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EXECUTIVE SECRETARY



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**MARYLAND POLICE TRAINING COMMISSION**  
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PIKESVILLE, MARYLAND 21208  
AREA CODE 301 484-6464

September 16, 1968

The Honorable Spiro T. Agnew  
Governor of Maryland

and

Members of the General Assembly

Gentlemen:

As directed in Section 70A, Article 41, of the Annotated Code of Maryland, the Act which established this Commission, I am submitting to you here-with the second Annual Report of the Maryland Police Training Commission.

This report covers the period from July 1, 1967 through June 30, 1968. Included under the same cover is a reprint of the body of the first Annual Report. This is being done because, in addition to informing you gentlemen of the goals, methods, and accomplishments of the Commission, this annual report has served to be an excellent means of furnishing such information to all manner of individuals and organizations within and outside the State. Since most all copies of the first report have been distributed, this reprint provides a continuing vehicle for disseminating such information.

The past year has proved to be one of real gratification in terms of the impact this Commission has had in upgrading the caliber of law enforcement in Maryland. I think that the accomplishments in this regard, for the first full year of operation, have exceeded the expectations of the most optimistic supporters of this concept.

The plans and programs planned or begun, or contemplated for the future, promise to continue this trend and to meet all hopes and expectations for a new day for law enforcement in Maryland.

The Honorable Spiro T. Agnew  
Governor of Maryland

and

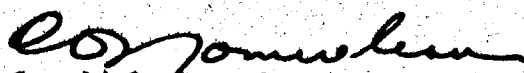
Members of the General Assembly

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September 16, 1968

The members of the Commission are most grateful and encouraged by the continual enlightened attitude of the administration and the General Assembly toward the work and goals of the Commission. I wish to express this gratitude on their behalf.

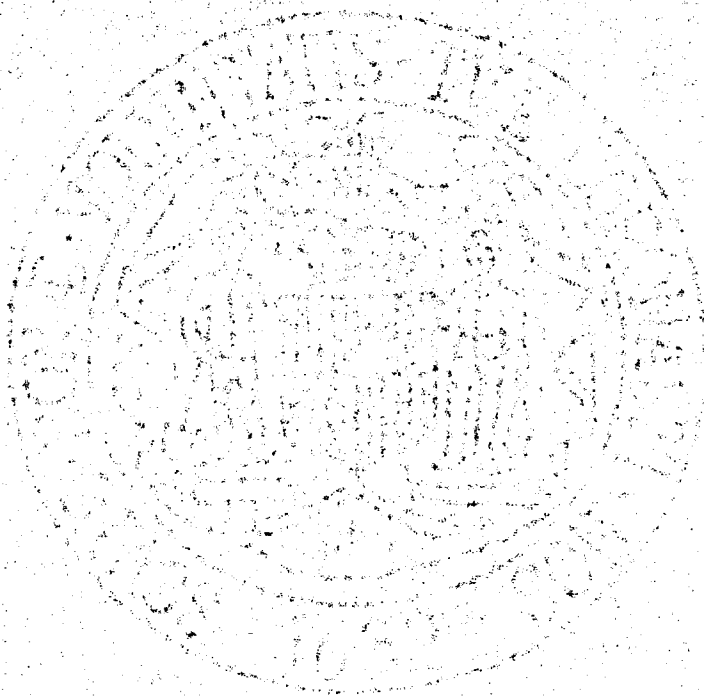
Respectfully yours,



Donald D. Pomerleau

Chairman

Maryland Police Training Commission



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## FOREWORD

The Maryland Police Training Commission was created by the 1966 General Assembly through the passage, effective June 1, 1966, of Chapter 286, incorporated as Section 70A to Article 41 of the Annotated Code of Maryland (1965 Replacement Volume).

The Commission is composed of ten members who are:

Colonel Robert J. Lally, Superintendent of the Maryland State Police  
Donald D. Pomerleau, Commissioner of the Baltimore City Police Department  
Francis B. Burch, Attorney General of the State of Maryland  
Dr. Wilson H. Elkins, President of the University of Maryland  
Edwin R. Tully, Special Agent in Charge of the Federal Bureau of Investigation, Baltimore, Maryland  
William F. Reynolds, President, Maryland Chiefs of Police Association  
Elmer Z. Bowen, President of the Maryland Law Enforcement Officers, Inc.  
Elmer F. Hagner, Chief of Police, Anne Arundel County Police Department  
Leslie J. Payne, Chief of Police, Salisbury Police Department  
Wilbur F. Shank, Chief of Police, Cumberland Police Department

For Fiscal Year 1968, Colonel Lally is the Chairman and Mr. Pomerleau is the Vice Chairman.

This report, which is required by the Law on an annual basis, is being published as of July 1, 1967 for the period from June 1, 1966 through June 30, 1967, and will be published as of July 1 in succeeding years.

### HISTORICAL BACKGROUND

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 local law enforcement agencies. It was the 6th State to make compliance with minimum standards of such training mandatory. Even at the preparation of this report, there are only nine states making such training mandatory and those states are Connecticut, Massachusetts, Minnesota, New Jersey, New York, Ohio, Oregon, and Utah in addition to Maryland. However, it is apparent that most states will eventually adopt some standards of minimum training for police and that this training will ultimately become mandatory. This step to raise the professional level of law enforcement is prodded and encouraged through Federal legislation and aid, by professional law enforcement organizations such as the International Association of Chiefs of Police, and by recommendation and dictate from all manner of sources--governmental, professional and educational. The revolutionary nature of this trend is demonstrated when it is realized that only two states had passed such legislation prior to 1958.

#### Origin of the Law

As early as 1963 the Maryland State Police circulated a draft of a proposed law among police executives in Maryland. Acting upon this proposal the Maryland Chiefs of Police Association and the Maryland Law Enforcement Officers, Inc. appointed committees to review this and other proposals subsequent to it. Under encouragement from the Honorable Thomas B. Finan, Attorney General for the State of Maryland, these Committees met during 1965 with Assistant Attorney General John W. Sause, Jr.

From this preliminary work, copies of the final draft of the proposed law were completed in October of 1965, and mailed to all Chiefs of Police in the State of Maryland. No dissent from the proposed Act was received. A final draft was drawn up by these two law enforcement organizations and by December 1965, the general memberships of each organization had ratified the proposed legislation to be known as the "Minimum Standards Training Act for Maryland Police." The Eastern Shore Police Association lent its support to this proposed legislation.

Drawn up as Senate Bill #565, the Act was first introduced in the Maryland Senate. With no appreciable opposition in either House, the law was enacted and signed into law by Governor J. Millard Tawes on April 22, 1966.

### SALIENT PROVISIONS OF THE LAW

#### Composition of the Commission

The Act provides that the Commission shall consist of seven non-appointive office holders who may serve personally or designate somebody to represent them, and three police officials in the State to be appointed by the Governor with the advice and consent of the Senate, and to represent the State geographically. The terms of the appointive members were designated as three years

each, except that upon initial appointment, one was to be for a term of one year, one for a term of two years, and one for a term of three years, so that there would be a new appointment on June 1, of each year.

#### Organization and Operation

The Act provides that the Commission shall meet annually for the election of the chairman and the vice chairman from among its members, and at such other times as it may determine. The members of the Commission are to be paid no salaries but shall be reimbursed for reasonable expenses lawfully incurred in the performance of their official function. A quorum is constituted by a mere majority of the Commission members.

The Act provides that the Commission shall report as to its activities, at least annually, to the Governor and to the Legislature.

#### Authority and Duties

The Act authorizes the Commission to (1) prescribe minimum standards of recruit and in-service training to be afforded State, regional, county, and municipal (incorporated) law enforcement agencies, having the responsibility of detecting crime and enforcing the general criminal laws of the State, (2) to approve and issue certificates of approval to police training schools offering courses of training as required by the Commission, such approval being on a continuing basis upon inspections of such schools, (3) to prescribe the curriculum, minimum courses of study, attendance requirements, eligibility to attend, minimum standards for equipment and facilities and standards of operation for all police training schools to be approved by the Commission, (4) to prescribe minimum qualifications for instructors at such schools and to issue appropriate certificates thereto, (5) to issue certificates to police officers satisfactorily completing the prescribed training programs, (6) to appoint an Executive Secretary to serve at its pleasure who shall perform all general administrative functions for the Commission, to fix his compensation, and to employ such other persons as necessary to carry out the purposes of the Act, (7) to make such rules and regulations as are reasonably necessary to accomplish the purposes and objectives of the Act, (8) to make a continuous study of police recruit and in-service training methods and procedures, (9) to consult and cooperate with universities, colleges, and institutions, and other departments and agencies of the State of Maryland concerned with police training for the improvement of training and for the development of specialized courses of study for police officers in police science and police administration, (10) to perform such other acts as necessary or appropriate to carry out the functions and duties of the Commission.

#### Probationary Appointments

The Act specifically provides that on or after June 1, 1967, the appointment of all police officers must be probationary for a total period not exceeding one year, and shall not become permanent until such police officer has completed a police training course at an approved police training school or is otherwise approved by the Commission based upon separate criteria and qualifications established by the Commission.



## CREATION AND MEETINGS OF THE COMMISSION

As initially established, the Commission held its first meeting on August 4, 1966 in the Library of the Maryland State Police at Pikesville, Maryland. At the time, the non-appointive members were Colonel Carey Jarman, Superintendent of the Maryland State Police; Deputy Commissioner Ralph C. Murdy, representing the Police Commissioner of Baltimore City; Robert J. Lally, President, Maryland Chiefs of Police Association; Charles W. Cover, President, Maryland Law Enforcement Officers, Inc.; Edwin R. Tully, Special Agent-in-Charge of the Federal Bureau of Investigation in Baltimore; Robert C. Murphy, Deputy Attorney General, representing the Attorney General of Maryland; George W. Weber, Vice President of the University of Maryland, representing the President of the University of Maryland. The appointive members at this first meeting were George J. Panagoulis, Chief of Police, Prince George's County, whose term was to expire on June 1, 1967; Elmer F. Hagner, Chief of Police of Anne Arundel County, whose term was to expire on June 1, 1968, and Frederick H. Carwile, Chief of Police, Crisfield Police Department, whose term was to expire June 1, 1969. At this first meeting Colonel Jarman was elected Chairman and Robert J. Lally was elected Vice Chairman. Minimum qualifications for the position of the Executive Secretary of the Commission were established. The Chairman was directed to submit to the Governor for approval a budget for the eight months in the balance of the Fiscal Year 1967.

Additional meetings of the Commission have been held on October 27, 1966, December 1, 1966, February 9, 1967, March 9, 1967, April 13, 1967, and May 17, 1967.

