

# POLICE AND CORRECTIONAL TRAINING COMMISSIONS ANNUAL REPORT

FISCAL YEAR 1990

William Donald Schaefer  
Governor

Bishop L. Robinson  
Secretary

John J. O'Neill  
Chairman  
Correctional Training  
Commission

Col. Elmer H. Tippet  
Chairman  
Police Training  
Commission

John A. Schuyler  
Executive Director



STATE OF MARYLAND  
DEPARTMENT OF PUBLIC SAFETY  
AND CORRECTIONAL SERVICES

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POLICE AND CORRECTIONAL TRAINING COMMISSIONS

FY 1990 ANNUAL REPORT

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U.S. Department of Justice  
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January 3, 1992

The Honorable William Donald Schaefer  
Governor of Maryland  
Executive Department  
State House  
Annapolis, Maryland 21404

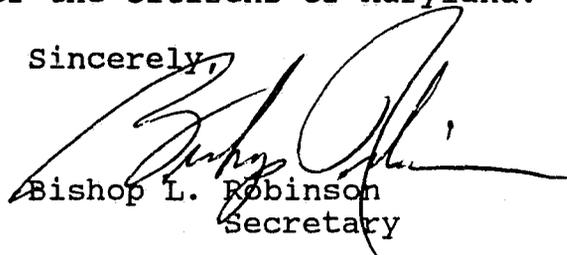
Dear Governor Schaefer:

I am pleased to make available the Annual Report for the Police and Correctional Training Commissions, documenting agency activities for Fiscal Year 1990. The information contained therein is intended to satisfy the reporting requirements set forth in Article 27, Sections 4-201 and 4-301 of the Annotated Code of Maryland.

The Chairman of both the Police and Correctional Training Commissions wish to report several positive activities within the last fiscal year. These include the on-going planning for a new Public Safety Training Center, continued growth of the new Executive Development Program, implementation of the Drug Abuse Resistance Education (DARE) program throughout Maryland and expansion of the activities of a Community Crime Prevention Institute. In addition, the agency has efficiently managed an increase in correctional entrance-level and other types of training over the last few years.

The Commission will endeavor to continue to provide high quality training to law enforcement, correctional and other public safety personnel to prepare them to perform their respective jobs to the best of their abilities and provide for the highest level of protection for the citizens of Maryland.

Sincerely,



Bishop L. Robinson  
Secretary

BLR:FLM:mcr



STATE OF MARYLAND  
WILLIAM DONALD SCHAEFER, GOVERNOR  
MELVIN A. STEINBERG, LT. GOVERNOR  
DEPARTMENT OF PUBLIC SAFETY  
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BISHOP L. ROBINSON, SECRETARY

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CORRECTIONAL TRAINING COMMISSION  
OL. ELMER H. TIPPETT  
CHAIRMAN  
POLICE TRAINING COMMISSION

December 10, 1991

Bishop L. Robinson, Secretary  
Department of Public Safety  
and Correctional Services  
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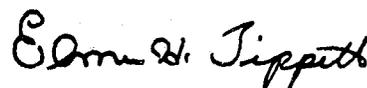
Dear Secretary Robinson:

We are pleased to present the Annual Report for the Police and Correctional Training Commissions accounting for agency activities during Fiscal Year 1990. The issuance of this report is intended to satisfy the requirements set forth in Article 27, Sections 4-201 of the Annotated Code of Maryland.

We believe that both the Police and the Correctional Training Commissions continue to take very positive and concrete steps to significantly increase and upgrade the general training standards of police and correctional personnel, both now and in the future. The agency has accomplished this with a limited budget while at the same time efficiently managing the increasing demand for current and new training programs. We further believe that each Commission will continue to meet the increasing training demands while enhancing the overall quality of law enforcement and correctional training in Maryland.

Respectfully yours,

  
Chairman  
Correctional Training Commission

  
Chairman  
Police Training Commission

## EXECUTIVE SUMMARY

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

A number of accomplishments and noteworthy events occurred during FY90.

- \* The Executive Development program, initiated in FY88, held several programs that were planned by an Executive Fellow. An Administrator position was authorized to manage the program but it was left unfilled in FY90 to meet mandated fiscal restraints. However, a total of 243 persons still participated in Executive Development programs.

- \* The Agency continued to plan for the Public Safety Training Center to be constructed near Sykesville. This proposed Center is necessary to provide relevant law enforcement and correctional training which is either presently inadequate or unavailable to meet current needs. Separate site and facility Master plans were completed during the year. Additional capital construction funds were appropriated for further architectural planning from the Law Enforcement and Correctional Training Fund, which totalled almost \$8,000,000 by July, 1990. This Center has received unanimous support from Maryland's law enforcement and correctional communities.
  
- \* The Maryland Community Crime Prevention Institute (MCCPI) offered several innovative and unique workshops and training programs as well as continuing basic Crime Watch activities. Training was provided to 506 persons from the private sector, law enforcement agencies and other public organizations in a wide variety of crime prevention topics.
  
- \* The MCCPI began to coordinate the implementation of the statewide Drug Abuse Resistance Education (DARE) program which now has programs in over 90% of Maryland's school districts. Two new two-week programs were developed and held specifically to train DARE officers.

- \* The number of persons completing correctional entrance-level, supervisor and administrator training totaled 1,342 in FY90, reflecting the larger correctional staffs and new and expanded facilities which have opened. Most of the correctional entrance-level training is now being conducted at the agency headquarters in Woodstock.
  
