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Sheriff

HARFORD COUNTY SHERIFF'S OFFICE PERSONNEL POLICY

Course Coordinators

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Responsible Unit:	Training Academy	Rescinds:	
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1. Purpose

To describe the responsibilities of course coordinators assigned to instruct at the Harford County Sheriff's Office (HCSO) Training Academy.

2. Policy

It is the policy of the HCSO to assign course coordinators for each of the Training Academy's mandated areas of instruction.

3. Definitions

TRAINING DIRECTOR: manages various training functions for the Agency to include in-service, entrance level and various other training programs for law enforcement, corrections, and civilian employees. Serves as advisor on all training issues.

TRAINING COORDINATOR: Agency member who is assigned to the Training Academy and is responsible for academic testing, scoring, and remedial training during the entry level program. A training coordinator also records and tracks all mandated and optional in-service training received for personnel and instructor certification.

ASSOCIATE INSTRUCTOR: an instructor temporarily detailed to the academy to teach a specific subject.

COURSE COORDINATOR: the certified instructor in charge of a mandated course.

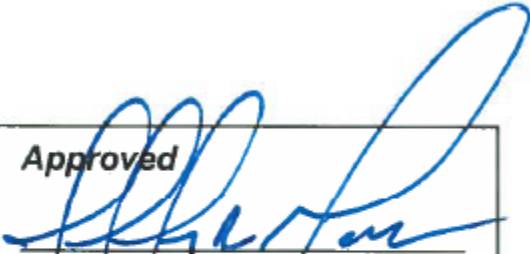
MANDATED COURSE: certain subject areas mandated by the Maryland Police Training & Standards Commission (MPTSC) to be taught in approved training academies.

4. Procedures

- A. The Training Director will assign course coordinators. This should be according to interest; however, he may assign a coordinator due to his expertise in a subject matter.
- B. Coordinators will be assigned for mandated courses as outlined in the Training Academy Special Operating Procedure SS 22-1.

C. A Course Coordinator will:

1. Be responsible for all aspects of any assigned classes;
2. Schedule additional instructors if needed;
3. Organize any unique training aids needed to teach a class and reserve any space outside of the academy to use for training;
4. Assess risks associated with any training and develop a plan to mitigate those risks;
5. Review tests for each class and update as needed;
6. Ensure updated lesson plans are available to the Training Director so they may be reviewed by Legal Counsel if necessary;
7. Provide updates on the course to the respective law enforcement or correctional training coordinator if needed;
8. Work with the respective law enforcement or correctional training coordinator to ensure all grades are submitted to the Training Academy;
9. The Team Coordinator, along with the assistance of the respective law enforcement or correctional training coordinator will develop a written remedial training program;
10. Document when a candidate fails to achieve minimum knowledge or skill requirements and determine if it is a problem with the attendee's comprehension or with the course or instructor; and
11. Identify opportunities to improve the course by analyzing the attendee's evaluations of both the course and instructors.

Approved

JEFFREY R. GAHLER
SHERIFF
DATE 2/14/19