



GREENBELT POLICE DEPARTMENT – GENERAL ORDERS

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Approved by: Chief James Craze			CALEA 5 th Edition	
CALEA Standard: 33.1.1 33.1.2 33.1.3 33.1.4 33.1.5 33.1.6 33.1.7 33.2.3 33.2.4 33.3.1 33.4.1 33.4.2 33.4.3 33.5.1 33.5.2 33.5.3 33.6.1 33.6.2 33.7.1 33.7.2 33.8.1 33.8.2			Pages: 17	

01 POLICY: The Greenbelt Police Department will provide, through the use of an allied agency or other organizations (i.e. Police Corps), training to meet or exceed Maryland Police Training Commission (MPTC) standards for certification as a Maryland Police Officer.

The Department will, to the extent resources are available, provide specialized and advanced training to police and civilian employees to develop the wide variety of skills and abilities required to perform the complex tasks associated with supervision, management and specialized police functions.

The Department will concentrate training resources on MPTC standards, critical functions, identified deficiencies, programs that improve operational effectiveness, employee development, and topic areas identified by the Chief of Police.

02 ORGANIZATION AND ADMINISTRATION:

- A. Authority:** The authority and responsibility for all training for both sworn and civilian personnel shall be vested in the Administrative Services Division.
- B. Management:** Under the management of the Administrative Services Division Commander, the Support Services Unit shall:
 - 1. Determine training needs through interaction with the Training Committees and outside sources such as the Prince George’s County

State’s Attorney’s Office, Maryland Police Training Commission (MPTC), etc.

- 2. Plan, develop, coordinate and implement “in-house” training programs that received prior approval by the Chief of Police, and coordinate all other training programs for Departmental personnel.
- 3. Notify supervisors and employees of required or approved optional training available.
- 4. Notify supervisors and employees of training courses which they have been selected to attend.
- 5. Ensure that all personnel have attended and satisfactorily completed all mandated training.
- 6. Determine job-relatedness of requested training through interaction with appropriate supervisory personnel.
- 7. Ensure that all training is directed towards the accomplishment of the Department mission by ensuring that each “in-house” program presented:
 - a. Focuses on the elements of the job for which formal training is needed;
 - b. Provides clear statements of what is to be learned;
 - c. Provides a basis for evaluation by the participants; and

- d. Provides a basis for evaluating the effectiveness of the training program.
- 8. Assist the Command Staff in the selection of Department training instructors.
- 9. Maintain accurate records of all training received by Department employees.
- 10. Evaluate all training programs through employee and supervisor feedback.
- 11. Act as the Department liaison with police academy staff. (CALEA 33.4.3.d)
- 2. Identify other training needs within their respective Divisions for Command Staff consideration.

- E. The Training Committee has no authority over the Department's Training function but acts in an advisory capacity to the Chief of Police. (CALEA 33.1.1.c & e)
- F. The Committee shall meet at least twice a year at a time set by the Administrative Services Division Commander. The Administrative Services Division Commander or his/her designee shall serve as chairperson.
- G. Upon the conclusion of each meeting, the Chairperson shall prepare and forward to the Chief of Police the minutes of the meeting and the recommendations regarding current and future training needs.

03 DEPARTMENT TRAINING COMMITTEE:

- A. Department Training Committee (non-sworn and sworn) shall be formed for the purpose of identifying training needs within the Department and assisting in developing programs to meet those needs.
- B. The Committee shall consist of a number of members determined by the Administrative Services Division Commander. Each Division within the Department shall be represented on the Committee. (CALEA 33.1.1.a)
- C. Members of the Committee shall be selected by the Administrative Services Division. Officers interested in being a member of the Committee shall submit a memorandum via the chain-of-command to the Administrative Services Division Commander for future openings. (CALEA 33.1.1.b)
- D. Committee Responsibility: The Committee has the responsibility and authority to: (CALEA 33.1.1.d)
 - 1. Evaluate all training programs used by the Department, both internal and external, as required.

04 LESSON PLANS: Each instructor assigned to present a training class shall prepare a lesson plan for the course of instruction.