After considering all applications received for the position of Executive Secretary, Robert L. Van Wagoner was appointed to this position at the meeting on October 27, 1966, and he entered on duty November 21, 1966. At this meeting, and on subsequent meetings, Walter B. Waetjen, Vice President of the University of Maryland, represented Dr. Elkins. At this meeting, and subsequent meetings, Commissioner Donald D. Pomerleau acted for himself as a member of the Commission and on December 1, 1966, he was elected Vice Chairman to replace Robert J. Lally, whose term as President of the Maryland Chiefs of Police Association had expired. William F. Reynolds, the new President of the Police Chiefs Association, became a new member of the Commission at the meeting on December 1, 1966, and Robert F. Sweeney, the new deputy attorney general, represented the attorney general. Leslie J. Payne, Chief of Police of Salisbury, Maryland, attended the meeting on December 1, 1966, having been appointed by the Governor to replace Chief Carwile, who had resigned to enter the Armed Forces.

At the meeting on February 9, 1967, and at all subsequent meetings, Elmer Z. Bowen, the new President of the Maryland Law Enforcement Officers, Inc., replaced Charles W. Cover, and Fred Oken, Assistant Attorney General of Maryland, represented the Attorney General.

At its meeting on April 13, 1967, the Commission adopted a minimum course for basic recruit training consisting of 160 hours, with minor exceptions, as drawn up and recommended by the Executive Secretary.

At its meeting on May 17, 1967, the Commission approved an application prepared by the Executive Secretary to be filed on May 18, 1967 with the Office of Law Enforcement Assistance, United States Department of Justice,

for a grant to cover the period from July 1, 1967 through June 30, 1968, the application being for the amount of \$27,693 (later revised downward to \$24,592).

#### STAFF ORGANIZATION

Robert L. Van Wagoner, Sr. entered on duty as Executive Secretary of the Commission on November 21, 1966. Mr. Van Wagoner, then fifty years of age, had just retired after twenty-five years as a special agent of the Federal Bureau of Investigation, having served the Federal Bureau of Investigation in Los Angeles, California, Seattle, Washington, and San Juan, Puerto Rico before coming to the Baltimore Office in October 1943. Except for the period from March 1954 to August 1957, when he was assigned to the Federal Bureau of Investigation Headquarters in Washington, D. C., Mr. Van Wagoner was attached to the Baltimore Office. While serving in the Baltimore Office of the Federal Bureau of Investigation, he served for about nine years as a police instructor to police throughout Maryland and Delaware. He has been a resident of the Baltimore area since October 1943, and currently owns his home in Howard County.

Mr. Van Wagoner received a Bachelor of Arts degree from Denison University in Granville, Ohio, in June 1938 and in June 1941 was awarded a Bachelor of Laws degree from Washington and Lee University at Lexington, Virginia. He was admitted to the practice of law in the State of Virginia in 1941 and entered the Federal Bureau of Investigation in July of that year.

On December 1, 1966, the Commission opened its offices in Suite 14 of the Pikesville Professional Building, 7 Church Lane, Pikesville, Maryland 21208. The telephone number for the Commission is 484-6464, Area Code 301.

On December 28, 1966, Mrs. Ethel L. Richmond entered on duty as secretary. By the Spring of 1967 the office had been fully equipped and the filing and records systems completely organized.

The Commission has filed an application with the Office of Law Enforcement Assistance, United States Department of Justice, for a grant covering Fiscal Year 1968. Upon receipt of this grant, as previously arranged, the Commission will employ, as Assistant Executive Secretary, Mr. J. Gordon Holmes. Mr. Holmes attended Kenwood High School in Baltimore County, and subsequently studied at Essex Community College. He graduated from the Federal Bureau of Investigation National Academy in November, 1954, attended Arson Investigation Seminars at Purdue University on four occasions between 1953 and 1957; attended the Civil Defense Radio Monitoring Course of the Baltimore County Fire Bureau in 1960; studied Methods and Techniques of Instruction at the Southern Police Institute at the University of Louisville in 1961; completed a course in Municipal Police Administration in 1962; completed a Breathalyzer Instructor Course offered by the Maryland State Police in 1962; completed specialized training in use of the Breathalyzer at Northwestern University Traffic Institute at Evanston, Illinois in 1963, and received a certificate for a law enforcement course from the University of Maryland in 1962-63.

Mr. Holmes was in the Baltimore County Police Bureau from May 1946 until his retirement in July 1966. He was attached to the Baltimore County Police Bureau Academy in 1956 and served as commander of that academy with the rank of captain from July 1960 to March 1964. At the time of his retirement, Mr. Holmes was an inspector in the Baltimore County Police Bureau.

Mr. Holmes is highly respected in the police training field in Maryland and has been of valuable assistance in the creation of other police academies in the State.

After Mr. Holmes enters on duty, the staff of the Commission will be enlarged to four to provide him with a secretary.

With the expansion of the Commission's staff, arrangements have been made to acquire larger office space in the Pikesville Professional Building, at Suite 16.

This expansion of the Commission's staff is in line with the experience of other similar commissions in other states. It is anticipated, in the future, that an additional professional person will become necessary to carry on the work of the Commission.

#### ESTABLISMENT OF MINIMUM STANDARDS OF POLICE TRAINING

In line with its purposes, the Commission has proceeded to establish minimum standards for police training. It is not anticipated that such standards will be forthcoming during the next year in the field of in-service training, since the most immediate need is in the field of basic recruit training.

In this latter connection, the Commission adopted, on April 13, 1967, minimum standards for basic recruit training totaling 160 hours. This minimum curriculum, which will be required of all recruits appointed after June 1, 1967, until amended, is as follows:

## I. THE LAW AND LAW ENFORCEMENT

10 hours

### A. Constitutional Law and Civil Rights 8 hours

1. Federal Bill of Rights
  - a. Laws of Arrest
  - b. Laws of Search and Seizure
  - c. Laws of Interrogation and Confessions
  - d. Electronic Surveillance
  - e. Breathalyzer and Blood Tests
2. State Constitution

This course shall encompass to the degree possible under the time allotted the history and development of the Federal and State constitutions, particularly the Federal Bill of Rights, as interpreted by the courts down through the years, with emphasis on the decisions of the United States Supreme Court, explaining the significance and application thereof to the rights of citizens and the authority of law enforcement officers. This treatment shall be afforded with respect to: (1) the laws of arrest including arrests with or without warrants by both officers and private citizens, arrests for misdemeanors and arrests for felonies, the elements of probable cause, and the disposition of persons after lawfully arrested; (2) the laws of search and seizure under the 4th and 14th Amendments including the exclusionary rule and elements of a "reasonable" search and seizure of persons (a) incidental to arrest, (b) under a search warrant, (c) with consent; of premises (a) incidental to arrest, (b) under a search warrant, (c) with consent; and with vehicles (a) on probable cause, (b) incidental to arrest, (c) under a search warrant, (d) with consent, (e) after lawful impoundment, (f) under "exceptional circumstances"; (3) the law applicable to criminal interrogation and resultant confessions under the 5th, 6th and 14th Amendments of the Federal Constitution; (4) the application of constitutional safeguards to electronic surveillance, Breathalyzer and blood tests.

### B. Rules of Evidence 2 hours

This course should acquaint the recruit with the rules and law of evidence exercised in a court of law so that he may recognize what is legally admissible, and may be able to differentiate between direct evidence, hearsay evidence, prima facie evidence, physical and documentary evidence, and may become familiar with the rules concerning maintaining the chain of evidence. The law involving confessions may be explicitly omitted here.

## II. STATUTORY LAW

32 hours

### A. State Criminal Code 11 hours

The purpose of this course is to acquaint the officer with the provisions of the Criminal Code of Maryland so that he may readily recognize a violation thereof and be able (1) to define the elements of such violation and (2) to know the nature of the evidence necessary to prove

such violations in court. The course should make the officer sufficiently conversant with the Criminal Code as to know all aspects of the most important and common violations and to know how to make ready reference to the Code for all other violations.

B. Local Ordinances on Crime 2 hours

Training schools organized to provide training solely for officers of a single department or departments within one county, should afford the same type of training for the ordinances of that single jurisdiction or particular county as is afforded with respect to the Maryland Criminal Code. In training schools organized to provide training to officers of numerous departments not having jurisdiction over the same local ordinances, this course may be utilized to furnish instruction relative to the more usual ordinances in this category or consideration may be given to dividing the class into such groups as would afford an opportunity to bring in separate instructors capable of instructing the ordinances applicable to each of these groups.

C. State and Local Traffic Code 12 hours

This course should make the trainee completely conversant with the Maryland Traffic Code and all offenses contained therein. The course should be tailored to the needs of the department or departments being served by the particular training school. This tailoring may be handled in the same manner as is prescribed for the teaching of State and local criminal codes and ordinances and the time allotted to local traffic laws as contrasted with the State Motor Vehicle Code, providing that in every instance, at least 50% of the course shall be devoted to the State Code.

The Maryland Marine Police, the Maryland Department of Game and Inland Fish, the Maryland Port Authority, and law enforcement agencies having little or no responsibility for traffic enforcement, may substitute such courses as are applicable to their peculiar jurisdictions, with the approval of such substitutions by the Maryland Police Training Commission in accordance with the published Rules and Regulations of such Commission.

D. Jurisdiction of Federal Agencies 5 hours

This course shall afford an opportunity to acquaint state and local officers with the jurisdiction of the principal federal agencies such as the Federal Bureau of Investigation, the United States Immigration and Naturalization, the Internal Revenue Service, (including the Alcohol and Tobacco Tax Division and the Intelligence Division), the United States Secret Service, the United States Customs Service, United States Postal Inspectors, and the United States Coast Guard. Police agencies such as the Maryland Marine Police and Maryland Department of Game and Inland Fish may emphasize the jurisdiction of other federal agencies closely associated with the enforcement areas of those state agencies.

E. Specialized State Laws 2 hours

1. Safety Standards for Motor Vehicles Law
2. Alcohol Tax and Tobacco Tax Enforcement

Provision is here made to afford instruction to State and local agencies in the provisions of special state laws such as the Safety Standards for Motor

Vehicle Law under the primary jurisdiction of the Maryland State Police and the enforcement of state tax laws involving alcohol and tobacco.

III. ADMINISTRATION OF JUSTICE

5 hours

A. Court Systems and Procedures 2 hours

In this course the student shall be taught the organization, jurisdiction, and complete procedures of the entire court system in Maryland. He shall learn all aspects of accusation, prosecution and defense of persons accused of criminal violations, including criminal information and indictment, issuance of warrants, types of arraignment, actual trial procedure, pertinent legal definitions, functions of grand and petit juries, sentencing and appellate procedures.

B. Juvenile Court Procedures 1 hour

This course is calculated to fully acquaint the student with those procedures unique to and in contrast with the regular criminal court procedures outlined above.

C. Traffic Court Procedures 1 hour

This course is intended to teach the student procedures as followed by courts which deal solely with traffic offenses or other courts when operating as a traffic court.

D. Testifying in Court 1 hour

This course is meant to be a lecture course only, devoted to instructing the officer in the proper techniques and procedures to be followed by such officer when testifying in court, dealing specifically with dress, manner, demeanor and stature, oral and unbiased presentation, use of investigative notes, and introduction of evidence. Practical use of this instruction will follow in a moot court presentation toward the end of the school.

