

POLICE AND CORRECTIONAL TRAINING COMMISSIONS

ANNUAL



REPORT

Fiscal Year 1993

DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES

151505

STATE of Maryland
William Donald SCHAEFER, GOVERNOR

DEPARTMENT of Public Safety
AND CORRECTIONAL SERVICES
Bishop L. Robinson, SECRETARY

POLICE AND CORRECTIONAL
TRAINING COMMISSIONS
Donald G. Hopkins, EXECUTIVE DIRECTOR

CORRECTIONAL TRAINING COMMISSION
David N. BEZANSON, CHAIRMAN

POLICE TRAINING COMMISSION
Col. LARRY W. TOLLIVER, CHAIRMAN

151505

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POLICE AND CORRECTIONAL TRAINING COMMISSIONS

FY 1993 ANNUAL REPORT

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WILLIAM DONALD SCHAEFER
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BISHOP L. ROBINSON
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DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES

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February 18, 1994

The Honorable William Donald Schaefer
Governor of the State of Maryland
Executive Department
State House
Annapolis, Maryland 21401

Dear Governor Schaefer:

I am pleased to present the Annual Report for the Police and Correctional Training Commissions, documenting agency activities for Fiscal Year 1993. The information contained is intended to satisfy the reporting requirements set forth in Article 27, Sections 4-201 and 4-301, of the Annotated Code of Maryland.

The Chairmen of both the Police and the Correctional Training Commissions wish to report several accomplishments within the last fiscal year. The agency continued to offer an increasing variety of mandated and other training programs to a growing number of police and correctional personnel, while staying within budgetary restraints. Other new initiatives include planning for the construction of a new driver training facility, expansion of the Drug Abuse Resistance Education (DARE) Program into high schools, and receipt of a federal grant for a new crime prevention community mobilization project to begin in F.Y. 1994. In addition, the agency continued to offer high quality training to upper level executives in the Executive Development Program.

Sincerely,

A handwritten signature in dark ink, appearing to read "Bishop L. Robinson".

Bishop L. Robinson
Secretary

BLR/lab

DAVID N. BEZANSON
CHAIRMAN
CORRECTIONAL TRAINING COMMISSION

COL. LARRY W. TOLLIVER
CHAIRMAN
POLICE TRAINING COMMISSION

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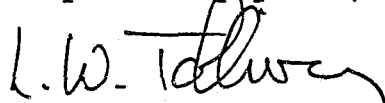
Bishop L. Robinson, Secretary
Department of Public Safety
and Correctional Services
6776 Reisterstown Road, Suite 310
Baltimore, Maryland 21215

Dear Secretary Robinson:

We are pleased to present the Annual Report for the Police and Correctional Training Commissions accounting for agency activities during Fiscal Year 1993. The issuance of this report is intended to satisfy the requirements set forth in Article 41, Sections 4-201 and 4-301 of the Annotated Code of Maryland.

We believe that both the Police and the Correctional Training Commissions continue to offer comprehensive, high quality training to significantly upgrade the general professionalism and competence of police and correctional personnel. The agency has accomplished this within the budget while at the same time efficiently managing the continuing demand for current and new training programs. We further believe that each Commission will continue to meet these training responsibilities while enhancing the overall quality of law enforcement and correctional training in Maryland.

Respectfully yours,



Chairman
Police Training Commission



Chairman
Correctional Training Commission

SUMMARY OF ACCOMPLISHMENTS

Provided or approved correctional entrance level training to 827 correctional officers, parole and probation agents and drinking driver monitors and other correctional personnel in 30 separate classes in Woodstock or through satellite or other academies.

Provided mandated supervisor and administrator training to 118 police and 97 correctional supervisors and to 64 police and 31 correctional administrators in 20 programs.

Sponsored or provided instructor, specialized instructor and other types of relevant training in a wide variety of topics to 438 law enforcement and correctional personnel in 24 programs.

Sponsored crime prevention training for 465 public safety personnel and citizens through the Community Crime Prevention Institute.

