

Bowie State University Police Department

General Order



<i>Subject: Training</i>	<i>Number: 20</i>
<i>Effective Date: May 8, 1998</i>	<i>Rescinds Former Articles: 20.4,20.5,20.6, 20.7 and 20.8</i>
<i>Approved: Capt. B. S. Biscoe</i>	

This article contains the following sections:

- 20.1** *Policy*
- 20.2** *Responsibility for Training*
- 20.3** *Entrance Level Training*
- 20.4** *In Service Training*
- 20.5** *Supervisory*
- 20.6** *Firearms Training*
- 20.7** *Specialized Training*
- 20.8** *Scheduling of Training*

20.1 **Policy**

20.1.1 The BSUPD is a full service police organization

- a. The selection and training of qualified personnel is of utmost importance.
- b. The department will make every effort to hire and retain only the highest caliber individuals.
- c. The BSUPD's operational environment is much more complex than most urban areas because of the added variable created by the existence of a large concentration of highly educated and professional persons who live, work, and study on this campus.
- d. This situation requires that candidates selected for employment as police officers be able to communicate effectively with all individuals who comprise the Bowie State University community.

20.1.2 To that end, the BSUPD shall afford its members every opportunity, within the limits of its mission and ability to provide appropriate police service, to receive the highest possible level of training it can provide.

20.2 Responsibility for Training

- 20.2.1 A Sergeant will be assigned as Training Officer.
- 20.2.2 The Director shall maintain the ultimate responsibility for supervisory training of the force through the BSU Training Officer.
- 20.2.3 The BSUPD Training Officer shall be responsible for managing the coordination and implementation of training programs, such as scheduling for entrance level, in-service, supervisory, firearms, specialized, and any mandatory training.
- 20.2.4 The Training Officer shall coordinate entrance level training with the host police academy and will act as a liaison with the Maryland Police Training Commission for certification standards.

20.3 Entrance Level Training

20.3.1 All police officer candidates shall attend an entrance level training program, approved by the Maryland Police Training Commission, and shall successfully complete the program before certification. The following is the mandated training program:

a. Mandatory, 600-hour minimum standard:

- (1) Administrative Duties
- (2) Constitutional and Statutory Law
- (3) Patrol
- (4) Traffic
- (5) Criminal Investigation
- (6) Emergency Care
- (7) Communications
- (8) Report Writing and Composition
- (9) Community Relations
- (10) Crisis Intervention
- (11) Protective Strategies and Tactics
- (12) Emergency Vehicle Operations
- (13) Prisoner Processing and Security

TOTAL

600 hours

b. The 35-hour firearms training program is not included in the entrance level police training program, but is required separately, as specified in Section 20.5.

20.3.2 An entrance level training program may exceed the mandatory minimum standard curriculum.

20.3.3 Officers attending an entrance level training program shall be excused from routine police duties and shall receive a regular salary.

20.3.4 Department:

- a. Department of the officers attending an approved school will be the responsibility of the Academy Director.
- b. The Academy Director or designee will function as the commanding officer for the class.
- c. Each trainee shall receive a copy of the Academy's regulations developed to govern the trainees' daily actions and deportment.
- d. The disciplinary regulations of the host police department shall apply to all BSUPD trainees. The rules and regulations of the BSUPD shall also be applicable.
- e. The Academy Director shall notify the Director, if there is a breach of conduct that requires disciplinary action.
- f. When a trainee's progress in either academic or skill areas indicates that the trainee will fail the program, the Academy Director will notify the Director. The failing trainee may be withdrawn from the program at any time before graduation.

20.3.5 Successful completion of the approved entrance level training program shall include the following:

- a. The academies will conduct testing which indicates that the trainee has learned or can perform each of the performance objectives for the program.
 - (1) The trainee shall achieve at least a score of 70% in each category.
 - (a) Academies shall maintain accurate records of all tests and testing procedures.
 - (b) At the conclusion of the training program, academy directors shall verify that the trainee has met the above requirement.
- b. A BSUPD officer who is authorized to carry any firearm shall successfully meet the performance objectives and standards of the 35-hour firearms training program before carrying or being issued the firearm. The firearms training program may be taken as part of entrance-level training or separately. However, the police officer shall successfully complete the program before any authorized weapon may be carried.

- c. Trainees shall meet the qualification standards for certification in the first responder program of the Maryland Institute of Emergency Medical Services.
- d. Failure to achieve the minimum requirements for any combination of courses shall be sufficient grounds to withhold the certificate of completion of the Minimum Standards Certificate for Law Enforcement Training.
- e. Participants absent for more than five (5) percent of the program will not be certified, unless the Program Director and the Commission Training Coordinator decide that sufficient work has been completed.

20.3.6 Any other obligations set forth by the host academy either in writing or orally, shall receive the same respect as if incorporated in the Regulations of the Police Training Commission. This shall include any obligations established by the Director.

20.3.7 Certification:

- a. Any police officer who meets the Commission's standards shall receive certification as a police officer for a period not to exceed three (3) years.
- b. The Commission will re-certify a police officer, without application, on or before the automatic lapse of the certification, if the police officer has met the Commission's standards and the certification has not been suspended, revoked, or recalled.
- c. For the purpose of this article, the term "certification" means authorization for the person to serve as a police officer.
 - (1) This certification is not to be confused with a "certificate" which is issued upon successful completion of a training program.
 - (2) The certification will contain information from and be in a form determined by the Maryland Police Training Commission.

20.4. In-service Training

20.4.1 All police officers below the rank of first-line supervisor (corporal) shall be provided with an approved in-service training program of 17.5 hours every calendar year.

