of a certified instructor-training course.

B. Departmental instructors will meet the requirements established by the Maryland Police and Correctional Training Commission which includes, but is not limited to:

1. Lesson plan development.

2. Performance objective development.

3. Instructional techniques.

4. Learning theory.

5. Testing and evaluation techniques.

6. Resource availability and use.

XVI. INSTRUCTORS FROM OUTSIDE THE DEPARTMENT

A. There are many opportunities and resources available for obtaining training outside the Department. Instructors from these outside resources, such as other law enforcement and criminal justice agencies and the private sector, will conduct this training.

B. The selection process for these instructors is based upon several factors. Their experience, reputation, the relevancy of their instruction material, as well as their formal academic credentials in their topic(s) of instruction. When outside instructors are utilized, the training officer will ensure that:

1. Needed facilities are made available.

2. Required materials are furnished.

3. Personnel are scheduled to attend.

4. Compensation is arranged as needed.

C. The Chief of Police will have the authority to approve or disapprove training programs involving outside instructors.

XVII. RECRUIT TRAINING

A. All newly appointed officers must successfully complete an MPCTC approved recruit academy training program. This must be completed prior to any routine assignment in any capacity in which the officer is allowed to carry a firearm or is in a position to make an arrest. This does not include the field training officer program.

B. The Training Coordinator shall ensure that all new recruit personnel are provided with an orientation handbook at the time the academy begins, if one is provided by the agency running the academy.

C. Prior to the beginning of any academy class that a member of the Rockville City Police Department is scheduled to attend, the Training Coordinator will ensure the program contains at a minimum the following:

1. A curriculum that is job-related to the patrol officer function.

2. Evaluation techniques designed to measure competency in the required skill, knowledge, and abilities expected of a patrol officer.

3. The standards of the Maryland Police and Correctional Training Commission.

D. The basic training curriculum for recruit training will include those items listed in Appendix "A" of this General Order. The academy may provide the training in any sequence that enhances the presentation of the subject matter.

E. The entrance level training academy will provide a 40 hour first responder medical care course, as mandated by the Maryland Police and Correctional Training Commission.

F. The new recruit will receive appropriate training in policies, procedures, rules, and regulations of the Department during the Field Training Program.

XVIII. FIELD TRAINING PROGRAM

A. The Rockville City Police Department employs a formal comprehensive field-training program. This program is designed to: supplement academy instruction, familiarize recruit officers with the nature and scope of their duties, and provide them with work experience in a closely supervised setting.

B. The organization, administration, and training requirements of the Field Training Program are delineated in the field-training manual. Topics addressed in this manual include, but are not limited to:

1. The duration of recruit field training (minimum of four weeks).

2. The selection process of F.T.O.'s.

3. The supervision of the Field Training Program.

4. Training and in-service training of field training officers.

5. Rotation of recruit field assignments.

6. Recruit evaluation procedures.

7. F.T.O. reporting responsibilities.

XIX. ACCESS TO PSYCHOLOGICAL COUNSELING

The City of Rockville Employee Assistance Program provides free access to psychological counseling for any recruit in training who may desire this service.

XX. IN-SERVICE TRAINING

A. Sworn Department members will be assigned to attend in-service training sessions on an annual basis. The purpose of these retraining sessions is to provide officers with supplemental training on:

1. Advances, changes, and improvements in the law enforcement profession.

2. Promotional training.

3. Executive development training for higher-ranking officers.

B. These training sessions are to be structured in such a way as to motivate officers and further the professional development of the Department.

C. All sworn members shall also meet the annual weapons qualification requirements, as mandated by the Maryland Police and Correctional Training Commission.

D. Topics suited to in-service training sessions include, but are not limited to:

1. Department policy, procedures, rules and regulations with focus on any changes.

2. Changes in the law and/or technological improvements.

3. Crime prevention techniques and public awareness.

4. Interrogation and interview techniques.

5. Use of force, including deadly force.

6. Performance evaluations - process and purpose.

7. Report writing skills.

8. Crime scene responsibilities, evidence collection, and preservation.

9. Court testimony and presentation.

10. Safety practices.

11. Civil liability.

12. Proper use of discretion.

13. Court decision updates.

XXI. ROLL CALL TRAINING

A. The Department encourages the use of roll call training at the beginning of each shift, or during shift overlaps, as needed. The primary purpose of this training is to provide means whereby members become better informed with respect to policy and procedure changes occurring between periods of formal training, address ongoing problems, or receive instruction specific to the common interest Department personnel.

B. Roll call training will be planned and conducted by the shift commander or a designee.

C. Personnel responsible for roll call training shall be adequately prepared and shall utilize the teaching techniques and instructional methods that best meet the needs of the personnel being taught, the materials presented, and the preferences of the instructor.

D. Scheduling of roll call training will be done by the shift commander to make sure the working shift remains on patrol until relieved.

XXII. REORIENTATION TRAINING

Any employee of the police department who is absent from their position for a period of three months or longer will receive reorientation training. Employees may be absent because of medical leave, FMLA, or other outside factors. We need to ensure that the employee, sworn or civilian, receive reorientation training to re-familiarize them to any changes in policy, procedure, or standards related to their job position upon return. The immediate supervisor of the employee will ensure the scheduling of the following upon the employees return to active service:

A. Meeting with Human Resources for any personnel updates or changes that were put in place prior to the absence (i.e., health care and benefits).

B. Re-certifications, to include firearms, electronic control device, NCIC, in-service training hours, etc.

C. Passwords renewed, for email, MDT, NCIC, KRONOS, etc.

D. Given ample time to review any Daily Bulletins, General Orders, and Training Bulletins that were issued or enacted during their absence.