- A. The lesson plan shall be comprehensive and accurate. The lesson plan shall be required of both internal and visiting instructors unless the lesson has been pre-approved by MPTC.
- B. Guidelines for format of the lesson are to include:
 - 1. Course: The title of the course or school (e.g., Emergency Vehicle Operations).
 - 2. Subject: The title of the block of instruction the lesson covers (e.g., The Mechanics of Driving).
 - 3. Instructional Unit: The subdivisions for each block of instruction. The subject "Mechanics of Driving" may have instructional units covering backing, skid control, obstacles course, etc. (CALEA 33.1.4.b)

4. Lesson Number: Some courses will consist of more than one lesson. Number the lessons consecutively.
 5. Method: The type of instructional procedures to be used. Method may include some or all of the following: (CALEA 33.1.4.b)
 - a. Lecture;
 - b. Demonstration;
 - c. Discussion; and/or
 - d. Role playing.
 6. Time: The amount of time needed to present the lesson.
 7. Teaching Aids: Teaching aids to be used during the presentation. These may include:
 - a. Overhead projector;
 - b. Handouts;
 - c. Audio or video tapes;
 - d. DVD;
 - e. File or slide projector;
 - f. Flip charts;
 - g. Marker board or chalkboard; and/or,
 - h. Power Point presentations.
 8. Reference Materials: List reference materials used in developing the lesson.
 9. Assignments: List the assignments, if any, that will be given to the students.
 10. Student Materials: List the materials the student will need in order to be prepared for the class (i.e., pencil, paper, calculator, ruler, etc).
 11. Job Related Objectives: What the student should learn upon the completion of the class (i.e., “Upon completion of this course the student should be able to...”). (CALEA 33.1.4.a)
 12. The lesson plan must indicate that the material presented in class will be reviewed prior to testing.
 13. Type of test, if any, to be given, (i.e., essay, multiple choice, practical, etc). The Administrative Services Division Commander must receive a copy of the test prior to the lesson presentation (CALEA 33.1.4.d)
- 05 APPROVAL OF LESSON PLANS:**
(CALEA 33.1.4.c)
- A.** All instructors shall, no less than thirty (30) days prior to the presentation of a lesson, submit a written lesson plan with a description of the learning objectives to the Administrative Services Division Commander or his/her designee who will ensure the lesson plan is within appropriate format as well as complete.
 - B.** Lesson plans needing MPTC approval for in-service credit will be forwarded by the Administrative Services Division Commander or his/her designee for processing.
 - C.** Lesson plans not approved by the Administrative Services Division Commander or his/her designee will be returned to the instructor for corrections.
 - D.** The Support Services Unit will maintain a record of all approved Departmental and MPTC lesson plans.
- 06 LESSON PLAN RETENTION:**
- A.** All approved lesson plans will be maintained in a secure location by the Support Services Unit. Lesson plans shall be maintained within two categories:

- a. Active
 - b. Inactive
- B.** Lesson plans should be updated every three years. Once a lesson plan is found to be obsolete or no longer necessary, it will be moved from the active file to the inactive file. Lesson plans will be maintained in the inactive file for at least three years plus six months from the last revision date, at which time they can be destroyed.

07 LESSON PRESENTATION: Each class presentation shall include at least the following:

- A.** Introduction: This first phase of instruction is used to prepare the student to receive the lesson or instruction that will be presented. The introduction should include at least the following:
 - 1. At the beginning of each course, participants shall be instructed as to the performance objectives of the course, the type of testing that will be used and the requirements for a passing score. (CALEA 33.1.1.a & d)
 - 2. Articulation of the objective(s) of the lesson.
 - 3. Why the lesson is being taught.
 - 4. The benefits derived from learning the material presented.
- B.** Presentation: The step by step teaching of the material.
- C.** Application/Demonstration: Explanation of the application of the material presented or hands on performance by the student when applicable.
- D.** Review: A summary of the material presented with emphasis on major points of instruction.
- E.** Test: The determination of the student's comprehension of the lesson content. All written tests are to be approved by a qualified instructor.

Tests may be formal written exams or may consist of informal questioning sequences by the instructor or may include practical exercises. The purpose of any test shall be to ensure student comprehension of the covered material. A minimum score of seventy (70%) percent must be obtained to pass written exams. Practical exercises may be scored on a pass/fail basis.

- F.** Course Critique: A written evaluation of the course content and effectiveness of the instructor as perceived by the student.

08 CURRICULUM RECORDS: In addition to the Employee Training file, the Support Services Unit shall maintain records on training classes conducted within the Department and attended by Agency employee(s). These records shall contain:

- 1. Lesson plans or course content; (CALEA 33.1.7.a)
- 2. Names of Agency attendees; and, (CALEA 33.1.7.b)
- 3. Performance of individual attendees as measured by test, if administered. (CALEA 33.1.7.c)

09 TRAINING RECORDS:

- A.** Attendance at all training schools or sessions shall be documented and records maintained by the Support Services Unit. The employee's training file shall be updated following the successful completion of each training program. Employees attending courses or schools outside the Department shall be responsible for submitting a certificate of completion or other appropriate documentation to the training files. This documentation shall be provided within three (3) days of receipt of a course completion certificate. (CALEA 33.1.6)
- B.** "In-House" Training: The file for "in-house" training shall contain at least the following information.

