

ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES	AD NO: 07.01 DATE: June 14, 2024 SUBJECT: Training
ADMINISTRATIVE DIRECTIVE	TITLE: General Administration FOR PUBLIC RELEASE: Yes

- I. Reference: MCCS.08G; Md. Code Regs. 12.10.01; AD 03.33
- II. Applicable to: Anne Arundel County Department of Detention Facilities (AACDDF)
- III. Purpose: To establish guidelines for the development, implementation and monitoring of all AACDDF training for County and contractual employees to ensure compliance with all federal, state and local training requirements.
- IV. Policy:
 - A. It shall be the policy of the AACDDF to ensure compliance with training regulations, standards, requirements and guidelines established by the Maryland Commission on Correctional Standards (MCCS), Maryland Police and Correctional Training Commissions (MPCTC) and/or any other professional regulatory agencies identified by the Superintendent.
 - B. The Training Director shall plan, develop and coordinate training programs and activities which are responsive to the current needs of the Department as well as the individual needs of employees while ensuring content and documentation meets or exceeds the minimum requirements of the MCCS, MPCTC and other applicable regulatory agencies.
 - C. Training staff shall collaborate with schools, colleges, professional associations and private agencies to enhance various aspects of the training and staff development programs and to obtain training resource materials.
 - D. Training curriculum shall be designed using participant-centered Accelerated Learning techniques, to the extent it is possible due to the inability to alter certain programs. Training Coordinators shall build in activities and experiential exercises to enhance professional growth, retention of materials and enjoyment in the classroom.
 - E. As appropriate, the Training Director shall submit training courses and/or programs to the MPCTC for course and/or program approval.
 - F. Employees shall be encouraged to continue their education, training and membership in professional organizations. Permanent full-time AACDDF employees shall be provided the opportunity for educational assistance in

accordance with applicable Memorandums of Agreement and section E-02 of the Employee Relations Manual.

- G. Training activities, to include conferences outside of the Department, are generally limited to those where an employee develops or improves a skill(s) which can be immediately utilized on the job; can improve the Department's planning or operational capabilities (e.g., lock repair, HVAC maintenance, etc.); improves the skills of a certified trainer or instructor; or where the employee is scheduled to deliver a presentation to conference or training attendees. Upon return, the employee shall submit a written report to the Training Director detailing the specific information or skill(s) obtained as well as how the employee plans to incorporate this information or skill(s) into daily operations or the Department's Training Program.

V. Procedure:

A. Training Assessment and Development

1. The Training Director shall chair a Training Advisory Committee (TAC). The TAC shall meet quarterly to review progress, perform training needs assessments, resolve problems, conduct formal evaluation of all departmental training programs and assist in the development of the Annual Training Plan.
2. The TAC shall be comprised of representatives from the following job categories:
 - Management
 - Administration
 - Inmate Programs
 - Security
 - Support Services
 - Training Coordinators
 - Office Support
3. The Training Director shall ensure minutes from the quarterly TAC meeting are forwarded to the Superintendent, Correctional Facility Administrators (CFA), Assistant Correctional Facility Administrators (ACFA) and Correctional Support Services Manager (CSSM), recording progress and problem resolution activities of the TAC.
4. The Training Director shall coordinate an annual training assessment through members of the TAC which shall be finalized by October 30th and shall include:

- a. Employee assessments of personal and professional needs and/or requirements;
 - b. Observation and analysis of job components;
 - c. Current correctional issues, techniques and technology;
 - d. Facility operations.
5. The Training Director and Training Coordinators shall develop the In-Service Training Program (ITP) in conjunction with the Training Advisory Committee.

B. Annual Training Program Guide and Calendar

1. The Training Director shall submit an Annual Training Program Guide and Training Calendar to the Superintendent no later than 90 days prior to the scheduled and announced start of the ITP for the ensuing year to include information on employee training requirements, procedures and detailed descriptions of New Employee Orientation, Correctional Entrance Level Training Program (CELTP), Field Training, ITP, Specialized Training Programs, First Line Administrator Training Program and First Line Supervisor Training Program.
2. The Annual Training Program Guide and Training Calendar shall be made available to Supervisors and Departmental staff within 2 weeks following the Superintendent's approval.
3. The Training Director shall develop a training schedule that minimizes impact on facility operations and the expenditure of overtime funds.
4. The Training Director shall notify mid-level managers of any changes in program schedules to ensure staff awareness and ability to adjust schedules as necessary.