Sponsored primary DARE Officers training for 35 police officers and offered training for 29 DARE officers and educators to begin to expand the DARE programs into Maryland's high schools.

Provided training to 300 agency managers and executives as part of the Executive Development program in 12 separate programs.

Began development of a program to build a driver training facility at the future site of the Public Safety Training Center.

Approved and monitored 16 programs at 11 different certified police academies that provided entrance level training to 444 officers.

Audited 27 police and 3 correctional agencies and 3 police academies to ensure meeting of selection and training regulations.

Processed information for 11,189 police and 4,290 correctional personnel who completed at least 18 hours of in-service training and 12,139 police and 5,188 correctional personnel qualifying with their firearms in 1992 to maintain their certification in 1993.

Presented DARE programs to over 70,000 children in 90% of the elementary schools in Maryland.

Obtained a federal grant to establish a Community Crime Prevention/Community Mobilization program in FY94.

Created new training requirements for recertification of police officers out of law enforcement over 3 but less than 5 years.

Mandated in-service training in 1993 for all police officers in the procedures for handling juveniles in custody.

Established an electronic Bulletin Board System to provide information to client agencies through their PC based modems.

Summary of Training Programs
Offered Through The Police and
Correctional Training Commissions
in Fiscal Year 1993

<u>Title/Type</u>	<u>Length (Days)</u>	<u>#/Programs</u>	<u>Total Trained</u>
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Correctional Programs

Entrance Level	25	30	827
Supervisor	5	6	97
Administrator	7	2	31
Fire Safety Inspector	1	3	85
Firearms Instructor	5	1	11
Rifle Instructor	3	1	11
HIV/AIDS Update	1	2	44
Ethics in the 90's	1	1	11
O.C. Aerosol Spray	1	1	43
Cell Extraction	3	1	9
Epilepsy Education	1	2	22
NIC TB Audio Conf.	1	1	3

Law Enforcement Programs

Entrance Level*	120-180	16	444
Supervisor	5	7	178
Administrator	5	5	81

Community Crime Prevention

Basic Crime Prevention	3	4	120
Juvenile Violence	1	1	140
Crime Prevention Conf.	1	2	40
DARE Officers Training	14	1	35
DARE High School Trng.	4	1	29
Interview & Interogation	1	1	110
Crime Victims: Trends	1	1	55

Executive Development

Leadership Challenge	1-2	8	198
Team Building	2	1	38
Performance Management	1	1	18
Strategic Planning	1	1	21
Myers-Briggs Indicators	1	1	25

Combined Police/Correctional

Instructor	5	10	186
Grand Totals	<u>NA</u>	<u>112</u>	<u>2,912</u>

* Conducted at police academies certified by the Police Training Commission.

INTRODUCTION

The Police and the Correctional Training Commissions are separate and distinct. Both are within the Department of Public Safety and Correctional Services and receive their legal authority from successive sections of Article 41. One agency serves both Commissions and operates under a single budget, Executive Director and staff. The Commissions are each empowered to set selection and training standards for all law enforcement and correctional agencies, respectively. In addition, the Agency provides correctional entrance-level, police and correctional instructor, supervisor and administrator, executive development, community crime prevention and a variety of other public safety training programs.

HIGHLIGHTS OF AGENCY ACTIVITIES

LAW ENFORCEMENT TRAINING

Twelve of the 16 police academies provided entrance level training to a total of 444 officers in FY93 in 16 separate programs, a total slightly higher than the previous year. This level of training is expected to increase significantly with increased hiring by agencies in FY94. This is evidenced by the fact that 11 academies were holding active programs as of 7/1/93.

A total of 7 supervisor and 5 administrator programs were held throughout Maryland and the total number of officers completing these programs in FY93 increased almost 10% over the previous year. The number of police officers completing these training programs is expected to increase in FY94 to FY91 levels.