1. The name and date of the course attended;
2. The length of the course in hours;
3. The name(s) of instructors;
4. Hours of MPTC credit awarded for each class, if applicable;
5. The employee's performance as measured by test, if administered; and,
 - a. Participants of all in-service training courses may be tested on their ability to use the knowledge and skills covered in a course.
 - b. Competency-based testing, based upon the performance objectives of the course, may be employed.
6. A copy of the course certificate, if issued.
3. Possess clearly demonstrated skill in the subject matter; and,
4. Have knowledge of teaching theories, methods and practices

B. Officers who instruct for the Department are encouraged to be Maryland Police Training Commission (MPTC) certified.

C. Any officer selected to be an instructor is responsible for keeping his/her teaching credentials current for a minimum of ten (10) years.

D. Instructor Training: Departmental instructors shall receive training, in the following: (CALEA 33.3.1)

1. Lesson plan development; (CALEA 33.3.1.a)
2. Performance objective development; (CALEA 33.3.1.b)
3. Instructional techniques; (CALEA 33.3.1.c)
4. Testing and evaluation techniques; and, (CALEA 33.3.1.d)
5. Resource availability and use. (CALEA 33.3.1.e)

C. RELEASE OF TRAINING RECORDS:

1. Training records shall not be released outside the Agency without specific legal authority.
2. Any outside request, including any legal process demanding the release of training records, shall be forwarded to the Administrative Services Division Commander who shall in turn determine the validity of the request.

11 ATTENDANCE: (CALEA 33.1.2)

A. Employees shall report to scheduled training assignments at the designated time in designated/proper attire with all required equipment. Employees who cannot avoid being late for training shall contact the Support Services Unit and provide an explanation for the tardiness and an estimated time of arrival. When feasible, notification will be made by the officer to the training class. Employees shall be held accountable for completing any lost time.

B. Failure to report to scheduled training shall be handled in the same manner as failure to report for normal duty assignments.

10 INSTRUCTORS' QUALIFICATIONS AND TRAINING:

- A.** Department instructors will meet the following criteria:
1. Have a minimum of five years of police experience; or,
 2. Be a current certified instructor; or,

- C. The Department has limited monetary resources in the training budget. Officers are encouraged to sign up for training that will enhance their knowledge, promotional potential and career development. In an effort to get the most out of the Department's training budget, employees who fail to appear for Department scheduled training, without a legitimate excuse, are responsible for reimbursing the City for the cost of the training. The reimbursement is in addition to any disciplinary action that may be taken.
- D. If an employee is unable to attend a training session, he/she must notify the Support Services Unit Administrative Assistant immediately and his/her own supervisor as soon as practical.
- E. If an employee needs to leave class for any reason, notification must be made to the instructor. Upon returning, the employee must again notify the instructor. Missed portions of any program must be made up at the discretion of the instructor.
- F. Employees whose official duty status is listed as light-duty may attend the classroom portion of any training, but any physical participation, limited by their status, will have to be made up as soon as the employee returns to full-duty status. If possible, employees whose duty status is listed as light-duty should expect to complete mandatory training if it is available during that period of time. Employees who are not on official light-duty, but who are unable to perform the training, will have their incapacity documented and reported via chain-of-command to their Division Commander. Training must be made up as soon as practical.
- G. The Support Services Unit shall be responsible for maintaining all training attendance records. For "in-house" training a class roster will be compiled prior to training dates and given to the instructor for the purpose of documenting attendance. A daily sign-in sheet will also be utilized. No later than 1000 hours on the next business

day following an "in-house" training, session hosted by this Department, the instructor will either forward by memorandum or e-mail to the Support Services Unit roster certifying the date of training, the number of hours involved and the identity of the Greenbelt employees who attended.

12 REMEDIAL TRAINING: (CALEA 33.1.5)

- A. Entry-Level/Recruit: The Greenbelt Police Department does not operate its own police academy. Any recruit officer failing to attain a satisfactory performance level at an allied agency's police academy shall be placed in remedial training as defined by the allied agency's remedial training policy as appropriate.
- B. Performance:
 - 1. Any officer who fails to demonstrate a satisfactory performance level during a tour-of-duty will receive remedial training as appropriate.
 - 2. All supervisors shall provide remedial training within their Command. If necessary, the Administrative Services Division Commander may be contacted for assistance.
 - 3. Deficiencies in the following areas shall be brought to the immediate attention of the officer's Commander and the Administrative Services Division Commander for scheduled remedial training:
 - a. Firearms proficiency and safety;
 - b. Driving techniques;
 - c. First aid administration;
 - d. ASP Baton use;
 - e. Failing a MPTC required test;

- f. Significant report writing deficiencies;
 - g. Pepper spray use; and,
 - h. Officer safety skills.
- C. Officers who fail remedial tests shall be placed in an administrative assignment pending a disposition by the officer's chain of command.

