

ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES ADMINISTRATIVE DIRECTIVE	AD NO: 07.03 DATE: June 14, 2024 SUBJECT: Training TITLE: Specialized Training Programs FOR PUBLIC RELEASE: Yes
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- I. Reference: MCCS .01F; MD Code, Correctional Services, § 8-208; COMAR 12.10.01, 12.10.04, 12.10.06
- II. Applicable to: Anne Arundel County Department of Detention Facilities (AACDDF)
- III. Purpose: To establish guidelines for specialized training programs.
- 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), Department of Public Safety and Correctional Services Correctional Training Commission (CTC) and/or any other professional regulatory agencies identified by the Superintendent.
 - B. The Training Director shall develop a Specialized Training Program which shall include but is not limited to firearms, Adjunct Instructor, Fire Safety Officer, etc.
 - C. The Training Director shall monitor all specialized training to ensure compliance with the CTC approved programs and shall ensure course descriptions and requirements are published in the Annual Training Program Guide.
 - D. The Specialized Training Program shall be limited to those AACDDF staff designated by the Assistant Correctional Facility Administrators (ACFA) as necessary to maintain efficient operations who have at least one (1) year of experience in their current position. Early consideration shall be given to those staff who have prior correctional, law enforcement and/or military experience and training.
- V. Procedure:
 - A. When an announcement is published for Specialized Assignments, employees choosing to volunteer must meet the qualifications described in the Specialized Assignment Criteria document and shall submit a Specialized Assignment Request Form (in accordance with AD 07.01) to their supervisor. Request Forms must be submitted within the time allotted in the announcement and must include their assignment request for the ensuing calendar year. The qualifications for each specialized assignment may be found on the Specialized Assignment Criteria document designated for the assignment in the appendices of AD 07.01.

B. Specialized Assignment - Adjunct Instructor (*available to all staff*)

1. Approved candidates for Adjunct Instructor shall be scheduled to attend an approved Training for Trainers session for their requested discipline (e.g., General, Firearms, Defensive Tactics).
2. All approved candidates must submit the corresponding Specialized Assignment Expectations (Appendices 1.0 – 1.5) document prior to being enrolled or engaging in any required training assignment. Any approved candidate who has requested to be a Skills Instructor (e.g., Defensive Tactics, Firearms, etc.) and is not already a certified General Instructor shall be scheduled to attend and must successfully complete an MPCTC-approved Basic Training for Trainers course prior to being scheduled to attend any Skills Instructor training.
3. Upon completion of the required Training for Trainers course, the candidate shall be issued a Provisional Instructor Certification, valid for one (1) year. During that time, the instructor candidate shall be assigned to instruct and be evaluated in order to receive full certification, in accordance with COMAR 12.10.06.
4. The instructional period for all evaluation types shall be no less than one (1) hour.
5. The Provisional Instructor shall be evaluated by a Certified Instructor using an approved MPCTC Evaluation Form in the following areas:
 - Class Presence
 - Introduction
 - Presentation
 - Training Aids
 - Overall Impression
6. The Provisional Instructor shall pass all competencies on at least two (2) evaluations to be recommended for certification as an instructor.
7. Upon successful completion of the Training for Trainers Program, and receipt of two (2) passing evaluations, the Training Director shall re-submit an Application for Instructor Certification to the MPCTC. When approval is granted by the MPCTC, Instructor Certification is for a four (4) year period. It shall be the joint responsibility of the certified instructor and the Training Unit to ensure their certification(s) does not lapse.

8. In order to submit for instructor certification renewals, the certified instructor must have taught and been evaluated at least one (1) time during their certification period. It shall be a joint responsibility of the certified instructor and the Training Unit to ensure their certification(s) does not lapse.
9. Instructors who do not wish to renew their certification(s) may submit their request in writing to the Training Director. If their certification(s) is set to expire, it shall be expired without renewal. If the request is submitted during or at the end of an active certification period, the certification shall expire with no attempt to submit documentation for renewal.
10. Should an instructor whose certification(s) has lapsed wish to renew their certification, and it has expired for less than three (3) years, the certification can be renewed without the instructor having to attend another Training for Trainers. If the certification has lapsed for three (3) or more years, the instructor shall be required to attend another Training for Trainers session applicable to the certification(s) they wish to renew.