- \* To accommodate the continued high demand for training at Woodstock, a new satellite center was opened at a nearby Maryland National Guard facility. In addition, class size continued to be large, programs were staggered and most other types of programs were held off-site.
  
- \* Law enforcement training continued at high levels, reflecting the steadily increasing numbers of new and current police officers. A total of 1,053 police officers completed entrance-level, supervisor and administrator programs in FY90. Two new police academies were approved to accommodate the needs of smaller agencies.
  
- \* The number of police and correctional personnel receiving in-service training continues to increase, especially for the latter group. Correctional in-service training was provided to 4,672 correctional personnel, up 14% over FY89. A total of 10,498 police officers also completed approved in-service training in FY90. The Agency also continues to offer at least monthly instructor training programs to meet the

demand for this type of training. Specialized and firearms instructor programs are also provided as needed.

- \* The Resource Center continues to provide a wide variety of training support activities including the annual circulation of about 4,000 audiovisual programs and over 80 pieces of AV equipment. The Resource Center also produces several different types of audiovisual training resources for Statewide and national distribution. The agency newsletter, Training Notes, continues to provide valuable information to Maryland's 250 law enforcement and correctional agencies as well as providing updates on a wide variety of available training programs.

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## INTRODUCTION

The Police Training Commission and the Correctional Training Commission are two separate and distinct Commissions under the Department of Public Safety and Correctional Services established and regulated by separate sections of Article 41 of the Maryland Annotated Code (Section 4-201 - Police Training and Section 4-301 - Correctional Training). Both Commissions are vested with the authority to set standards of initial selection and training for all governmental (State, county, and municipal) law enforcement, or correctional and parole and probation officers, respectively, in the State of Maryland, and to otherwise upgrade the professionalism of these officers.

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

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

A draft law was completed in October, 1965 and circulated to all Chiefs of Police in Maryland. Ratification of the final draft by the general memberships of both MCPA and MLEO was then accomplished. With wide public and professional support, the "Minimum Standards Training Act for Maryland Police" was enacted and signed into law by Governor J. Millard Tawes on April 22, 1966.

The Correctional Training Act, the result of a call for improved selection and training standards by local jail administrators and managers, was introduced in the 1970 Session of the General Assembly. The General Assembly recommended revisions to administratively merge the proposed Correctional Training Commission with the Police Training Commission under a single staff. It was this revised plan that was approved by the Legislature and enacted into law on April 29, 1971.

As the demands on law enforcement and correctional personnel continue to increase, the importance of training grows more urgent than ever, and the need for selection standards becomes even more fundamental. It is the purpose of this Agency and the Commissions it serves to continually evaluate the requirements of law enforcement and corrections, to propose changes, to instruct, to provide material assistance and to monitor training to enable law enforcement and correctional officers and agencies to better serve the public they are sworn to protect.

## HIGHLIGHTS AND ACCOMPLISHMENTS

### CORRECTIONAL TRAINING

The total number of personnel receiving training under the auspices of the Correctional Training Academy in FY90 decreased slightly from 1,421 to 1,342 (not including in-service) over FY89. However, an increase is anticipated in FY91 with new and expanded State and local correctional facilities continuing to open. Reported in-service training increased by more than 14% over the previous year.

### CORRECTIONAL ENTRANCE-LEVEL TRAINING

During FY90, 1,195 Correctional Officers, Classification Counselors, Institutional Support Staff, and Parole and Probation Agents completed an entrance-level training program. In FY90, personnel received training at the Woodstock location (791), at a new nearby satellite site (121), in Hagerstown (91), at the new Southern Maryland Criminal Justice Academy (9), at the Eastern Shore Criminal Justice Academy in Salisbury, Maryland (13) and at the Parole and Probation program in Columbia (63).

At Woodstock, the average class size continues to be large to accommodate the greater demand for training, especially since more

training is being done here with the closing of Division of Correction satellites. An additional classroom generously provided by a Maryland National Guard (MANG) facility was also opened near the Woodstock site. The Eastern Shore Academy has also expanded its programs to accommodate the needs of the Eastern Correctional Institution as well as those of the other local jurisdictions.

Additional, staggered programs will continue to be held at the Woodstock and MANG sites to accommodate the increased training demands as will continuation of some of the satellite programs. A new program also is being planned at Prince George's County to meet their growing demand. The Parole and Probation training programs will continue at their Headquarters in Columbia.

Four new training positions were approved in the FY90 Budget and employed at the agency in January, 1990, primarily to instruct in the correctional entrance-level training program.

#### CORRECTIONAL SUPERVISOR TRAINING AND ADMINISTRATOR TRAINING

In Fiscal Year 1990, the Correctional Training Commission conducted seven first-line Correctional Supervisor Programs with a total of one hundred and eighteen participants. Two first-line Administrator programs were also held and twenty-nine individuals successfully completed the programs. A similar number of Supervisor and Administrator programs will be held in FY91.

CORRECTIONAL TRAINING ACTIVITIES SUMMARY

	<u>ACTUALS</u>		
	FY88	FY89	FY90
Correctional Officers & Classification Counselors (25 days)	1,052	1,009	984
Correctional Staff (first 14 days)	179	156	147
Parole & Probation Agents (26 days)	<u>33</u>	<u>63</u>	<u>64</u>
ENTRANCE LEVEL TRAINING TOTALS	1,264	1,228	1,195
Supervisor Training	133	158	118
Administrator Training	<u>20</u>	<u>35</u>	<u>29</u>
TOTALS TRAINED THROUGH COMMISSION	1,417	1,421	1,342
Approved Correctional Inservice Training Conducted by Other Agencies	<u>3,714</u>	<u>3,850</u>	<u>4,677</u>
GRAND TOTALS	5,131	5,271	6,019

## LAW ENFORCEMENT TRAINING

The total number of police officers receiving training under the mandates of the Police Training Commission increased slightly in FY90 but should grow significantly in FY91. The steady growth in the number of law enforcement officers will insure a modest growth in the training activities in FY91 and beyond.

