

MARYLAND

**POLICE & CORRECTIONAL
TRAINING COMMISSIONS**



90374

ANNUAL REPORT
FISCAL YEAR 1982



WILLIAM M. LINTON
CHAIRMAN
POLICE TRAINING COMMISSION

CHAIRMAN
CORRECTIONAL TRAINING COMMISSION

STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY
AND CORRECTIONAL SERVICES
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WILLIAM E. O'HARA
CERTIFICATION

DONALD G. HOPKINS
TRAINING

February 1, 1983

The Honorable Harry Hughes
Governor of Maryland

Members of the General Assembly

and

Mr. Thomas W. Schmidt
Secretary,
Department of Public Safety
and Correctional Services

Ladies and Gentlemen:

On behalf of the Maryland Police and Correctional Training Commissions, I am pleased to present this annual report covering the period from July 1, 1981 to June 30, 1982.

Although the Commissions are separate and distinct, both are within the Department of Public Safety and Correctional Services, both receive their legal authority from successive sections of Article 41, both operate under a single budget, and both are served by the same Executive Director and staff.

During FY82 each of the Commissions was very ably chaired by persons who retired on June 30, 1982 after many years of State service. J. Brown Hardy, Deputy Secretary for Correctional Services served as Chairman of the Correctional Training Commission since April 26, 1979, while Edwin R. Tully, Deputy Secretary for Public Safety, served as Chairman of the Police Training Commission since August 13, 1970. With their retirement the Department was reorganized and a single Deputy Secretary now serves as Chairman of both Commissions.

The Commissions take pride in their accomplishments this year and wish to dedicate this report to Mr. Hardy and Mr. Tully whose leadership and guidance provided the impetus for success. At the same time we recognize that the active cooperation of state and local law enforcement and correctional agencies was also an essential element in achieving the Commissions' goals.

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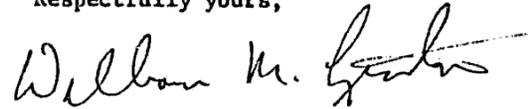
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The Honorable Harry Hughes
and Mr. Thomas W. Schmidt
February 1, 1983
Page 2

The Maryland Police and Correctional Training Commissions will continue to serve the citizens of Maryland through the improvement of police and correctional selection and certification standards and training during the following year.

Respectfully yours,



William M. Linton
Chairman
Police Training Commission and the
Correctional Training Commission

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INTRODUCTION

The Police Training Commission and the Correctional Training Commission are two separate and distinct Commissions under the Department of Public Safety and Correctional Services established and regulated by separate sections of Article 41 of the Maryland Annotated Code (Section 70A - Police Training and Section 70B - Correctional Training). Both Commissions are vested with the authority to set standards of initial selection and training at both the entrance-level and at the in-service level, for all governmental (State, county, and municipal) law enforcement, security, adult rehabilitation and parole and probation officers in the State of Maryland, and to otherwise upgrade the professionalism of such officers.

Maryland was the 23rd state in the Union to adopt some type of legislation to provide training on a state-wide basis to state, county and municipal law enforcement agencies. It was the sixth state to make compliance with law enforcement minimum standards mandatory. It was the first state to mandate correctional training standards on a state-wide basis.

These measures were responses to the demands of citizens, law enforcement officials and police professional organizations and were, in large measure, enabled by federal aid.

Maryland's law, enacted in 1966, had its foundation in 1963, when the Maryland State Police circulated a proposed law among police executives in Maryland. Acting upon this proposal the Maryland Chiefs of Police Association (MCPA) and the Maryland Law Enforcement Officers, Inc. (MLEO) appointed committees to review this as well as other related proposals. Under the encouragement of Attorney General Thomas B. Finan, these committees continued to meet through 1965.

From this preliminary work a draft law was completed in October, 1965 and circulated to all Chiefs of Police in Maryland. A measure of the general level of support for this legislation was afforded by the total lack of dissent and later ratification of the final draft by the general memberships of both MCPA and MLEO.

With wide public and professional support, the "Minimum Standards Training Act for Maryland Police" was enacted and signed into law by Governor J. Millard Tawes on April 22, 1966.

The Correctional Training Act, the result of a call for improved selection and training standards by local jail administrations and managers in the State's Division of Correction, was introduced in the 1970 session of the General Assembly. It was referred to the Correctional Administration Committee of the Legislative Council. That Committee recommended revisions to administratively merge the proposed Correctional Training Commission with the Police Training Commission.

It was this revised plan that was approved by the legislature and enacted into law on April 29, 1971.

The factors present in 1963 and 1971 are present today. The demands on law enforcement and correctional personnel continue to increase; the need for continuing training is more important than ever and the need for selection standards even more fundamental.

It is the purpose of this Agency and the Commissions it serves to continually evaluate the requirements of law enforcement and corrections, to propose changes, to instruct, to provide material assistance and to monitor training to enable law enforcement and correctional officers and agencies to better serve the public they are sworn to protect.