LAW ENFORCEMENT TRAINING SUMMARY

	<u>FY91</u>	<u>FY92</u>	<u>FY93</u>
Police Entrance-Level Training Conducted by Certified Academies	874	443	444
Law Enforcement Supervisor Training	198	157	178
Law Enforcement Administrator Training	<u>68</u>	<u>61</u>	<u>60</u>
TOTALS TRAINED THROUGH THE COMMISSION	1,140	661	682
Approved Annual In-Service Training	10,695	11,026	11,846
Approved Annual Firearms Training	12,022	11,025	12,139

CORRECTIONAL TRAINING

In FY93, 827 Correctional Officers, Classification Counselors, Institutional Support Staff, and Parole and Probation Agents and Drinking Driver Monitors completed entrance-level training programs. Personnel received training at the Agency's main Woodstock location (555 students) in 20 classes and in three programs held in Hagerstown (78). Training was also received at two programs conducted at the Prince George's County Correctional Academy (32), three programs at the Eastern Shore Criminal Justice Academy in Salisbury (90), and two programs at the Parole and Probation training unit in Baltimore (72). Improved economic conditions should increase entrance level training in FY94.

In FY93, six first-line Supervisor and two Administrator programs were conducted. The total number of graduates of these programs grew slightly over the previous year. A similar number of Supervisor and Administrator programs will be held in FY94, and participation is anticipated to grow.

The Agency was able to offer or host several training programs for persons mostly from Correctional agencies. Special programs entitled "Fire Safety Inspector" (3 programs), "HIV/AIDS Update", "O.C. Aerosol Spray", "Firearms Instructor", "Rifle Instructor", "Ethics in the 90's", "Cell Extraction", "Epilepsy Education", and "NIC TB Audio Conference" were provided.

CORRECTIONAL TRAINING SUMMARY

	<u>FY91</u>	<u>FY92</u>	<u>FY93</u>
Correctional Officers & Classification Counselors (25 days)	866	583	651
Correctional Staff(first 14 days)	148	72	104
Parole & Probation Agents (26 days)	5	6	61
Drinking Driver Monitors(20 days)	0	16	11
	<hr/>	<hr/>	<hr/>
ENTRANCE LEVEL TRAINING TOTALS	1,019	677	827
Supervisor Training (5 days)	105	93	97
Administrator Training (7 days)	34	33	31
Specialized Training (1-5 days)	<u>290</u>	<u>233</u>	<u>186</u>
TOTALS TRAINED THROUGH COMMISSION	1,448	1,036	1,141
Approved Annual Inservice Training	5,399	5,944	4,290
Approved Annual Firearms Training	4,582	5,143	5,188

ADDITIONAL AGENCY TRAINING PROGRAMS

The Agency continued to provide certain mandated and specialized training for police, correctional, and other public safety personnel. These programs included the mandated general instructor and advanced or specialized instructor programs, executive development, community crime prevention and other specialized or in-service programs.

INSTRUCTOR TRAINING

Ten 35-hour General Instructor training programs for law enforcement and correctional trainers were provided in locations throughout Maryland. More programs are scheduled in FY94 and the number of participants is expected to increase significantly.

EXECUTIVE DEVELOPMENT

This program continued to offer programs designed for upper level executives. The flagship program, the Leadership Challenge, continued with a series of seminars for one group of high potential managers of public safety. An alumni association for graduates of this acclaimed program is being established to help in future planning.

A new set of programs was developed and conducted entitled "The Management Development Series". Topic areas offered in FY93 included the "Myers-Briggs Type Indicator", "Team Building and Decision Making", "Performance Management", and "Strategic Management". In addition to the above programs, a curriculum has been developed for an on-going program for Chiefs of Police of small to medium departments to assist them in performing their jobs.

COMMUNITY CRIME PREVENTION INSTITUTE

During FY93, the Maryland Community Crime Prevention Institute (MCCPI) continued to provide community-oriented services and programs. MCCPI conducted four Regional Basic Crime Prevention Training Programs for 120 law enforcement officers utilizing its specially trained cadre of volunteer instructors. The Institute also joined forces with the Maryland Crime Prevention Association (MCPA) to hold three law enforcement workshops entitled: "Juvenile Violence", "Interview and Interrogation", and "Crime Victims: Trends". MCCPI and MCPA also offered and moderated a workshop entitled "Everybody Can Do Something to Prevent Crime" as part of the Governor's Summit on Violent Street Crime.

