

FINAL NARRATIVE REPORT
FROM THE
MARYLAND POLICE TRAINING COMMISSION
GRANT NO. 220
JULY 1, 1967 - JUNE 30, 1968

NCJ-014771

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SUMMARY OF FINAL NARRATIVE REPORT

PROJECT PLAN

The purpose of this project was to accelerate the development of the Maryland Police Training Commission under the Police Training Act of 1966. This Commission was so established to raise the professional standards of law enforcement in Maryland with respect to education and training, including the setting of minimum standards for recruit and in-service training. The acceleration was brought about through the provision of funds adding personnel, office space, equipment, and supplies to do the job.

EXPANSION

J. Gordon Holmes entered on duty as Assistant Executive Secretary (Project Supervisor) on August 2, 1967. Sandra B. Rubin, acting as his secretary, entered on duty on August 30, 1967.

The Commission offices in the Pikesville Professional Building, Pikesville, Maryland, were expanded from 450 square feet to 850 square feet at an additional rental cost of \$120 per month. Seven hundred and twenty dollars of grant funds were applied to the remodeling costs of \$2,236.80.

The Commission acquired a Bell & Howell 16 mm Filmosound Projector with Projection Screen, and a Bell & Howell Filmstrip Projector with a slide adapter through an expenditure of \$742.79 of Federal funds.

FULFILLMENT OF GOALS

A. Organization of Training Zones

The State of Maryland was divided into twelve training zones, eleven being geographical and the twelfth covering the Maryland State Police. The twenty-three Maryland Counties and the City of Baltimore were incorporated therein.

Training Zone 1 includes Garrett and Allegany Counties and covers seven municipal police departments and two county sheriff's offices.

Training Zone 2 includes Frederick and Washington Counties and covers nine municipal police departments and two sheriff's offices.

Training Zone 3 includes Baltimore, Carroll, and Howard Counties and covers two county police forces, seven municipal police departments and three sheriff's offices.

Training Zone 4 is made up entirely of Montgomery County and covers one county police force, four municipal police forces, a regional park police force and one sheriff's office.

Training Zone 5 is made up of Baltimore City which covers the Baltimore City Police Department, Maryland Port Authority Security Force, one sheriff's office, two railroad police departments, one fire commission and one harbor tunnel police force.

Training Zone 6 includes Cecil and Harford Counties and covers nine municipal police departments, two sheriff's offices and a toll bridge police force.

Training Zone 7 is comprised of Anne Arundel County which covers the county police force, one municipal police force, one sheriff's office, and two state law enforcement agencies.

Training Zone 8 is comprised of Prince George's County which covers one county police force, a regional park police force, one university police force, twenty-four municipal police forces, one sheriff's office.

Training Zone 9 includes Calvert, Charles, and St. Mary's Counties and covers three municipal police departments, three sheriff's offices, one constabulary, and one toll bridge police force.

Training Zone 10 includes Caroline, Kent, Queen Anne's, and Talbot Counties and covers eleven municipal police forces, two state law enforcement agencies, four sheriff's offices, two constabularies, and one toll bridge police force.

Training Zone 11 includes Dorchester, Somerset, Wicomico and Worcester Counties and covers nine municipal police forces and four county sheriff's offices.

Serving the Commission in each training zone is a training director who is normally the training director of the largest training academy in such zone. These training directors serve as liaison between the Commission and the departments within the zones, and provide organizational and logistical support in the operation of training schools directed by the Commission.

There is at least one certified training academy in all but five of the training zones which can provide most of the training necessary in such zone. Training in the other five zones is supplied mostly by the Maryland State Police Academy or Commission-operated schools.

B. Certification of Training Academies

During the Grant period the training academies of ten law enforcement agencies were inspected, improved where necessary, and certified by the Commission to provide approved training.

C. Stimulation of In-Service and Advanced Training

The Commission encouraged in-service training afforded to the Criminal Investigation Division, Baltimore City Police Department, and participated in such training. The Commission also promoted the sale of IACP Sight/Sound Projectors and Lessons to small departments in the State of Maryland. The Commission sponsored, through the University of Maryland, a two-week seminar to train police instructors, which was evaluated by the participants as extremely effective and valuable. Twenty-one officers were so trained. The cost of \$16,638.05 was defrayed from Federal Funds in the amount of \$5,613.05 plus per man charges of \$525 to participating departments. Instruction was afforded by University of Maryland professors, the Federal Bureau of Investigation, the International Association of Chiefs of Police, Inc., and other such professional sources.

Graduates of the seminar formed a "Police Instructors' Association of Maryland" calculated to include police instructors throughout the State. The purposes of the association are to up-grade police officers, develop more professional police instructional personnel, promote good will between police instructors, to provide free exchange of information on police training and education, and to serve as an advisory resource to departments relative to training courses and police instructors.

The Commission sponsored a command level seminar on the Prevention and Control of Civil Disorders held during June 1968 in two sessions of two days each, and attended by approximately 175 police executives. Staff personnel from the National Advisory Commission on Civil Disorders and the United States Department of Justice, leading law enforcement officials within the State of Maryland and the District of Columbia, and prominent leaders from the black community participated. Two-thirds of those attending evaluated the seminar as valuable.

With the encouragement of the Commission an additional community college in Maryland provided an Associate in Arts degree program in law enforcement and one community college initiated plans towards the future establishment of such course. The Commission has done all that is possible to promote the early adoption of the baccalaureate degree course in law enforcement at the University of Maryland.

D. Establishment of Minimum Standards

During the period of the Grant, the Commission established a minimum basic recruit course of 160 hours in accordance with specific subject matter in a specific curriculum. Such curriculum covered practically all needs for recruit training.

The Commission set minimum standards with respect to equipment and facilities available in training academies or training schools authorized to provide the minimum standard training.

The Commission set minimum standards to be met by those being certified as police instructors in approved training schools.

Although not authorized to set selection standards within the State of Maryland, the Commission did set entrance level qualifications for officers attending approved recruit schools. Such standards up-graded the age, educational, moral and physical, and emotional stability standards required for entrance level police officers. High school, or its equivalent, was so required.

Eventually the Commission is going to establish I.Q. and emotional stability tests to be utilized by all departments in the State.

E. Scope of Recruit Training during the Grant Period

The ten approved training academies provided recruit training, in excess of the minimum standards, to twelve voluntary and to 625 mandatory participants. During the same period four of these academies provided minimum standard recruit training to 74 voluntary and 33 mandatory participants.

During the Grant period the Commission operated three minimum standard recruit courses in Training Zones 1, 9, and 11. Participating in such schools were recruits and veteran police officers. Twenty-eight officers voluntarily participated and twenty-two officers participated on a mandatory basis.

In all of the above training schools, 114 officers successfully completed their courses on a voluntary basis, and 625 on a mandatory basis, for a total of 680.

F. Development of Training Manual and Uniform Lesson Plans

Although this goal, as set forth in the Grant Application, was not completely fulfilled inasmuch as it required too much time from the personnel available, substantial steps have been taken to acquire the necessary lesson plans and other information which will be built into uniform lesson plans being developed by the Commission. It is hoped that this goal will be completely met by July 1, 1969.