POLICE TRAINING COMMISSION MEMBERSHIP

Edwin R. Tully, Chairman
Deputy Secretary, Department of Public Safety and Correctional Services

Stephen H. Sachs
Attorney General of the State of Maryland
Represented by Emory A. Plitt, Assistant Attorney General (May 1980-)

Col. Thomas S. Smith
Superintendent, Maryland State Police

Edward D. Hegarty (Jan. 1979 to May 1982)
Agent-in-Charge, Federal Bureau of Investigation, Baltimore Office

Dana E. Caro (May 1982-)
Agent-in-Charge, Federal Bureau of Investigation, Baltimore Office

Frank J. Battaglia
Commissioner, Baltimore Police Department
Represented by Major Charles G. Vanderbosch, Baltimore Police Department

Dr. John F. Toll
President, University of Maryland
Represented by Dr. Warren W. Brandt, Executive Vice President

George W. Freeberger
President, Maryland State Sheriffs' Association
Sheriff, Baltimore City Sheriff's Department
Represented by Sheriff David D. Fuller

Richard J. Ashton
President, Maryland Chiefs of Police Association

Alfred F. Petersam (July 1981 to Dec. 1981)
President, Maryland Law Enforcement Officers, Inc.

Lynwood G. Satterfield (Dec. 1981-)
President, Maryland Law Enforcement Officers, Inc.

Thomas P. Lennon (Oct. 1980-)
Member, Fraternal Order of Police

Frank Wilson (July 1981 to Nov. 1981)
President, Eastern Shore Police Association

Captain Walter E. Chase, Sr. (Nov. 1981-)
President, Eastern Shore Police Association

Clinton E. Mowen (Term expires June 1985)
Chief of Police, Hagerstown Police Department

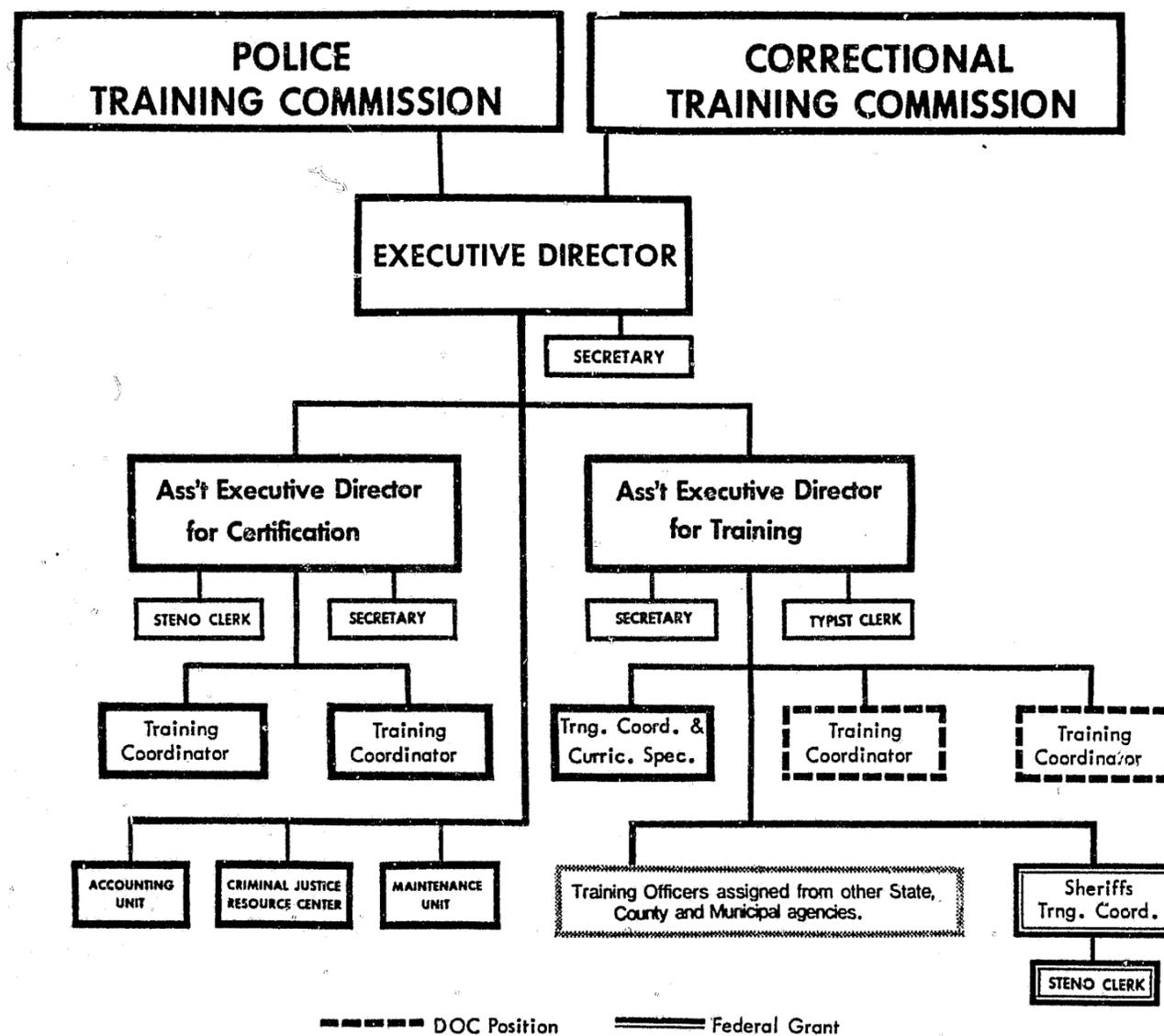
Cornelius S. Behan (Term expires June 1984)
Chief of Police, Baltimore County Police Department