MCCPI continued community crime prevention efforts by developing, printing and distributing literature (i.e. Car Jacking), arranging McGruff appearances and lending audiovisual materials. The Annual Governor's Crime Prevention Awards Ceremony again recognized outstanding crime prevention achievements on the part of law enforcement, community groups, and individual citizens.

In addition to continuing to offer expanded crime prevention programs in FY94, MCCPI has received matching federal funding to start a Community Mobilization/ Crime Prevention Program beginning in October, 1993. A specialist will be employed to work with local community representatives in a community oriented policing effort to plan and develop workshops to enhance local crime prevention and community policing efforts.

**SUMMARY OF OTHER TRAINING PROVIDED BY
THE POLICE AND CORRECTIONAL TRAINING COMMISSIONS**

	<u>FY91</u>	<u>FY92</u>	<u>FY93</u>
General Instructor	290	233	186
Executive Development	115	325	299
Community Crime Prevention	<u>796</u>	<u>848</u>	<u>529</u>
TOTALS	1,201	1,406	1,014

DRUG ABUSE RESISTANCE EDUCATION (DARE)

The widely acclaimed DARE program was offered to over 70,000 5th and 6th grade children in over 90% of the elementary schools throughout Maryland in the last year by specially trained DARE police officers. A total of 35 police officers from 23 departments completed the sixth two-week DARE officers instructor training course in FY93, bringing the total number of DARE trained officers to 210. In a new initiative, 15 officers and 14 educators from 12 counties completed a special four day Instructor Seminar designed to train persons to begin implementation of the DARE program in Maryland's high schools.

PUBLIC SAFETY TRAINING CENTER (PSTC)

During FY93, little progress was made in planning and development of PSTC due to the loss of funds that were again transferred to the General Fund of the State as a part of the State cost containment strategy. However, some funding was made available from the Department of Public Safety and Correctional Services to plan for the construction of a Driver Training Facility to be located on the PSTC site near Springfield Hospital Center. It is expected that limited site work will begin in FY95 with completion expected sometime in 1996.

CERTIFICATION/AUDITS

As of July 2, 1993, the number of fully certified police officers totaled 12,751, a decrease from the last year. This decrease was primarily due to economic conditions which resulted in less hiring of new officers and an unusual number of retirements. However, this trend has been reversed as indicated by the 387 officers on probationary certification status (most in academies), a 300+% increase from the previous year. In addition to the above, PCTC maintains records of over 500 police officers of agencies voluntarily meeting certification standards. Currently, the Agency maintains over 13,500 active and 8,700 inactive records of Maryland law enforcement officers.

A total of 9,714 correctional personnel were certified as of August, 1992, an increase of over 7% from the previous year. More than 16,300 records of active and inactive correctional personnel are maintained in the Agency computer and paper files.

A total of 27 police and 3 correctional agencies were audited to verify compliance with training and selection standards. Also, 3 police academies were audited to verify that they were meeting applicable training regulations and objectives. PCTC worked with these agencies to correct all identified deficiencies.

SUMMARY OF SELECTED AGENCY STATISTICS

Law Enforcement

Total Police Records Maintained	22,251
Inactive Police Officer Records	8,607
Total Active Police Officers	13,644
Fully Certified Police Officers	12,751
Probationary Certified Police Officers	387
Voluntary/Non-mandated Police Officers	506

Correctional

Total Correctional Personnel Records	16,341
Inactive Correctional Records	6,627
Total Active Personnel Records	9,714
Correctional Officers	7,226
Classification Counselors	231
Other Institutional Support Staff	1,067
Parole & Probation Agents	666
Drinking Driver Monitors	99
Home Detention	32
Exempt/Voluntary/Other	393
Active State Correctional Personnel	7,679
Active Local Correctional Personnel	2,035

RESOURCE CENTER OPERATIONS

The Criminal Justice Resource Center continued to provide a wide variety of instructional services to law enforcement and correctional training operations throughout the State in FY93. The Center's audiovisual library holdings are growing at a rate of approximately 100 new programs per annum.