13 ENTRY LEVEL/RECRUIT TRAINING AND ORIENTATION:

- A. All newly hired recruits must successfully complete a MPTC certified entry level training program to which they are assigned by the Department prior to any assignment in any capacity in which the officer is allowed to carry a weapon or is in a position to make an arrest, except while participating in the Greenbelt Police Department's Field Training Program as a non-certified employee. (CALEA 33.4.1)
- B. While a recruit is assigned to an allied agency's police academy for entry level training, the officer may not carry a weapon or exercise his/her authority as a Greenbelt Police Officer until successful completion of the training.
- C. All new recruit personnel shall be provided an academy handbook from the allied agency at the time academy training begins.

- 1. The recruit training program shall include:
 - a. A curriculum based on tasks of the most frequent assignment associated duties of officers who complete recruit training; (CALEA 33.4.2.a)
 - b. Use of evaluation techniques designed to measure competency in the required skills, knowledge and abilities expected of a patrol officer; and, (CALEA 33.4.2.b)

- c. Minimum standards of the Maryland Police Training Commission.
- 2. All recruits shall be expected to comply with all Greenbelt Police Departmental Orders and lawful orders issued by academy staff members. (CALEA 33.2.3)
- 3. All recruits will have access to the Employee Assistance Program for confidential counseling services. (CALEA 33.2.3)
- 4. The Department is responsible to provide Workers Compensation coverage for injuries received by a recruit when attending the police academy. (CALEA 33.2.3)
- 5. To safeguard the interest of both the Department and the allied agency's police academy a written memorandum will be prepared describing the legal basis for participation. (CALEA 33.2.3)
- 6. The Department will make every attempt to provide certified instructors to any recognized academy on request when possible. (CALEA 33.2.3)
- 7. Any fees or charges paid to an allied agency's academy, etc., will be worked out on a case-by-case basis. (CALEA 33.2.3)

14 FIELD TRAINING PROGRAM (FTP):

- A. Officers in the FTP after successful completion of the basic academy, and newly hired lateral officers, are required to complete a structured training program prior to being "solo-qualified." The structured FTP will include a full fourteen (14) week program for new officers that do not have prior police experience, and a nine (9) week Experienced Police Officer (EPO) FTP for hired lateral officers.
- B. The fourteen (14) and nine (9) week training periods shall be divided into

four phases in which the officer will be rotated to each of the patrol shifts, whenever possible. Prior to entering the FTP, the new officer and EPO will receive 2 weeks of orientation / gap training. Each phase in duration is as follows: (CALEA 33.4.3 a & f)

1. Phase I: New Officer - Four (4) weeks EPO – T (4) weeks
2. Phase II: New officer - Four (4) weeks EPO - Two (2) weeks
3. Phase III: New Officer - Four (4) weeks EPO – Two (2) weeks
4. Phase IV: - New Officer – Two (2) weeks EPO – Two (1) week

NOTE: The FTP may be shortened depending on the EPO’s process and experience, but a minimum of four (4) weeks is required.

5. At the conclusion of each phase, the training is evaluated to determine if the officer is ready to advance to the next phase of training.
 - a. If remedial training is needed, the phase shall be extended.
 - b. If the officer is progressing ahead of schedule, the length of the FTP can be modified only with the approval of the Administrative Services Division Commander or his designee.
 6. Following the successful completion of the FTP, “solo-qualified” officers shall be evaluated weekly for an additional twelve (12) weeks by their immediate supervisors.
- C. During the FTP, the recruit officer and EPO shall receive additional training and evaluations in such areas as Department policies, procedures, rules, regulations, patrol procedures, first aid, and victim/witness rights, etc., as

outlined in the Department Field Training Manual. (CALEA 33.2.4)

1. The FTP shall identify the tasks most frequently performed by certified officers and evaluate the recruit officer’s job performance in those dimensions. (CALEA 33.4.2.a)
 2. Standardized evaluation techniques designed to measure the recruit officer’s competency in the required skills, knowledge, and abilities shall be used. (CALEA 33.4.2.b)
- D. During Phase I of a recruit officer’s/lateral officer’s FTP, the officer will receive training on Department policies and procedures, rules and regulations, City ordinances and codes, Bias Based Profiling and other specialized training specific to the City of Greenbelt. The training may be extended if additional training is necessary. (CALEA 33.2.4)
- E. The Administrative Services Division Commander will appoint a Field Training Program Coordinator who will maintain a liaison with the Field Training Officers for the purpose of assisting with training problems, scheduling and for conducting end of phase evaluations at the termination of each of the training phases. The Field Training Program Coordinator will maintain the training files containing the FTO evaluations until the training package is forwarded to the Support Services Unit. (CALEA 33.4.3.c)

15 FIELD TRAINING OFFICER SELECTION AND TRAINING:
(CALEA 33.4.3.b)

- A. Selection:
1. When the Department has a need for Field Training Officers, the Administrative Services Division Commander shall distribute a personnel order requesting volunteer candidates for the position. Officers interested in

being a Field Training Officer shall forward a memorandum via the chain-of-command to the Administrative Services Division Commander.