The development of the training manual will, however, await the completion of a training and operations manual being developed for all police departments in the State.

IMPACT OF THE GRANT ON POLICE TRAINING IN MARYLAND

A. Appraisal of the Training

The Police Training Act of 1966 is the most important advancement in Maryland law enforcement - an opinion held by police executives and rank-and-file officers throughout the State. Progress accomplished to date under the Act is largely due to resources added to the staff and facilities of the Commission under the Federal Grant. The minimum standards established have had appreciable impact on the larger departments, but tremendous impact on

the medium and smaller sized departments, most of which had no training programs prior to the Act. In addition to the recruit training standards, minimum standards of in-service training are presently being prepared and such standards will have a great impact even on the larger police departments.

B. Future Curriculum Development

The Commission is presently planning an increase in basic recruit training standards from 160 hours to 240 hours, allowing for expansion in many areas of training where such expansion was imperative and the introduction of training not heretofore provided. Such new standards will hopefully be effective January 1, 1969. Minimum standards of in-service training are being planned for the same target date, probably consisting of some 35 to 40 hours of review in basic techniques.

C. Possible Law Enforcement Institute at the University of Maryland

The Commission is hoping to expand the already established seminar for police instructors at the University of Maryland with the addition of other university-oriented courses in supervision and management. It is hoped that such expansion will generate outside financial support and result in the establishment of an institute of law enforcement at the University.

D. Uniform Training and Operations Manual

During the Grant period, and even prior thereto, the Commission has been exploring the development of a police manual to serve as an operational aid and a training device for all officers in the State. The most desirable proposal received to date would incorporate a digest of Federal and State criminal laws, suggested practices and procedures for the investigation of crimes and the collection of evidence, and training and study materials to assist in preparation for promotional examinations. The manual would include a programmed instructional format with a series of review examinations to evaluate the effectiveness of the instruction. Loose-leaf form would provide for annual revision. The principle financial resource for such manual will be sought in the form of a Federal Grant under the Omnibus Control and Safe Streets Act of 1968.

E. Administrative Problems

There have been some administrative difficulties experienced. They include the education of participating police departments relative to the Act, and enforcement difficulties through lack of enforcement personnel. During the coming year much of this will be corrected through the administration by the Maryland State Police over the distribution of State aid to local law enforcement. Qualification for such aid includes compliance with all requirements of this Commission.

The provision of training for parttime police officers throughout

the State has been another administrative problem partially solved by parttime instruction in the county which has the predominance of parttime police activity.

There is also a need for additional staff personnel.

FINAL PROJECT REPORT

Grant No. 220

MARYLAND POLICE TRAINING COMMISSION

INTRODUCTION

Summary of the Project Plan

The purpose of this project was to make possible the early attainment of the objectives set for the Maryland Police Training Commission under the Police Training Act of 1966. Included in these objectives was the upgrading and the professionalization of law enforcement in Maryland by establishing and enforcing minimum standards of education and training for those seeking careers in law enforcement, which standards were to be met by recruits while in a probationary status, and by permanent officers on an in-service basis.

The attainment of such objectives was accelerated when the Grant made available funds for adding necessary personnel to the administrative staff of the Commission, and for providing the support for such personnel in the nature of office space, equipment, supplies and other such resources. Personnel was supplied in the form of a project supervisor who assumed the title of Assistant Executive Secretary of the Commission, a secretary for him, and consultants and instructors for regular police training efforts and for seminar programs. With the addition of such personnel it was possible for the Commission to survey the needs for training throughout all law enforcement units in the State, both mandatory and voluntary participants. It made possible the early completion of surveys of all police academies with the result that they could be certified to furnish the required training. It was possible to further provide some advanced level and specialized training schools and seminars, and to make decided steps toward the preparation of uniform lesson outlines, examinations, and training manuals.

I

STAFF EXPANSION

The Assistant Executive Secretary, J. Gordon Holmes, was appointed effective August 2, 1967 and in this capacity served as the Project Supervisor. Mr. Holmes had previously served with the Baltimore County Police Bureau for a period of twenty years, retiring at the rank of Inspector. Six years of his service were in the field of training and about four years of this time he served as the commanding officer of their training academy. This academy is presently one of the finest police academies in the State and Mr. Holmes was its principal architect. He is a graduate of the FBI National Academy and has taken law enforcement courses at the Southern Police Institute, the Northwestern Traffic Institute, Purdue University, and other law enforcement training courses.

Effective August 30, 1967, Sandra B. Rubin was appointed as a stenographer serving as secretary to the Assistant Executive Secretary. Miss Rubin, a highschool graduate, completed two years at the University of Maryland and was previously employed in the office of the City Solicitor of Baltimore City.

II

OFFICE EXPANSION AND IMPROVEMENT

A. Space

With the expansion of the Commission's Staff there was a need for greater office space. The Commission entered into a five-year lease with the Pikesville Professional Building for Suite No. 16, which contains 850 square feet of floor space. This compares to the 450 square feet previously occupied by the Commission in Suite No. 14. The rental for this space is \$260 per month, an addition of \$120 per month over the \$140 per month paid for Suite No. 14.

This additional space made possible provision for three distinct rooms as compared to one in Suite No. 14. The new space was remodeled in accordance with the needs of the Commission. The room which serves as a reception room to the public, and the office of the Assistant Executive Secretary and his secretary, occupies 361 square feet. Adjoining it is a room consisting of 204 square feet which serves as the office of the secretary to the Executive Secretary, and as a file room and supply room. Adjoining it is the office of the Executive Secretary, occupying 285 square feet.

The partitioning, the installation of a supply cabinet, the installation of a powder room, and the installation of all electrical and plumbing outlets which were necessary, cost \$2,236.80. Seven hundred and twenty dollars of this cost was paid from the Federal Grant. The Federal Grant provided for \$120 rental per month, and since the space was not occupied until August 1, 1967 for a total of eleven months during the Grant period, this \$120 added to the \$600 designated in the Grant for remodeling amounted to \$720.

B. Equipment

The funds provided under the Federal Grant helped to make possible the expansion of the Commission's phone equipment and the purchase of furniture and other office equipment to accommodate this additional personnel.

Funds from the Federal Grant exclusively paid for the following audio-visual equipment utilized in the Commission's training efforts:

1 Bell & Howell Filmosound Projector, Model 550 Y with 2" f 1.6	
Zoom Lens, 1000 watt proximity lamp	\$ 536.90
1 Cover (for above projector #35395)	11.25
1 Radiant Projection Screen, Size 70 x 70, Tripod, Educator	
Model EDS	61.87
1 Carrying Case (for above screen)	6.35
1 Bell & Howell Filmstrip Projector, Model 745C, Cartridge Loading, 750 watt and remote control	119.95
1 Selectron, Semimatic Changer Slide Adapter, Model 329G (for above filmstrip projector)	10.00
1 Cover, for Model 745C Projector	<u>3.97</u>
TOTAL COST	\$750.29
Less 1% - 20 days	<u>7.50</u>
	\$742.79

Outside the scope of this Federal Grant the Commission did acquire an IACP Sight/Sound Projector with twelve lessons under an independent Federal Grant from the Office of Law Enforcement Assistance made through IACP.