Russell E. Wroten (Term expires June 1983)
Chief of Police, Cambridge Police Department

CORRECTIONAL TRAINING COMMISSION MEMBERSHIP

- J. Brown Hardy, Chairman
Deputy Secretary, Department of Public Safety and Correctional Services
- Jon P. Galley
Commissioner, Division of Correction
- Arnold J. Hopkins
Director, Division of Parole and Probation
- David M. Doxzen (July 1981 to Jan. 1982), Vice Chairman (Oct. 1981 to Jan. 1982)
President, Maryland Community Correctional Administrators Association
- Gary R. Blake (Feb. 1982-), Vice Chairman (Apr. 1982-)
President, Maryland Community Correctional Administrators Association
- Stephen H. Sachs
Attorney General of the State of Maryland
Represented by Emory A. Plitt, Assistant Attorney General (Mar. 1981-)
- Patricia P. Schupple (Nov. 1979 to Oct. 1981)
President, Maryland Probation, Parole and Corrections Association
- H. David Jenkins (Nov. 1981-)
President, Maryland Probation, Parole and Corrections Association
- Dr. Calvin W. Burnett
President, Coppin State College
Appointed by the State Board for Higher Education
- Dr. Robert B. Levinson
Administrator of Inmate Program Services
Federal Bureau of Prisons
- Calvin A. Lightfoot (to Aug. 1981)
Warden, Baltimore City Jail
- Harry Vaughn (Oct. 1981 to June 1982)
Acting Warden, Baltimore City Jail
- George W. Freeberger
President, Maryland State Sheriffs' Association
Sheriff, Baltimore City Sheriff's Department
Represented by Sheriff Charles H. Hickey, Jr.
- William J. Kunkel (Term expires June, 1983)
Chairman, Parole Commission
- H. Allan Blizzard (Term expires June 1985)
Sheriff, Kent County
- W. Wayne McAllister (Term expires June 1984)
Superintendent, Washington County Detention Center

STAFF ORGANIZATION



MPCTC STAFF

John A. Schuyler Executive Direc	Carl L. Bart, Jr. Training Coordinator and Curriculum Specialist
William E. O'Hara Assistant Exec	
Donald G. Hopkins Assistant Exec	Constance J. Ridgway Administrative Specialist III
Raymond A. Franklin Director, Crim	Archie Johnson Student Technical Assistant
Gail C. Marjarum Sheriffs' Train	
William J. Henning Records Coordi	Bruce H. Savadow Student Technical Assistant
Jumary B. West Supervisor, Acc	*Susan M. Murphy Operations Specialist
Margaret C. Reddick Office Secretar	*Lois A. Wolfson Operations Specialist
L. Christine Melvill Office Secretar	
James Lowery, Jr. Chief, Maintena	*Chester Joswick Operations Specialist
Cynthia A. Reisberg Office Secretar	*Clarence Brown Maintenance Mechanic
Roberta L. Gracie Audiovisual Te	*Permanently assigned to the Academy by the Division of Correction
Rita M. Schuh Fiscal Clerk	
Roberta L. Thompson Audiovisual Lo	
Phyllis M. Sirkis Typist Clerk, Certification	
Betty Lou Dell Steno Clerk, Training	

SERVICES OF THE POLICE AND CORRECTIONAL TRAINING COMMISSIONS

DEVELOPMENT OF SELECTION AND TRAINING STANDARDS

The Commissions are empowered by law to prescribe and enforce minimum selection and training standards for all individuals employed as law enforcement, security or correctional officers by all state, county or municipal agencies. Specific requirements, the result of on-going research and analysis, are promulgated as administration rules through the Code of Maryland Regulations (COMAR) process. Complete Commission regulations may be found in COMAR under Title 12, Subtitle 4 (Police) and Subtitle 10 (Corrections).

RECORDS AND INFORMATION MANAGEMENT

The Training Commissions have primary responsibility for the management of law enforcement and correctional training records. Currently the Commission maintains entrance-level (police and security officers, and police supervisor and police administrator) training records. Additionally, records are maintained on attendees at technical or specialized training courses that respond to needs identified by the Commission. Also maintained are records of annual in-service training and annual firearms requalification for all law enforcement and security officers in the State.

All together over 18,000 base records are currently maintained, which require annual revision.

POLICE OFFICER CERTIFICATION

The Police Training Commission is authorized by law to certify, recertify, revoke or suspend certification of all police officers in Maryland. This certification, which is in essence a license to practice, indicates compliance with the Commission's training requirements.