## POLICE ENTRANCE-LEVEL TRAINING

The number of police officers completing entrance-level training through the sixteen certified academies decreased in FY90 over the previous year. However, these figures are misleading because 12 academies were still in session as of July 1, 1990. Along with the regularly scheduled sessions in FY91, this should lead to a dramatic increase in officers completing training in FY91.

The Southern Maryland Criminal Justice Academy was added to the listing of certified Class I police academies. A new program, sponsored by the Municipal Police Chiefs' Association of Prince George's County, and held at the Prince George's Community College, was also approved for certification.

POLICE SUPERVISOR AND ADMINISTRATOR TRAINING

The number of police officers completing supervisor training programs increased almost 40% over FY90. The number completing administrator programs also increased by 77% in FY90 over the previous year with the steady increase in the number of law enforcement officers. These training programs should continue at this level in FY91.

Both types of programs have now been moved off-site to various locations throughout the State because of lack of space at Woodstock. However, this action has the secondary benefit to local agencies of increasing accessibility to all areas of the State.

LAW ENFORCEMENT TRAINING ACTIVITIES SUMMARY

	<u>ACTUALS</u>		
	FY88	FY89	FY90
Police Entrance-Level Training Conducted by Certified Academies	722	961	790
Law Enforcement Supervisor	131	109	183
Law Enforcement Administrator Training	<u>52</u>	<u>45</u>	<u>80</u>
TOTALS TRAINED THROUGH THE COMMISSION	905	1115	1053
Commission Approved In- Service & Firearms Conducted by Police Agencies	<u>9900</u>	<u>10421</u>	<u>10498</u>
GRAND TOTALS	10805	11536	11551

## OTHER AGENCY TRAINING PROGRAMS

The Agency provides certain mandated and specialized training for police, correctional, and other public safety personnel. These programs include the mandated general instructor and advanced or specialized instructor programs, as well as the executive development, community crime prevention and other specialized or in-service programs. The instructor and executive development programs are jointly attended by police and correctional personnel, while the other programs may be tailored to a particular group.

### INSTRUCTOR TRAINING

In FY90, the 35-hour general instructor training program for law enforcement and correctional trainers experienced a small increase in the number of persons trained over the previous year. This increase largely reflected the need for more trainers to conduct the annual programs for growing police and correctional staffs. Programs were held at least monthly to accommodate the number of persons seeking to be certified as instructors. In addition, both Commissions extended the certification of all regular, associate and firearms instructors from 2 to 4 years. A small increase in the number trained is expected in FY 91.

## EXECUTIVE DEVELOPMENT

The Executive Development Program offered several programs in FY90 that had been developed and scheduled by the last Executive Fellow, Jack McGaughy, before his departure on June 30, 1989. This included four one to three day programs in a series entitled "Senior Executive Seminars". Another program entitled "The Leadership Challenge" enrolled a group of 25 senior managers in a year-long series of nine day-long seminars designed to give them the opportunity to interact with prominent authorities in diverse fields.

An Administrator position was approved by the Legislature to manage the Executive Development program. However, the position was frozen for budgetary purposes until FY91. Fortunately, many programs for FY90 had previously been planned and scheduled so that reductions in the program were not as severe as they could have been. However, it appears that this position and much of the funding will again be frozen in FY91, which will severely curtail the program.

## SPECIALIZED TRAINING

The Agency continued to offer special training programs in FY90. Special programs, varying in length from one to five days, were again provided for instructors in Firearms, Chemical Agents and Fire Safety Inspection.

The lack of space at the Woodstock site, the unavailability of National Institute of Corrections programs, lack of additional qualified in-State instructors, and the absence of additional training funds have limited the number of specialized programs that the Agency can currently offer.

In FY91, the Agency plans to offer programs for instructors in Chemical Agents, Firearms and Self-Defense. Other programs are planned which will cover the topics of Stress, Reality Therapy, Advanced Interpersonal Communications, Fire Safety Inspection, Gangs in Prisons and Hostage Negotiations.

#### COMMUNITY CRIME PREVENTION INSTITUTE

During FY90, the Maryland Community Crime Prevention Institute (MCCPI) made significant progress in the provision of community-oriented services and the fostering of public/private crime prevention partnerships.

The MCCPI teamed with the Executive Development Program in the planning and presentation of a workshop entitled, "Crime Prevention: An Affordable Solution". This program brought together law enforcement executives and representatives from the business sector to provide them with information on the development of successful crime prevention programs through public/private partnerships.

A workshop entitled "Hate Groups: An Organized Response", was co-sponsored by MCCPI and the Maryland Commission on Human Relations was held in May. Over 250 people from a wide range of

groups attended this program which featured presentations from local, State and national experts on the issue of racial, religious and ethnic violence.

The MCCPI conducted its first Regional Basic Crime Prevention Training for law enforcement utilizing its specially trained cadre of volunteer instructors and newly developed crime prevention lesson plans. The Institute also joined forces with the Maryland Crime Prevention Association (MCPA) to hold two workshops for law enforcement and child service workers, "Developing Presentation Skills on the Child Abuse Issue" and "Using McGruff in Drug Abuse Prevention Presentations".

