



Jeffrey R. Gahler,
Sheriff

HARFORD COUNTY SHERIFF'S OFFICE PERSONNEL POLICY

Academy Certification

Distribution:	All Personnel	Index:	PER 0808
Responsible Unit:	Training Academy	Rescinds:	
DLI Program:	N/A	MD Code:	See References

Issued:	2/15/19	Revised:	2/07/19	Reviewed:	2/07/19	Next Review:	2/15/21
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1. Purpose

To ensure that the Harford County Sheriff's Office (HCSO) Training Academy meets or exceeds the standards set by the Maryland Police & Correctional Training Commissions (MPCTC) in order to be a certified police academy.

2. Policy

The Training Academy will maintain accreditation through the MPCTC.

3. References

MD. CODE ANN., PUB. SAFETY §3-204
MD. CODE ANN., PUB. SAFETY §3-207
COMAR 12.04.01.10
COMAR 12.04.06.04
COMAR 12.04.06.02

4. Procedures

A. Academy Credentials

1. MPCTC has statutory authority to establish standards for the approval for law enforcement agencies to conduct entry-level law enforcement and corrections training.
2. The Annotated Code of Maryland authorizes the Sheriff to establish training standards for the Academy and appoint personnel to carry out all matters related to training.
3. The HCSO Academy is credentialed by MPCTC to provide entry-level training for law enforcement and correctional deputies and issues a certificate allowing the HCSO to conduct entry-level, in-service and continuing education classes.
4. The Director of the Training Academy will maintain the current academy certification issued by MPCTC.
5. To comply with MPCTC requirements, the Director of the Training Academy will attend an MPCTC-approved training director orientation program within 1 year of appointment.

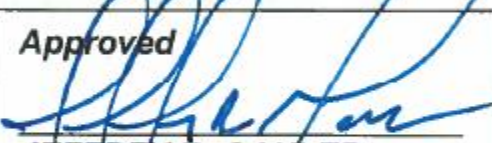
6. All reports required by the MPCTC to maintain certification will be filed in a timely manner according to MPCTC requirements.

B. Class Authorization

1. Each academy, in-service or continuing education class will receive prior authorization from MPCTC.
2. A unique training number will be assigned by MPCTC for all classes.
3. All training standards required for certification as a deputy will be covered by lesson plans outlined in individual class curriculums.
4. No agency member will request to obtain an MPCTC "P #" without approval through the Training Academy.

C. Audits

1. The Academy is subject to a biennial audit by the MPCTC to ensure compliance with all academic and instructor certification requirements.
2. The in-service program will also be audited every three years by MPCTC to ensure compliance with regulations.
3. The review and audit will be announced in advance by the MPCTC.
4. A complete report of any deficiencies will be generated by the MPCTC and forwarded to the Director of the Training Academy.
5. The HCSO must follow all commission rules in order to remain certified.

Approved

JEFFREY R. GAHLER
SHERIFF
DATE 2/14/19