CORRECTIONAL TRAINING ACADEMY

The Correctional Training Academy has primary responsibility for providing training for all correctional officers and staff in the state. Utilizing a 21 day curriculum for entrance level Correctional Officers and Classification Counselors and a 10 day program for the correctional staff the Academy provides almost continuous, simultaneous training of two recruit classes. Additionally, the Academy provides all entrance level Parole and Probation training as well as specialized law enforcement and correctional programs in Administrator, Supervisor and Instructor training.

Limited in-service training is also provided at the Academy.

ACADEMY CERTIFICATION

The Commissions are empowered by law to provide standards for, and inspection and certification of, all mandated police, security, correctional and parole and probation training courses and schools within the State of Maryland. Certification reflects both curriculum and physical standards of facilities.

TRAINING RESEARCH AND DEVELOPMENT

The Commissions are mandated by law "to make a continuous study of entrance level and in-service training methods and procedures" and to "consult and cooperate in the development of specialized courses of study" for both police and correctional officers in Maryland. To this end, training standards are continually under review, with requirements revised accordingly. The development and offering of specialized programs has included those for first line supervisors and administrators as well as programs in the areas of civil liability and hazardous materials.

INSTRUCTOR TRAINING

An intensive 5 day instructor program is provided to develop a cadre of properly trained instructors for both the correctional and law enforcement communities. The instructors receive a formal introduction to techniques, teaching strategies, curriculum development, learning objectives and audiovisual methods. An actual training unit is developed and presented for videotape review.

RESOURCE CENTER LIBRARY

Organized as a curriculum library, the collection exists as a resource to trainers to provide the necessary topical and general reference needed to develop instructional units. Staff assistance is also available.

FILM LIBRARY

Comprising over 400 criminal justice titles in all audiovisual formats, the library is the largest of its kind in the state. Films and other materials are circulated to police, correctional and parole and probation trainers, as well as specialists in juvenile services, judicial and prosecutorial educators, crime prevention and police community relations.

A catalog of all Resource Center Film Library holdings is available to all state criminal justice personnel, without charge.

MEDIA RESOURCES CENTRAL MANAGEMENT PROGRAM

Offered under the auspices of the Criminal Justice Resource Center this program provides on-going maintenance of institutional and departmental film libraries. The program requires inter-agency availability of materials and is designed to limit local duplicative expenditures. "Criminal Justice Audiovisual Materials", an index of all available state and local audiovisual resources (approximately 1000 titles) is published and available without cost to all Maryland agencies.

AUDIOVISUAL PRODUCTION SERVICES

From simple flip charts to complete multi-media training presentations, the Resource Center designs, prepares and reproduces instructional materials tailored specifically to meet individual training needs.

Through the coordination of graphic design, photography, electronic media production and sound educational design, the Resource Center's instructional materials design staff prepares training aids and programs of professional quality.

The Center can also provide assistance in determining needs and can recommend programs of instructional support to better meet particular instructional objectives.

TRAINING NOTES

Published monthly, Training Notes is this Agency's newsletter. In addition to providing information about Agency programs, rules and regulations, it also includes articles of interest to Trainers as well as a comprehensive listing of criminal justice training programs available to Maryland officers, including both local and national offerings.

WHAT'S NEW

What's New is the monthly newsletter of the Criminal Justice Resource Center. Available at the Center or as an addition to Training Notes, it provides up-to-date information on Resource Center services, new additions to both the book library and audiovisual library, information about state contracts for audiovisual supplies as well as informative articles on audiovisual instructional techniques.

DIGEST OF CRIMINAL LAWS

Annually revised and published, the Digest is the Law Enforcement Officer's authoritative guide to Maryland criminal law, police powers, jurisdiction and procedures. It is made available to all requesting agencies at cost.

**BUDGET REPORT
FISCAL YEAR 1982**

BUDGETED APPROPRIATION AND ACTUAL EXPENDITURES

	Appropriation	Expenditure
Salaries	308,086	291,070
Technical & Special Fees	1,844	2,140
Communications	9,988	14,239
Travel	13,824	4,968
Fuel & Utilities	26,318	21,920
Motor Vehicle Operation & Maintenance	4,240	2,576
Contractual Services	63,465	13,038
Supplies & Materials	16,577	21,990
Equipment - Replacement	200	193
Equipment - Additional	7,090	7,027
Grants, Subsidies & Contributions	-----	3,531
Fixed Charges	1,576	1,278
Land & Structures	-----	3,200
TOTALS	453,208	387,170
GENERAL FUND	448,208	380,250
SPECIAL FUND¹	5,000	6,920

¹Curriculum Materials Fees - reimbursement for trainee classroom materials received from local governments.

The increased expenditures for communications is primarily due to increased postal costs and underfunding of a contracted telephone system.

Reduction in travel expenditure reflects substantial limitations placed on out-of-state travel as well as a reduction in staff travel to administer programs, due in part to the centralization of training at the Hernwood Center.

The difference noted between the funds appropriated for contractual services and those expended for such occurred because maintenance services were to be contracted out and a final plan to do so was not approved until late in the fiscal year.