In recognition of the impending need for increased drug abuse prevention programs, MCCPI began coordinating a concerted effort to foster the implementation of the D.A.R.E. Program in all areas of Maryland. Two 2-week D.A.R.E. Officer Training Programs were held at St. Mary's College (June 17-29 and July 15-27, 1990). As a result, a D.A.R.E. Program is in place in one or more school districts in 90% of Maryland's Counties and Baltimore City.

Additionally, MCCPI assisted community crime prevention efforts throughout the State by printing and distributing crime prevention literature, arranging McGruff appearances, and lending crime prevention audiovisual materials and equipment. The Annual Governor's Crime Prevention Awards Ceremony recognized outstanding crime prevention achievements on the part of law enforcement, community groups and individual citizens.

OTHER AGENCY TRAINING ACTIVITY SUMMARY

	<u>ACTUALS</u>		
	<u>FY88</u>	<u>FY89</u>	<u>FY90</u>
General Instructor	317	269	278
Specialized Instructor/Other	189	125	41
Firearms Instructor	91	54	42
Executive Development	40	271	243
Community Crime Prevention	<u>N/A</u>	<u>N/A</u>	<u>506</u>
TOTALS - OTHER AGENCY TRAINING	637	719	1110

PUBLIC SAFETY TRAINING CENTER

On August 30, 1989, the Board of Public Works approved the transfer of approximately 720 acres of land, previously the University of Maryland Beef Research Farms near Springfield State Hospital in Sykesville.

A Development Program and Master Plan was completed by the firm of Daniel, Mann, Johnson and Mendenbell (DMJM) on January 29, 1990 for presentation to the 1990 General Assembly. The Senate engaged a consultant to review the master plan. The consultant's report then recommended that some available buildings at nearby Springfield State Hospital be used as part of the Center. In addition, a Facility Master Plan was also completed on February 23, 1990 by Geisler Smith Associates. In addition to \$3.0 million appropriated in FY89, the Legislature also appropriated another \$7,550,000 in capital construction funds.

In June, 1990 the Budget Committee released additional funds to contract with DMJM to develop a comprehensive feasibility study to determine the possibility of using vacant Springfield State Hospital buildings for some functions at the new Center. This document will be completed for submission to the 1991 General Assembly. As of July, 1990, approximately \$8.0 million has been collected from the Law Enforcement and Correctional Training Fund.

#### CERTIFICATION SECTION OPERATIONS

In FY90, the Certification Section continued to distribute certification cards to almost 12,500 police officers currently certified. In June, certification cards were delivered to police agencies for distribution to officers with certain birth months who had successfully completed the appropriate training in the previous calendar year. Their certification continues for three years starting on July 1, 1990.

In addition, the Certification Section issued over 700 probationary certification cards to police officers in their first year of employment who have met selection standards but have not yet received entrance-level training. Several hundred new cards are also issued annually to officers transferring to new agencies who meet the appropriate selection and training standards.

## RESOURCE CENTER OPERATIONS

The Resource Center provided assistance in all phases of instructional support during FY90. During this time, the Center was responsible for the loan of nearly 4,000 films and audiovisual programs, as well as over 800 articles of training equipment.

The size of the Center holdings continues to increase at an annual rate of over 50 new programs. It is noteworthy that the majority of these materials are secured through such low cost means as in-house production, interagency cooperative production, interstate trade, national sponsorship, transfer from other agencies and sponsorship by such organizations as the Maryland Law Enforcement Officers, Inc. and the Maryland State Sheriffs' Association.

Instructional materials development and preparation services activity was highlighted by production of the overhead transparencies series, Correctional Officer Responsibilities, Group Dynamics, and Immune Response to Virus Infection, the video taping of Partnerships For Protection, and a resource catalog for the Maryland Community Crime Prevention Institute. In addition, the Center produced the nationally distributed audio cassette, 1988 - 1989 Supreme Court Term and provided large scale duplication and distribution of media training programs in the areas of hazardous materials, AIDS, and correctional entrance-level training. Altogether 88 audiovisual production requests were completed during FY90.

In addition to Correctional Training Academy support operations, the Center continued to provide direct support to all regional police training academies, the Department of Juvenile Services, Administrative Office of the Courts, the Office of the State's Attorneys' Coordinator, as well as local police and sheriff's departments and detention centers.

The range of Center operations continues to include instructor training, curriculum library supervision, and coordination of the State-wide Media Resources Central Management Program, as well as production of the agency newsletter, Training Notes.

All Center operations continue to be supported in good measure through a cost recovery program that substantially funds instructional materials preparation services and maintenance of the Center's vast circulating audiovisual collection.

#### TRAINING DIRECTORS ADVISORY GROUP

The Training Directors' Advisory Group is comprised of the training directors of eighteen certified Class I and II Academies. The group meets bi-monthly to discuss the major issues of concern in law enforcement training in Maryland. They research and propose improvements in training and assist in program development in cooperation with the Police Training Commission. In this advisory group, a key networking source has been developed. It is through their continued cooperation and efforts that the professional training of law enforcement officers is enhanced.

In FY90, the Emergency Vehicle Operations sub-committee of the Advisory Group continued development of Defensive Driving/Emergency Vehicle Operations training programs for both officers and instructors. In addition, recommendations were developed for amendments to the Emergency Vehicle Operations Regulations. The Firearms Sub-Committee assisted the Commission staff in the development of new and revised minimum standards for entrance-level and annual firearms training programs and certification of firearms instructors.