IV. POLICE-COMMUNITY RELATIONS

8 hours

A. Human Relations 4 hours

The purpose of this course is to prepare the officer to deal fairly and effectively with minority groups in society, particularly with the Negro community. He must be acquainted with the basic sociology necessary to understand persons of different religions, race and ethnic backgrounds so as to supplant ignorance and bigotry which bring about unjust and ineffective law enforcement and improper exercise of his obligations to all segments of society. Proper training in this area is calculated to bring about increased understanding and respect of the duties, obligations and problems of the police officer on the part of these minority groups with which the officer must deal.

B. Public and Press Relations 2 hours

This course is designed to instruct the officer in the importance and methods of maintaining a good image with all segments of the public and the corollary relationship with members of the press who can exercise such

great influence upon that image. The complete cooperation of the public and the sympathetic understanding of the press are highly important to the successful operations of law enforcement and the maintenance of morale among law enforcement officers. This course should impart the attitudes and methods necessary to maintain healthy relationships with both the public and the press.

C. Code of Ethics 1 hour

Emphasis is constantly being placed on the need to raise law enforcement to a completely professional status. No professional status is possible until the representatives of law enforcement adopt and maintain a rigid code of professional ethics and conduct. Public respect, cooperation, sympathy, and confidence are wholly dependent upon the practice of ethical conduct over and above that of most other segments of society. The law enforcement officer lives in a glass house and his conduct both on and off duty must be above suspicion before he shall gain this desirable and necessary position. This course is designed to completely analyze the police officer's code of ethics and to inspire the officer to completely abide by its tenets.

D. Officer-Violator Contacts and Practice of Courtesy 1 hour

No law enforcement agency has ever gained public respect and confidence without the exercise of courtesy by its members in all relationships, both within and outside the agency. By the same token, a reputation for courteous treatment of the general public and law violators has never failed to make a tremendous contribution to this relationship. This course is designed to impress upon the new officer the importance of and the nature of all such relations.

V. CRIME AND DELINQUENCY CAUSATION

2 hours

This course is designed to acquaint the new officer with the family, social and economic conditions and factors which foster and encourage the growth of criminal activity and the role law enforcement can play in the overall effort to combat such conditions and factors, with emphasis on the planned programs existent in police departments in this area and throughout the country.

VI. POLICE PATROL PROCEDURES AND INVESTIGATION OF CRIMES

39 hours

A. Foot Patrol Functions and Techniques 2 hours

This course should teach the purposes of patrol, namely the prevention of crime, the protection of life and property, the preservation of peace, the enforcement of law, and the detection and arrest of violators of the law and the relationship of such purposes to the foot patrolman. The officer should be taught the importance of knowledge of his beat as to crime, fire and traffic hazards, as to the location of community facilities, as to the identities of criminal elements and hangouts, and as to directions from his locale to other parts of the city and principal arterial routes and exits. He should be taught techniques of patrol variation, checking doors, windows, transoms, safes and cash registers, procedures for his own safety, the importance of regular call box routine. Moreover the new officer must be impressed that patrol is the heart of police work and the most important single function of the policeman requiring constant interest, alertness, dedication, and sympathetic contact with "his parish."

B. Motor Patrol Functions and Techniques 4 hours

This course is an extension of the course on foot patrol with emphasis on the larger areas of responsibility, the effective use of motorcycle and patrol car, the use of one or two men, patrol patterns, conditions and situations requiring alertness and discerning observation, areas of coordination with other patrol units, methods of contact with headquarters, precinct or station, and other units, both motorized and on foot, and complete acquaintance with those offenses most frequently incurred while on patrol.

C. Communication Procedures 1 hour

This course should acquaint the new officer with the features and use of all communications equipment used by the departments participating in the school, including telephone, teletype, call box, walkie-talkies, etc., and radio. The instruction should include all codes and signals, identification of frequencies, rules and regulations of the departments participating, and rules and regulations of the Federal Communications Commission with regard to radio transmissions.

D. Responding to Calls for Service 1 hour

This course is designed to offer instruction in the proper handling of those calls requesting police assistance where the problem to be met has the element of uncertainty, as in a prowler report, a report of a disturbance, family disputes, etc. This police function which is so important to citizen comfort and assurance can be so incompetently handled as to destroy such citizen confidence and endanger the lives and property of citizens as well as the safety of the police officer. The instruction should alert the new officer to all such potentialities and equip him to handle the call in such a manner as to effectively cope therewith.

E. Disaster Cases 1 hour

It is not possible within the time allowed to prepare an officer for the planning, organization, and implementation of police response to a major disaster. But it is possible to acquaint him sufficiently with the nature and magnitude of such responsibility, the type of planning and organization which is necessary and the role of the individual officer in playing his part under experienced supervision. The type of disaster encompassed is in the nature of peacetime catastrophes as fires, explosions, floods, tornadoes, hurricanes, earthquakes and extensive transportation accidents such as train wrecks and air crashes.

F. Techniques of Interviewing 3 hours

1. Interrogation of Suspects and Subjects
2. Mechanics of Oral and Signed Confessions
3. Interviewing Witnesses

This course should teach the manner and techniques to be employed in interviewing witnesses and the interrogation of suspects and subjects, which have proven successful in getting the best and most productive results. It should include the format and language of signed confessions or statements of witnesses, including preambles, closing paragraphs, signatures, witnesses, corrections, etc. but should not deal otherwise with the law surrounding such



as is a part of the course on Constitutional Law and Civil Rights.

G. Case Preparation 1 hour

This course relates to the preparation of a case for presentation in court after the arrest of an offender and not the preparation for the investigation of a case. It is designed to teach the investigator all requirements demanded and expected by the prosecutor and the courts in the presentation of all physical evidence, diagrams, drawings, photographs, documents, laboratory examinations reports, and oral and written testimony, for both substantive proof of the violation and rebuttal of possible defense evidence. This preparation includes conference with the prosecuting attorney as to his desires relative to the preparation of all such evidence.

H. Crimes against the Person 6 hours

1. Homicide
2. Assault, Battery and Mayhem
3. Rape and Sex Offenses
4. Robbery
5. Narcotics
6. Confidence Rackets

This course is calculated to teach the officer the elements, peculiar techniques of investigation, motives, most productive sources of evidence, psychology of violators, peculiar modus operandi, etc. with respect to the six principal crimes against the person. The six hours or time in excess thereof, may be used by the training director and/or instructors as is advisable and desirable in a given geographic area, in emphasizing the individual offenses. The lectures on sex offenses and narcotics should be handled by lecturers particularly prepared with respect to these offenses.

I. Crimes against Property 6 hours

1. Burglary
2. Larceny and Pickpockets
3. Auto Thefts
4. Arson
5. Fraudulent Checks

This course should treat the five principal offenses against property in the same manner as is used in the course dealing with crimes against the person. The course on Arson might well be taught by one of the instructors from the office of the State Fire Marshal.

J. Fugitive Investigations 1 hour

This course should present those techniques of proven success in the location of persons with and without warrants of arrest as contrasted with techniques in developing evidence. It should present all sources of such information, techniques in dealing with family and friends, and special sources and techniques available with respect to persons of certain racial, nationalistic, educational, social, economic and ethnical backgrounds. It should acquaint the new officer with the cooperative services available, both federal and local, through other investigative agencies.

K. Vice and Organized Crime 1 hour

In the time allotted as a minimum, it is not possible to thoroughly acquaint the new officer with detailed information concerning the realms of vice and the organized underworld, but this course should expunge fallacious information concerning such activities as found in fictional and lay sources and acquaint him with principal organizations and characters on a national scale and more particularly on a state or local scale. It should acquaint him with modus operandi and the value of complete cooperation and exchange of information and intelligence between incorrupt police agencies. The course should arouse the interest and curiosity of the officer to the point that he will be inspired to seek greater knowledge on his own.

L. Crime Scene Search and Procedures 2 hours

This course should teach the inexperienced officer of the techniques of proper crime scene searches and the pitfalls of improper searches. It should show him the steps to an orderly, systematic and thorough search, both indoors and outdoors; techniques of locating evidence without destroying it; methods of recording the scene by observation and investigative notes, photography, sketch and diagram, accurate directions and measurements, latent fingerprints, and plaster casting; and the steps necessary to protect and preserve the scene for processing by either the officers themselves or mobile crime laboratory technicians, arson experts, and medical examiners.

M. Scientific Crime Detection and Use of Police and F.B.I. Laboratories 3 hours

The officer should first be made aware of the existence and availability of police and F.B.I. laboratories and all the types of examinations possible in such laboratories to assist him in developing and amplifying evidence so that he may recognize and evaluate evidence found during his investigation or crime scene searches. He should be thoroughly acquainted with the potentialities of examinations in the fields of cryptanalysis; all types of document examinations including handwriting, handprinting, typewriters, printer and checkwriter impressions, indented writings, rubber stamps, use of reference files and collections; electronics; ballistics, tool markings and glass fractures; hairs and fibers; metallurgy; petrography, serology; shoe prints and tire treads; spectrography; toxicology and general chemistry; and language translation. Then he should be shown how these laboratory services relate to his investigations.

N. Collection, Identification, and Preservation of Evidence 2 hours

The most skilled, penetrating and careful investigations and interviews may become worthless if the investigator has not properly and legally collected, identified and preserved all physical evidence developed as a result thereof. The investigator must learn the importance of such in both the solution of a crime and the prosecution of the criminal. He must distinguish between the handling of fixed or immovable evidence and movable or removable evidence. He must know how to identify and record such fixed evidence as latent fingerprints and palmprints, foot and heel prints, tire impressions, tool markings on immovable objects and how to identify and remove such movable evidence as documents, specimens, movable objects containing latent prints and tool markings, guns, cartridges, expended bullets for ballistic examinations, the hairs

and fibers, paint specimens and chippings, soil and metallic specimens, blood and body liquid stains, charred evidence, etc. Lastly he must be taught how, once he has properly collected and identified evidence in such manner that he may introduce it, to properly package it for submission to a laboratory or store it for future use, so that it will not be lost or dispelled and will be properly preserved for such examination in the laboratory and so as to preserve the chain of evidence while being so examined and/or stored.

O. Personal Identification 3 hours

1. Descriptions and Portrait Parle

Included in this course should be instruction in developing descriptions of persons which are detailed, complete and meaningful. Such things as dates and places of birth, scars, marks, deformities, peculiarities of speech, manner and appearance, identifying numbers such as social security numbers, service serial numbers and fingerprint identification numbers, and fingerprint classifications, recent photographs, teeth repairs and fillings, etc. plus complete information as to past and present addresses, schooling, and employment, and identification of all relatives and associates must be shown to be part and parcel of complete descriptions.

2. Latent Fingerprints

Then this course should teach the officer the correct methods of dusting, photographing, and lifting latent fingerprints and palm prints from all manner of surfaces and areas.