Land and Structure expenditures reflects the emergency purchase and installation of an underground fuel oil tank, predicated by the unforeseen rupturing of the original container.

**NON-BUDGETED FEDERAL GRANT
ESTIMATES AND ACTUAL EXPENDITURES**

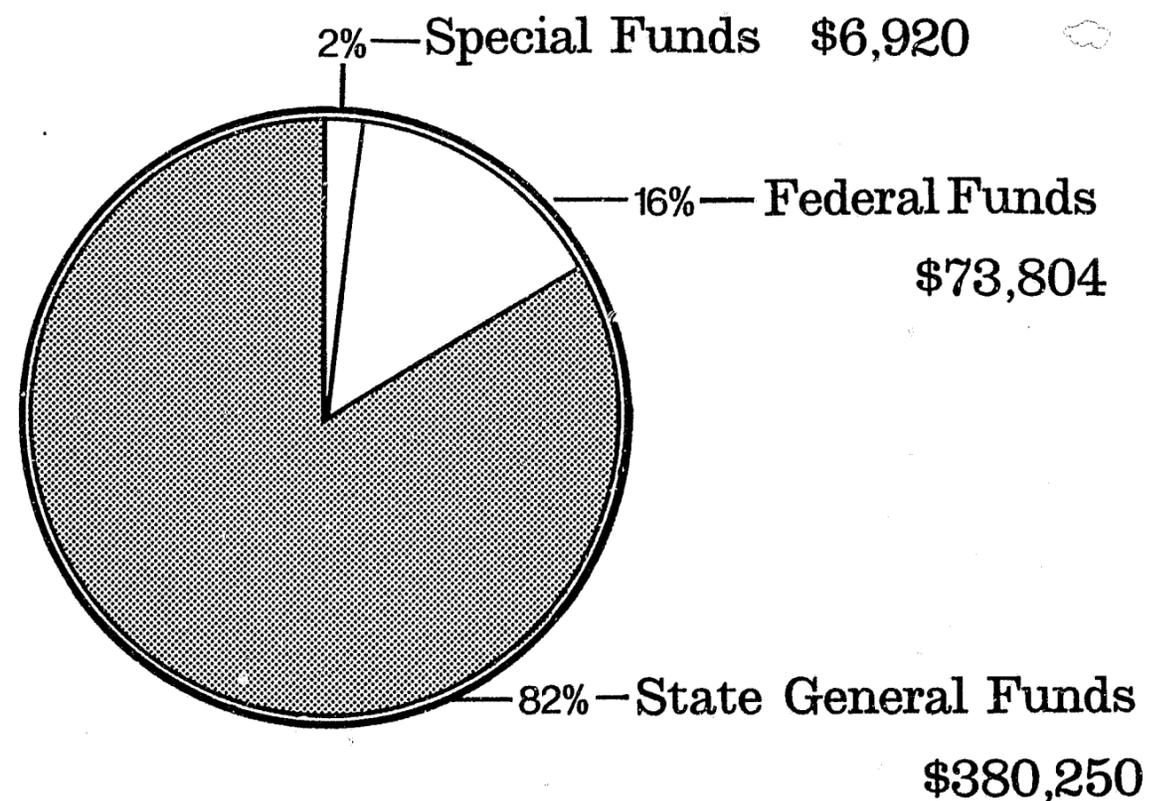
	Appropriation	Expenditure
Salaries	27,086	11,216
Communications	788	607
Travel	1,245	1,589
Fuel & Utilities	2,458	863
Contractual Services	178,008	44,336
Supplies & Materials	5,219	6,010
Equipment - Additional	1,281	2,278
Grants, Subsidies & Contributions	21,599	6,836
Fixed Charges	-----	69
TOTALS	237,684	73,804

The lower than projected salary expenditure reflects the early resignation of the Sheriff's Training Coordinator. Grants, Subsidies and Contributions, covering employee fringe benefits, are likewise reduced.

The significant difference between estimate and actual expenditure in the Contractual Services category is due to delays in the implementation of the Training Management Information and Enforcement System. Implementation will occur during FY 1983.

COMPARISON OF FUNDING SOURCES

(based on actual expenditure)



HIGHLIGHTS OF THE YEAR'S ACTIVITIES

STAFF REORGANIZATION

Fiscal Year 1982 saw a major staff reorganization. The old organization, which was basically type oriented, divided the Agency into a Police Training Section and a Correctional Training Section, each with essentially the same responsibility, each headed by an Assistant Executive Director. Administrative and enforcement services were managed by a third Assistant Executive Director.

The new organization, graphically shown on page 6, eliminates one Assistant Executive Director and functionally divides the Agency into a Certification and a Training Division.

The focus of the Certification Division is on the certification of the individual officer by either or both of the Training Acts. With the implementation of the Police Officer Certification Act on January 1, 1982 this division is re-certifying policemen at the rate of approximately 4,000 per year, in addition to maintaining the selection standards and training status of every deputy sheriff, police, public security and correctional officer in the State.