Advisory Group Members during this period included:

Capt. Lee Apperson  
Anne Arundel County  
Police Academy

Maj. Patrick Bradley  
Baltimore City Police  
Academy

Capt. Robert Mullins  
Baltimore County Police  
Academy

Mr. Les Payne  
Eastern Shore Criminal  
Justice Academy

Sgt. Tom Chase  
Frederick City Police  
Academy

Lt. Hank Rector  
Harford County  
Academy

Lt. Angus Park  
Howard County Police Academy

Lt. Frederick Batton, Jr.  
Maryland Toll Facilities  
Police Academy

Lt. John Meiklejohn  
Montgomery County Police  
Academy

Maj. Thomas R. Turner  
Natural Resources Police  
Academy

Capt. Ralph Kalmus  
Prince George's County  
Police Academy

Mr. Harry Polis  
Prince George's County  
Municipal Police Academy

Mr. Steve Allen  
Southern Maryland Criminal  
Justice Academy

Cpl. George Ginovsky  
University of Maryland  
Police Academy

Capt. David Yohman  
Maryland State Police  
Academy

1st Sgt. Michael Switalski  
Elkton Police Academy II

Lt. Michael Taborn  
Washington Metro Transit  
Police Academy II

Sgt. Jack Hall  
Western Maryland Police  
Academy

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POLICE TRAINING COMMISSION

MEMBERSHIP

Col. Elmer M. Tippet, Chairman  
Superintendent, Maryland State Police

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

John J. O'Neill, Deputy Secretary  
Department of Public Safety and Correctional Services

J. Joseph Curran, Jr.  
Attorney General of the State of Maryland  
Represented by Emory A. Plitt, Jr., Assistant Attorney General

Joseph V. Corless, Agent-In-Charge  
Federal Bureau of Investigation, Baltimore Office

Russell E. Wroten  
Chief of Police, Cambridge Police Department

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

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

Sheriff Robert C. Snyder  
President, Maryland State Sheriffs' Association (Sept. 1989)

Richard J. Ashton  
Chief of Police, Frederick Police Department

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

Chief R. Edward Blessing (Sept. 1989)  
President, Maryland Chiefs of Police Association

Lt. Col. Frank Mazzone (until September, 1989)  
President, Maryland Chiefs of Police Association

Capt. Robert Jenkins  
President, Maryland Law Enforcement Officers, Inc.

Carl McVeigh (September, 1988)  
President, State Lodge, Fraternal Order of Police

CORRECTIONAL TRAINING COMMISSION

MEMBERSHIP

- John J. O'Neill, Deputy Secretary  
Department of Public Safety and Correctional Services
- Sheriff Robert C. Snyder, President, Maryland State Sheriff's  
Association, Represented by Grover N. Sensabaugh, Sheriff,  
Carroll County
- J. Joseph Curran, Jr., Attorney General of the State of Maryland  
Represented by Emory A. Plitt, Jr., Assistant Attorney General
- Dr. Calvin W. Burnett, President, Coppin State College  
Represented by Dr. Jerusa Wilson
- Samuel F. Saxton, Director  
Prince George's County Department of Corrections
- Elmanus Herndon (November, 1989)  
Acting Commissioner, Division of Correction
- Fred F. Jordan (until October, 1989)  
Commissioner, Division of Correction
- E. Dale Zepp, Warden, Harford Co. Detention Center  
President, Maryland Correctional Administrators Association
- Henry L. Templeton  
Director, Division of Parole and Probation
- David Helman, Deputy Assistant Director  
Human Service Division, Federal Bureau of Prisons
- Michael F. Butler, Correctional Officer  
Frederick County Detention Center
- LeMonte E. Cook, Warden  
Warden, Queen Anne's County Detention Center
- Paul S. Hastmann, Executive Director, Commission on Correctional  
Standards  
President, Maryland Criminal Justice Association
- Barbara Bostick, Commissioner  
Baltimore City Jail