E. Assigned to complete a training program with a certified Training Officer. The length of the training program will depend on the employee's length of absence. The supervisor will meet with the employee upon completion of the training program to ensure the employee is able to accomplish job tasks. The supervisor will forward a memorandum to the Chief of Police advising the reorientation training has been completed, and request that the employee be released back to solo capacity.

F. Department personnel returning from military service will follow the procedures outlined in General Order 5-4 (Military Leave, Activation and Reintegration).

XXIII. ADVANCED TRAINING

A. Advance training is that training designed to improve the professional competence of officers who have been promoted or who have demonstrated an interest in a particular specialized field. The Chief of Police will determine who is to attend advanced training courses.

B. Selection criteria will based upon, but not limited to:

1. Specialty interest surveys.

2. Departmental needs.

3. Career development.

4. Sound management practices.

C. Specialized training opportunities are occasionally made available to qualified sworn personnel. Procedure to apply for this training is as follows:

1. The officer shall submit a request, in writing, through the chain of command to the Chief of Police.

2. The officer's shift and Bureau Commander shall review the request and record their recommendations.

3. The Bureau Commander shall review the request for budgetary costs and interest expressed in specialty interest surveys.

4. If the Chief of Police approves the officer for attendance at the course, he shall notify the Training Coordinator who shall schedule attendance.

5. If the Chief of Police denies the request, he shall return the letter, together with the reason for denial, to the officer. A copy shall be forwarded to the Training Coordinator for file purposes.

6. Upon completion of such special advanced training, every effort will be made to assign the officer to duties which meet the maximum opportunity to utilize training received through assisting other officers, conducting training, etc.

7. All newly promoted sergeants and lieutenants are required to attend advance training. Sergeants are required to attend a 40-hour class on supervision. Lieutenants are required to attend a 40-hour class on administration. Both classes shall be pre-approved by the MPCTC, prior to attendance.

XXIV. FAMILIARIZATION WITH THE ACCREDITATION PROCESS

A. During the self-assessment phase of the accreditation process, the Rockville City Police Department personnel will be familiarized with the accreditation process through daily bulletins.

B. Personnel will be re-familiarized with the accreditation process through memorandums, roll call briefings or in-service training classes prior to an on-site assessment.

C. Newly hired personnel will be given familiarization training within thirty days after their employment. Additional training may be accomplished through the field-training program, roll call training and in-service.

XXV. SPECIALIZED TRAINING

A. Specialized training is required for the following positions:

1. Classroom instructor.
2. Firearms instructor.
3. First-line supervisor - sergeant.
4. Upper management - lieutenant.
5. D.A.R.E. officer.
6. Commercial vehicle inspector.
7. Speed measuring device operator/instructor.
8. Crime prevention/community services officer.
9. Officers carrying lethal/non-lethal weapons.
10. Intoximeter and P.B.T. operators.
11. Field training officer.
12. Any other position mandated by the Maryland Police and Correctional Training Commission.

B. Specialized training provided to Department personnel shall include, the following:

1. Development and/or enhancement of the skills, knowledge, and relevant abilities of the particular position or assignment.
2. Familiarization with management, administration, supervision, personnel policies, and support services associated with the position or assignment.

3. Definition of Department policies, procedures, rules and regulations that specifically impact the position or assignment.

4. Supervised on-the-job training, whenever practicable.

5. Identification of the performance standards of the job function or component.

6. Any retraining requirements established by the Maryland Police and Correctional Training Commission.

C. Specialized Training / Initiated

The Bureau Commanders shall ensure, whenever possible that specialized training shall commence within thirty (30) days of the appointment to a specialized position or promotion.

XXVI. CIVILIAN EMPLOYEE TRAINING

A. Newly appointed civilian employees of the Rockville City Police Department will be provided with an orientation and training in the following areas:

1. The Department's role, purpose, goals, policies and procedures.

2. Working conditions and regulations.

3. Responsibilities and employee rights.

B. The training and orientation will be coordinated with the City's Department of Human Resources.

XXVII. CIVILIAN TRAINING / ADDITIONAL FOR CIVILIAN EMPLOYEES

A. Civilian employees of the Rockville City Police Department will be provided with training that stresses not only the skills necessary to perform the technical aspects of their jobs, but also the importance of the link they provide between the citizen and the police Department, which often shapes a citizen's opinion of the Department.

B. Upon initial hire all civilian employees will be provided the training necessary to perform the specific duties assigned to the position they were hired for. This training will be provided by the employee’s immediate supervisor or another employee assigned to provide the training.

XXVIII. ANNUAL RE-TRAINING FOR CIVILIAN EMPLOYEES

A. Annual re-training or "In-Service" training may be provided for Department civilian employees to update their job skills increase their knowledge for any new job responsibilities and/or to keep them informed of any changes applicable to their jobs or tasks they perform.

B. Re-training is mandatory for Police Communications Operators who have access to CJIS/NCIC and criminal history information. They must pass a re-certification examination administered by the State of Maryland every two years.

XXIX. ACCREDITATION MANAGER

A. The role of Accreditation Manager is very specialized and requires familiarization with the accreditation process.

B. The Accreditation Manager should attend at least one CALEA conference during the three-year self-assessment process.

C. The Accreditation Manager should participate in the local accreditation Police Accreditation Coalition – CRLEAA.

D. Within one year of being assigned as the Accreditation Manager the employee will receive specialized accreditation manager training.