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Sheriff

HARFORD COUNTY SHERIFF'S OFFICE PERSONNEL POLICY

Training Academy Operations

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1. Purpose

To establish standard and consistent procedures regarding Training Academy operations and responsibilities.

2. Policy

The Harford County Sheriff's Office recognizes the vital nature that training has in the daily operations of any law enforcement agency. It is the goal of the Harford County Sheriff's Office to provide quality professional training that meets or exceeds the needs of its various law enforcement, corrections, and civilian personnel. In addition, the Harford County Sheriff's Office strives to ensure that the training provided is accurate, professional, timely, and safe.

3. Procedures

A. Training Academy Operations

1. The Harford County Sheriff's Office Training Academy shall be under the direction of the Harford County Sheriff's Office Planning & Research Division Commander.
2. The Harford County Sheriff's Office Training Academy is operated at the Harford Community College, except in those incidents when training off site is required (i.e. emergency vehicle operations).
3. The Harford County Sheriff's Office Training Academy conducts entry-level training that meets, or exceeds, the Maryland Police & Correctional Training Commissions (MPCTC) standards for all recruits hired by the Harford County Sheriff's Office.
4. The Harford County Sheriff's Office Training Academy conducts in-service training that meets, or exceeds the Maryland Police & Correctional Training Commissions (MPCTC) standards and ensures all law enforcement, correctional, and civilian personnel meet required yearly training requirements.
5. The Harford County Sheriff's Office shall maintain records indicating compliance with all Maryland Police & Correctional Training Commissions directives and standards.

B. Training Academy Staff

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1. The Training Academy Staff consists of:
 - a. Training Manager
 - b. Law Enforcement Training Coordinator, who also acts as Training Supervisor
 - c. Corrections Training Coordinator
 - d. Firearms/Range Master
 - e. Administrative Support Technician

C. Training Manager

1. The Sheriff shall appoint the Training Manager.
2. Direct supervision of the Training Academy will be the responsibility of the Training Manager.
3. The Training Manager will ensure that the start date of the Training Academy is coordinated with the Human Resources Manager.
4. The Training Manager will coordinate other jurisdictional participation in the Training Academy.
5. The Training Manager will ensure that the procurement of equipment for recruits is coordinated with the Quartermaster.
6. The LE Training Coordinator shall act in the Training Manager's stead when the Training Manager is unavailable.

D. Training Coordinator

1. The respective Training Coordinator (LE and CO) will also serve as the supervisor of the law enforcement or corrections recruit class.
2. The Coordinator shall be responsible for the daily operations of the Training Academy and supervisory duties over the recruit class to include:
 - a. providing guidance;
 - b. leadership;
 - c. scheduling;
 - d. organization and
 - e. attending to disciplinary matters.
3. The Training Coordinator is designated as the Supervisor of all recruits from outside agencies during training academies and while the recruit class is in session.

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4. The Coordinator, or his designee, will make all scheduling arrangements for the participation of agency and outside instructors.

E. Training Academy Duties

1. Instructors, and the instructor's supervisors, shall be notified in writing via email of the anticipated academy needs with sufficient time to adjust accordingly his schedule.
2. All requests for instructors, and all responses from instructors, shall be emailed to the respective instructor's supervisor.
3. The Planning & Research Division Commander shall be provided with a tentative instructor schedule prior to the beginning of a new entrance level class.
4. The Planning & Research Division Commander shall be provided with a tentative instructor schedule prior to the beginning of in-service.
5. If an instructor fails to appear for a scheduled instruction date, the instructor's Division Commander and the Planning & Research Division Commander shall be notified via email by the Training Manager or his designee.
6. Training Academy staff is responsible for documenting the performance of recruits. The documentation should be specific and provide behavior driven examples supporting his opinion concerning performance.
7. All incidents while at the Training Academy shall be handled by the Training Academy staff.
8. All actions taken shall be disseminated to Law Enforcement and/or Correctional Officer chain-of-command in a timely manner.