2. Officers selected to be Field Training Officer shall have an average of “3” on their past two performance appraisals.
3. Selection of Field Training Officers will generally be from the rank of Master Police Officer. However officers holding the rank of Police Officer First Class may apply.
4. The Administrative Services Division Commander and Field Training Officer Coordinator (selection committee) may select officers from the list of volunteers or any Master Police Officer in the Patrol Division. When selecting Field Training Officers, the selection committee should consider the following:
 - a. Years with the Agency;
 - b. Performance appraisals;
 - c. Report writing ability;
 - d. Pro-activeness; and,
 - e. Knowledge of Department Rules and Regulations.
- B.** Prior to a recruit being assigned to a Field Training Officer, when applicable, the training officer shall confer with the Administrative Services Division to find the recruit’s strength and weaknesses as determined by the allied agency’s academy staff. (33.4.3.d)
- C.** FTO Training: All officers assigned as Field Training Officers will receive, at minimum, FTP orientation training conducted by the Field Training Program Coordinator. (CALEA 33.4.3.e)
- D.** Evaluation: Field Training Officers’ training effectiveness shall be

evaluated by their immediate supervisor and the Field Training Program Coordinator. (CALEA 33.4.3.c)

- E.** Required Reports: Field Training Officers shall conduct their training and make required reports and recruit evaluations as indicated in the Field Training Manual. (CALEA 33.4.3.g & h)
- F.** Recruit officers shall evaluate each Field Training Officer from which they have received training after completion of each phase in the program. This shall be accomplished in writing utilizing the appropriate form.

16 POLICE LATERALS:

- A.** Police officers hired at the lateral entry level must successfully complete mandated training as prescribed by the Maryland Police Training Commission prior to receiving certification as a police officer.
- B.** These officers shall then be placed in the Department’s Field Training Program.

17 IN-SERVICE TRAINING:

- A.** All sworn employees shall annually complete a minimum of eighteen (18) hours of In-Service Training, as mandated by MPTC. In addition to this at a minimum once a year, all officers, shall receive firearms training, officers shall record one day and one reduced lighting fire score. (CALEA 33.5.1)
- B.** In-Service: Training topics may include subjects which have been identified by the Training Committee as pertinent to the maintenance of job assignment proficiency. (CALEA 33.5.1)
- C.** Legal Updates: As part of in-service training, at least once annually legal updates will be included as a topic of instruction. (CALEA 33.5.1)

- D. CPR/AED/First Aid Training: Sworn personnel shall attend training on CPR, AED and First Aid as directed by the Administrative Services Division Commander. Non-sworn personnel are strongly encouraged to take advantage of this valuable training.
 - E. Use of Force training will be conducted annually to include, at a minimum, the Use of Force General Order. (CALEA 1.3.11)
 - F. Biennially officers will receive training and must demonstrate proficiency with all Departmentally approved less-lethal weapons.
 - G. Some portions of In-Service Training will include testing procedures to measure the participants' knowledge of the material taught. A test failure will result in the officer being scheduled to repeat the training and being administered a re-test.
 - H. As soon as available, the Support Services Unit shall publish a tentative calendar of In-Service Training and other anticipated training for the coming year. The training will be posted on the Training Board in the Department's mailroom.
 - I. Persons scheduling personnel for training will attempt to minimize overtime costs, minimize disruption to operations, and minimize any burdens upon the employees. It is also the Squad/Unit Supervisors' responsibility to schedule their personnel and ensure completion of required courses/programs as well as prompt submission of course completion certificates.
 - J. Specialized In-Service Training Request:
 - 1. Officers interested in specialized training shall complete the appropriate form(s):
 - a. Greenbelt Police Department Training Request Form (GPD Form #403); and/or,
 - b. Greenbelt Police Department MPTC Nomination Form (GPD Form #403A); and/or,
 - c. Maryland State Police Training Request Form (MSP Form #19-43); and/or
 - d. City of Greenbelt Advance/Reimbursement of Expenditures Form (No City Form # assigned).
 - 2. Specialized training requests will be forwarded through the requesting officer's chain-of-command to the Support Services Unit.
 - K. All officers shall report to the In-Service Training sessions in either the uniform of the day or appropriate business attire. Civilians and plain clothes personnel shall report in business attire to include collared shirts, T-shirts, jeans, sweats, shorts, tank tops, athletic shoes, and sandals are prohibited. Exceptions to this policy will be made prior to the training date by the Administrative Services Division Commander, if applicable.
 - L. Officers will act respectfully towards all instructors and participate fully in the training. Deviation from this policy will be reported to the Administrative Services Division Commander and the officer's immediate supervisor, who will then take appropriate action.
 - M. Pagers and cellular phones will be turned off or placed on silent mode while in the classroom.
- 18 SHIFT BRIEFING/ROLL CALL TRAINING: (CALEA 33.5.2)**
- A. Roll call training is designed to be brief in nature and conducted during patrol briefings. Roll call training may include a variety of topics in which the immediate training objective can be met with a short presentation.
 - B. Roll call training should be conducted by the Shift Supervisor or his/her designee.