C. Specialized Assignments

1. Interested staff must meet the qualifications as described in the Specialized Assignment Criteria (Appendix 1.0-1.4) and submit a Specialized Assignment Request Form (Appendix 2.0) to their supervisor by the published submission deadline.
 - a. Supervisors shall complete a Supervisory Recommendation Request Form (Appendix 3) and forward this form to the ACFA within 30 days of the published submission deadline.
 - b. The ACFAs shall review the Supervisory Recommendation Request Forms and either approve or disapprove each request. Approvals shall be

forwarded to the Training Director. The ACFA shall meet with any individual that has been disapproved to review the decision.

- c. If a sufficient number of volunteers are not available for the Transportation Unit, the Captains and ACFAs shall select firearms qualified Officers to ensure sufficient rotation to the Transportation Unit.

D. Employee Action Notification

1. New Hires and County Transfers

- a. The Personnel Manager shall notify the Training Director of all newly hired employees prior to the employee's start date.
- b. The Training Director shall prepare an Application for Correctional Certification (AFC) form for all mandated employees using the information provided by the Personnel Manager in the "Applicant's Information Sheet". The AFC shall be submitted via the online portal for MPCTC. All forms shall be maintained in the Employee's Training File.
- c. Mandated employees shall work in a training status until provisional or full certification is confirmed by the MPCTC.
- d. When provisional or full certification status is received, the Training Director shall notify the ACFA that the employee is able to assume the official duties of security, care, custody and supervision of inmates.

2. Employment Status Changes

- a. Within 7 days of any employment status change (promotion, separation, name change, etc.), the Personnel Manager or the Contractual Employee Supervisor shall notify the Training Director.
- b. The Training Director shall complete a Notice of Personnel Action form within 30 days of the effective date of the change and shall forward it to the MPCTC.

E. Administration of Training Programs

1. AACDDF New Employee Orientation

- a. The New Employee Orientation Program shall serve as an introduction to the AACDDF and shall be reviewed annually and revised as needed.

Participants must maintain an 80% average on all written and/or practical exams.

- b. The Training Director shall inform supervisors and employees of the scheduled training dates, times and locations.
- c. The Personnel Manager/Contractual Employee Supervisor shall provide the Training Director with information on all newly hired personnel to include full name, position, location, a copy of the employee's approved Criminal History Inquiry Authorization and start date in accordance with AD 03.33. Upon receipt, the Training Director shall register the employee for the next scheduled New Employee Orientation Program.
- d. New employee information shall be recorded on the Employee In-Processing Checklist that corresponds with the County employee's designation (Appendix 4.0-4.2). This information shall be recorded within the Skills Manager database.
- e. New Contractor employee information shall be recorded on the Contractor Employee In-Processing Checklist (Appendix 5). This information shall be recorded within the Skills Manager database.
- f. New County employees shall attend the 8 hour New Employee Orientation Program on the day following their Anne Arundel County Orientation class.
- g. Absent exigent circumstances, all new County and Contractual employees shall attend New Employee Orientation prior to working in any AACDDF facility.
- h. Upon successful completion of the New Employee Orientation Program, the Training Unit staff shall issue ID badges.

2. Correctional Entrance Level Training (CELTP)

- a. An MPCTC approved CELTP is required for all mandated security and civilian staff. All objectives, schedules, lesson plans, practical exercises, student manuals, visual aids and tests shall be kept in accordance with MPCTC regulations and are maintained on a shared drive with restricted access. Access to such items shall only be permitted to those with relevant need and/or interest.
- b. Participants must maintain an 85% average on all written and/or practical exams.

c. Prior Correctional Employment

i. Employees previously employed by a correctional unit in Maryland and who successfully completed an MPCTC approved CELTP shall be eligible for reappointment.

(1.) The Training Director shall submit the completed AFC to the Superintendent for signature prior to submission to the MPCTC.