AGENCY STAFF

John A. Schuyler  
Executive Director

Linda Smith (4/25/90)  
Administrative Aide

Levora Cherry  
(until 2/21/90)  
Administrative Aide

Education and Training

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

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

Debra Neighoff  
Instructor

Lois A. Wolfson  
Chief, Correctional Entrance-Level  
Training

Elbert Henderson (1/10/90)  
Instructor

Theresa M. Satterfield  
Chief, Correctional Specialized  
Training

Jerlean Miller (1/10/90)  
Instructor

David H. Smith  
Development Specialist

Paul Reed (1/10/90)  
Instructor

Gloria A. Herndon  
Instructor

Patrick Smith (1/10/90)  
Instructor

Mahan S. Najjar  
Instructor

Elizabeth L. Dell  
Office Secretary

John S. Ralston  
Instructor

Maria Koenig  
Office Secretary

E. Ronald Eckels  
Instructor

Carolyn Jordan  
Office Secretary

Administrative Services

Francis L. Manear  
Assistant Director for Administrative Services

Marsha J. Evans (until 3/30/90)  
Certification Officer

Margaret C. Reddick  
Data Processing Operations  
Technician

L. Christine Melville  
Administrative Specialist

Deborah Kelly  
Office Secretary

Support Services

Raymond A. Franklin  
Assistant Director for Support Services

Community Crime Prevention  
Institute

Resource Center

Patricia L. Sill  
Administrator

Lewis E. Pindell  
Audiovisual Supervisor

George A. Boston  
Crime Prevention Specialist

Roberta A. Thompson  
Office Secretary

Joyce R. Gary  
Office Secretary

Linda Bowen  
Library Assistant

Maintenance

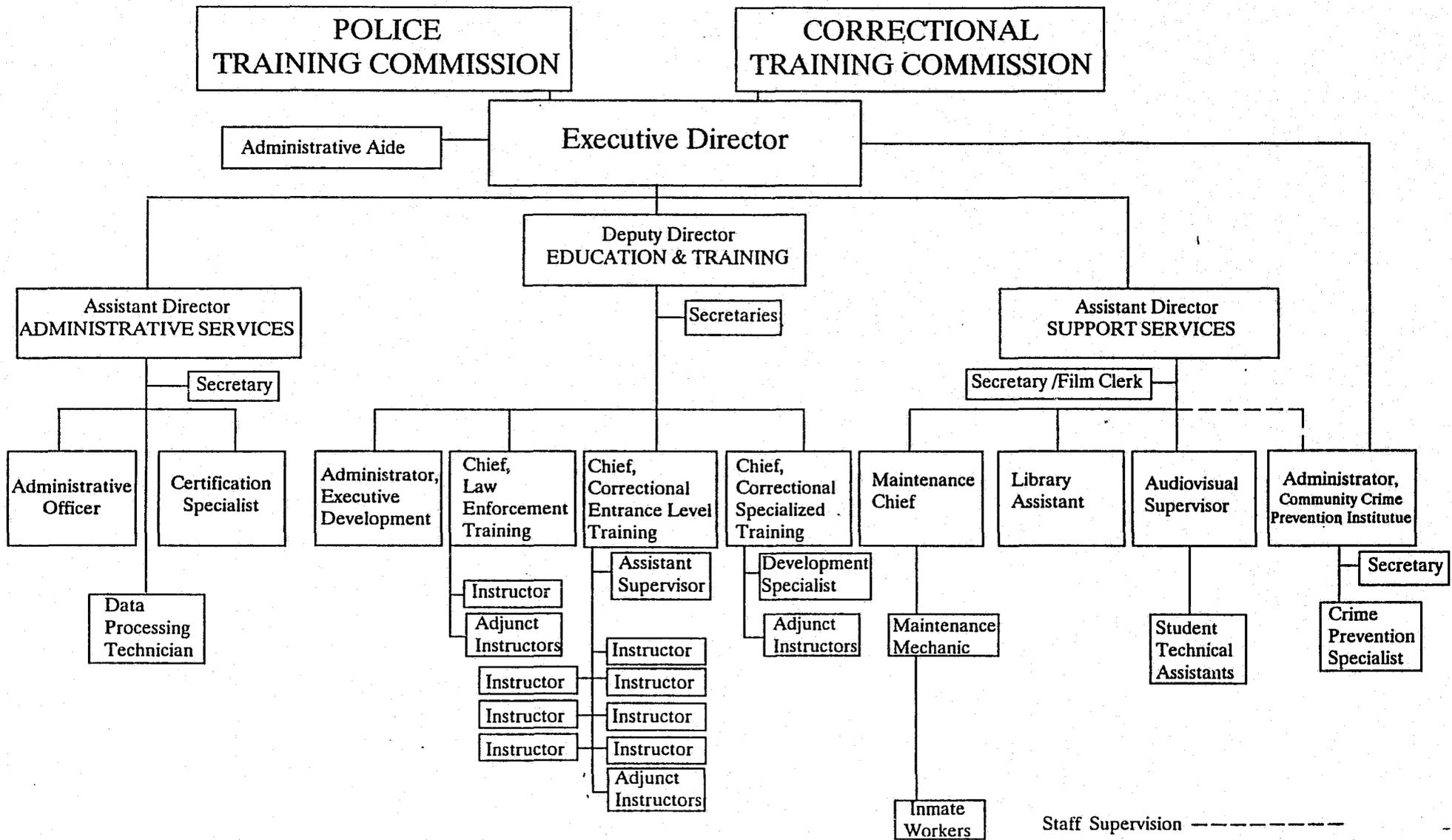
James E. Lowery, Jr.  
Chief, Maintenance Unit

Cynthia Gillum  
Student Technical  
Assistant

Edward Thompson (5/30/90)  
Maintenance Mechanic

Michael Smith  
Student Technical  
Assistant

Clarence Brown (until 5/30/90)  
Maintenance Mechanic



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SERVICES OF THE POLICE AND  
CORRECTIONAL TRAINING COMMISSIONS

DEVELOPMENT OF SELECTION AND TRAINING STANDARDS

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

ACADEMY CERTIFICATION

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

TRAINING RESEARCH AND DEVELOPMENT

The Commissions are mandated by law "to make a continuous study of entrance-level and in-service training methods and procedures" and to "consult and cooperate in the development of specialized courses of study" for both police and correctional officers in Maryland. To this end, training standards are continually under review, with requirements revised accordingly.

POLICE OFFICER CERTIFICATION

The Police Training Commission is authorized by law to certify, recertify, revoke or suspend the certification of all police officers in Maryland. This certification is a formal acknowledgment of a police officer's compliance with the selection and training requirements of the Commission and the authority to exercise the authority of a law enforcement officer.

Police officer certification cards are forwarded to all eligible persons meeting the selection and training standards of the Police Training Commission after graduation from an approved, certified police training academy. These cards are renewed every three years for those police officers who successfully complete the mandated training requirements annually. These records of certification allow the officers to verify their police authority in Courts of Law as that authority relates to the standards of the Commission. Probationary certificates are also given to sworn officers who have met the selection standards and are awaiting the completion of the entrance-level training within their first year of employment.

