

<p>ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES  ADMINISTRATIVE DIRECTIVE</p>	<p>NO. 07.02 DATE: May 31, 2024 SUBJECT: Training TITLE: Employee Training Programs FOR PUBLIC RELEASE: Yes</p>
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- I. Reference: MCCS .01D, .01F, .01I, .01J, .02A, .02D, .02E, ACA 3-1C-14, ACA 3-ALDF-1C-24,1D-03, 04, 05, 09, 10, 11, 12, 14, 15, 16, 17, 20, 21, 22, AACDDF Training Program Guide; Code of Maryland Regulations, Title 12, Department of Public Safety and Correctional Services, Subtitle 10 Correctional Training Commission
  
- II. Applicable to: Anne Arundel County Department of Detention Facilities (AACDDF)
  
- III. Purpose: To establish guidelines for the development and delivery of the Department’s New Employee and In-Service Training Programs.
  
- IV. Policy:
  - A. The AACDDF shall adhere to the training regulations, standards, requirements and guidelines established by the Maryland Commission on Correctional Standards (MCCS), Maryland Correctional Training Commission (MCTC) and/or any other professional regulatory agency identified by the Superintendent. The Training Director shall develop training programs that reflect the current needs of the department and meets or exceeds minimum requirements as established by the MCCS, MCTC or other regulating agencies.
  
  - B. The AACDDF shall develop employees’ skill levels by creating individualized training programs that are responsive to the individualized needs and requirements of its employees.
  
  - C. The Training Staff shall integrate Accelerated Learning Techniques into the Departmental Training Programs to enhance student participation, retention and enjoyment.
  
  - D. The Training Staff shall collaborate with schools, colleges, professional associations and private agencies to enhance various aspects of the training and staff development programs and obtain training resource materials.
  
  - E. All new county employees shall complete a New Employee Orientation Program approved by the Superintendent. This Program shall vary dependent upon job classification.
  
  - F. Employees shall adhere to yearly training requirements that comply with MCCS and MCTC Standards.

- G. Utilizing yearly requirements and career path goals, Supervisors shall develop an annual Individual Development Plan (IDP - Appendix 1) for each of their employees.
    - 1. The IDP shall serve as the basis for each employees annual training program.
    - 2. Upon completion of the form, the Supervisor shall forward a copy to the employee and the Training Unit.
  - H. All employees required to complete training detailed in AD 07.01, who are below the rank of First Line Administrator, shall successfully complete an In-Service Training Program (ITP).
  - I. The probationary period of mandated personnel shall be extended until such time as the employee successfully completes the Correctional Entrance Level Training Program (CELTP).
  - J. Employees who successfully complete an MCTC Correctional Entrance Level Training Program during the current calendar year shall be exempt from the in-service requirement for that calendar year.
  - K. All personnel shall participate in Field Training to enhance performance during the probationary period.
- V. Procedure:
- A. First year training requirements vary based on mandated standards and job classification. These requirements shall be included in the Annual Training Program Guide.
    - 1. MCTC mandated personnel without prior certification or whose certification has expired more than 3 years before their hire date, shall complete:
      - a. An 8-hour DDF New Employee Orientation
      - b. A MCTC approved CELTP of at least 160-hours during their first year of employment
      - c. Field Training
      - d. Any additional training deemed necessary by the Training Director
    - 2. Contractual Employees shall complete:

- a. An 8-hour DDF New Employee Orientation offered by AACDDF.
  - b. All full-time, non-clerical, contractual and support employees shall attend additional training in addition to the New Employee Orientation during their first year of employment.
  - c. All full time clerical staff shall attend a minimum of 16-hour of training on an annual basis and complete all applicable eLearning courses.
  - d. The Contractual Supervisors will maintain records of attendance and course completion in accordance to the policy and procedure outlined in AD 07.01. Such records shall be forwarded to the Training Clerk for inclusion in the Contractual Employee training files.
3. All other County employees, including non-mandated and clerical shall attend training as required in the New Employee Orientation and Annual In-Service Training Programs, as detailed in the Annual Training Program Guide.
- B. The Training Curriculum shall be designed using participant-centered Accelerated Learning Techniques, to the extent that is possible due to the inability to alter certain programs. The Training Coordinators will build in activities and experiential exercises to enhance professional growth, retention of material and enjoyment in the classroom.
1. New Employee Orientation:
    - a. The curriculum shall be reviewed annually and revised as necessary.
    - b. Basic course work shall be listed in the Annual Training Program Guide.
  2. Professional Enrichment Program:
    - a. This is a 40-hour training program for employees that meet the criteria established in AD 07.01 V.E.2.c.i.(2).
    - b. The curriculum shall be reviewed annually and revised as necessary.
    - c. Basic course work is listed in the Annual Training Program Guide.
  3. Professional Enrichment Plus:
    - a. This is a 16-hour program for all newly hired employees that are not required to attend a CELTP.
    - b. The curriculum shall be reviewed annually and revised as necessary.