(2.) The Training Director shall determine the in-service training requirements for reappointed employees and request the supervisor ensure requirements are completed by the end of the fiscal or calendar year depending on which one comes first.

ii. Employees previously employed by a correctional unit outside of Maryland and who successfully completed a CELTP may be considered for a Comparative Compliance review provided the employee's previous CELTP was a minimum of 160 hours and a full transcript has been submitted for review.

(1.) The Superintendent or Training Director shall submit a signed written request, including full training transcript, for a waiver of Commission-approved mandated employee entrance-level training to the Deputy Director of the MPCTC.

(2.) Upon approval, the Training Director shall determine the in-service training requirements for reappointed employees and request the supervisor ensure requirements are completed before the end of the employee's provisional certification.

d. While attending the CELTP, employees shall be assigned to the Training Unit. The Training Director shall complete the monthly Probationary Evaluation for each employee in accordance with AD 03.27.

e. Should an employee fail to complete a CELTP during their first year of employment, the employee may be recycled through the program, terminated or reassigned to non-mandated duties at the discretion of the Superintendent.

3. Field Training

a. Mandated employees shall not engage in Field Training until they have been issued provisional/reappointed certification from MPCTC. The

Training Director will advise all shift/unit supervisors when certification has been granted.

- b. New employees shall be assigned to a certified Field Training Officer for 30 working days of supervised Field Training, in accordance with AD 07.02.
 - c. Field Trainers shall complete the appropriate Field Training Observation Sheet daily and submit it to the employee's supervisor for review.
 - d. The supervisor shall meet with the trainee weekly to evaluate progress and make adjustments to the field training schedule as necessary. As appropriate, the supervisor shall update the Shift Commander/CJPS/MAII or ACFA on the trainee's progress.
 - e. The supervisor shall review and sign completed Field Training Observation Sheets and forward through the chain of command.
 - f. Once reviewed and signed by the applicable Assistant Correctional Facility Administrator (ACFA), completed Field Training Observation Sheets shall be forwarded to the Training Director for inclusion in the training file.
4. In-Service Training (ITP)
- a. Mandated employees shall complete a minimum of 18 hours of MPCTC approved In-Service Training each calendar year as outlined in the Annual Training Program Guide.
 - b. Supervisors shall schedule staff for ITP as required and appropriate.
5. Specialized Training
- a. Firearms
 - i. The Training Director and Chief Firearms Instructor shall develop an Entrance Level Firearms Training Program and an Annual Firearms Re-qualification Training Program. The Training Director shall submit a Firearms Program Approval Form to the MPCTC for course approval every 3 years.
 - ii. The Training Director shall post a schedule for Firearms Training on the Training Calendar located on the DDF Portal.

- iii. Supervisors shall ensure designated staff are aware of the training schedule and shall adjust work schedules as necessary to accommodate attendance.
 - iv. The Chief Firearms Instructor shall complete a score sheet for each training participant. The score sheets, along with attendance records, tests and evaluations shall be forwarded to the Training Director for inclusion in the Skills Manager database and employee training file.
 - v. The Training Director shall submit a Notice of Firearms Authorization/Withdrawal for Correctional Personnel to the MPCTC for employees who successfully complete the entrance level firearms training program or whose firearms authorization changes due to any reason.
 - vi. At the conclusion of each session of firearms training, qualified students shall have a weapons card issued to them, updated with their qualification and expiration date. The expiration date shall be December 31st of the following year. Issuing instructors shall place their initials in the space provided on the reverse of the card for subsequent annual qualifications. New cards shall be issued when the current card is no longer valid.
 - vii. At the conclusion of each session (Day Fire/Night Fire/Entry Level) of the annual firearms program, the Training Director shall prepare a report listing the Officers who have qualified to the Personnel Unit.
 - viii. At the conclusion of annual firearms training, the Training Director shall prepare a report listing the Officers who have qualified to the ACFAs for distribution to all Captains, Lieutenants, Sergeants, Jennifer Road Control Center, Ordnance Road Control Center, Jennifer Road Intake, Ordnance Road Receiving and the Compliance Office.
- b. Supervisors' Training
- i. The Supervisor Training Program, as outlined in AD 07.03 and the Annual Training Program Guide, shall be established to provide leadership, professional and organizational development training for the Department's managers and first-line supervisors.
6. Lesson Plans and MCTC Program Approval