- C. Any roll call training which is recommended for the entire Department shall be coordinated through the Support Services Unit. The scheduling of such training shall be completed through the Support Services Unit, as appropriate.
- D. The development of roll call training should include the following:
 - 1. Appropriate planning and scheduling for efficient and effective use of time and material coverage;
 - 2. Identification of the techniques and methods used;
 - 3. Documentation of personnel in attendance; and,
 - 4. Evaluation of the training.
- E. Supervisors shall ensure that a copy of the Roll Call Training Form (GPD Form #403B) is completed and forwarded to the Support Services Unit.

19 SPECIALIZED TRAINING:

- A. Specialized training provides the necessary knowledge, abilities and skills in a specified subject area in addition to those received through basic recruit or other In-Service programs. Specialized training includes: (CALEA 33.6.1)
 - 1. Development and/or enhancement of the skills, knowledge and abilities particular to the specialization;
 - 2. Management, administration, supervision, personnel policies and support services of the function;
 - 3. Supervised on-the-job training; and,
 - 4. Agency policies and procedures, rules and regulations specifically related to the function or component, to include taking

receipt of and reviewing all Standard Operating Procedures and Commission on Accreditation for Law Enforcement Agencies (CALEA) standards relevant to the assignment.

- B. Specialized training will be provided to officers transferred to the following specialty assignments as soon as practical after assuming the position this includes the following: (CALEA 33.6.1)
 - 1. Emergency Response Unit (ERU);
 - a. Required Training: Must attend a Basic “SWAT” School.
 - b. Required Retraining: Routinely participate in ERU training days, including readiness exercises. (CALEA 33.6.2)
 - 2. K-9 Unit;
 - a. Required Training: Must attend a Basic Patrol Dog Training School.
 - b. Required Retraining: Must participate in K-9 Unit retraining days.
 - 3. Public Information Officer (PIO);
 - a. Required Training: Attend a basic Press Information Officer (PIO) School; DARE Instructor Training; and, Commercial and Residential Security School.
 - b. Required Retraining: Attend Annual DARE Re-certification Training.
 - 4. Collision Reconstruction Unit ;
 - a. Required Training: Must complete an advanced accident investigation and accident reconstruction school.

- b. Required Retraining: None, however it is recommended that officers attend at least one reconstruction school or conference annually.
5. Criminal Investigations Unit (CRU);
- a. Required Training: Must complete a Basic Criminal Investigations School.
 - b. Required Retraining: None
6. Evidence Unit;
- a. Required Training: Must complete a Basic Evidence Technician (Crime Scene Investigation School).
 - b. Required Retraining: None
7. School Resource Officer (SRO):
- a. Required Training: Must complete Basic School Resource Officer training.
 - b. Required Retraining: Must attend the State or National SRO conference to retain certification.
8. Bike Unit:
- a. Required Training: An introductory bicycle training school.
 - b. Required Retraining: Must participate in regular training sessions during the calendar year mandated by the Bike Unit Supervisor
9. Drug Recognition Expert (DRE):
- a. Required Training: Attend training required by IACP to become a Nationally certified drug recognition expert.
 - b. Required Retraining: Attend the required training mandated by IACP to maintain certification.
10. Crisis Negotiation Unit (CNU):
- a. Required Training: Attend a basic Hostage Negotiation School.
 - b. Required Retraining: Attendance at Unit retraining days.
11. Accreditation Manager:
- a. Required Training: Basic Accreditation Manager training instructed by CALEA or the local Police Accreditation Coalition (PAC).
 - b. Retraining Includes: Attendance at least one CALEA Conference and PAC meeting annually.
12. Strategic Services Lieutenant:
- a. Required Training: Attend training on Purchasing and Procurement.
 - b. Retraining: None, however, it is recommended that over the course of time the Support Service Supervisor attend training in fleet management/maintenance, budgeting, safety and internal affairs training.
13. Administrative Corporal:
- a. Required Training: Attend training on background investigations, RMS, Records Management, data analysis, CJIS certification and recertification, and Excel/Access/Word.
 - b. Retraining: None, however, it is recommended that over the

course of time the Records Unit Supervisor attend various trainings to improve his/her computer skills.