III

FULFILLMENT OF GOALS

A. Organization of Training Zones

The State of Maryland was divided into twelve training zones. Eleven of these zones are geographical and the twelfth zone covers the training efforts of the Maryland State Police.

The twenty-three Maryland Counties and the City of Baltimore are incorporated into these eleven training zones.

Training Zone 1 includes Garrett and Allegany Counties in the extreme western portion of Maryland. Existing in this zone are seven municipal police forces and two county sheriff's offices. All of the municipal departments are small except for the police department in Cumberland, Maryland which has an authorized strength of 65 sworn officers. Under the Maryland law the two sheriffs' offices are exempt from the mandatory provisions of the Act but the Commission did train, on a voluntary basis, one deputy sheriff from Garrett County. There is no certified police academy in this zone.

Training Zone 2 incorporates the western counties of Frederick and Washington. Included therein are nine municipal police departments and two sheriffs' offices. Two of the municipal police departments are at Frederick and Hagerstown, Maryland, and they have authorized strengths of 45 and 67 sworn officers, respectively. The remaining municipal departments are small. Neither sheriffs' office has as yet participated in Commission training programs. Frederick Police Department training academy has been certified and is available to provide training to all the departments in Zone 2.

Training Zone 3 incorporates Baltimore, Carroll and Howard Counties. In addition to the Baltimore County Police Bureau, which has an authorized strength of 889 sworn officers, and the Howard County Police Department which has an authorized strength of 35 sworn officers, there are seven small municipal police departments in this zone. The sheriffs' offices of the three counties may voluntarily participate in the Commission's training programs but have not done so as yet. The Sparrows Point Police Department, which is owned and operated by the Bethlehem Steel Company, is actually a regular municipal police force with an authorized strength of 207 sworn officer

The Sparrows Point Police Department, although not required under Maryland law to participate in the mandatory training programs, not only does participate in every respect but it has also made available its training academy for the training of officers of any other department.

Accordingly all of the training in Zone 3 may be provided by the Baltimore County Police Bureau Academy which operates a sixteen-week recruit course, or the Sparrows Point Police Academy which operates a recruit course specifically meeting the minimum standards set by the Commission. Sparrows Point has an additional forty hours of plant protection instruction available on a voluntary basis to outsiders. The Sparrows Point Academy has provided considerable training for the Commission outside of Zone 3, and its shorter course is attractive to many small departments unable to utilize the more lengthy course at the Baltimore County Police Bureau. Both of these academies have been certified by the Commission.

Training Zone 4 is made up entirely of Montgomery County. There are four small municipal police departments in this zone, including

Takoma Park with an authorized strength of 25 sworn officers. Also in Zone 4 is the Montgomery County Region of the Maryland National Capital Park and Planning Commission Police and the Montgomery County Police Department with an authorized strength of 484 sworn officers. The Montgomery County Sheriffs' office included in this zone has not participated in Commission training programs to this date.

The training academies of the Montgomery County Police Department and the Takoma Park Police Department have both been certified by the Commission and are available to provide training to all departments in this zone.

Training Zone 5 is made up of Baltimore City. In addition to the Baltimore City Police Department, with an authorized strength of 3,333 sworn officers, the Maryland Port Authority Security Force is included in this zone. This force has an authorized strength of 44 sworn officers. In addition to these mandatory participants in Zone 5 the Baltimore City Sheriffs' Office, the Baltimore & Ohio - Chesapeake & Ohio Railroad Police Department, the Western Maryland Railway Police Department, the Fire Prevention Commission, and the Harbor Tunnel Police are voluntary participants. The Baltimore City Sheriffs' Office and the Fire Prevention Commission have not participated but both railroad police forces and the Harbor Tunnel Police Department have actively participated. The Education and Training Division of the Baltimore City Police Department, with a recruit training period from fifteen to twenty weeks in duration, is available to supply the training needs of this zone. This Division has been certified by the Commission.

Training Zone 6 is made up of Cecil and Harford Counties. There are

nine relatively small municipal police departments who are required to participate in the Commission's training programs. The Cecil County Sheriff's Office and the Susquehanna River Bridge Police Departments are not so required but do, in fact, voluntarily participate in such programs. There is no certified police academy in this zone.

Training Zone 7 is comprised of Anne Arundel County, the Annapolis City Police Department with an authorized strength of seventy sworn officers, the Anne Arundel County Police Department with an authorized strength of 257 sworn officers, and the Friendship International Airport Police Department with an authorized strength of nineteen sworn officers. All are required to participate in Commission training programs. The Anne Arundel County Sheriff's Office may voluntarily participate in such programs but has not done so to date. The Maryland Alcohol Tax Enforcement Unit and the Department of Forest and Parks, headquartered at Annapolis, have expressed a desire to participate in such programs. The police academy of the Anne Arundel County Police Department has been certified and is available to provide training to all departments in Zone 7.

Training Zone 8 is comprised of Prince George's County. In addition to the Prince George's County Police Department, with an authorized strength of 441 sworn officers, the Prince George's County Region of the Maryland National Capital Park and Planning Commission Police, and the security force of the University of Maryland in College Park, with an authorized strength of 26 sworn officers, there are 24 small municipal police forces required to participate in Commission training programs. Most of these 24 municipal forces are made up entirely of, or partially of, parttime police officers. The Prince George's County Sheriff's Office is also located in this zone. All of these departments, including the Prince George's County Sheriff's Office, participate in the Commission's training program.

The Training Academy of Prince George's County Police Department is available to provide training to all of these departments. In addition to its regular recruit training program this academy did provide a part-time recruit course for the parttime police officers in the small municipal departments. This training course is provided two nights a week at the rate of four hours per night over a period of six months. This academy has been certified by the Commission.

Training Zone 9 is comprised of Calvert, Charles, and St. Mary's Counties. There are only three small municipal police departments in this zone which are required to participate in Commission training programs. However, the Sheriffs' Offices of the three counties, the Constables of Leonardtown, and the Potomac River Bridge Police have all voluntarily participated in the Commission's training program. The Sheriff of St. Mary's County serves as the training director for the Commission in Zone 9. There is no certified police training academy in Zone 9.

Training Zone 10 is comprised of Caroline, Kent, Queen Anne's, and Talbot Counties. There are eleven small municipal police forces required to participate in the training programs of the Commission. Also, the law enforcement unit of the Maryland Department of Game and Inland Fish and the Maryland Marine Police, with an authorized strength of 134 sworn officers, are required to so participate. The three Sheriffs' Offices, the Constables at Galena and Millington, and the Governor William Preston Lane Bridge Police may all voluntarily participate in such programs. To date only the Bridge Police have participated.

