

CHAPTER 33 – TRAINING AND CAREER DEVELOPMENT

33.1

33.1.5 Remedial Training

Remedial training, a duty assignment, will be provided to employees when it becomes necessary to

33.1.7 Training Class Records Maintenance

Training class records for all departmental training are maintained by the Training Officer and include, but are not limited to:

- A. Course content (lesson plans);
- B. Names of personnel attending;
- C. Performance of individual attendees as measured by tests, if administered;
- D. Dates of Training; and
- E. Instructor for the course.

33.2 Academy

33.2.1 N/A

and

33.2.2

33.2.3 Relationships between the University Police Department and ESCJA

The University Police Department utilizes recruit, in-service and specialized training at the Eastern Shore Criminal Justice Academy (ESCJA), a regional, certified police academy. As such, the ESCJA must meet training

33.4.3

33.5 In-Service, Shift Briefing and Advanced Training

33.5.1 Annual Retraining (In-Service) Program

All sworn personnel will attend required annual retraining – a minimum of 18 hours - as mandated by the Maryland Police Training Commission. Many in-service courses are offered at the Eastern Shore Criminal Justice Academy as well as other agencies and/or locations including in-house courses approved for in-service hours. Officers will receive training announcements regarding available training courses and personnel interested in attending may submit a request to his/her immediate supervisor who, if approved, will forward the request to the Training Officer. Officers may be scheduled for requested training courses in consideration of available resources during duty hours; fiscal constraints of the agency; and the need, appropriateness and suitability of the training.

Retraining topics may include, but are limited to:

- B. The Supervisor/Instructor conducting the training will record the date/time, names of employees present and the topic(s) covered on Training Report form 083. This information will be forwarded to the Training Officer for inclusion into training files. Supervisors will ensure employees absent from roll call will receive the same instruction or information at a later date.
- C.

H. The following are examples of specialized functions which require specialized training:

1. Firearms/General/RAD Instructor;
2. Bicycle Officer;
3. Detective;
4. Crime Prevention Officer;
5. Crime Scene Technician;
6. Police Communications
7. Accreditation Manager.

I. If retraining/recertification is required, the Training Officer in conjunction with the individual employee, will ensure those requirements are met if they are to continue in that position/function.

33.6.2 Tactical Team – Training Requirements

The University Police Department does not maintain its own Tactical Team

33.7 Civilian Training

33.7.1 New Employee Orientation

The Office of Human Resources conducts orientation for all new classified civilian employees of the University. Specific information relative to employee benefits, university policies and the facilities are given at this time and includes topics such as:

- A. The de a men ' e, g al , licie and ced e ;
- B. Working conditions and regulations; and
- C. Responsibilities and rights of employees.

Additionally, all newly employed personnel of the University Police Department will receive orientation training at the agency.

33.7.2 Civilian Pre-Service and