- a. The Training Director shall ensure all lesson plans maintain current course content and those used in the ITP comply with guidelines established by the MPCTC and other applicable laws and shall be written in a descriptive manner to include:
 - Measurable written objectives
 - Introduction and statement of purpose
 - Evaluative methods
 - Testing measures
 - Resource & reference guides
 - Reference to appropriate policies and procedures
 - Participant learning materials and activities
 - Training aids, special equipment
 - Available space and/or training locations
- b. Lesson plans shall be reviewed and approved by the Training Director and shall be submitted, along with a copy of the Curriculum Checklist, to the MPCTC.
- c. Each December, as needed, the Training Director shall submit a request for approval on an In-Service Program Approval Form to the MPCTC. Program approval is granted for a maximum of 3 years. Requests for approval shall include:
 - Length of training
 - Learning objectives
 - Testing mechanism
 - Dates of training
 - Program justification
 - List of certified instructors and qualifications to instruct

7. Attendance

- a. If an employee is excused from training due to a medical condition or other extenuating circumstance, the employee shall reschedule training through their supervisor. The Training Unit shall be notified of anyone excused from training.
- b. If, for any other reason, an employee fails to attend training as scheduled, the Training Director shall notify the appropriate Supervisor who shall take appropriate action in accordance with AD 03.01 and 03.05.

- c. Employees on a light duty status are prohibited from attending any training courses that require physical exertion. Those courses include, but are not limited to, CPR/FA/AED training, Firearms Qualifications, Defensive Tactics, etc.

8. Compensation

- a. Employees required to participate in In-Service Training during their regular duty hours shall be paid the regular rate of pay for each required training session.
- b. When overtime is required to complete mandatory training, employees shall submit their Overtime Request Slips to the Training Director. Overtime compensation shall be approved only for the time covering the length of the training.

9. Reimbursement for transportation and/or meals shall be in accordance with AD 03.32.

10. Testing

- a. A written and/or practical examination shall be administered for all MPCTC approved training to serve as minimal evaluation of training comprehension.
- b. An 80% examination score on both in-person and assigned eLearning courses shall determine the successful completion of training.
- c. To successfully pass a practical examination, an employee must demonstrate a required skill to the satisfaction of the Instructor:
 - i. Practical examinations shall be accompanied by written documentation outlining the skills performed by the employee.
 - ii. "Pass" or "Fail" shall be documented to indicate the overall test result of the employee.

11. Re-test

- a. Employees shall be administered a re-test after failing the first written or practical examination.
 - i. Regardless of the final passing score, the final overall re-test score recorded shall be 80%.

- ii. A practical examination re-test shall be administered until the instructor is satisfied with the skills performed by the employee.
- b. Upon repeated failure or an indication that the employee is unable to comprehend or demonstrate the required skill, the Training Director shall forward a recommendation to the Superintendent. The Superintendent shall determine the disposition of the employee.

12. Employee Training Records and File Management

- a. The Training Director shall maintain a training file for each AACDDF and contractual employee containing pertinent information relating to training, receipts for Departmental Directives, tests and other relevant documents or written materials.
- b. The Training Unit's Office Support Specialist shall place individual testing documents into the employee's training file and shall record all attendance and test scores into the Skills Manager database.
- c. The Training Director shall maintain training attendance forms onsite for 3 years after which training attendance forms shall be archived electronically.
- d. Employee training attendance sheets, tests and certificates verify an employee's participation in a training activity.
- e. Employees may access their training file with written one-day prior notice given to the Training Director.
- f. Training files shall not be removed from the Training Unit. Employees may request copies of training file documents in writing. Copies of the requested documents, if available, shall be provided to the employee within 48 business hours of receipt of the written request.
- d. The Training Director shall maintain program approvals with the lesson plans for a minimum of 3 years after which program approvals and lesson plans shall be archived electronically.

13. Reporting Training Compliance

- a. The Training Director or designee shall provide supervisors and staff a monthly update of training compliance progress for the operating training year. These updates shall include both hour and subject requirements for mandated employees and subject requirements for non-mandated employees.