3. Inked Fingerprints

Finally this course should teach the officer how to take acceptable inked and rolled fingerprints for identification as well as specimens for investigation, not only of live and willing subjects, but also from unconscious, deceased, and partially decomposed persons.

P. Photography 2 hours

This course is not designed to make an expert photographer but it should teach the investigator how to use simple cameras in recording evidence, crime scenes, accidents, persons, and photographing such difficult subjects as foot and heel prints, latent fingerprints, documents, etc. This course should be taught by a professional photographer, F.B.I. photography instructor, or police laboratory instructor who is skilled well beyond the level of instruction necessary to teach this course.

VII. TRAFFIC ENFORCEMENT

12 hours

A. Traffic Direction 4 hours

This course is designed to teach the officer the fundamentals and mechanics of traffic control, control devices, proper signals and gestures, enforcement of moving and parking violations, significance and mechanics of operator licenses and vehicle registrations, policies and procedures, use of radar detection devices, and proper demeanor and manner in traffic enforcement.

B. Summons Issuance Procedures 1 hour

This course is designed simply to instruct the officer in the mechanics of executing and issuing warning tickets and a standard traffic summons.

C. Accident Investigation 6 hours

This course, through lecture and field training where possible, should develop the officer's skills in methods and techniques to be applied to this type of investigation, including measurements, photography, sketches, reporting, and interviewing of witnesses and drivers. Instruction should be given relative to traffic control and services required at the scene, particularly those dealing with the preservation and protection of life and property. Instruction should also be given as to hit-and-run accidents, and auto manslaughter cases.

D. Drunk Driving Cases 1 hour

Instruction here should be pointed to the special handling of drivers found to be under the influence of alcohol and/or drugs, and the use of the Breathalyzer in such cases.

VIII. PHYSICAL TRAINING AND SKILLS

21 hours

A. Proper Use of Firearms 12 hours

This instruction should include classroom lectures on safety and nomenclature, care of weapons, exhibition of films and dry-firing. All range instruction must be on a range to be approved by this Commission. Instruction may include position and bulls-eye target shooting and use of the rifle and shotgun, but must include instruction in the use of a .38 calibre revolver including range safety precautions, principles of proper sighting and trigger squeeze, single-action and double-action shooting, and the F.B.I. practical pistol course. Further instruction should be given in the use of the riot gun and gas weapons. The course should equip the officer to greatly increase his skills through subsequent practice on his own or in departmental firearms training.

B. Defensive Tactics 6 hours

To the degree that time allows, this course should, through the use of lecture, demonstration, and individual participation, provide each new officer with sufficient skills to defend himself from attack. He should be furnished instruction and practice in nature, theory and basic principles, safety precautions, the personal weapons and vulnerable areas, and in the execution of a few practical attacks, holds, falls, counter moves, and defenses rather than so large a number of techniques that none can be learned and even partially mastered. Instruction should be offered on the use of the police baton.

C. Mechanics of Arrest and Search of Person 1 hour

This course should teach fundamentals of physical arrest (including superiority of manpower and firepower and the element of surprise), frisking,

disarming, and search of the person for weapons, instruments of self-destruction, as well as evidence and instrumentalities and fruits of crimes.

D. Temporary Restraint and Transportation of Prisoners 1 hour

This course should provide instruction in the use of come-along holds, handcuffs, leg irons and other restraining devices, and in the proper transportation of prisoners by two or more officers.

E. Crowd and Riot Control 1 hour

This course, which should be taught by a recognized expert in the field, should include instruction in crowd and mob behavior, crowd control techniques, available equipment to be used in crowd control, and those laws which govern public demonstrations and assemblages. It is recognized that the minimum instruction of one hour can only be introductory but reference may be given to materials available to the student for further learning.

IX. EMERGENCY MEDICAL SERVICES

12 hours

A. Basic First Aid 10 hours

This course is the Basic First Aid Course of the American Red Cross and should be given by an approved Red Cross instructor.

B. Emergency Childbirth 1 hour

This course should offer sufficient instruction so that the police officer is able to make an emergency delivery of a child and should be given by a doctor, nurse or other qualified person.

C. Recognition and Handling of Mentally Disturbed 1 hour

This course is designed to prepare an officer to recognize and cope with persons suffering, either temporarily or permanently from some form of mental illness. He should be taught the symptoms, predictable patterns of behavior, and procedures recommended for handling of such persons. It is recommended that the course be taught by a psychiatrist, psychologist, or professional from one of the State hospitals.

X. AGENCY STANDARDS AND PROCEDURES

8 hours

A. Notetaking and Report Writing 5 hours

This course should teach the officer the importance of properly recording in his notebook an accurate and detailed account of things reported to him or observed by him during the course of his investigations, so that no amount of passage of time will preclude him from being able to testify to such findings.

In addition the course should inform the officer of the essential mechanics of recording his investigations in report form suitable to serve both as an aid to further investigation and to the preparation and development of prosecution. The instruction should cover the definitions, purposes and

elements of good police reporting and the various types of such reports used in various aspects of police work.

This course should cover broad principles but may be tailored to meet the individual requirements of the department or departments participating in the particular police training school.

B. Records Procedures 1½ hours

This course should prepare the trainee to follow the procedures necessary in the keeping of various records employed by the department including special forms, auto and property records, arrest registers and dockets, complaint records, personnel records, equipment and inventory records, evidence records, and filing procedures. This course necessarily must be tailored to the procedures of participating departments.

C. Departmental Organization ½ hour

This course should simply acquaint the new officer with the tables of organization and command of the department or departments participating in the school.

D. Departmental Rules and Regulations and Discipline 1 hour

This course, to the degree possible in the time allotted, should acquaint the officer with all of the rules, regulations and orders of discipline affecting his operation and behavior.

XI. PRACTICAL PROBLEM AND MOOT COURT

8 hours

This portion of the course should be presented at the very end of the course, perhaps immediately prior to the final examination given. About half of the time should be used in allowing the class to participate in a planned investigative problem involving a typical criminal violation or violations. This prepared problem should assign all of the trainees to serve as commanding officers, investigators, communications officers, witnesses, criminals, and all persons necessary to portray the actual committal of the crime and subsequent investigation thereof. Instructors should be prepared to supply all equipment and supplies necessary to investigate the crime, identify, collect and preserve the evidence, and to record the results sufficiently for the presentation in moot court. Instructors should only supply these things as requested by the participants, but such equipment should include electronics and communications equipment, cameras, fingerprint kits, identifying and packaging supplies, drawing and sketching materials, demonstration firearms, restraining devices, and all materials which might be called for from the initial investigation to the identification and apprehension of the criminal or criminals.

The remaining half of the course should consist of a moot court, as realistically presented as possible, with judge, prosecuting attorney, defense attorney, bailiff, etc. The first three should be filled by instructors or qualified outsiders. Each investigation officer and witness should be allowed to testify in order to introduce all the testimony and evidence developed during the investigation of the case, subjecting them to both the prosecution examination and cross-examination.

This course will demonstrate to all participants the importance of the substantive lessons taught during the school as each trainee witnesses in the moot court what good evidence is preserved or forever lost, depending on the degree to which such lessons were learned.

XII. MISCELLANEOUS

3 hours

A. Course Orientation and Classroom Note Taking 1 hour

This hour should be the first course on the first day and has the purpose of outlining the course for the trainees, making any necessary announcements or explanations, and impressing upon the students that thorough and accurate notebooks are essential to gaining satisfactory and maximum benefit from the course, that careless and slipshod notebooks will not be tolerated, and that their notebooks will be collected at the end of the course and graded, such grade having important bearing on the overall grade for the course.

B. Examinations and Critiques 2 hours

The time allotted for examinations is not great and may be increased by the school director if he so desires. The school director may divide the time as he sees fit into short weekly examinations or longer examinations less frequently. The inclusion of an overall final examination shall be discretionary and some time may be desirable to discuss the examinations with the students. It is the intention of the Commission to ultimately develop uniform examinations to be used in all minimum schools and as a minimum in longer schools.

TOTAL NUMBER OF HOURS

160

## CRITERIA FOR INSTRUCTORS AND FACILITIES AT APPROVED SCHOOLS

The staff of the Commission is presently preparing for the consideration and approval of the Commission, criteria for the approval of instructors and for the approval of facilities for certified police academies and police training schools. The preparation of such criteria will be completed in the near future and, upon adoption by the Commission, will be immediately applied by the staff in its inspection of existing police training academies and future police schools as they are sponsored and organized.

These criteria, together with criteria to be applied to police recruits in order to approve them for attendance at approved police training schools, and other rules and regulations governing the operation of such schools, will appear in the rules and regulations of the Commission when they are published in accordance with State law.

The publication of such rules and regulations for the operation of the Commission, and all of its functions, will be forthcoming upon the adoption of all such criteria and rules and regulations by the Commission. In its authority to prescribe "eligibility to attend", as set forth in the Act, the Commission is indirectly empowered to raise the standards of selection employed by police departments throughout the State in the appointment of its officers.

## METHODS FOR PROVIDING PRESCRIBED TRAINING

There are presently 103 law enforcement units meeting the definition set forth in the Act, which units are required to meet the minimum standards of training set by the Commission. The authorized strength of these 103 departments is in excess of 8,000 officers, exclusive of command. The present strength, exclusive of command, is in excess of 7,100 officers.

Although the larger law enforcement units in the State of Maryland have for some time operated police academies which have afforded training to their recruits and officers in excess of the minimum standards contemplated by this Commission, many medium-sized departments, and most smaller departments, have operated with little or no training being afforded their officers, and to the degree that training has been given it has not approached minimum standards and has not always been given by qualified instructors. Accordingly, much of the populace of Maryland has been furnished untrained, or inadequately trained, police protection. To provide training at least meeting the minimum standards prescribed by the Commission, the Commission plans to rely heavily upon the facilities, equipment, and instructors of the existing police training academies in the State.

There are currently in existence twelve such academies, and they are as follows:

1. Anne Arundel County Police Academy
2. Baltimore City Police Academy
3. Baltimore County Police Academy
4. Frederick Police Academy
5. Hagerstown Police Academy
6. Howard County Police Academy



7. Maryland Marine Police Academy
8. Maryland State Police Academy
9. Montgomery County Police Academy
10. Prince George's County Police Academy
11. Sparrows Point Police Academy
12. Takoma Park Police Academy

The State of Maryland has been divided into twelve police training zones. These training zones are as follows:

1. Garrett and Allegany Counties
2. Washington and Frederick Counties
3. Baltimore, Carroll, and Howard Counties
4. Montgomery County
5. Baltimore City
6. Cecil and Harford Counties
7. Anne Arundel County
8. Prince George's County
9. Charles, St. Mary's, and Calvert Counties
10. Kent, Queen Anne's, Talbot and Caroline Counties
11. Dorchester, Wicomico, Somerset, and Worcester Counties
12. Maryland State Police

The above training zones are so geographically situated and bounded as to be able to provide training within each such zone on a commuting basis for all law enforcement units within such zone. A training director and such staff as he needs will be appointed by the Commission to organize and administer, with the guidance and help of the Commission, the recording of all officers required to, or desiring to, participate in the training schools and programs of the Commission. As will be noted, in seven of the twelve training zones there exists at least one police training academy. The Commission has secured agreement from all such academies to admit recruits and officers of other departments in their zones or adjoining zones, either to their full courses of training afforded their own men, or to an abbreviated course of training desired to just meet the minimum standards prescribed by this Commission. Only the larger academies are in a position to offer a special abbreviated course for other departments and there are limitations on this capability.