The Maryland Marine Police Academy, located in this zone has been certified, but is not available to provide training to other than the Department of Game and Inland Fish. In view of the fact that this academy

has been allowed to diversify its curriculum to include boating and conservation courses in lieu of traffic courses.

Training Zone 11 is made up of Dorchester, Somerset, Wicomico and Worcester Counties. There are nine municipal police forces required to participate and the four county Sheriffs' Offices in this zone. None of the Sheriffs' Offices has participated. The Cambridge Police Department has an authorized strength of 23 sworn officers. The Ocean City Police Department has an authorized strength of 21 sworn officers during the winter months and seventy sworn officers during the summer months. The Salisbury Police Department has an authorized strength of 35 sworn officers. There is no certified police academy in this training zone.

Training Zone 12 is comprised of the Maryland State Police, which department operates a certified police academy. The authorized strength of the Maryland State Police is 1,001 sworn officers. The Maryland State Police Academy has provided training to officers from all of the State of Maryland in an abbreviated course specifically meeting the minimum standards of this Commission. In addition, this academy has extensively provided instructors to Commission-operated schools.

Serving the Commission in each of the above-mentioned training zones is a training director. Where a certified training academy exists in a zone, the training director is either the commanding officer or a ranking officer in the larger training academy in such zone. There is also an assistant training director in Zones 2 and 6. These directors and their assistants serve the Commission in two distinct ways. They act as the eyes and ears of the Commission and the liaison officers of the Commission in determining the training needs of various departments

within the zones. Secondly, they provide the logistical support necessary where the Commission must bring training schools to such zones. It is necessary for the Commission to provide such training schools in Training Zones 1, 6, 9, 10, and 11. During the period of the Grant three such schools were operated by the Commission, these schools being at Cumberland, Maryland in Training Zone 1, at Mechanicsville, Maryland in Training Zone 9, and at Salisbury, Maryland in Training Zone 11. The instructors for such schools were obtained from the Federal Bureau of Investigation, from the Maryland State Police Academy, and from the other certified police academies. Some instruction was provided in specialized areas such as Criminal Court Procedures and First Aid by approved instructors outside the police community.

B. Certification of Training Academies

Using the minimum standards as established by the Commission as set forth later in this report, the staff of the Commission inspected the training academies of ten separate police departments in the State. In some respects these academies were found to be lacking with respect to such standards. Where such was the case, the departments made the necessary changes to meet the standards. As a result of this procedure, all ten of these academies were certified by the Commission as fully qualified to offer any training required under the Commission's training programs. These academies, the training zone in which they are located, and the dates on which they were certified, are as follows:

<u>School</u>	<u>Training Zone</u>	<u>Date</u>
Anne Arundel County Police Academy	7	December 14, 1967
Baltimore City Police, Education and Training Division	5	February 1, 1968
Baltimore County Police Academy	3	November 9, 1967
Frederick Police Academy	2	May 2, 1968
Maryland Marine Police Academy	10	February 1, 1968

<u>School - (continued)</u>	<u>Training Zone</u>	<u>Date</u>
Maryland State Police Academy	12	November 9, 1967
Montgomery County Police Academy	4	February 1, 1968
Prince George's County Police Academy	8	November 9, 1967
Sparrows Point Police Academy	3	February 1, 1968
Takoma Park Police Academy	4	February 1, 1968

C. Stimulation of In-Service and Advanced Training

1. Baltimore City Police Department
C.I.D. In-Service Training

Partially with the encouragement of this Commission, the Education and Training Division of the Baltimore City Police Department instituted an in-service training program for all members of that department assigned to the Criminal Investigation Division. The curriculum for this program consisted of a refresher of basic training such as is offered to recruits with the necessary sophistication to be applicable to veteran officers. Instruction in this program was furnished almost exclusively by special agents of the Federal Bureau of Investigation, graduates of the Federal Bureau of Investigation National Academy, and the two staff members of this Commission. These sessions consisted of 35 hours of instruction in each such session afforded in the period of one week. The sessions began February 19, 1968 and were concluded on May 12, 1968. Approximately 327 officers were trained.

2. Promotion of IACP Sight/Sound Projector and Lessons in Small Departments

In an effort to promote the sale of IACP Sight/Sound Projectors and Lessons in the smaller departments in the State of Maryland in furtherance of the OLEA Grant of \$252,000, effective September 11, 1967, the staff of this Commission sent out letters to 25 departments, all of which have fewer than 100 officers and yet sufficient sworn personnel to justify

the purchase thereof. All such departments were advised that this Grant was an unusual opportunity which they should surely pursue and the value of the IACP Sight/Sound Projector and its lessons based on the Training Keys were fully indorsed by the staff of the Commission. Additional personal stimulation was afforded as staff members met with the chiefs of such departments. It is known that applications from a number of these departments were brought about as a result of this stimulation.

3. Seminar for Training Police Instructors at the University of Maryland

At the request of this Commission, the University of Maryland developed and conducted a two-week seminar for police instructors. There were 38.5 hours of classroom instruction and work sessions built into this seminar. The first week of the seminar was held at the Adult Education Center on the College Park Campus from Sunday, May 5 through Saturday, May 11, 1968, and the second week was held at the Donaldson Brown Center in Port Deposit from Sunday, May 26 through Saturday, June 1, 1968.

The curriculum for this seminar included subjects in theories of learning, the history of police instruction, educational methods and techniques of instruction, the use of audio-visual techniques, group problem-solving techniques, analysis of police training problems, the analysis of training needs, development of curriculum, the development of objectives, training programs and lesson plans, testing and evaluation, standards for police instructors, and self-development leading to increased professionalism.

Between the two one-week sessions, the instructors worked on assignments given them. After the seminar, professors from the University traveled to the training academies to audit actual instruction by the students and critiqued their efforts.

Twenty-one officers attended this seminar which was financed partially by the Commission with funds received from the Federal Government and partially through the payment of fees for tuition, room and board by the departments which sent men to the school. Twelve departments, including the Wilmington Delaware Police Department, were represented. Maryland departments participating were Anne Arundel County Police, Baltimore City Police, Baltimore County Police, Cumberland Police, Hagerstown Police, Howard County Police, Maryland Port Authority Security Force, Maryland State Police, Montgomery County Police, Prince George's County Police, and the Westinghouse Defense and Space Center Security Force.

Those attending the seminar and the departments participating have overwhelmingly attested to the great benefits received by this seminar. It fulfills one of the most urgent needs in police training.

This Commission, with the approval of OLEA, contributed \$5,613.05 to the cost of this seminar. The total cost of the seminar, as contractually reached, was \$16,638.05. The balance of the cost was born by the departments sending men to the seminar. A total of \$525 per man was charged, of which \$350 was for tuition and \$175 was for room and board. Enclosed herewith is a copy of the Manual issued to each student participating in the seminar. This Manual sets forth all details with respect to the seminar. All instruction at the seminar was afforded by University of Maryland professors with the exception of that which required the expertise of individuals in the law enforcement community. Such expertise was furnished by representatives of the Federal Bureau of Investigation Training Division in Washington, D. C., the Professional Staff of the International Association of Chiefs of

Police in Washington, D. C., and two other sources. These instructors, with their credentials, are as follows:

University of Maryland

R. Ray McCain, Program Director - Director of the Office of Programs for Executive Development, Conferences and Institutes Division, University of Maryland. B.A. in History; M.A. in Speech Communication and candidate for the M.A. in History and Ph.D. in Communication - Louisiana State University.