The Training Division is responsible for monitoring and enforcing those aspects of both Training Acts which relate to the conduct of training, such as assessing training needs, curriculum development and update, facility and instructor certification, field visits to monitor instructor quality and for ensuring that the minimum prescribed content is being presented for all programs mandated by both Commissions. This division is also responsible for management of the Correctional Training Academy.

This new organizational format will allow more efficient utilization of existing staff resources and should improve service to the two Commissions as well as the Maryland law enforcement and correctional communities.

CORRECTIONAL TRAINING ACADEMY OPERATIONS

During the past year, the Correctional Training Academy conducted mandated entrance-level training for approximately 800 correctional officers and correctional counselors, parole and probation agents, and correctional staff.

A comprehensive summary of training data is available in the statistical section, on the following page.

CORRECTIONAL TRAINING ACADEMY ACTIVITIES SUMMARY

	Number Trained		
	FY 81 Actual	FY 82 Actual	FY 83 Estimate
Entrance-Level Correctional Officers and Classification Counselors (21 days)	815	629	970
Entrance-Level Parole and Probation Agents (26 days)	70	13	20
Correctional Staff (10 days)	0	91	100
Instructor Training (5 days)	0	45	50
Firearms Instructor Training	21	0	25
Correctional Supervisors	0	24	130
Correctional Administrators	0	3	0
Special Programs	0	6	0
TOTALS	906	811	1,295

LAW ENFORCEMENT TRAINING OPERATIONS

All entrance level training mandated for police officers, deputy sheriffs with law enforcement functions and security officers is provided by 16 training academies certified by the Police Training Commission. Providing a network of regionally located training, the academies are operated by the larger law enforcement agencies, with the exception of the Eastern Shore Police Training Academy operated by Wor-Wic Tech. Community College. A map identifying these centers will be found on page 21.

Mandated in-service and firearms training is primarily provided by the agency employing the officer. Each agency is required to submit training plans prior to implementation.

Specialized programs, such as first-line administrator, first-line supervisor, and instructor training are provided by the Commission at the Woodstock training facility and by the larger police departments.

A survey of this year's law enforcement training activities is provided below.

STATEWIDE LAW ENFORCEMENT TRAINING ACTIVITIES SUMMARY

	FY 81 Actual	FY 82 Actual	FY 83 Estimate
Police Entrance-Level Training Conducted by Certified Academies	857	884	900
Sheriff Civil Process/Courtroom Security	50	62	74
Law Enforcement Supervisor	128	251	250
Law Enforcement Administrator	32	61	75
Instructor Training	25	59	50
Law Enforcement In-Service Conducted by Police Agencies	5,758 (Approx.)	11,645 (Approx.)	12,000
Security Officer Entrance-Level Training Conducted by the Police Training Commission	40	25	40
Security Officers Trained in Police Entrance-Level Programs	0	14	40
Firearms Instructor Training	33	53	50
Specialized Programs	80	0	0
TOTALS	7,003	13,074	13,479

POLICE OFFICER CERTIFICATION

1981 saw the passage of the most important law enforcement training legislation since the Police Training Act was passed in 1966.

H.B. 1254, the Police Officer Certification Act, amended Article 41, Section 70A of the Annotated Code of Maryland by authorizing the Police Training Commission to certify, recertify, and to revoke or suspend certifications of persons as police officers. It also provides for the automatic lapse and the recall of certificates under certain conditions. Finally, it provides for hearing and review procedures to satisfy due process of law to prevent a department from trying to use this procedure to rid itself of an officer for any reason except due cause.

The Act means that initial certification will be given to the police officer in a probationary status who has met the selection and entrance-level training standards. To retain his police powers the officer must continue to meet Commission training standards as mandated. The certification will automatically lapse every three years unless the officer has met all of the training requirements. Failure to meet the training requirements may result in revocation or suspension of certification and loss of police powers until the standards are met.

Passage of H.B. 1254 is one more giant step in the development of police professionalism. It is the fulfillment of the desire of those in law enforcement to provide the best possible police service to the citizens of Maryland within the resources available.

TRAINING MANAGEMENT INFORMATION AND ENFORCEMENT SYSTEM (TIMES)

The project to computerize the Commissions records system, begun in FY80, continued in FY82. The Requirements Analysis for the system was completed under contract by the Public Safety Data Center. A committee with representatives from interested agencies, using that analysis as their base, drew up the draft Request for Proposal (RFP) and reviewed the proposals submitted in response. A contract award to Automation Counselors, Inc. for \$99,589 was approved in June with a scheduled completion date of December 31, 1982.

The system will not only permit the timely recertification of police officers but will be a significant asset in carrying out the Commissions mandates with limited resources.

JOB TASK ANALYSIS

1982 saw the completion of a comprehensive job task analysis of the position of police officer. In an effort to insure validity of the standards this agency enforces, the project aimed to systematically identify "the real work of police officers in Maryland". To this end, Social Development Corporation, contractors for the project, conducted a survey of officers throughout Maryland, developed evaluative criteria and identified and categorically outlined "core" police officer tasks.

This scientific foundation has provided a reliable basis for Commission requirements as well as allowing for a sounder, more performance related approach to police training in the future.

This year also saw early planning and identification of funding for a similar project to examine the position of entry-level correctional officers.