- b. A year-end Training Report shall be submitted to the Superintendent by January 5th of the following year, summarizing training compliance with mandated requirements.
- c. The Training Director shall forward the Year-End Training Report to the MPCTC by January 15th in accordance with the General Regulations governing year-end reporting.

14. Space, Equipment, and Training Resources

- a. Training Unit staff shall be responsible for the coordination of training locations. Locations of training classes shall be published in the Annual Training Program Guide and/or as part of the issuance of subsequent schedule additions or revisions.
- b. All necessary space, equipment and lesson plans shall be coordinated with the Training Director.
- c. The Training Unit shall maintain a repository with shared access for all relevant parties.

15. Anne Arundel Community College Articulated College Credits

- a. An individual who has successfully completed the Anne Arundel County Department of Detention Facilities Entrance Level Training Program and is accepted for admission by AACC through AACC's ordinary admission's policies are eligible to received 23 college credits through AACC.
- b. Program Requirements and AACDDF Credit Award are as follows:

Course Number	Course Title	AACC Credits	AACDDF Credit Award
General Education Requirements		24 credits	
English Comp. I (ENG 101 or ENG 101A)	Academic Writing & Research I	3 credits	
English Comp. II (ENG 102)	Academic Writing & Research II	3 credits	
Arts and Humanities		3 credits	
Biological and Physical Sciences		3 credits	
Technology Requirement		3 credits	
Wellness Requirement	Advanced First Aid, CPR and		3 credits

	AED		(HEA 150)
Mathematics		3 credits	
Social and Behavioral Sciences	American Government (PLS 111)	3 credits	
Program Requirements		15 credits	
CJS 111	Intro to Criminal Justice		3 credits (CJS 111)
CJS 113	Penology		3 credits (CJS 113)
CJS 225	Criminal Justice Ethics	3 credits	
LGS 215 (substitution: CJS 232)	Criminal Law (substitution: Juvenile Law)		3 credits (CJS 232)
SOC 111 (Diversity requirement)	Introduction to Sociology	3 credits	
Area of Concentration Requirements		21 credits	
CJS 112	Police Operations	3 credits	
CJS 222	Investigation and Criminalistics	4 credits	
CJS 121 (substitution: CJS 231)	Police Administration (substitution: Juvenile Justice)		3 credits (CJS 231)
CJS 260 or HLS 111	Terrorism/Counterterrorism or Intro. To Homeland Security	3 credits	
Elective (CJS, PSY, SOC)			3 credits (CJS 218)
Elective	Police Tactics 1		5 credits (CJS 127)
Total Number of Credits		37 credits	23 credits

- c. Employees who wish to apply for the credit must complete the Letter of Articulation Certification (Appendix 6) and submit to the Training Director.
- d. The Training Director shall review the document and provide a copy of the employee's CELTP Certificate and forward to the AACC.
- e. Employees may check their AACC account with 20 business days after notification of submission by the Training Director to see if credits have been posted.

This directive shall be reviewed annually and revised as necessary.



Christopher Klein
Superintendent

Rescinds: AD 07.01 dated November 25, 2000
AD 07.01 dated September 20, 2004
AD 07.01 dated July 1, 2023

- Appendix 1.0 – Specialized Assignment Adjunct Instructor Criteria
- Appendix 1.1 – Specialized Assignment Field Training Officer
- Appendix 1.2 – Specialized Assignment Fire Safety Officer
- Appendix 1.3 – Specialized Assignment Firearms Qualified Team Member
- Appendix 1.4 – Specialized Assignment: Transportation Unit Officer
- Appendix 2.0 – Specialized Assignment Request Form
- Appendix 2.1 – Special Recruitment Request Form - FAQ
- Appendix 3 – Supervisory Recommendation Request Form
- Appendix 4.0 – Detention Officer In-Processing Checklist
- Appendix 4.1 – Mandated Employee (Non-Custody) In-Processing Checklist
- Appendix 4.2 – Non-Mandated Employee In-Processing Checklist
- Appendix 5 – Contractor Employee In-Processing Checklist
- Appendix 6 – Letter of Articulation Certification