At such time as these academies have been inspected and approved, either as they currently exist or as they are subsequently improved to meet Commission criteria, all twelve such academies will be employed to provide the necessary training.

In the five training zones where no such academy exists, the Commission will organize and sponsor police training schools in the size and number necessary to meet the training requirements of the departments in such zones. The training director of these zones will be called upon to locate and provide the necessary facilities for the schools, and the Commission will provide equipment and instructors as loaned to the Commission by the Federal Bureau of Investigation, the existing police academies in the State, and other resources available to the Commission.

## PLANS AND OBJECTIVES FOR FY 1968

A survey has been made of all law enforcement agencies known to fall within the mandatory provisions of the Act. It was through this effort that it was determined that there are 103 law enforcement units potentially subject thereto. This includes many one-man departments where the one man, as chief thereof, does not come within the Law; however, any future appointments over and above the position of Chief of Police would fall within the Statute. From this survey it has been learned that it will be necessary to provide basic recruit training during the period from June 1, 1967 through May 31, 1968 to about 700 recruits, and in excess of 200 officers appointed prior to June 1, 1967 but desiring to participate in such training.

Additionally, there are many law enforcement units in the State government, in the various county governments, and in some local governments, which, although not required to comply with the Act, are anxious to comply with the spirit thereof. This includes certain railroad police agencies, the Sparrows Point Police Department, the Sheriff's offices in certain counties, and other such agencies. A partial survey of such law enforcement and correctional agencies has shown that as many as 1100 officers might desire to voluntarily participate in the training programs of this Commission at such time as it is possible for them to do so.

At such time as the criteria applicable for students, facilities, and instructors, have been finally adopted by the Commission, it will then be necessary to thoroughly study all existing academies, and curricula, facilities, and instructors, to assure that such academies meet such criteria.

Simultaneously, the Commission will organize schools to provide minimum training in those training zones where no academies exist, and upon final appointment of training directors in each training zone, procedures will be instituted to enroll all voluntary or mandatory participants in such training.

It is hoped that from July 1 to October 1, 1967, all training directors and their staffs will be appointed, and studies will be completed of the police academies operated by the Maryland State Police, the Baltimore City Police, the Baltimore County Police, the Anne Arundel County Police, and the Prince George's County Police. It is further hoped that, as a result of such studies, the instructors, curricula, and facilities of these larger academies can be certified in order that they may provide approved training to those participating on either a voluntary or a mandatory basis.

Also within this quarter, training schools will have been begun in Training Zones 1 and 9.

Within the three months between October 1, 1967 and January 1, 1968, it is hoped that studies will have been completed of the police academies operated by the Montgomery County Police, Takoma Park Police, the Sparrows Point Police and the Maryland Marine Police, in order that they may be certified and allowed to supply the training needs of the Commission's program. During these three months the Commission hopes to organize and begin training schools in Training Zones 6, 10 and 11.

Between January 1 and April 1, 1968, the staff of the Commission plans to complete studies of the training schools conducted by the Hagerstown Police, the Frederick police, and the Howard County police, and in the event such academies meet the Commission's standards, to certify them to provide training within their training zones. If such academies cannot be certified, the Commission will then organize a school in Training Zone 2 covering Washington and Frederick Counties.

During the quarter from April 1 to June 1, 1968, any additional training schools necessary will be organized and begun by the Commission. Also, during this quarter it is hoped that lesson outlines and instructors' manuals can be prepared and published by the Commission for the use of all training directors and instructors in providing the minimum basic course. The Commission expects to draw upon professional consultants in the preparation of such outlines and manuals. The Commission also expects to draw up examinations for use in schools providing approved training.

Throughout the entire fiscal year the Commission intends to stimulate, sponsor, and promote specialized and advanced training schools utilizing funds from the Federal Grant to the degree necessary to bring well-known and highly qualified instructors to such schools. These advanced schools may be in the field of civil rights, sex offenses, mob and riot control, workshops for police instructors, command level schools on police administration, schools on the maintenance of police records, police-community relations and vice and organized crime. It will not be possible, during the first complete fiscal year, to provide advanced training in all of these fields, but these constitute objectives of the Commission in the future.

#### BUDGET AND EXPENDITURES

The following constitutes the approved budget and actual expenditures for FY 1967 covering eight months of operation from November 1, 1966 through June 30, 1967:

<u>BUDGET</u>		<u>EXPENDITURES</u>	
Salaries -----	\$11,027	-----	\$10,202.44
Communications -----	880	-----	399.74
Travel -----	1,000	-----	243.20
Contractual Services -----	500	-----	321.15
Supplies and Materials -----	1,000	-----	761.92
Equipment -----	1,700	-----	2,866.67
Grants, Subsidies, Contributions	1,125		
Fixed Charges -----	1,700	-----	1,087.18
 Total -----	 \$18,932	 Total -----	 \$15,882.30

The following is the approved State budget for FY 1968:

BUDGET

Salaries -----	\$17,722
Technical and Special Fees -----	750
Communications -----	1,450
Travel -----	1,300
Fuel and Utilities -----	150
Contractual Services -----	850
Supplies and Materials -----	1,500
Equipment - Additional -----	950
Grants, Subsidies & Contributions -----	1,250
Fixed Charges -----	<u>2,000</u>

Total-----\$27,922

The following is the budget approved by the Office of Law Enforcement Assistance for the expenditure of Federal funds granted to this Commission for FY 1968:

Salaries and employee benefits -----	\$15,616
Consultants and Lecturers -----	2,800
Travel -----	3,113
Supplies and Materials -----	300
Communications -----	360
Equipment -----	363
Fixed Charges -----	<u>2,040</u>

Total-----\$24,592

## APPENDIX

### THE ACT

The Legislature of Maryland hereby finds and declares that a serious need for improvement in the administration of law enforcement exists in order to better protect the health, safety and welfare of its citizens; that police work, a basic adjunct of law enforcement administration, is professional in nature, and requires proper educational and clinical training in a State whose population is increasing in relation to its physical area, in a society where greater reliance on better law enforcement through higher standards of efficiency is of paramount need that the present need for improvement can be substantially met by the creation of a minimum standards educational and training program for persons who seek careers as law enforcement officers wherein such persons will be required, while serving in a probationary capacity prior to permanent appointment, to receive efficient training in this profession provided at recruit and in-service training facilities approved by a commission created for such purpose; and that by qualifying and becoming proficient in the field of law enforcement such persons shall individually and collectively better insure the health, safety and welfare of the citizens of this State in their respective communities.

SECTION 1. *Be it enacted by the General Assembly of Maryland,* That new Section 70A be and it is hereby added to Article 41 of the Annotated Code of Maryland (1965 Replacement Volume), title "Governor--Executive and Administrative Departments", subtitle "I. The Executive Department", to follow immediately after Section 70 thereof, and to be under the new subheading "Police Training Commission", and to read as follows:

#### *Police Training Commission*

##### *70A.*

*(a) As used in this Act:*

- (1) "Approved police training school" shall mean a school approved and authorized by the Police Training Commission to offer a police training program as prescribed in this Act.*
- (2) "Commission" shall mean the Police Training Commission or officers or employees thereof acting on its behalf.*
- (3) "County" shall mean any county which within its jurisdiction has or shall have a law enforcement unit as defined in this Act.*
- (4) "Law enforcement unit" shall mean any governmental police force or organization of the State, county, or municipality which has by statute or ordinance, the responsibility of detecting crime and enforcing the general criminal laws of this State.*
- (5) "Municipality" shall mean any incorporated city of any class which, within its jurisdiction, has or shall have a law enforcement unit as defined in this Act.*
- (6) "Permanent appointment" shall mean an appointment having permanent status as a police officer in a law enforcement unit as prescribed by the Annotated Code of Maryland, local public laws, or of any other law of this State, municipal ordinance, or rules and regulations adopted thereunder.*

(7) "Police official" shall mean a full time police officer employed by a governmental agency having administrative responsibility.

(8) "Police officer" shall mean a member of a police force or other organization of State, county or municipal government who is responsible for the prevention and detection of crime and the enforcement of the laws of the State, but shall not include any person serving as such solely by virtue of his occupying any other office or position, nor shall such term include a sheriff, deputy sheriff, constable, superintendent of State Police, commissioner of police, deputy or assistant commissioner of police, chief of police, deputy or assistant chief of police, or any person having an equivalent title who is appointed or employed by a government to exercise equivalent supervisory authority.

(b) There is hereby established in the Executive Department of the State of Maryland, a Police Training Commission whose membership shall consist of the following ten persons:

(1) the president of the Maryland Chiefs of Police Association; the president of the Maryland Law Enforcement Officers, Inc.; the Attorney General of the State of Maryland; the Superintendent of the Maryland State Police; the Commissioner, Baltimore City Police Department; the president of the University of Maryland; the agent in charge of the Baltimore office of the F.B.I.; and three police officials of the State to be appointed by the Governor with the advice and consent of the Senate, to represent the State geographically, the appointments to be made for a three-year term provided that, for the first term, one official shall be appointed for a term of one year, one for a term of two years, and one for a term of three years.

(2) the seven non-appointive office holders may elect to serve personally at any or all meetings of the Commission or may designate a member of their respective association, office, department, university or agency to represent them and to act for them at the said meetings to the same effect as if they were personally present.

(c) (1) The Commission, at its initial organization meeting to be held promptly after the appointment and qualifications of its members, and thereafter annually shall elect a chairman and vice-chairman from among its members, and shall meet at such other times within the State of Maryland as it may determine. A majority of the Commission shall constitute a quorum for the transaction of any business, the performance of any duty, or for the exercise of any of its authority.

(2) The Commission shall maintain minutes of its meetings and such other records as it deems necessary.

(3) The members of the Commission shall receive no salary but all members shall be reimbursed for their reasonable expenses lawfully incurred in the performance of their official functions.

(4) The Commission shall report at least annually to the Governor and the Legislature as to its activities.