John Kerig, Conference Coordinator - From the Office of Programs for Executive Development, Conferences and Institutes Division, University of Maryland. B.S. degree from the United States Military Academy, M.A. and M.P.A. degrees from Harvard in History and Government, and the J.D. degree from Georgetown Law School.

Dr. Allan Frank, Assistant Professor, Department of Speech and Secondary Education, University of Maryland. Ph.D. from University of Wisconsin.

Professor Irving Linkow, Associate Professor of Speech, University of Maryland. M.A. degree from University of Denver in Basic Communication.

Professor Carl Schramm, Assistant Professor, Department of Industrial Education, Technical Center, University of Maryland. M.Ed. from University of Maryland.

Dr. Donald Deppe, Director, Conferences and Institutes Division, University of Maryland. A. B. in Philosophy, Lafayette College. M.A. in Philosophy, University of Maryland, Ph.D. in Education, University of Chicago.

Mr. John H. Buskey, Assistant Director, Conferences and Institutes Division, University of Maryland. B.A. in English Literature, University of New Hampshire; M.A. in Adult Education, University of Chicago; PhD. Candidate in Adult Education, University of Chicago.

Dr. Donald Maley, Professor and Head of Department of Industrial Education, University of Maryland. B.S. in Industrial Arts Education, State Teachers College, California, Pennsylvania; M.A. and Ph.D. in Industrial Arts Education, University of Maryland.

Howard Schwartz, Assistant Professor, Department of Speech. B.S. and M.S. in Public Address, Emerson College, Boston, Massachusetts; Ph.D. in Speech, Purdue University.

John Lea, Instructor, Department of Speech. B.A. and M.A. in Speech from Miami University, Ohio; Ph.D. Candidate at University of Florida in Gainesville, Florida.

Ronald C. Taylor, Research Assistant. B.S. in Sociology from Richmond Professional Institute; Candidate for Masters Degree in Sociology at the University of Maryland.

C. Anthony Broh, Research Assistant, Office of Programs and Executive Development, Conferences and Institutes Division, University of Maryland. A.B. from Marshall University, West Virginia, in Political Science. Candidate for Masters Degree in Government and Politics at the University of Maryland.

Law Enforcement Community

Norman Kasseff, Assistant Director, Professional Standards Division, International Association of Chiefs of Police.

Dr. Nelson A. Watson, Assistant Director, Research and Development, International Association of Chiefs of Police.

Richard Kohler, Training Division, Federal Bureau of Investigation.

Major Norman E. Pomrenke, Director, Adult Education and Training Division, Baltimore City Police Department.

Leo A. Culloo, Executive Secretary, Police Training Commission, Department of Law and Public Safety, State of New Jersey.

Drexel A. Sprecher, Vice President, Leadership Resources, Inc., Washington, D. C.

The twenty officers from the State of Maryland who attended this Seminar have formed an organization known as the "Police Instructors' Association of Maryland." They have elected officers and adopted by-laws and are ready to proceed to invite all other police instructors in Maryland into their membership. Membership will consist of active, associate and honorary members. The purposes of the association are as follows: (1) To maintain and to increase the quality of the status of police officers within the State of Maryland, (2) To develop more professional police instructional personnel (3) To promote good will among police instructors and their respective departments (4) To incorporate free exchange of information relative to police training and education, and (5) To serve as an advisory resource to departments initiating new training courses, and to council and to assist new police instructors.

4. Police and Community Relations Command Level Seminars

Feeling that most of the training and instruction in the police and community relations field has been on the recruit and lower supervisory levels, the Commission decided to develop a seminar for command level law enforcement officers. All chiefs of police and higher command level officers in larger departments were invited to attend

this two-day seminar which was entitled "The Role of Law Enforcement in Preventing and Controlling Civil Disorders." There is enclosed herewith a copy of the invitation extended to such officers, under date of May 21, 1968, reflecting a tentative program, and a copy of the actual program in printed form. The first quarter of the program was devoted to an examination of the problems facing law enforcement as a result of the social upheaval in race relations. This was furnished by Mr. Stephen Kurzman, Deputy Director for Operations, and Dr. Robert Shellow, Deputy Director for Research, both of the National Advisory Commission on Civil Disorders.

The second quarter of the program consisted of a presentation of the C.B.S. commentary film "Remedy for a Riot" depicting a summary of the findings of the report of the National Advisory Commission on Civil Disorders. Included in this portion of the program was an address on "The Police Role in a Democratic Society" presented by Dante R. Andreotti, Chief of the Municipal Services Section, Community Relations Service, United States Department of Justice.

During the third quarter of the seminar on the second day thereof, there was a panel discussion moderated by Dr. Jacob Cunningham, Executive Director of the Maryland Region of the National Conference of Christians and Jews. Serving on this panel with Dr. Cunningham were representatives of the office of the Attorney General of Maryland, the Superintendent of the Maryland State Police, the Commissioner of the Baltimore City Police Department, and the Acting Director of Community Relations of the Metropolitan Police Department in Washington, D. C. The panel further consisted of the Dean of Morgan State College, the

Director of Staff Relations of the Baltimore City Board of Education, and the Director of Leadership Development of the Baltimore Urban League.

The last quarter of the seminar was devoted to "Prevention and Control of Civil Disorder", including suggestions as to the development of a police and community relations division in a police department, police procedures and coordination of control efforts during civil disorders, and lessons learned during the Baltimore disorder in April of 1968. This presentation was furnished by Commissioner Donald D. Pomerleau of the Baltimore City Police Department and members of his staff.

The seminar was held on two separate occasions and at two separate locations to accommodate officers from various areas of the State. Approximately fifty command level officers attended this session held in Frederick, Maryland on June 4 and 5, 1968. Approximately 125 attended the session held at Severna Park, Maryland on June 12 and 13, 1968.

An evaluation of the seminar, as secured through questionnaires, reflected that about one-third of those in attendance felt the seminar was of great value and that better than two-thirds felt it was at least of some value.

5. Encouragement of Law Enforcement Courses at Universities and Colleges

At the time the Commission came into existence three community colleges in the State of Maryland had already established two-year courses leading to an Associate in Arts degree in Law Enforcement. These community colleges were the Community College of Baltimore, the Essex Community College, and the Montgomery Junior College.

Partially through the efforts of this Commission there was established, in the fall of 1968, a similar Associate of Arts curriculum

at the Catonsville Community College.

The Allegany Community College in Cumberland, Maryland is actively considering the establishment of such a course there and the staff of this Commission is assisting the Administration of that College in this effort.