CHANGES IN RULES AND REGULATIONS

Police Training Commission

On February 20, 1981 a change was proposed for the elimination of the maximum age limit for probationary appointment as a police officer. The change came about as a result of a challenge from the Human Relations Commission to demonstrate the job-relatedness of the requirement. The Police Training Commission was unable to provide such documentation and chose to withdraw this standard until such time as validated criteria could be developed. Final adoption as well as the effective date was on October 12, 1981.

On October 1, 1981 changes were proposed to require that updated officer data be forwarded to the Commission within a specified period of time. The intent was to provide timely data transfer for the monitoring of supervisor, administrator and probationary period expirations. This new regulation was the result of the recently passed Police Certification Act. The regulation also delineates the procedure for certification and renewal of certification for officers who are covered by the Act.

These regulations were adopted on December 11, 1981 with an implementation date of January 1, 1982, to coincide with the effective date of the Act.

On March 6, 1981 new regulations were proposed concerning public information requests. They provide an avenue for timely response to requests for public records. These regulations were adopted on July 16, 1981 with an effective date of November 9, 1981.

Correctional Training Commission

On April 14, 1982 a complete revision of the Correctional Training Commission's Regulations were proposed for adoption. The effects of the revised regulation changes are to be as follows:

- Rule .01 To provide definitions within the legal definition of "correctional officer" as it appears in Article 41, Section 70B of the Annotated Code.
- Rule .02 To establish a probationary period in which selection standards, as applicable to the job as well as training, are required to be completed. The selection standards concern background information, high school education, medical-physical information as well as others.
- Rule .03 To establish a format for the receipt of personnel information within thirty days of the date of hire. This provides a means by which the probationary period can be monitored for compliance with certification standards.
- Rule .04 Concerns voluntary attendance of personnel who meet the standards to obtain training.
- Rule .05 To set forth the minimum curricula for entrance level training. Three programs are outlined for attendance by personnel who fall under one of the definitions in Regulation .01, above. This regulation also sets forth the criteria for enrollment in training, its successful completion, and possible reenrollment.
- Rule .06 To set forth the requirements for training in firearms prior to assignment of weapons. It also establishes an annual firearms qualification requirement for officers assigned weapons.
- Rule .07 To set forth requirements for three types of instructor certification based on appropriate background as well as satisfactory performance on provisional status for one year.
- Rule .08 To establish criteria for waivers of either selection or training standards. It also outlines reduced standards for those entering the system from out of state.

RESOURCE CENTER COST RECOVERY SYSTEM

Due to the virtual elimination of all general funding for supplies and materials, the Resource Center embarked on a charge-back program to recover costs of materials necessary for the continuation of services.

For this program to work it was necessary to accurately predict the cost of audiovisual program maintenance as well as the actual costs of production supplies. A cost billing and accountability system, administered by the Center's film librarian, had to be established.

With all film and projector loans subject to a \$1.25 maintenance fee and all audiovisual preparation services subject to reimbursement for actual supply expenditure and a small surcharge for equipment replacement parts, it was possible to purchase replacement film footage, repair supplies and parts while maintaining existing inventory levels of production materials.

A measure of the real need for Center services is implied by the fact that the initiation of cost reimbursement had no effect on the volume of requests for these services.

RESOURCE CENTER OPERATIONS

Service in the area of instructional support continued at a high level with the Center honoring well over 2,500 requests for service. Included in this figure are requests for instructional materials' preparation, library services, and audiovisual equipment and material loans, this latter service being responsible for approximately 200 requests per month.

Continuing, highly active support of all Police and Correctional Training activities, as well as Parole and Probation, Judicial, Prosecutorial, and Juvenile Services projects was clearly evident through not only materials loan and production activity, but also instructional assistance and consultative services. Demand for services from Correctional Academy Trainers continues to increase and is due to the volume and proximity of Correctional Training Programs, as well as classroom AV services necessitated by the Academy.

Audiovisual production services continued to be provided to the Juror Orientation project of the Administrative Office of the Courts. Additional circuit-specific audiovisual orientation programs, modeled after the original program developed jointly by Prince George's County and the Criminal Justice Resource Center, were completed.

HAZARDOUS MATERIALS TRAINING PROGRAM

The year 1982 saw the completion of a specialized training program for police in the area of Hazardous Materials. This program, designed as a modular package and available to all law enforcement academies in Maryland covers the following topics:

- 1 - Recognition and interpretation of materials labeling systems
- 2 - Location and identification of shipping papers
- 3 - Enforcement of motor carrier safety regulations, and
- 4 - Accident scene safety measures.