(d) The Commission is vested with the following authority, responsibility and duty:

(1) To prescribe standards for the approval and continuation of approval of recruit and in-service schools at which police training courses required by this Act shall be conducted, including but not limited to present existing State, regional, county, and municipal police training schools;

(2) To approve and issue certificates of approval to such police training schools, to inspect such schools from time to time, and to revoke for cause any approval or certificate issued to such school;

(3) To prescribe the curriculum, the minimum courses of study, attendance requirements, eligibility to attend, equipment and facilities, and standards of operation for such police training schools;

(4) To prescribe minimum qualifications for instructors at such schools and to certify, as qualified, instructors for approved police training schools and to issue appropriate certificates to such instructors;

(5) To certify police officers who have satisfactorily completed training programs and to issue appropriate certificates to such police officers;

(6) To appoint an executive secretary, to serve at its pleasure, who shall perform general administrative functions, and to fix his compensation;

(7) To employ such other persons as may be necessary to carry out the provisions of this Act, upon approval of the director of the budget and the Legislature;

(8) To make such rules and regulations as may be reasonably necessary or appropriate to accomplish the purposes and objectives of this Act;

(9) To make a continuous study of police recruit and in-service training methods and procedures and to consult with and accept the cooperation of any recognized Federal, State, or municipal law enforcement agency or educational institution;

(10) To consult and cooperate with universities, colleges and institutions in the State for the development of specialized courses of study for police officers in police science and police administration;

(11) To consult and cooperate with other departments and agencies of the State concerned with police training;

(12) To perform such other acts as may be necessary or appropriate to carry out its functions and duties as set forth in this Act.

(e) A probationary appointment as a police officer may be made for a total period not exceeding one (1) year for the purpose of enabling a person seeking permanent appointment to take a police training course as prescribed in this Act. No person shall be permitted to attend a police training school unless he holds such probationary appointment, except in the discretion of the Commission, and such appointee shall be entitled to leave of absence with pay during the period of the police training program.

(f) On or after June 1, 1967, no person shall hereafter be given or accept a permanent appointment as a police officer unless such person has successfully completed a police training course at an approved police training school, OR HAS BEEN APPROVED BY THE COMMISSION BASED UPON OTHER CRITERIA AND QUALIFICATIONS AS ESTABLISHED.

(g) Except as expressly provided in this Act, nothing herein contained shall be deemed to limit the powers, rights, duties or responsibilities of municipal or county governments.

SECTION 2. And be it further enacted, That this Act shall take effect June 1, 1966.

## MEMBERS OF THE COMMISSION

During fiscal year 1968, the Commission was composed of the following members:

Colonel Robert J. Lally  
Superintendent of the Maryland State Police - Chairman

Donald D. Pomerleau  
Commissioner of the Baltimore City Police Department - Vice Chairman

Francis B. Burch  
Attorney General of Maryland  
Represented by Assistant Attorney General Fred Oken

Dr. Wilson H. Elkins  
President of the University of Maryland  
Represented by Dr. Walter B. Waetjen, Administrative Vice-President

Edwin R. Tully  
Special Agent in Charge of the Federal Bureau of Investigation  
Baltimore, Maryland

William F. Reynolds  
President, Maryland Chiefs of Police Association  
July 1, 1967 to November 29, 1967

Elmer F. Hagner  
As appointed member, Chief of Police, Anne Arundel County Police Department,  
July 1, 1967 to November 29, 1967 and as President, Maryland Chiefs of  
Police Association, November 29, 1967 to June 30, 1968

Elmer Z. Bowen  
President, Maryland Law Enforcement Officers, Inc.  
July 1, 1967 to December 6, 1967

Francis X. Jahn  
President, Maryland Law Enforcement Officers, Inc.  
December 6, 1967 to June 30, 1968

Colonel James S. McAuliffe  
Superintendent, Montgomery County Police Department  
March 12, 1968 to June 1, 1968, to fill unexpired term of Elmer F. Hagner  
as appointed member and as of June 1, 1968 for term to expire June 1, 1971

Leslie J. Payne  
Chief of Police, Salisbury Police Department, term to expire June 1, 1969

Wilbur F. Shank  
Chief of Police, Cumberland Police Department, term to expire June 1, 1970



## COMMISSION OFFICES

The office of the Commission has been located in the Pikesville Professional Building at 7 Church Lane, Pikesville, since December 1, 1966. With the expansion of the Commission on August 1, 1967, a move was made from the one-room office in Suite 14 to a three-room complex in Suite 16. The Commission has a five year lease on this space with two five year renewal options at the established rent but with a proviso to increase the rent to cover any increase in property taxes. Also contained in the lease is the first right of refusal on any space vacated in the building, a provision for future growth.

The office may be reached either through its own phone at 484-6464 or an extension of the Maryland State Police state-wide phone system.

## STAFF ORGANIZATION

Through funds provided under a federal grant, the Staff was expanded during August, 1967. Added at that time were an Assistant Executive Secretary and a stenographer to act as his secretary. As predicted in the last annual report, the position of Assistant Executive Secretary was filled by Mr. J. Gordon Holmes.

The Staff now existing is as follows:

Executive Secretary - Robert L. Van Wagoner, Sr.

Assistant Executive Secretary - J. Gordon Holmes

Secretary III - Mrs. Ethel L. Richmond

Stenographer - Miss Sandra B. Rubin

In the FY 1970 budget request, provision is being made for the addition of another Assistant Executive Secretary and two additional clerical personnel. It is hoped to add these people during the early part of calendar year 1969 under funding to be acquired through a federal grant under The Omnibus Crime Control and Safe Streets Act of 1968.

Training Directors (non-salaried)

Training Zone 1 - Sergeant Oliver L. Cook  
Cumberland Police Department

Training Zone 2 - Chief Charles V. Main  
Frederick Police Department

Training Zone 3 - Lieutenant George F. Neeb, Jr.  
Baltimore County Police Bureau  
Sergeant Paul E. Wigfield, Assistant  
Hagerstown Police Department

Training Zone 4 - Inspector Joseph C. Hawkins  
Montgomery County Police Department

Training Zone 5 - Lieutenant Edwin R. Cade  
Baltimore City Police Department

Training Zone 6 - Chief J. Vaughan McMahan  
Bel Air Police Department  
Chief J. Earl Walker, Jr., Assistant  
Havre de Grace Police Department

Training Zone 7 - Captain Maxwell V. Frye  
Anne Arundel County Police Department

Training Zone 8 - Captain John Rhoads  
Prince George's County Police Department

Training Zone 9 - Sheriff Ben Burroughs, Jr.  
St. Mary's County

Training Zone 10 - Chief William H. Wilkinson  
Easton Police Department

Training Zone 11 - Chief Leslie J. Payne, Jr.  
Salisbury Police Department

Training Zone 12 - Captain George R. Cole  
Maryland State Police Academy

During FY 1968, the principal method of detecting noncompliance with the Police Training Act of 1966, was through the liaison maintained by the above training directors with the individual departments located within each training zone.

Future compliance has been enhanced by a provision found in Sections 36 and 37 of Article 15A, Annotated Code of Maryland (1967 Supplement) the Act which establishes the administration of the State Aid for Police Protection Fund. This provision places administrative responsibility for the fund in the Superintendent of the Maryland State Police and requires that to be eligible for state aid funds, a department or law enforcement agency must comply with standards set by the Maryland Police Training Commission.

### COMMISSION MEETINGS

Initially the Commission met approximately once per month. As time has progressed, the need for monthly meetings has fallen off. Normally, meetings will be held no less frequently than every three months as the need exists.

During FY 1968, the Commission had meetings as follows:

August 10, 1967  
September 22, 1967  
November 9, 1967  
December 14, 1967  
February 1, 1968  
March 21, 1968  
May 2, 1968

### PARTICIPATING DEPARTMENTS

Since participation in the training programs of this Commission is mandatory for all law enforcement agencies - state, regional, county or municipal - which have the responsibility of detecting crime and enforcing the general criminal laws of the State, (with the exception of constables and sheriffs' offices which are specifically exempted from the statute), most all such agencies either participate or will be required to participate as they make any new appointments of sworn personnel who have not previously received training meeting the minimum standards.

However, there is nothing to preclude participation by agencies or individuals in agencies, on a voluntary basis, with the approval of this Commission. As a matter of policy, such participation is encouraged. Upgrading all law enforcement, not strict compliance with narrow confines of legislation, is within the spirit of the Training Act and the objectives of this Commission. In actual practice, such voluntary participation has been extensive. The first recruit school operated directly by the Commission was principally attended by deputy sheriffs from Calvert, Charles, and St. Mary's Counties. Many chiefs of police, also specifically exempted, have successfully completed recruit training courses. Many police officers appointed prior to June 1, 1967, have attended the schools and been certified. The Sparrows Point Police Department, though not required to participate, since this municipality is not incorporated, not only fully participates, but has made available its training academy for the use of officers from other departments. At a school conducted by the Prince George's County Police Department on a part-time basis, for attendance principally by part-time officers, only twenty percent of those completing the school were officers required to attend because their appointments were made after June 1, 1967. The Harbor Tunnel Police and the guards on the three principal toll bridges in Maryland, though excluded from mandatory participation by ruling of the Attorney General, are voluntarily and enthusiastically partaking

of all training offered. Many officers in attendance at recruit schools have been officers for many years and yet have had no previous opportunity to obtain any training.

The law enforcement agencies required to comply, or voluntarily participating, according to Training Zone, are as follows:

MANDATORY

Barton  
Cumberland  
Frostburg  
Lonaconing  
Luke  
Oakland  
Westernport

Brunswick  
Emmitsburg  
Frederick  
Funkstown  
Hagerstown  
Hancock  
Smithsburg  
Thurmont  
Williamsport

Baltimore County  
Hampstead  
Howard County  
Manchester  
New Windsor  
Sykesville  
Taneytown  
Union Bridge  
Westminster

Gaithersburg  
Kensington  
Maryland National Capital Park  
and Planning Commission  
Montgomery County  
Rockville  
Takoma Park

Baltimore City  
Maryland Port Authority

ZONE 1

ZONE 2

ZONE 3

ZONE 4

ZONE 5

VOLUNTARY

Allegany County Sheriff  
Garrett County Sheriff

Frederick County Sheriff  
Washington County Sheriff

Baltimore County Sheriff  
Carroll County Sheriff  
Howard County Sheriff  
Sparrows Point Police

Montgomery County Sheriff

Baltimore City Sheriff  
B & O - C & O Railroad Police

MANDATORY

ZONE 5  
(Cont.)