Many of the Resource Center's recent production activities were of major instructional significance including the video tape, PCTC Pepper Mace Training, and two overhead transparency series, Bloodborne Pathogens and Supermax Security Procedures. In addition, the Resource Center produced the nationally distributed audio cassette, 1991 - 1992 Supreme Court Term, and provided duplication and distribution of media training programs in the areas of substance abuse, firearms training, and correctional entrance-level and instructor training. Altogether, 54 audiovisual production requests were completed during FY93.

All Center operations continue to be supported through a cost recovery program which charges borrowers modest fees for maintenance and repair of A/V materials. This substantially funds much of the preparation of instructional materials and maintenance of the Center's extensive circulating audiovisual collection.

Through the Center, an electronic Bulletin Board System was created to provide timely information on current training requirements, regulation changes, availability of training programs and other important information.

IN TRIBUTE

Both the Police and the Correctional Training Commissions and their staff want to express their appreciation to John (JACK) A. Schuyler, who retired as Executive Director on 6/30/93. In his 20+ years of dedicated service to the Agency, including 12 as Executive Director, he presided over an agency that grew in size, scope and stature. His tireless efforts toward enhancement of the ability of both police and correctional personnel to perform their public safety functions through training is to be commended. His legacy to the Agency left it in good standing for the future.

The Police Training Commission and staff also want to make special note of the service of Chief Cornelius J. Behan who served on the Commission since August, 1979, including being elected as Vice Chairman several times. On many occasions, he acted as chairman. His contributions contributed greatly to the success of the Commission and to the professionalism of law enforcement. His term with the Commission ended with his retirement from the Baltimore County Police Department.

**POLICE TRAINING COMMISSION
MEMBERSHIP**

Col. Larry W. Tolliver, Chairman
Superintendent, Maryland State Police

Cornelius J. Behan, Vice Chairman
Chief of Police, Baltimore County Police Department

David N. Bezanson, Deputy Secretary
Department of Public Safety and Correctional Services

J. Joseph Curran, Jr. Attorney General of the State of Maryland
Represented by Assistant Attorney General Stuart M. Nathan

Bobby R. Gillham, Agent-In-Charge
Federal Bureau of Investigation, Baltimore Office

Coulbourn M. Dykes
Chief of Police, Salisbury Police Department

Edward V. Woods, Commissioner, Baltimore Police Department
Represented by Major Patrick L. Bradley

Dr. Donald N. Langenberg, Chancellor, University of Maryland
Represented by Dr. Charles F. Wellford

President, Maryland State Sheriffs' Association
Represented by Sheriff R. Hunter Nelms, Wicomico County

Col. Thomas Broumel, Chief Deputy, Harford County Sheriff's Dept.
President, Maryland Chiefs of Police

Paul L. Wood
Chief of Police, Hagerstown Police Department

Capt. Walter E. Chase, Sr.
President, Eastern Shore Police Association

President, Maryland Law Enforcement Officers, Inc.
Represented by Lynwood Satterfield

Darryl Jones, President, State Lodge,
Fraternal Order of Police

**CORRECTIONAL TRAINING COMMISSION
MEMBERSHIP**

David N. Bezanson, Deputy Secretary, Chairman
Department of Public Safety and Correctional Services

LaMonte E. Cooke, Vice Chairman
Warden, Queen Anne's County Detention Center

President, Maryland State Sheriff's Association
Represented by Robert E. Comes, Sheriff, Harford County

J. Joseph Curran, Jr., Attorney General of the State of Maryland
Represented by Assistant Attorney General Stuart M. Nathan

Dr. Calvin W. Burnett, President, Coppin State College
Represented by Dr. Jerusa Wilson

Samuel F. Saxton, Director
Prince George's County Department of Corrections

Richard A. Lanham, Sr.
Commissioner, Division of Correction

Col. Richard A. Darling, Wicomico County Detention Center
President, Maryland Correctional Administrators Association