14. Drug or Task Force Officer(s):

- a. Required Training: Attend a basic Drug Investigators School.
- b. Required Retraining: None

15. Traffic Unit Officer:

- a. Required Training: Certification Training in RADAR, LIDAR, standardized field sobriety and accident reconstruction. It is preferred, but not required that the officer also be certified as a drug recognition expert.
- b. Required Retraining: None, however it is recommended that officers attend at least one reconstruction school or conference annually.

16. Intoximeter Operator:

- a. Required Training: Must complete a Basic Intoximeter School instructed by the Maryland State Police.
- b. Retraining: Yearly retraining as Mandated by the Maryland State Police.

17. Beltway Plaza Officer:

- a. Required Training: Attend a commercial or crime prevention training course.
- b. Required Retraining: None, however it is highly recommended that officers attend at least one crime prevention or community policing course/conference annually.

18. Empirian Village Officer:

- a. Required Training: Attend a crime prevention or community policing course/conference.
- b. Required Retraining: None, however it is highly recommended that officers attend at least one crime prevention or community policing course/conference annually.

19. Honor Guard:

- a. Required Training: Attend a basic honor guard school.
- b. None, however it is highly recommended that officers attend an honor guard skills course at least once annually.

20. General Instructor

- a. Required Training: Attend MPTC basic instructor course.
- b. Required Retraining: None, however it is highly recommended that officers attend instruction level classes for subject areas they plan to teach.

21. Firearms Instructor:

- a. Required Attend training: Attend MPTC basic instructor and firearms instructor training.
- b. Required Retraining: None, however it is highly recommended that officers attend weapons manufacture related training.

22. Use-of-Force Instructor:

- a. Required: Attend Training: MPTC Instructor and Use-of-Force Instructor Training.

- b. Required Retraining:
Manufactures training in
subject area of instruction.

- C. Patrol officers are eligible to receive training in specialized patrol equipment and tactics (i.e., RADAR, Preliminary Breath Test (PBT), Less-lethal weapons, etc.).
- D. Selected civilian personnel are eligible to receive specialized training as needed for their particular position/assignment.

20 WEAPONS TRAINING AND DOCUMENTATION:

- A. All agency personnel must demonstrate proficiency in the use of all agency-authorized lethal, less-lethal and specialized weapons before being allowed to carry the weapons. (CALEA 1.3.10)
- B. All proficiency training for lethal and less-lethal weapons must be monitored by a certified instructor. (CALEA 1.3.11.a)
- C. All training and documentation of proficiency for lethal weapons will be the responsibility of the Range Master/Armorer. The proof of proficiency and training will be forwarded to the Support Services Unit for file control. (CALEA 1.3.11.b)
- D. All training and documentation of proficiency for less-lethal weapons will be the responsibility of the individual less-lethal instructor. The proof of proficiency and training will be forwarded to the Support Services Unit for file control. (CALEA 1.3.11.b)

21 ADVANCED TRAINING:

- A. Advanced training is available through the Federal Bureau of Investigation (FBI) National Academy, the Northwestern University Traffic Institute, and Office for Domestic Preparedness and other comparable institutions. This training is designed to

improve the professional competence of officers who have demonstrated leadership abilities or are in need of specialized training not available from other resources.

- B. The Chief of Police shall approve the selection of any member who is chosen to attend any advanced training. The criteria used will include:

1. Meets the requirements of the advanced training institution;
2. Is in a supervisory, command or specialty assignment; and,
3. Demonstrates leadership abilities.

- C. The Chief of Police shall make the determination whether the advanced training graduate maintains his current assignment upon graduation or is placed in another assignment.

- D. All advanced training participants shall submit an evaluation of the training received to the Chief of Police within thirty (30) days of completion.

22 EMERGENCY RESPONSE UNIT (ERU) TRAINING: (CALEA 33.6.2)

- A. All ERU members are required to train and participate in readiness exercises on a regular basis.
- B. ERU and CNU members will train together at least two times within the course of a calendar year.
- C. Documentation of the ERU and CNU training shall be retained by the Support Services Unit and copies will be forwarded to the Accreditation Manager for accreditation purposes.