Aberdeen  
Bel Air  
Cecilton  
Charlestown  
Elkton  
Havre de Grace  
North East  
Port Deposit  
Rising Sun

ZONE 6

Annapolis  
Anne Arundel County  
Friendship International Airport  
Police

ZONE 7

Berwyn Heights  
Bladensburg  
Brentwood  
Capitol Heights  
Cheverly  
Chevy Chase Village  
Colmar Manor  
District Heights  
Eagle Harbor  
Edmonston  
Fairmount Heights  
Forest Heights  
Glenarden  
Greenbelt  
Hyattsville  
Landover Hills  
Laurel  
Maryland National Capital Park  
and Planning Commission  
Morningside  
Mount Rainier

ZONE 8

\* State Wide Jurisdiction

VOLUNTARY

\*Fire Prevention Commission  
Harbor Tunnel  
Western Maryland Railway

Cecil County Sheriff  
Harford County Sheriff  
Susquehanna River Bridge Police

Anne Arundel County Sheriff  
\*Comptroller of the Treasury,  
Alcoholic Beverages Division,  
Maryland Alcohol Tax Enforcement  
Unit  
\* Department of Forests and Parks

Prince George's County Sheriff

MANDATORY

North Brentwood  
Prince George's County  
Riverdale  
Seat Pleasant  
University of Maryland,  
College Park  
University Park  
Upper Marlboro

Chesapeake Beach  
La Plata  
North Beach

Centreville  
Chestertown  
Denton  
\*Department of Game and Inland  
Fish  
Easton  
Federalsburg  
Greensboro  
Maryland Marine Police  
Oxford  
Preston  
Ridgely  
Rock Hall  
St. Michaels

Berlin  
Cambridge  
Crisfield  
Hurlock  
Ocean City  
Pocomoke City  
Princess Anne  
Salisbury  
Snow Hill

Maryland State Police

\* State Wide Jurisdiction

VOLUNTARY

ZONE 8  
(Cont.)

ZONE 9

Calvert County Sheriff  
Charles County Sheriff  
St. Mary's County Sheriff  
Leonardtwn (Constables)  
Potomac River Bridge Police

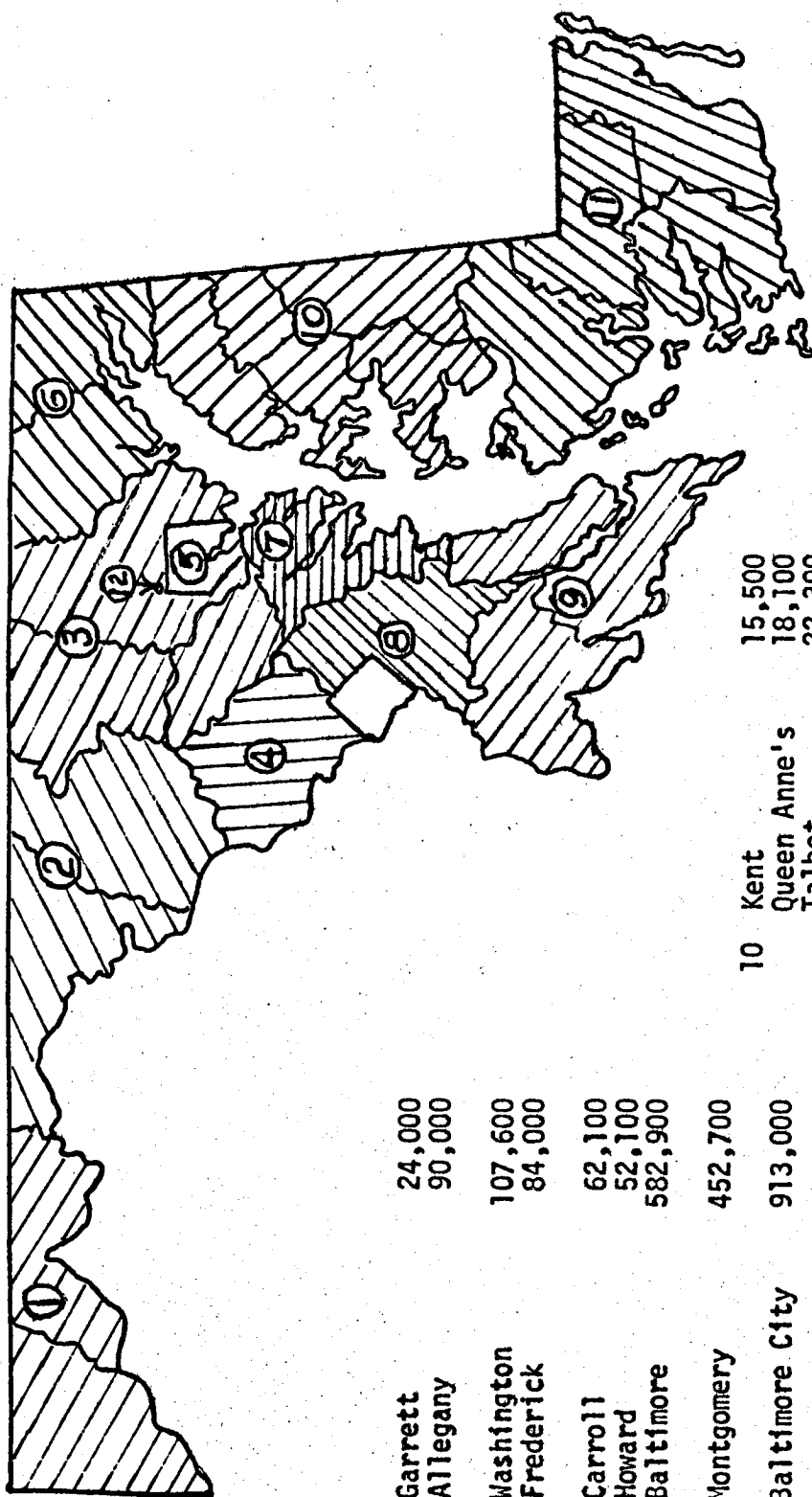
ZONE 10

Caroline County Sheriff  
Galena (Constable)  
Kent County Sheriff  
Millington (Constable)  
Queen Anne's County Sheriff  
Talbot County Sheriff  
Governor William Preston Lane  
Bridge Police

ZONE 11

Dorchester County Sheriff  
Somerset County Sheriff  
Wicomico County Sheriff  
Worcester County Sheriff

ZONE 12



Maryland's Training Zones  
and Population

1	Garrett Allegany	24,000 90,000
2	Washington Frederick	107,600 84,000
3	Carroll Howard Baltimore	62,100 52,100 582,900
4	Montgomery	452,700
5	Baltimore City	913,000
6	Harford Cecil	104,500 54,100
7	Anne Arundel	275,500
8	Prince George's	582,600
9	Charles Calvert St. Mary's	40,300 18,500 42,200

10	Kent Queen Anne's Talbot Caroline	15,500 18,100 22,300 20,200
11	Dorchester Somerset Wicomico Worcester	29,600 19,800 53,000 26,300

12 Maryland State Police

Total Maryland - 3,690,000

## MINIMUM STANDARDS

### Police Training

No changes in curriculum were made during FY 1968, with respect to minimum standards of recruit training. At its meeting on August 10, 1967, the Commission adopted 70 as the minimum passing grade to be applied at Commission-operated training schools. Minimum passing grades for other training schools will await the establishment of uniform testing procedures.

### 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.

An I.Q. requirement will be added when a study being made at this time is completed.

Any relaxation of these standards in individual cases must receive the approval of the Commission.

#### Facilities For Approved Training Schools

At its meeting on August 10, 1967, the Commission adopted the following minimum standards as to the facilities utilized by any training school or academy in order that such school may be approved:

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.

#### Minimum Standards for 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.

#### ACCOMPLISHMENTS DURING FY 1968

##### Officers Completing Recruit Training

During FY 1968, there were seven training schools conducted which provided the minimum required 160 hour recruit training curriculum only. Three of these schools were organized and operated by the Staff of this Commission. The other four were conducted by certified training academies on behalf of this Commission.

These seven schools were able to fill all training needs in the State, which could not be filled by the regular recruit training schools conducted by the ten certified training academies operated by police departments in the State. In each of these instances, the curriculum exceeded the minimum required by this Commission.

The figures set forth herein separately reflect officers trained in minimum standard schools and those trained in the regular departmental schools. A further breakdown shows those trained under the mandatory provisions of the Training Act and those trained on a voluntary basis:

**MINIMUM STANDARDS SCHOOLS ORGANIZED AND  
OPERATED BY THE COMMISSION**

	VOLUNTARY	MANDATORY
Cumberland, Maryland	4	7
Salisbury, Maryland	11	12
Mechanicsville, Maryland	13	3
	<hr/> 28	<hr/> 22

**MINIMUM STANDARDS COURSES CONDUCTED BY  
CERTIFIED TRAINING ACADEMIES**

	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
	<hr/> 74	<hr/> 33

**REGULAR RECRUIT COURSES CONDUCTED BY  
CERTIFIED TRAINING ACADEMIES**

	VOLUNTARY	MANDATORY
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
	<hr/> 12	<hr/> 625
Totals	114	680

### Schools Certified

During FY 1968, the Staff inspected all ten of the existing training academies operated by police departments in this State. Following these inspections, these departments were informed of any changes in facilities, instruction or curriculum which were necessary to conform with standards set by this Commission. All such changes were made and the academies were certified by the Commission. These academies 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
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

### Instructors Certified

During FY 1968, 106 police instructors were certified by the Commission. Many additional certifications will be made during FY 1969 when the Staff is able to complete its examination of their qualifications and credentials.

### Police Instructors' Seminar

At the request of this Commission, the University of Maryland developed and conducted a two-week seminar for police instructors. There were 88.5 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.

#### Command Level on the Prevention and Control of Civil Disorders

Feeling that the emphasis on the subject of police and community relations has been principally directed to recruit and non-commissioned officer personnel, this Commission decided to develop such training to be given to Chiefs of Police and command-level personnel in the State.

Accordingly, such a seminar was developed and conducted at two separate locations and times. The first session was on June 4 and 5, 1968, at Frederick, Maryland and the second session was on June 12 and 13, 1968, at the Anne Arundel Community College in Severna Park, Maryland. In excess of 50 attended the first session and about 125 attended the second session.

The format of both sessions was in four parts. The first part, on the morning of the first day, was devoted to talks by, and discussion with, high staff members of the National Advisory Commission on Civil Disorders.

The second part, on the afternoon of the first day, included the CBS Commentary Film, "Remedy for a Riot," and a talk on the "Police Role in a Democratic Society" by Mr. Dante R. Andreotti, Chief of Community Relations Service of the United States Department of Justice.

The third part, on the morning of the second day, consisted of a panel discussion, utilizing a panel of high-ranking representatives of the law enforcement community and prominent and knowledgeable leaders from the black community.

The final part treated with the "Prevention and Control of Civil Disorders," presented by Commissioner Donald D. Pomerleau and members of his staff in the Baltimore City Police Department.

Evaluations of the seminar, solicited from those in attendance, reflected that the seminar was highly successful in meeting its objectives.

### Police Science Courses in Maryland Colleges

As of the close of FY 1968, four Community Colleges in Maryland offer two-year liberal arts courses in police science and law enforcement leading to an Associate in Arts Degree. These four are the Catonsville Community College, the Community College of Baltimore, the Essex Community College and Montgomery Junior College.

American University in Washington, D.C. offers a Baccalaureate degree in police sciences and law enforcement and offers courses leading to such degree at the Baltimore City Police Department's Training and Education Division (to begin in September, 1968).