All police officers at or below the rank of first-line supervisor are required to receive at least 18 hours of approved in-service training and to qualify with their firearms annually to maintain this certification. Only annual firearms qualification is necessary for officers above the rank of first-line supervisor to maintain this certification. The certification renewal process is handled on a staggered basis with one third of the eligible officers being recertified each year based on their month of birth.

#### RECORDS AND INFORMATION MANAGEMENT

The Agency has the responsibility to maintain entrance-level selection and training records for law enforcement officers, correctional officers, classification counselors, correctional institutional support staff, parole and probation officers and drinking driver monitors. Training records are also maintained for both police and correctional supervisor and administrator training. Also maintained are records of annual in-service training and annual firearms requalification for both police and correctional personnel.

These records as well as the certificate information are maintained in the agency's computerized Training Information Management System (TIMES). Altogether more than 30,000 base records are currently maintained in this system, over 20,000 of which require annual revision. Most of these additions reflect annual in-service and firearms training. Records of new police and correctional personnel are also continually being updated to insure that entry-level standards are met.

#### LAW ENFORCEMENT TRAINING

All entrance-level training mandated for police officers and deputy sheriffs with law enforcement functions is provided by sixteen Class I Training Academies certified by the Police Training Commission. Providing a network of regionally located training, the academies are generally operated by individual law enforcement agencies or in conjunction with educational institutions, singly or combined. Class I academies are also certified to offer approved in-service supervisory, administrator, firearms, and comparative compliance training. Class II academies can offer all of these programs with the exception of entrance-level training.

Mandated in-service and firearms training is primarily provided through local agencies, though the academies may offer some programs for other agencies. Each agency is required to submit training plans for approval prior to program implementation.

## CORRECTIONAL TRAINING ACADEMY

The Correctional Training Academy has primary responsibility for providing the mandated entrance-level training for all Correctional Officers, Classification Counselors, and Institutional Support Staff in the State of Maryland. Based on a Job Task Analysis, the full Academy program is currently 25 days in duration for Correctional Officers and Classification Counselors and 14 days for Institutional Support Staff. At Woodstock, the 25 day programs run continuously throughout the year. The Correctional Training Academy also sponsors and approves Entrance-Level Training Programs conducted by the Division of Parole and Probation for Agents and for Drinking Driver Monitors.

### SUPERVISOR AND ADMINISTRATOR PROGRAMS

Both the Police and the Correctional Training Commissions offer the supervisor and the administrator programs for all law enforcement and correctional personnel who must complete such training within one year of their appointment to an eligible position. The supervisor program is given to all persons who are promoted to first-line supervisory positions as identified by that agency. The administrator program is for those who have been promoted from a supervisory rank to first-line administrative positions as defined by the Agency. The Commissions offer both programs at the facility in Woodstock and at other locations throughout Maryland.

### INSTRUCTOR TRAINING

An intensive five-day general instructor training program is provided to develop a cadre of properly trained instructors for both the correctional and law enforcement communities. These programs are normally conducted at least monthly. The instructors receive a formal introduction to teaching strategies, techniques, curriculum development, learning objectives and audiovisual instructional methods. An actual training unit is developed and presented for videotape review.

### SPECIALIZED TRAINING

The Training Commissions respond to regular and developing training needs as they are identified and continuously seek to offer relevant and timely specialized training programs to both law enforcement and correctional agencies. Much emphasis has been placed on "train-the-trainer" programs which prepare trainers or instructors to go back into their own agencies or institutions and conduct training sessions there for other personnel. Some of the specialized instructor programs include First Aid and CPR,

defensive tactics, use of chemical agents, AIDS, firearms, etc. In addition, the Commissions may offer other specialized and advanced training programs developed by staff or provided through such outside organizations as the National Institute of Corrections, the Federal Bureau of Investigation, and other State, local or federal public safety agencies.

#### RESOURCE CENTER LIBRARY

Organized originally as a curriculum library, the Resource Center Library now offers general and technical reference services to trainers and training managers and functions as a major resource for administrators and personnel from many criminal justice agencies and institutions. A collection of books, periodicals and technical training manuals is maintained for the purposes of curriculum development and research in the various fields of criminal justice, corrections and law enforcement. Computerized online searches of all major criminal justice databases including NCJRS may be run by library staff upon request.

#### FILM LIBRARY

Comprising over 600 criminal justice titles in all audiovisual formats, the library is the largest of its kind in the State. Films and other materials are circulated to police, correctional, and parole and probation trainers, specialists in juvenile services, judicial, and prosecutorial education, as well as crime prevention and police community relations personnel.

#### MEDIA RESOURCES CENTRAL MANAGEMENT PROGRAM

Offered under the auspices of the Criminal Justice Resource Center, this program provides on-going maintenance of institutional and departmental film libraries. The program requires inter-agency availability of materials and is designed to limit local duplicative expenditures. "Criminal Justice Audiovisual Materials", an index of all available State and local audiovisual resources (approximately 1,000 titles), is published and available without cost to all Maryland agencies.

#### INSTRUCTIONAL MATERIALS DEVELOPMENT

The Resource Center designs, prepares and reproduces instructional materials and programs of professional quality tailored specifically to meet individual training needs. The Center can also provide assistance in determining needs and can recommend programs of instructional support to better meet particular instructional objectives.