The University of Maryland has been considering the introduction of a four-year Bachelor of Arts course in Law Enforcement over a period of several years. A suggested curriculum has been drawn up and the University is now giving thought to whether or not such curriculum should be adopted and, if adopted, which branch of the University could best provide such curriculum. The Adult Education Center of the University College at the University of Maryland has demonstrated the most active interest in the establishment of such a course. Faculty committees in Arts and Sciences and of the University College, have considered the proposal and a strong possibility exists that the University will adopt such a course. This Commission has exerted considerable effort to influence the University in the adoption of such course and the Senate of Maryland passed a resolution expressing its hope that the University will do so.

D. Establishment of Minimum Standards

The Police Training Act of 1966 required that all police officers selected by State, county, and local police departments having general criminal jurisdiction, be initially given probationary appointments and that within the period of such probation, and in any event not to exceed the period of one year, such officers be afforded a course of training meeting minimum standards as set by the Police Training Commission. The effective date of this requirement was June 1, 1967.

1. Recruit Training

At its meeting on April 13, 1967 the Commission adopted minimum standards for basic recruit training consisting of a curriculum in certain specified fields totaling 160 hours of instruction.

That minimum standard course is as follows:

	Hours
I. THE LAW AND LAW ENFORCEMENT	
A. Constitutional Law and Civil Rights	8
B. Rules of Evidence	2
II. STATUTORY LAW	
A. State Criminal Code	11
B. Local Ordinances on Crime	2
C. State and Local Traffic Code	12
D. Jurisdiction of Federal Agencies	5
E. Specialized State Laws	2
III. ADMINISTRATION OF JUSTICE	
A. Court Systems and Procedures	2
B. Juvenile Court Procedures	1
C. Traffic Court Procedures	1
D. Testifying in Court	1
IV. POLICE-COMMUNITY RELATIONS	
A. Human Relations	4
B. Public and Press Relations	2
C. Code of Ethics	1
D. Officer-Violator Contacts and Practice of Courtesy	1
V. CRIME AND DELINQUENCY CAUSATION	2
VI. POLICE PATROL PROCEDURES AND INVESTIGATION OF CRIMES	
A. Foot Patrol Functions and Techniques	2
B. Motor Patrol Functions and Techniques	4
C. Communication Procedures	1
D. Responding to Calls for Service	1
E. Disaster Cases	1
F. Techniques of Interviewing	3
G. Case Preparation	1
H. Crimes against the Person	6
I. Crimes against Property	6
J. Fugitive Investigations	1
K. Vice and Organized Crime	1
L. Crime Scene Search and Procedures	2
M. Scientific Crime Detection and Use of Police and F.B.I. Laboratories	3
N. Collection, Identification, and Preservation of Evidence	2
O. Personal Identification	3
P. Photography	2

	<u>Hours</u>
VII. TRAFFIC ENFORCEMENT	
A. Traffic Direction	4
B. Summons Issuance Procedures	1
C. Accident Investigation	6
D. Drunk Driving Cases	1
VIII. PHYSICAL TRAINING AND SKILLS	
A. Proper Use of Firearms	12
B. Defensive Tactics	6
C. Mechanics of Arrest and Search of Person	1
D. Temporary Restraint and Transportation of Prisoners	1
E. Crowd and Riot Control	1
IX. EMERGENCY MEDICAL SERVICES	
A. Basic First Aid	10
B. Emergency Childbirth	1
C. Recognition and Handling of Mentally Disturbed	1
X. AGENCY STANDARDS AND PROCEDURES	
A. Notetaking and Report Writing	5
B. Records Procedures	1 1/2
C. Departmental Organization	1/2
D. Departmental Rules and Regulations and Discipline	1
XI. PRACTICAL PROBLEM AND MOOT COURT	8
XII. MISCELLANEOUS	
A. Course Orientation and Classroom Note Taking	1
B. Examinations and Critiques	2

The descriptions of the courses in this curriculum appear in the Annual Report of the Commission, dated July 1, 1967, copies of which are enclosed with this report.

Since June 1, 1967, all basic recruit training in Maryland has conformed with these minimum standards. The accomplishment of this task has only been possible as a result of the additional personnel and resources provided by the Federal Grant.

2. Training Facilities

At its meeting on August 10, 1967, the Commission adopted minimum standards with respect to equipment and facilities available at training academies or training schools which might be utilized in providing minimum standard training.

These minimum standards are as follows:

1. The minimum classroom space for each trainee should be twenty-five square feet.
2. The area should be suitably lighted, well ventilated and have acoustic qualities which are conducive to a proper learning atmosphere.
3. The facility should provide sanitary and safety standards commensurate with the size of the class using same.
4. The arrangement of the classroom furnishings should be flexible enough as to provide for group instruction in training topics such as First Aid, Defensive Tactics, Moot Court, Practical Police Problems, Firearms Safety and Dry-Firing and for the projection of films.
5. Furnishings within the classroom should include sufficient desks or tables and chairs as to provide for an adequate writing surface for each trainee in addition to a lecture rostrum for the instructor and a table suitable for panel discussions.
6. Adequate locker space should be provided for each trainee.
7. Instructional aids should include a bulletin board, a chalk board, amplifying equipment of a capacity commensurate with the size of the class to receive instruction, a 16 MM sound projector and screen and a slide projector capable of accommodating various size slides and transparencies, either an opaque or overhead projector, and a tape recorder with a 7" reel.
8. The facilities shall include a firearms range meeting the standards of the Federal Bureau of Investigation, Maryland State Police, or other approved firearms instructors as to safety and adequacy in offering the prescribed course of training under the minimum course. More specific standards will be adopted by the Commission after further study.

9. In approving temporary facilities for Commission-operated schools, the Staff shall use good judgment in fitting such facilities to these standards.

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3. Police Instructors

Also at its meeting on August 10, 1967 the Commission adopted the following minimum standards to be met by police instructors in order to be certified to instruct in approved training schools:

1. Instructors shall be of two types, namely those used in general police instruction and those, who by their special knowledge and preparation, are suited to instruct certain of the courses requiring such special knowledge and education.

2. In the approval of the instructors the Executive Secretary shall obtain information relative to the education, experience in law enforcement, experience and suitability in instruction, ability at oral and written articulation, and physical and personal appearance.

3. Those instructors who have been approved as such by the Federal Bureau of Investigation, or have received training at the Federal Bureau of Investigation National Academy, the Southern Police Institute at the University of Louisville, the Northwestern Traffic Institute, and other similar law enforcement institutions, should be looked on with favor. Actual approval of instructors, based upon all such information, will be made by the Commission, but the Executive Secretary may, in emergency situations, approve instructors subject to confirmation by the Commission.

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4. Entrance Level Qualifications for Officers Attending Approved Recruit Schools

Qualifications to Attend Approved Recruit Schools

Unlike the laws in some states, the Police Training Act of 1966 does not authorize this Commission to set minimum standards for the selection of police officers. The Act does authorize the Commission to prescribe the eligibility to attend approved training schools. To the degree that a probationary appointee must attend such a school in order to be certified for permanent appointment, the Commission may in effect set selection standards.