The University of Maryland is well advanced toward the establishment of a four-year Baccalaureate degree course. In the meantime, the University College thereof, conducts two off-campus programs with the Prince George's County and Montgomery County Police Departments. University instructors bring to the academies of these two departments a complete curriculum leading to an Associate in Arts Degree. The curriculum, essentially liberal arts, incorporates subjects related to the law enforcement profession. Each course is offered both in the morning and in the evening, making it possible for an officer to change shifts and still maintain continuity. Montgomery County offers a 5% salary differential for enrollment in such course. Both departments pay tuition and other costs.

Other colleges and community colleges are considering police science courses and they will be developed consistent with the growing need and solution of problems in connection therewith. This Commission is encouraging this development in an orderly fashion.

### Training Equipment and Materials Acquired

During the year this Commission acquired, principally with federal funds, for its own use or loan to individual departments the following:

- Two sets of the Training Keys published by the International Association of Chiefs of Police

- One Sight/Sound Projector with twelve audio-visual lessons based on the Training Keys

- One Bell & Howell 16 mm Filmosound Projector and screen

- One Bell & Howell automatic film strip projector with adapter for projecting slides

## PROCEDURES FOR PROCESSING TRAINING NEEDS

### Recruit Training

As a department hires new men or desires to afford basic training to officers hired prior to June 1, 1967, it should make known this need for training by filing, in duplicate, the prescribed application (see Appendix) either with the Training Director covering the Zone to which the department is assigned or directly at the office of the Commission. One copy of this application is maintained by the Training Director and one in the Commission office. The department has the privilege of requesting that the training be afforded at a given training academy or at a Commission-operated school and that it be the minimum recruit course or the complete basic recruit course offered by the named academy.

Minimum courses are presently offered only by the Commission or at the Maryland State Police Academy (once a year in February), the Prince George's County Police Academy (at night principally for part-time police), and the Sparrows Point Police Academy. The Takoma Park Police Academy has the capability of providing a minimum course but is not offering it on a continuing basis.

### Advanced Training

Specialized or advanced training needs of any department should be made known by telephoning or writing directly to the office of the Commission.

## PROGRAMS FOR THE FUTURE

### Uniform Testing and Lesson Plans

The Staff of the Commission is presently developing uniform lesson plans. When completed they will be applicable to the presentation of any course included in the curricula of any minimum standard course, either recruit or in-service. These uniform lesson plans will provide the basis for all training offered throughout the State and will assure uniformity in course content.

Upon completion of the lesson plans, the Staff will develop uniform tests to be utilized by all training schools as a minimum for tests offered by such school. The development of such tests will be conducted in close cooperation with the training officers of the certified training academies. Here again, basic uniformity will be achieved.

### Institute of Law Enforcement at the University of Maryland

The police instructors seminar previously described will be enlarged and offered at least once annually at the University of Maryland. It is hoped that courses in police supervision, police management, and other university-oriented courses will ultimately be developed and available at the university, not only to police officers and departments in Maryland, but to officers and departments in adjoining states and regions. Ultimately there might be developed at the University an institute of law enforcement such as now located at the University of Louisville, Northwestern University, Michigan State University, the University of Georgia, and other institutions of higher learning in this country.

In order to provide such training at lower cost it is hoped that there may be developed some financial subsidization or endowment from private industry and foundations such as is now found at other such institutes.

#### Operations and Training Manual

The Staff of the Commission is in the process of developing a police manual which can be used by all law enforcement officers in the State as a ready reference for both operational and training functions.

This manual will include the Criminal Laws presently incorporated in the Digest published by the Maryland State Police. Supplementing the Criminal Code will be suggestions for operational procedures and investigative techniques applicable to all offenses, and guides as to the laws of arrest, search and seizure, and criminal interrogation in the light of recent court decisions in these fields. The manual would list supporting services in the State which are available to law enforcement personnel.

Built into the manual will be a programmed instructional text to present both factual and conceptual information. The officer will be requested to complete periodic unit examinations to test his understanding of the material and his success in reaching the learning goals. Such testing will not be used as a grading process upon which continued service or promotion would be based.

In addition, the manual will include a supplementary section of short information and study courses designed for each police grade from patrolman or trooper up to and including lieutenant. These could be used as self-study courses to assist officers in preparing for the various departmental promotional examinations.

It is possible, if the manual reaches fruition, that the Commission will incorporate the programmed instructional material into the mandatory in-service standards, at least for certain classes of departments.

To finance this project, the Commission would make application for a Federal grant under the Omnibus Crime Control and Safe Streets Act of 1968. Further financing could be acquired by the budgeting of proportionate cost to the separate departments in the applications of such departments for funds under the State Aid for Police Protection Fund.

#### Minimum Standards of Recruit Training

The Commission is currently planning an increase in the minimum recruit training course from 160 hours to about 240 hours. Such an increase is consistent with developments in other states and would place Maryland among the top states in such requirements.



The experience felt in the first year of operation under the present 160 hour course dictates a decided need for increases in the length of some courses such as the use of firearms, human relations, Constitutional law, disaster cases, vice and organized crime, and alcohol and narcotics violations. There is also a need for training in fields not now included. All such changes will be made in the light of the needs as expressed by police executives throughout Maryland.

#### Minimum Standards of In-Service and Advanced Training

One of the more difficult tasks experienced by this and other such training commissions has been the establishment of minimum standards of in-service training. Even in larger departments, anything resembling regular in-service training has not been practiced. The needs of departments in this field vary widely.

However, it is the present thinking of the Staff that there is a need for a complete review of basic training such as is found in recruit training, refined and sophisticated to meet the needs of veteran police officers. To provide such retraining to all members of a department will take time, since only limited numbers can be separated from regular police services for this purpose. However, allowing for an orderly program of in-service training, such minimum standards as are established would be retained until this present need is satisfied. Then consideration can be given to revising the standards to meet future needs.

The initial in-service requirements could probably be satisfied in a thirty-five to forty hour course given over one week. In large departments such as in Baltimore City, it would take upwards of one hundred such schools to retrain the entire department. Regional schools can be developed for smaller departments, perhaps adhering to the training zones already established. It is further contemplated that minimum standards for specialized or advanced training will be necessary. Training in Constitutional law, sex offenses, drugs and narcotics, human relations, and crowd control are examples of such courses which are vitally needed. In the meantime, it is planned that special seminars dealing with such subjects will be developed.

#### College Credit Recruit Training

At the present time the Essex Community College grants five college credits to the recruit training afforded by the Baltimore County Police Bureau, the Maryland State Police and the Baltimore City Education and Training Division. Catonsville Community College will grant five credits provided the student successfully passes an examination.

The Education and Training Division of the Baltimore City Police Department has developed a twenty-week recruit training course which will be offered to one class beginning September 23, 1968, as a prototype. Included in the course will be on-campus instruction at Morgan State College and departmental instruction by American University instructors. Upon successful completion of this course, the recruit will receive three hours of academic credit from Morgan State College and nine hours of credit from American University. It is hoped that all recruit training in the Division will eventually be of this type.

### BUDGET AND EXPENDITURES

The following constitutes the approved State budget and actual expenditures for FY 1968:

<u>BUDGET</u>		<u>EXPENDITURES</u>	
Salaries -----	\$17,722	-----	\$19,769.63
Supplemental Salary Appropriation -	504		
Technical and Special Fees -----	750		
Communications -----	1,450	-----	863.51
Travel -----	1,300	-----	1,133.91
Fuel and Utilities -----	150	-----	200.16
Contractual Services -----	850	-----	1,724.40
Supplies and Materials -----	1,500	-----	561.09
Equipment - Additional -----	950	-----	1,115.64
Grants, Subsidies & Contributions --	1,250		
Fixed Charges -----	2,000	-----	1,802.53
 Total-----	 \$28,426	 Total-----	 \$27,170.87

The following constitutes the federal grant budget and actual expenditures for FY 1968:

<u>BUDGET (as adjusted)</u>		<u>EXPENDITURES</u>	
Salaries and employee benefits -----	\$13,912.07	-----	\$13,912.07
Consultants and Lecturers -----	6,333.05	-----	6,333.05
Travel -----	986.37	-----	986.37
Supplies and Materials -----	300.00	-----	300.00
Communications-----	360.00	-----	360.00
Equipment -----	1,109.75	-----	1,109.75
Fixed Charges -----	1,320.00	-----	1,320.00
Miscellaneous -----	270.76	-----	270.76
 Total-----	 \$24,592.00	 Total-----	 \$24,592.00

The following is the approved State budget for FY 1969:

Salaries -----			\$36,348
Technical and Special Fees -----			4,500
Communications -----			1,500
Travel -----			1,750
Fuel and Utilities -----			275
Contractual Services -----			1,029
Supplies and Materials -----			2,000
Equipment - Additional -----			1,620
Grants, Subsidies and Contributions -----			4,000
Fixed Charges -----			3,310
 Total-----			 \$56,332

MARYLAND POLICE TRAINING COMMISSION  
RECRUIT SCHOOL ATTENDANCE APPLICATION

NAME                      (First)                      (Middle)                      (Last)                      TRAINING ZONE                      DATE OF EMPLOYMENT                      MANDATORY                     

DEPARTMENT                      PRESENT RANK                      PROBATIONARY PERIOD                      VOLUNTARY                     

HOME ADDRESS                      BIRTHDATE                      AGE                      PLACE OF BIRTH                     

U.S. CITIZEN                      BY BIRTH                      BY NATURALIZATION                      WHEN                      WHERE                      NUMBER                     

HIGH SCHOOL DIPLOMA AWARDED BY: NAME OF SCHOOL                      DATE                     

MARYLAND HIGH SCHOOL EQUIVALENCE CERTIFICATE ISSUED: DATE                      I.Q.                     

INDICATE CHOICE OF SCHOOL AND COURSE: (Specific School)                     

OR (One Selected by Commission)                      REGULAR OR MINIMUM COURSE                     

PERSONAL HISTORY INVESTIGATION

CHECK BLOCKS TO INDICATE FAVORABLE RESULTS. EXPLAIN THOSE NOT COMPLETELY FAVORABLE ON SUPPLEMENTARY FORM.

AGENCY CONDUCTING INVESTIGATION                      FINGERPRINT CHECK: LOCAL                      STATE                      NATIONAL                     

MILITARY RECORD CHECK                      LOCAL DRAFT BOARD CHECK                      SCHOOL RECORD CHECK                      NEIGHBORHOOD CHECK                     

PERSONAL REFERENCES INTERVIEWED OR CONTACTED                      PRESENT AND PAST EMPLOYER CHECK                      CREDIT AGENCY CHECK                     

DECLARED PHYSICALLY, EMOTIONALLY AND MENTALLY FIT BY:                     

(Doctor's Name, Address, and Date of Examination)

ORAL INTERVIEW CONDUCTED BY:                      DATE:                     

APPLICATION SUBMITTED BY:                      DATE:                       
(Chief of Police or Department Head)