23 NON-SWORN PERSONNEL ORIENTATION AND TRAINING:

All new civilian employees shall receive the following training, which shall be coordinated through the Support Services Unit: (CALEA 33.7.1)

- A. Orientation to the Department's role, purpose, goals, policies and procedures; (CALEA 33.7.1.a)
 - B. Working conditions and regulations; (CALEA 33.7.1.b)
 - C. Responsibilities and rights of employees; and, (CALEA 33.7.1.c)
 - D. Familiarization with the accreditation process. (CALEA 33.5.3)
 - E. Specialized and In-Service for Civilians:
 - 1. Civilian positions that require pre-service training include, but are not limited to: (CALEA 33.7.2)
 - a. Communications personnel; and,
 - b. Records personnel.
 - 2. Civilian positions that require in-service training include, but are not limited to:
 - a. Communications personnel; and,
 - b. Records personnel.
- 24 DISTANT TRAINING:** Is defined as any training more than 50 miles from the City of Greenbelt. (CALEA 33.1.3)
- A. The Department's policy on distant training is as follows:
 - 1. The instruction is the sole source of training (e.g. pedestrian reconstruction may only be taught at IPTM in Jacksonville, Florida);
 - 2. National Conferences; and,
 - 3. Other training opportunities approved by the Chief of Police.
 - B. All Department employees who wish to attend any distant school, seminar, conference or training program which is to be:
 - 1. Funded by the Department, other than through the City Tuition Reimbursement Program;
 - 2. Attended while on-duty; or
 - 3. Recognized by the Department in order to receive credit for attendance, or attending as a representative of the Department, shall complete a Training Request Form (GPD Form #403).
 - C. Employees attending out-of-town training approved by Administrative Services Division Commander may forward a City of Greenbelt Advancement/Reimbursement of Expenditures Form (No City Form # Assigned). Employees shall fill the form out completely and attach it to the original request for training. (CALEA 33.1.3)
 - 1. Airfare shall be for the coach rate and officers will seek a competitive price.
 - 2. When a Department vehicle is not available any employee who uses his/her personally owned car, the employee will be reimbursed at current government rate.
 - 3. Normally, conferences, seminars and other forms of out-of-town training have suggested or host hotels. Employees will use the suggested hotel(s).
 - 4. For conferences, seminars and other out-of-town training that do not have a specified hotel; employees shall search for a competitive rate before booking a room.
- NOTE: When calculating advances for room rates employees should inquire not only about room rates, but also nightly taxes. The total of the two is what officers shall request for their advance.
- 5. Meals/tips should not exceed a rate deemed reasonable for the area.

6. Whenever possible, conference, seminar and training fees will be paid for in advance by the Department.
7. Any materials needed to be purchased will be approved in advance by the Administrative Services Division Commander.
8. Personal items, alcoholic beverages, entertainment, flight or other insurance and expenses of an employee's family are not authorized expenditures unless previously approved by the Chief of Police.
9. Transportation: The Department will pay for transportation, for official business needs, while at out-of-town training. It is incumbent upon the employee to take the reasonably least expensive form of transportation available.
10. Travel documentation must be submitted on the City's Advance/Reimbursement of Expenditures Form within three (3) days after travel is completed. Expense claims should be submitted with original receipts.

25 NEWLY PROMOTED

PERSONNEL: All newly promoted personnel shall complete training that is commensurate with their new duties at the earliest opportunity, but no later than one year after promotion. (CALEA 33.8.2)

26 REQUEST FOR TRAINING NOT PREVIOUSLY APPROVED:

The agency recognizes that officers sometimes come across training opportunities that could meet Departmental training needs. Officers who wish to seek training at a school, conference or seminar shall submit a written memorandum of justification, a Department Training Request Form and, if needed, an Advance/Reimbursement of Expenditures Form via the chain-of-

command to the office of the Chief of Police (Approvals of less than \$500.00 may be approved by a Division Commander) for consideration. All forms will be filled out completely.

27 ACCREDITATION: See General Order 667-Accreditation Process

28 POST ENTRY TRAINING: See COPAR Chapter 8.

29 MANDATORY TRAINING AFTER A DEPARTMENTAL COLLISION: Employees who are involved in Departmental collisions may be subject to remedial training as follows: (CALEA 33.1.5)

- A. All officers who are deemed to be at fault in a collision will be subject to the AAA Drivers Improvement Training or comparable course as approved by the Administrative Services Division Commander. If the officer was traveling in an emergency mode (priority or pursuit) will attend a one to three day EVOC training course or comparable course as approved by the Administrative Services Division Commander.
- B. Employees who are deemed not at fault, but the collision was avoidable, as deemed by the Departmental Collision Committee, will be subject to AAA Driver Improvement or comparable course as approved by the Administrative Services Division Commander. If the officer was traveling in an emergency mode (priority or pursuit) will attend a one to three day EVOC training course or comparable course as approved by the Administrative Services Division Commander.
- C. Employees who illegal park a Department vehicle and the vehicle is struck will be subject to AAA Driver Improvement Training or comparable course as approved by the Administrative Services Division Commander.

- D.** Employees who are deemed not at fault, and the collision was unavoidable will not be subject to any form of remedial training.
- E.** The Departmental Collision Committee shall meet on a regular basis and will operate under the authority of the Administrative Services Division Commander. The Committee shall consist of an experienced collision analyst.