Nancy J. Nowak
Director, Division of Parole and Probation

Thomas Fisher, Chief of Field Training Services
Federal Bureau of Prisons

Michael F. Butler, Correctional Officer
Frederick County Detention Center

Donald Atkinson, Ed.D., Executive Assistant Director
Division of Parole and Probation
President, Maryland Criminal Justice Association

AGENCY STAFF

John A. Schuyler
Executive Director
(Retired 6/30/93)

Maria Koenig
Administrative Aide

Education and Training

Donald G. Hopkins
Deputy Director and Head of
Education and Training

Carl L. Bart, Jr.
Chief, Law Enforcement Training

Debra W. Neighoff
Instructor

Lois A. Wolfson
Chief, Correctional Entrance Level
Training (CELT)

Elbert R. Henderson
Instructor

Theresa M. Satterfield
Chief, Correctional Specialized
Training

George R. Richardson
Instructor

Albert W. Hoehn (until 3/93)
Executive Development Administrator

Paul R. Reed (until 3/93)
Instructor

David H. Smith
Development Specialist

Patrick O. Smith
Instructor

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Mahan S. Najjar
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Janet F. Finch
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Assistant Director for Support Services

Patricia L. Sill
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Lewis E. Pindell
Audiovisual Supervisor

George A. Boston
Crime Prevention Specialist

Linda L. Bowen
Library Assistant

Joyce R. Gary
Office Secretary

Karen D. Tooren
Office Clerk

Drug Abuse Resistance
Education (DARE)

James E. Lowery
Maintenance Supervisor

Gary Chatfield, Tfc., MSP
State DARE Coordinator

Edward C. Thompson
Maintenance Mechanic

BUDGET REPORT - Fiscal Year 1993
BUDGETED APPROPRIATION AND ACTUAL EXPENDITURES

	Appropriation	Expenditure
Salaries	1,220,198	1,146,788
Technical and Special Fees	35,368	13,314
Communications	26,280	21,590
Travel	16,893	14,191
Fuel & Utilities	48,370	25,960
Motor Vehicle Operation & Maintenance	8,978	9,832
Contractual Services	148,172	112,680
Supplies & Materials	60,414	94,540
Equipment - Replacement	0	1,260
Equipment - Additional	0	9,021
Fixed Charges	1,494	1,151
Totals	1,566,385	\$1,450,327
<hr style="border-top: 1px dashed black;"/>		
General Funds Appropriation		\$1,519,278
Net Amendments (Cancellation)		<u>(\$136,007)</u>
Total General Funds Expenditure		\$1,383,261
Special Funds Appropriation		\$54,100
Net Amendments (Cancellation)		<u>(\$22,201)</u>
Total Special Funds Expenditure		\$31,899
Federal Funds Appropriation		\$64,019
Net Amendments (Cancellation)		(\$28,852)
Total Federal Funds Expenditure		\$35,167
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Total Expenditures		\$1,450,327

CHANGES IN RULES AND REGULATIONS

Police Training Commission

The Police Training Commission approved an amendment to Regulation .05 under Chapter .01, General Regulations, to mandate that all police officers receive at least one hour of training in the procedures for the handling and custody of juveniles. This regulation had been recommended by the Juvenile Justice Advisory Council to meet a federal training mandate for police Officers.

The amendment became effective March 1, 1993.