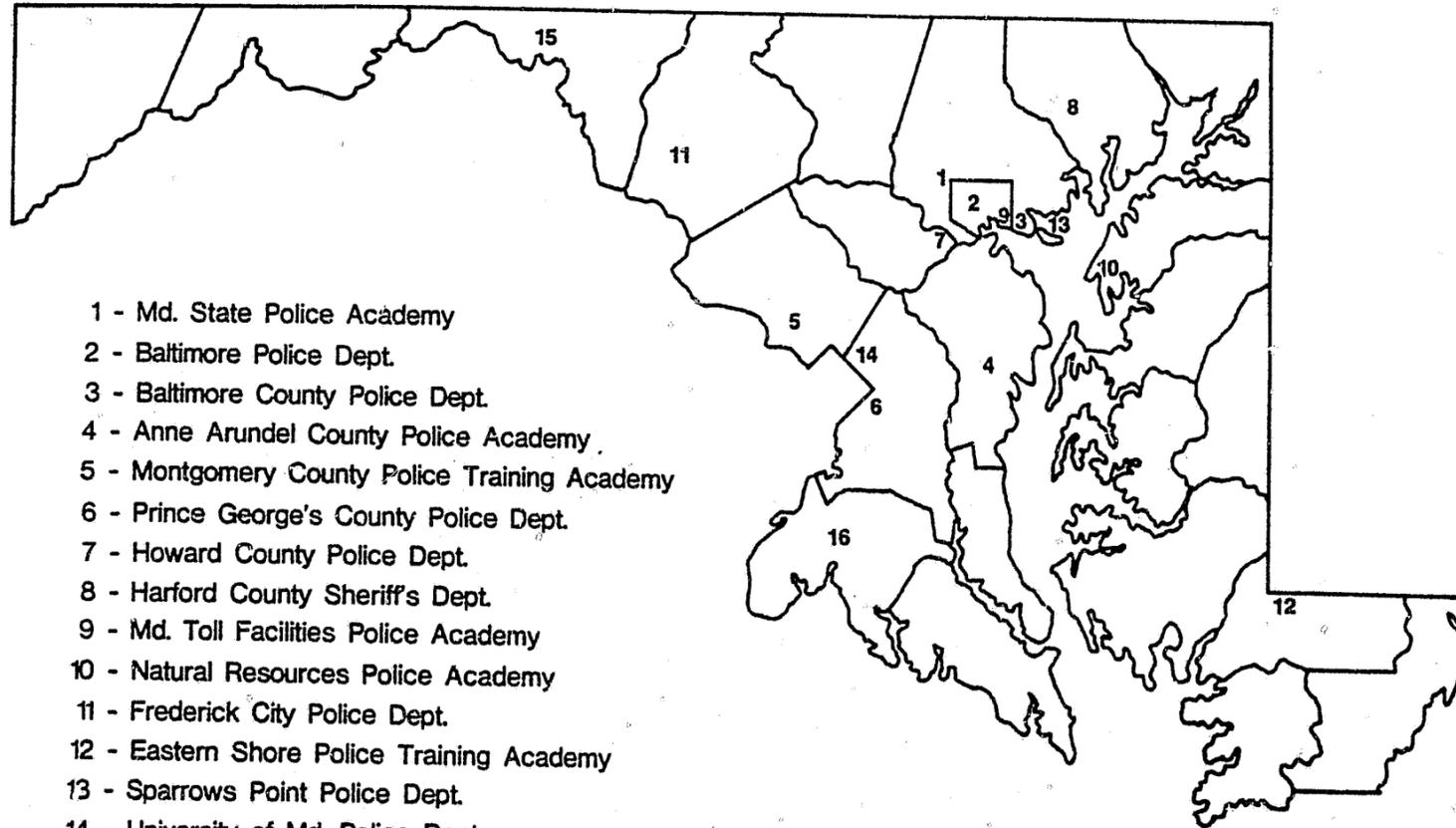
There is an enormous amount of hazardous materials being transported over Maryland's highways. The potential for a catastrophe coupled with the fact that the police officer is usually the first responder to the accident scene, are reasons enough to develop an outstanding program. Most important though is the fact that if properly trained an officer may exercise a primary role in preventing accidents through more effective enforcement.

SHERIFF'S TRAINING PROJECT

Second year operation of the Sheriff's Training Project did much to establish a permanent framework for the training of Deputy Sheriffs at the entrance and in-service levels.

Results of second year funding included the revision of the civil process and courtroom security curriculum and the conduct of such programs, completion of a Sheriff's Manual, (in conjunction with the Maryland Sheriff's Association and the Maryland Institute of Governmental Services), development and publication of a comprehensive, classified list of qualified instructors, as well as the acquisition of audiovisual equipment and training films to support the programs.

CERTIFIED LAW ENFORCEMENT TRAINING ACADEMIES



- 1 - Md. State Police Academy
- 2 - Baltimore Police Dept.
- 3 - Baltimore County Police Dept.
- 4 - Anne Arundel County Police Academy
- 5 - Montgomery County Police Training Academy
- 6 - Prince George's County Police Dept.
- 7 - Howard County Police Dept.
- 8 - Harford County Sheriff's Dept.
- 9 - Md. Toll Facilities Police Academy
- 10 - Natural Resources Police Academy
- 11 - Frederick City Police Dept.
- 12 - Eastern Shore Police Training Academy
- 13 - Sparrows Point Police Dept.
- 14 - University of Md. Police Dept.
- 15 - Western Md. Police Academy
- 16 - Southern Md. Training Academy

END