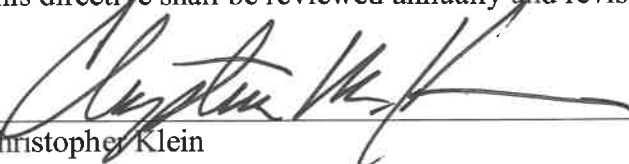
C. Firearms Officer *(available to security staff only)*

1. Firearms training shall be conducted by MPCTC approved Firearms Instructors only and shall include the use, safety and care of firearms, as well as the constraints of their use. Personnel authorized to use firearms and/or chemical agents shall complete the appropriate training prior to being assigned to a Post involving the use of such weapons.
2. Employees approved to be Firearm Qualified Team Member shall be required to successfully complete a 35-hour Entrance Level Firearms Training Program, and a 16-hour initial skills training program their first year.
3. Each subsequent calendar year, Firearms Officers shall be required to successfully complete 12-hours of firearms requalification (daytime and reduced light) and 16-hours of refresher training in the areas of use of force, self-defense and chemical agents.
4. If an employee fails to attend their scheduled training and is unable to make-up the class, the ACFA shall be notified of the reason in writing and the firearms qualification shall be suspended until the required training is complete.
5. If it is determined a Detention Officer/Corporal/Sergeant is no longer a Firearms Officer, the Detention Officer/Corporal/Sergeant shall be prohibited from wearing the utility uniform.

6. All candidates that submit a Specialized Assignment Request to become a Firearms Qualified Officer will be subject to have both a Criminal History Inquiry and a Driving Records check completed before they can be approved for the assignment.
- D. Field Training Officer Certification Program *(available to all staff)*
1. A 2-day mandatory training program for new Field Training Officers (FTO) includes in-depth instruction on leadership, instructional methods, communication and the importance of behaviorally based documentation.
- E. Enhanced Fire Safety Officer Basic Training Program *(available to security staff only)*
1. A 7-hour course covering the duties and responsibilities of institutional Fire Safety Officers offered by the MPCTC's Public Safety Education and Training Center.
- F. Transportation Training Program *(available to security staff only)*
1. Employees selected to work on the Transportation Unit shall be firearms qualified and shall successfully complete a specialized MPCTC approved Transportation Training Program prior to assuming the duties of a Transportation Officer.
 2. The Transportation Training Program is a 8-hour program which prepares current firearms qualified security staff for assignment to the Transportation Unit. The curriculum includes Court documentation, transport locations/routes/destination, emergency procedures and directives, radio communication, vehicles and equipment, professionalism and protocol and Courtroom etiquette.
 3. Employees designated to the Transportation Unit shall maintain their weapons qualification.
 4. All candidates that submit a Specialized Assignment Request to become a Transportation Unit Officer will be subject to a Driving Records check completed before they can be approved for the assignment.
- G. Special Operations Response Team (SORT) *(available to Sergeants only)*
1. SORT qualified Sergeants shall be required to maintain their firearms qualification and successfully complete a minimum of 16-hours of annual training in the areas of use of force, self-defense, the use of chemical agents, etc.

2. SORT qualified Sergeants shall provide supervisory operational response to security staff as necessary and appropriate.

This directive shall be reviewed annually and revised as necessary.



Christopher Klein
Superintendent

Rescinds: AD 07.3 dated November 25, 2002
AD 07.03 dated September 20, 2004
AD 07.03 dated July 1, 2023

- Appendix 1.0 – Adjunct Instructor Expectations
- Appendix 1.1 – Firearms Qualified Expectations
- Appendix 1.2 – Field Training Officer Expectations
- Appendix 1.3 – Fire Safety Officer Expectations
- Appendix 1.4 – Transportation Unit Officer Expectations
- Appendix 1.5 – Special Operations Response Team Expectations