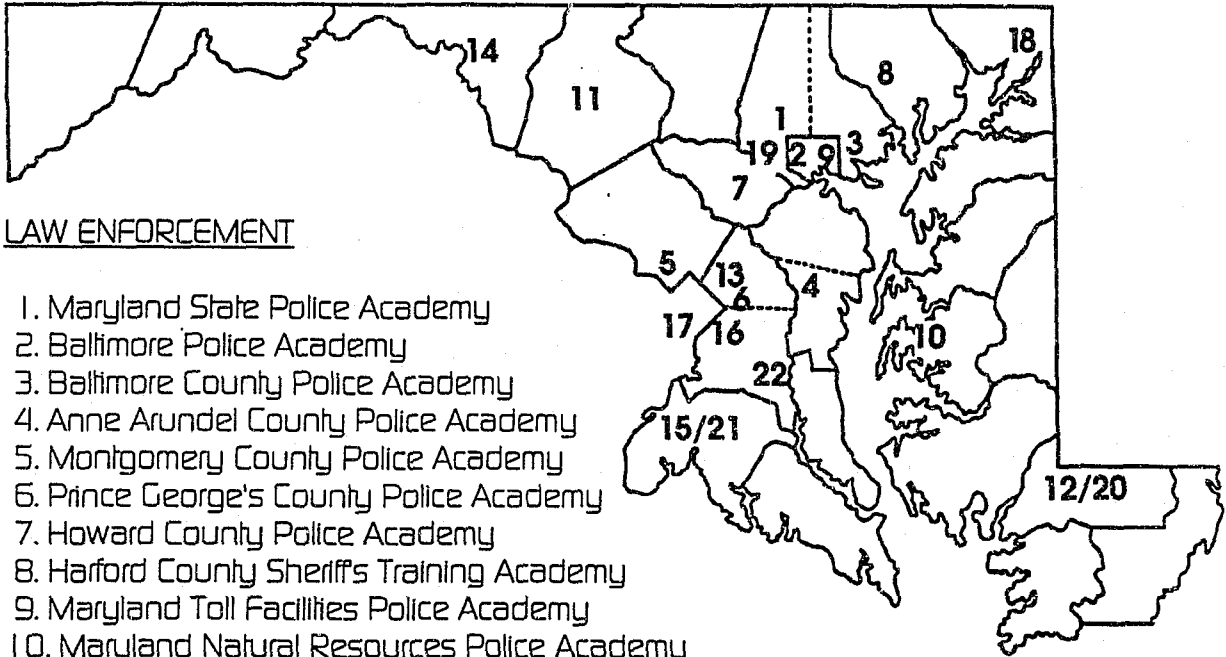
Amendments to Regulation .11 under Chapter .01, General Regulations were adopted on March 1, 1993. This amendment allows a previously certified police officer who has been out of law enforcement for more than 3 years but less than 5 years to be recertified after meeting revised training standards. These new standards include:

- 1) Completion of portions of the entrance level program covering the Maryland Criminal code, Motor Vehicle Code and Juveniles Law and Procedures;
- 2) Certification in Advanced First Aid, First Responder or another higher Qualifying Standard;
- 3) Completion of the 35 hour Entrance Level Firearms Course;
- 4) Eighteen hours of approved in-service training; and
- 5) Completion of the appropriate mandated training program, within one year of appointment to either a first-line Supervisor or Administrator position, if the officer had not previously taken this training.

Anyone reappointed to a police officer position after five years would be required to complete entrance level training.

The effective date of this amendment was April 12, 1993.

CERTIFIED LAW ENFORCEMENT AND CORRECTIONAL TRAINING ACADEMIES



LAW ENFORCEMENT

1. Maryland State Police Academy
2. Baltimore Police Academy
3. Baltimore County Police Academy
4. Anne Arundel County Police Academy
5. Montgomery County Police Academy
6. Prince George's County Police Academy
7. Howard County Police Academy
8. Harford County Sheriff's Training Academy
9. Maryland Toll Facilities Police Academy
10. Maryland Natural Resources Police Academy
11. Frederick City Police Academy
12. Eastern Shore Criminal Justice Academy
13. University of Maryland Police Academy
14. Western Maryland Police Academy
15. Southern Maryland Criminal Justice Academy
16. Prince George's County Municipal Police Academy
17. Metro Transit Police Training Academy (Class II)
18. Elkton Police Academy (Class II)

CORRECTIONAL

19. Maryland Correctional Training Academy
20. Eastern Shore Criminal Justice Academy
21. Southern Maryland Criminal Justice Academy
22. Prince George's County Correctional Training Academy