At its meeting on August 10, 1967, the Commission set the qualifications for such eligibility. At its meeting on September 9, 1967, certain amendments to the qualifications were adopted. These qualifications became effective March 1, 1968, and are applicable to all appointments made on or after that date, where the appointee must enroll, in an approved recruit training school.

These qualifications as amended are as follows:

1. The applicant must have reached his twenty-first birthday and must not have reached his thirty-sixth birthday.
2. The applicant must be a citizen of the United States.
3. The applicant must possess a high school diploma or a General Educational Development Certificate recognized by the Maryland Board of Education.
4. The applicant must be of good moral character and emotionally stable, as determined by a comprehensive background investigation which includes fingerprinting of the applicant and a search made of local, state and national criminal record files. A conviction for any state or federal crime may be grounds for rejection of the applicant by the Commission. The investigation should also include a check of military records, local draft board records, school records and credit agency

records. All personal references given by the applicant, as well as people living in the neighborhood of his places of residence for the past ten years, should be interviewed to aid in determining his habits and fitness for police duties. Where personal references are located outside of the State, it will be satisfactory to contact them through correspondence, but other persons interviewed in the course of the investigation should be personally contacted where at all possible. Present and past employers should be contacted to determine the applicant's work habits.

5. A licensed physician shall examine the applicant to aid in determining that he is physically, emotionally and mentally fit for normal police functions.

6. The results of an oral interview for the purpose of assessing the applicant's appearance, background and his ability to communicate, should be a part of the application submitted to the Commission by the applicant's commanding officer.

In individual situations where departments experience extreme difficulty in recruiting men meeting these standards, the Commission may relax the imposition of a portion of such standards if the individual meets the remaining standards in such a way as to merit such action. Any relaxation of these standards in individual cases must be individually approved by the Commission.

The staff of the Commission has accumulated from departments both within and outside the State of Maryland, and from minimum standard councils and commissions throughout the country, information concerning I.Q. and emotional stability tests employed by such departments and agencies. When such information has been organized and correlated it will

be furnished to experts at the University of Maryland. These people will provide the Commission with I.Q. and emotional stability tests which may be afforded new recruits on an experimental basis. At the conclusion of this process the test or tests which best fulfill the needs of law enforcement in this State, will be adopted and built into the above qualifications.

E. Scope of Recruit Training

1. Officers Trained at Approved Training Academies

During the period of this Grant, eight of the certified academies in the State conducted recruit training courses, the curriculum of which exceeded the minimum standards set by the Commission. Such courses of training ranged from a 210-hour recruit training course, conducted by the Montgomery County Police Department, to a course of over 1000 hours conducted by the Maryland State Police for its troopers. The courses conducted by the Anne Arundel County Police Department, the Baltimore County Police Bureau, the Maryland Marine Police, and the Prince George's County Police Department, were afforded to members of police departments other than the departments offering the training as well as the recruits of such departments. The total number of recruits successfully completing such courses of training, and certified by this Commission, is set forth below:

	<u>Voluntary</u>	<u>Mandatory</u>
Anne Arundel County Police Department	7	39
Baltimore City Police Department		217
Baltimore County Police Bureau	1	77
Maryland State Police		107
Maryland Marine Police		13
Montgomery County Police Department		65
Prince George's County Police Department	4	96
Frederick Police Department		11

Four of the certified training academies offered courses of recruit training just meeting the minimum standard course established by the Commission. Two of these academies, namely the Maryland State Police and the Prince George's County Police Academies, furnished such training solely for the benefit of police recruits outside their individual departments. The other two, namely the Sparrows Point Police Department and the Takoma Park Police Department trained officers both within and outside their departments.

There is set forth below a tabulation of the officers trained in such courses.

	Voluntary	Mandatory
Maryland State Police	20	17
Prince George's County Police Department	25	11
Sparrows Point Police Department	21	2
Takoma Park Police Department	8	3

2. Officers Trained at Schools Organized by this Commission

This Commission conducted three schools which were organized and operated by the staff of the Commission. The courses of instruction met, or only slightly exceeded, the minimum standards set by the Commission. Instructors for these schools were obtained from the Federal Bureau of Investigation, the Maryland State Police, the Anne Arundel County Police, the Baltimore City Police, the Baltimore County Police, and the Prince George's County Police. Other instructors in certain specialized fields were secured from other Federal investigative agencies, from the American Red Cross, and from professional people particularly qualified to teach these specialized courses.

The first such school was conducted in Training Zone 9 at Mechanicsville, Maryland from September 11 through October 17, 1967, and provided training to police officers and deputy sheriffs in that Training Zone. The second school was held in Training Zone 1 at Cumberland, Md.

from September 25 through October 25, 1967, and provided training to municipal police officers and one deputy sheriff within that Training Zone. The third school was conducted in Training Zone 11 at Salisbury, Maryland from March 4 through April 10, 1968. Attending this school were all municipal officers from departments in Training Zone 11 and one municipal officer in Training Zone 10. Also included were four officers from the Hagerstown Police Department in Training Zone 2.

The number of such officers trained in each of these training schools is set forth as follows:

	Voluntary	Mandatory
Cumberland, Maryland	4	7
Salisbury, Maryland	11	12
Mechanicsville, Maryland	13	3

At all of the training schools conducted by the certified training academies and at schools operated by this Commission, 114 officers successfully completed these courses on a voluntary basis and 625 on a mandatory basis, or a total of 680 officers. Among the voluntary attendants were officers of many years experience who had never been afforded a complete training course such as this. Included among them were a number of chiefs of police. The thirty-six police officers trained by the Prince George's County Police Academy under the minimum standard course were mostly parttime police officers. As is reflected in the table only eleven of these were required to take the course. The course was given during evening hours and on some Saturdays to accommodate such officers regularly employed in other occupations. The course extended over a period from January to June 1968. The officers had to attend at least eight hours of instruction on two separate nights for this period of time.

F. Development of Training Manual and Uniform Lesson Plans

This goal was the only goal set forth in the application for the Federal Grant which was not completely fulfilled. The two staff members and their secretaries were too occupied in the fulfillment of the other goals to fully meet this goal; however, the staff has received lesson plans from nearly all certified police instructors and has accumulated lesson plans from various sources outside the State of Maryland. All of these lesson plans, together with the International Association of Chiefs of Police Training Keys, are being utilized in the development of uniform lesson plans for the State of Maryland. Much of this work has been begun. It is anticipated that the uniform lesson plans, together with uniform examinations, will be available by July 1, 1969.

The development of a training manual will await the planned completion of a training and operations manual described hereinafter in this report.

IV.