- a. The curriculum shall reflect the current needs of the force.
- b. The in-service program may be conducted by the BSUPD or taken at an approved in-service school.
- c. Each officer shall successfully complete an approved program during every calendar year, except as provided below.

20.4.2 In-service training shall not be required during the first calendar year of employment, provided entrance level training is received during this time.

20.4.3 Individuals who are eligible and receive a Certificate of Comparative Compliance for entrance level training shall receive in-service training during the first calendar year of employment and every calendar year after that.

20.4.4 The curriculum for a proposed in-service training program shall cite:

- (1) The topics to be studied;
- (2) The time allocated to each topic; and
- (3) A brief rationale as to why, in terms of current job needs, the topic has been included in the curriculum.

20.4.5 During every calendar year divisible by the number "3" (for example, 1986, 1989), the program shall contain one (1) hour on the topic of the care and handling of a victim of rape and sex offenses, including the sexual abuse of children.

20.4.6 A test shall be administered at all approved in-service training programs, and a score of 70% shall be achieved for certification.

20.5 Supervisory Training

20.5.1 First-line supervisory police personnel (corporals and sergeants), as defined in Article 41, Section 70A, Annotated Code of Maryland, shall successfully complete an approved curriculum of not less than 35 hours duration on supervision.

20.5.2 The curriculum shall be taught by instructors approved by the Maryland Police Training Commission.

20.5.3 All officers participating in the program shall achieve not less than 70% as measured by an examination.

20.5.4 Participants absent for more than 10% of the program shall not be certified, unless the Program Director and the Commission Training Coordinator decide that sufficient work has been completed.

20.5.5 A roster of participants and grades shall be submitted to the Maryland Police Training Commission upon completion of the program.

20.5.6 Any individual mandated to successfully complete the approved curriculum of the supervisor training program may be waived from the requirement, upon submission of proof of successful completion of a parallel curriculum taught by a recognized police training institution. The following programs are generally acceptable substitutes for the mandated supervisor training program:

- a. Northwestern Institute (nine-month program),
- b. Southern Police Institute (three-month program), and
- c. F.B.I. National Academy.

20.5.7 Command Level Training - Lieutenant, UPO V, and Captain, UPO VI:

- a. The Maryland Police Training Commission mandates a forty-hour course upon promotion to rank of lieutenant and captain.
- b. The course must be completed within one (1) year of promotion.
- c. The course shall include, but not be limited, to:
 - (1) Administrator Program,
 - (2) Uniformed Crime Reporting, and
 - (3) Use of the MILES System.

20.6 Firearms Training

20.6.1 Qualifications with weapons authorized for on-duty and off-duty use:

- a. All departments and agencies shall arrange for an annual qualification with the weapon or weapons authorized for on-duty and off-duty use by police officers.
- b. Qualifications shall be under the supervision of a Maryland Police Training Commission approved Firearms Instructor.
- c. Scores and methods of scoring for qualification shall be parallel to criteria observed for qualification of entrance level officers.
- d. A single qualification score for each officer on each weapon authorized will be submitted to the Commission Officer only once each calendar year.
- e. The outline and course requirements for firearms qualifications will be furnished by the Police Training Commission on request and will be covered as stated.

20.6.2 As part of the annual firearms qualification, two (2) hours of classroom work in the following areas are required (this two-hour classroom requirement can be part of the total of 17.5 hours of yearly in-service training):

- a. Care, cleaning, safe handling, and safe storage of the service revolver;
- b. Legal aspects in the use of firearms; and
- c. Fundamentals of shooting, such as sight alignment, grip, and trigger squeeze.

20.6.3 Waivers:

- a. If, during the in-service training mandate, any police officer attends the FBI National Academy, the Southern Police Institute (three-month program), the Northwestern University Traffic Institute (nine-month program), or any other training program which is equivalent to these, or any training which is specifically mandated under other sections of these regulations, the in-service mandate for this period may be waived.
- b. A waiver will be granted upon the submission of proof of having attended comparable training. This waiver will serve for one (1) 17 1/2-hour training cycle.
- c. A waiver of firearms qualification will be valid only for the calendar year in which the training and qualification was completed at a comparable training program.

20.7 Specialized Training

20.7.1 The BSUPD shall offer specialized training to its members when slots become available. Examples of specialized training programs include, but are not limited to:

- a. FBI Basic Fingerprint Classification,
- b. Criminal Investigation, and
- c. Crime Scene Searches

20.7.2 Officers interested in attending any of the specialized courses shall submit a request on BSUPD Form 95.

20.7.3 Selection of officers to attend specialized training courses shall be determined by:

- a. Seniority,
- b. Work performance, including sick leave and dependability,
- c. Specialized needs of a particular unit, and
- d. Management prerogative.

20.8 Scheduling of Training

20.8.1 The BSU Police Training Sergeant will be responsible for scheduling all training for the BSU Police Personnel. All BSU Personnel are subject to be rescheduled to accommodate shift coverage, off days, and training dates.

20.8.2 All scheduling will be done in a timely fashion at a minimum of five days prior to actual start date.

20.8.3 Each member will be notified in writing of any rescheduled reporting dates and times five days prior to the rescheduling.

20.8.4 Overtime/Comp Time will be allowed on an as-needed basis at the rate of 1.5 times regular rate.

* **Rescissions: Former Articles**

1. Article 20, Section 4
 2. Article 12, Section 5
 3. Article 20, Section 6
 4. Article 20, Section 7
 5. Article 20, Section 4
 6. Article 20, Section 5
 7. Article 20, Section 6
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