- c. Basic course work is listed in the Annual Training Program Guide.
- 4. CELTP
  - a. All objectives, schedules, lesson plans, practical exercises, student manuals, visual aids and tests are kept in accordance with MCTC regulations and are located in the Training Office. Access to such items shall only be permitted through the Training Director.
  - b. At a minimum, the CELTP training covers areas relating to safety and security procedures, cultural diversity, supervision of offenders, emergency plans, addictions, crisis intervention, and effective communication skills that are all subject to the testing requirements outlined in AD 07.01.
  - c. Should an employee fail to complete a CELTP, the Superintendent shall terminate the employee if certification is unobtainable or reassignment of duties is not possible.
- 5. Field Training – Security Staff
  - a. Newly hired Detention Officers shall be assigned to a Field Training Officer for a minimum of 30 working days of supervised Field Training after their MPCTC Provisional/Reappointed certification has been received. Once certification has been received, Filed Training can begin.
  - b. Supervisors shall select Field Trainers based on their experience, knowledge, work record and attitude.
  - c. Field Trainers shall:
    - (1.) Apply to attend a mandatory Field Training Program in accordance to the procedures outlined in AD 07.01.
    - (2.) Successfully complete the Field Trainers Certification Program offered by the Training Department prior to acting in the capacity of Field Trainer.
    - (3.) Demonstrate and instruct the trainee in the proper performance of duties and responsibilities.
    - (4.) Require the trainee to properly demonstrate the skills needed to perform the duties of his/her position.

(5.) Follow the administrative procedures as outlined in AD 07.01

6. Field Training – Civilian Staff

- a. Newly hired, promoted or reassigned civilian personnel shall be assigned to a 30-day Field Training Program.
- b. All civilian personnel shall successfully complete a field-training program prior to taking on the full responsibilities of their assigned position.
- c. The Civilian Supervisor shall:
  - (1.) Assign a Department Certified Field Trainer(s) to conduct the field training and shall oversee the Field Training Program and evaluate the trainee's progress.
  - (2.) Ensure that s/he or the designated Field Trainer shall demonstrate for and instruct the trainee in the proper performance of his/her duties and responsibilities in accordance with the Field Training Observation Sheets.
  - (3.) Require the trainee to properly demonstrate the skills necessary to perform the duties of their specified job.
  - (4.) Monitor completion of the Field Training Observation Sheets and other paperwork in accordance with AD 07.01.
  - (5.) Meet with the trainee weekly to evaluate the trainee's progress, document within the Observation Sheet and make adjustments in the training schedule as necessary.
  - (6.) Ensure the trainee is rotated throughout the various units within the facility to ensure the trainee thoroughly understand his/her duties within the department.
- d. Field Training may be extended if recommended by the Supervisor and approved by the ACFA.

7. In-Service Training Program (ITP)

- a. The Training Director and Training Coordinators shall develop the ITP, in conjunction with the Training Advisory Committee, in accordance with AD 07.01.

- b. The ITP shall reflect the current needs, organizational philosophy and professional development goals of the Department.
- c. All employees are encouraged to participate in training provided by AACDDF.
- d. Full-time mandated employees, support staff and contractual employees employed at the JRDC and ORCC shall complete a minimum of 18 hours of annual training following the first year of employment.
- e. All part-time personnel shall receive In-Service Training as needed.
- f. All clerical and support employees with minimal inmate contact shall receive a minimum of 16 hours of training each year subsequent to the first year of training.
- g. All contractor vendor employees may attend any in-service training course (excluding training specific to security staff) that is offered. Should they wish to do so, they shall have their supervisor submit a request via email to the Training Director.

This policy shall be reviewed annually and revised as necessary.



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Christopher Klein  
Superintendent

Rescinds: AD 07.02 dated November 25, 2002  
AD 07.02 dated September 20, 2004

Appendix 1.0 – Individual Development Plan