IMPACT OF THE GRANT ON POLICE TRAINING IN MARYLAND

A. Appraisal of the Training

There is not the slightest doubt that the passage of the Police Training Act of 1966 has been the most important advancement with respect to the entire field of law enforcement in the State of Maryland in its history. This opinion is held unanimously by all police executives and rank and file police officers who have expressed themselves orally or in writing. Moreover, it is an opinion increasingly subscribed to by the political leaders having responsibility over law enforcement agencies in the State. Any initial skepticism on the part of such political leaders witnessed at the outset is practically non-existent at the present time.

Police executives who may have originally thought that the requirements of the Act would impose great difficulties to them in the administration of their departments, have come to realize that these same requirements have greatly fortified them in their desire to strengthen their departments. The progress made to date under the Act is largely due to the resources added to the Commission's staff under the Federal Grant. Such progress would have been far less accelerated without such resources.

Of course, the minimum standards curriculum has not had a tremendous impact on the training programs of most of the larger police departments, whose training programs were well advanced prior to the passage of the Act, however, even here nearly all of these larger departments instituted changes with respect to curriculum, facilities, lesson plans, and other procedures as a result of the regulations under the Police Training Act of 1966.

It is in the category of departments having sixty or fewer officers where the impact has been most greatly felt. Some of these departments were, as of very recent years, sending their newer recruits to training academies which have now been certified, however no set policy existed in all such departments. In the smaller departments training programs were practically non-existent. In such departments, to the degree possible, the chiefs have sent veteran police officers as well as recruits to the recruit training schools. In fact, many of the chiefs themselves have attended such schools. All have declared that such training programs as have been made available would have made a great deal of difference in the caliber of law enforcement had this law been passed at a much earlier date. These police officials and their officers overwhelmingly appreciate

these new opportunities and are hungry to obtain the training.

The imposition of minimum standards with respect to in-service training, which standards are now being prepared, will have greater impact, even on the larger police departments in the State. No set policy of in-service training was in existence in any of the departments prior to the Police Training Act of 1968.

B. Future Curriculum Development

The staff of the Commission is presently preparing an increase in the basic recruit training course from 160 hours to 240 hours. This increase is dictated not only as a part of healthy growth but as a finding by the staff and participating departments that the 160-hour course, although an improvement over the past, is not adequate to the needs of law enforcement today. There is no intention that the course will remain at 240 hours but this increase will allow expansion in courses such as Fire Arms, Human Relations, Narcotics and Drug Control, the Control of Civil Disturbances, and other areas of great current importance.

The imposition of a minimum standard curriculum for in-service training, as was stated above, should be developed at an early date and it is hoped will become effective about January 1, 1969. Initially, this curriculum will be designed to provide a review and refresher on basic police training, with the added sophistication appropriate for veteran police officers. The initial duration will probably be 35 to 40 hours to be afforded in one week's time. The imposition of such in-service training will in no way affect the efforts of the Commission and of law enforcement departments in the State to develop and present advanced and specialized training courses to meet the needs in such fields.

C. Possible Law Enforcement Institute at the University of Maryland

The establishment of the seminar for police instructors at the Adult Education Center of the University of Maryland, has provided the nucleus of what is hoped will be expanded at that Center into an Institute of Law Enforcement similar to those presently existing at Michigan State University, Northwestern Traffic Institute, the Southern Police Institute at the University of Louisville, and other such institutes in the United States. The Commission is going to work closely with the University of Maryland to develop other courses oriented to the educational level of universities, such courses as Police Management, Police Supervision, and Police-Community Relations.

The staff of the Commission intends to work closely with University officials in developing financial support for such institute from Foundations and from industry. It is believed that endowments and other such support can be obtained in Maryland as has been obtained for the other institutions mentioned above.

D. Uniform Training and Operations Manual

In the early days of the Grant period, and even prior thereto, the Commission instituted inquiry of the International Association of Chiefs of Police, of the Northwestern Traffic Institute, of the Westinghouse Learning Corporation, and others, as to the capacity of such organizations to develop for the State of Maryland a police manual which could not only serve as an operational aid to all police officers in the State but could be used as a training device both in connection with regular courses and independently.

Proposals were submitted by the IACP and by the Westinghouse Learning Corporation. That proposal submitted by the latter was very com-

prehensive and would incorporate not only many of the standard features of such police manuals but many advanced techniques in educational planning and programming.

This manual would contain three units:

The first would be an examination of Federal and State statutes affecting the performance of police work, written in digest form. This unit would incorporate the present digest of Maryland criminal laws published and distributed by the Maryland State Police.

The second unit would provide suggested practices and procedures for the investigation of crimes and the collection of evidence.

The third unit would provide a supplementary section of training and study materials to assist law enforcement personnel in preparing for departmental promotional examinations.

To enhance the readability and comprehension of the manual there would be written a programmed instructional format with a series of review examinations at the end of each unit in order that officers might test their understanding of the material immediately upon completion of each unit.

The manual would be in looseleaf notebook form and comprehensive revisions would be made annually. Circulation and management of the manual would be under the control of this Commission.

To make possible the development of this manual, the Commission is intending to file an application for a new Federal Grant under the Omnibus Control and Safe Streets Act of 1968.

E. Administrative Problems

The early administration of the Police Training Act of 1966 has not been without some difficulties, as must be the case at the advent of all such programs. There has been a problem in education and communication

with police and political officialdom, although, as stated, there has been no conscious resistance to the implementation and enforcement of the Statute. There has, expectedly, been some failure to comply with all aspects of the program due to the inability of two staff officials and twelve voluntary training directors to maintain the necessary degree of liaison with all police departments subject to the provisions of the Act.

Considerable improvement is expected in this regard as a result of the provision found in the law governing the distribution of State financial aid to local and county law enforcement agencies throughout the State of Maryland, which aid amounted to over \$16,000,000 in FY 1968 and will be in excess of \$21,000,000 in FY 1969. The new Statute provides that, in addition to other requirements of qualification for such aid, a department must comply with all standards set by the Maryland Police Training Commission. The administration of this Act has been delegated to the department of the Maryland State Police, which will utilize its resources in the investigation and audit of all the requirements set, including the compliance with the regulations of this Commission.

Another definite administrative problem experienced to date has been the existence in many small departments of parttime police officers, whose appointment after the effective date of the Act, namely June 1, 1967, brings them under the mandatory requirements of the Statute. Since these parttime officers are regularly employed in other occupations and their police duties are in addition thereto, the necessity that they attend recruit training schools imposes considerable burden on such officers. As has previously been pointed out, the area presently presenting the greatest problem in this regard has been Prince George's County with its

twenty-four small municipal departments. However, the magnitude of the problem there has, to a degree, provided a solution in that the Prince George's County Police Academy has afforded such training over a period of six months requiring these officers to attend school for four hours per night, two nights per week, and to take firearms training on selected Saturdays. With the curriculum expanding from 160 hours to 240 hours, such a course would extend for thirty weeks rather than twenty weeks.

There is already a need for additional staff personnel and such need has been reflected in the budget requested for FY 1970. Even if this request is granted the addition of such personnel could not be effected until July 1, 1969. This situation is comparable with that which existed during the past fiscal year, and which was only solved by the additional staff provided under this Federal Grant.