## COMMUNITY CRIME PREVENTION INSTITUTE

The Crime Watch program, now a component of the Maryland Community Crime Prevention Institute (MCCPI), is a state-wide crime prevention program created in 1978. It serves as a central coordinating body in the State for crime prevention information, program development and training coordination. It involves the joint efforts of major law enforcement and community groups throughout the State and interfaces with other state and national groups to create a training, technical assistance dissemination of printed materials. It also participates in other public information activities, such as the Annual Governor's Crime Prevention awards.

The Maryland Community Crime Prevention Institute was established in April, 1989. The Institute sponsors formalized training programs for public education and police training agencies in crime prevention activities. This includes a crime prevention instructor training program. A Community Crime Prevention resource library is also available at Woodstock. The MCCPI integrates these activities into the training function of the Police and Correctional Training Commissions.

The MCCPI also has responsibility for the Statewide implementation of DARE. DARE is active in almost all Maryland counties and offers drug abuse prevention programs in schools. It also sponsors training programs to law enforcement officers to prepare them to provide DARE programs throughout the State.

### EXECUTIVE DEVELOPMENT

The Executive Development Program, which was created and developed by two Executive Fellows each serving one-year periods, continued as a regular component of the agency's training programs and services in FY90. Programs varying from one to three days each were held in the subject areas of Leadership Style, Quality Circles, Problem Solving and Decision Making and Analysis, and the Leadership Challenge, a unique series of seminars and training sessions for a select group of administrators.

An administrator position was approved in the FY90 Budget to administer and further develop this program, but the agency was unable to fill it until FY91 due to budget restrictions. The development of future programs will depend upon the filling of this position.

BUDGET REPORT - Fiscal Year 1990

BUDGETED APPROPRIATION AND ACTUAL EXPENDITURES

	Appropriation	Expenditure
Salaries	1,088,722	1,124,356
Technical and Special Fees	37,612	9,888
Communications	19,510	22,623
Travel	28,967	24,890
Fuel & Utilities	29,160	29,394
Motor Vehicle Operation & Maintenance	15,728	14,508
Contractual Services	83,450	105,831
Supplies & Materials	80,767	84,234
Equipment - Replacement	4,270	14
Equipment - Additional	29,610	11,894
Fixed Charges	2,864	9,761
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Totals	1,420,660	1,437,393
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General Funds Appropriation		\$1,284,156
Net Amendments		<u>129,327</u>
Total General Funds Expenditure		\$1,413,483
Special Funds Appropriation		\$30,650
Net Amendments (Cancellation)		<u>(\$3,749)</u>
		\$26,901
Federal Funds Appropriation		0
Net Amendments (Cancellation)		<u>(\$2,991)</u>
		(\$2,991)
Total Expenditures		\$1,437,393

## AGENCY PUBLICATIONS

### TRAINING NOTES

Published bi-monthly, Training Notes is this Agency's newsletter. In addition to providing information about Agency programs and requirements, it includes news and articles of interest to trainers, a comprehensive listing of local and national criminal justice training programs available to Maryland officers, a listing of approved in-service training programs and updates on regulation changes.

### WHAT'S NEW

What's New is the monthly newsletter of the Criminal Justice Resource Center. It provides up-to-date information on Resource Center services, new additions to both the book library and audiovisual library, information about State contracts for audiovisual supplies as well as informative articles on audiovisual instructional techniques.

### MARYLAND JUVENILE MANUAL

This Manual includes current Maryland Juvenile Law, Maryland Rules of Procedure, State Board of Education Bylaws, and Juvenile Services Administration Policies, as well as a model police juvenile policy and procedures. The Maryland Juvenile Law section is revised annually. A copy of the Manual was issued to all police and sheriff's departments and a copy of the revision is provided to each department annually.

### DIGEST OF CRIMINAL LAWS

This pocket-sized document is an authoritative quick-reference guide to Maryland and Juvenile Criminal Law, police powers, jurisdiction, and procedures. The Digest is available to all requesting agencies at minimal cost. Approximately 14,000 Digests are distributed annually.

### AUDIOVISUAL MATERIALS CATALOG

Over 500 films, videotapes, slide programs and other audiovisual packages are available through the Criminal Justice Resource Center. Listings provide descriptive information including a synopsis, target audience, length and format. The Catalog is revised and reprinted on a quadrennial basis and is supplemented yearly by the Audiovisual Catalog Update. New materials are reported monthly in What's New. This directory is designed to be a resource guide for those in Maryland's criminal justice community seeking audiovisual material for training and public information.

## LEGISLATION

The law that created the Law Enforcement and Correctional Training Fund was amended by HB 1057. This amendments extended the sunset provision of the law by 5 years from 1993 to 1998. This will allow the collection of additional funds and permit the Agency to finalize contracts for the planning and construction of the Public Safety Training Center.

HB 504, which authorized a Home Detention Program within the Division of Correction, was also passed by the 1990 Legislature. Part of this law required that certain correctional employees in the program, who have limited arrest and search powers, complete a training program approved by the Police Training Commission. Subsequently, the Police Training Commission approved a training program for Home Monitoring correctional employees at its June 25, 1990 Meeting.

### CHANGES IN RULES AND REGULATIONS

#### Correctional Training Commission

On December 4, 1989, amendments to Regulation .01 - .05 and .09 were approved by the Correctional Training Commission. These amendments applied the selection and training standards to Parole and Probation Drinking Driver Monitors.

The effective date of the amendment was February 21, 1990.

#### Police Training Commission

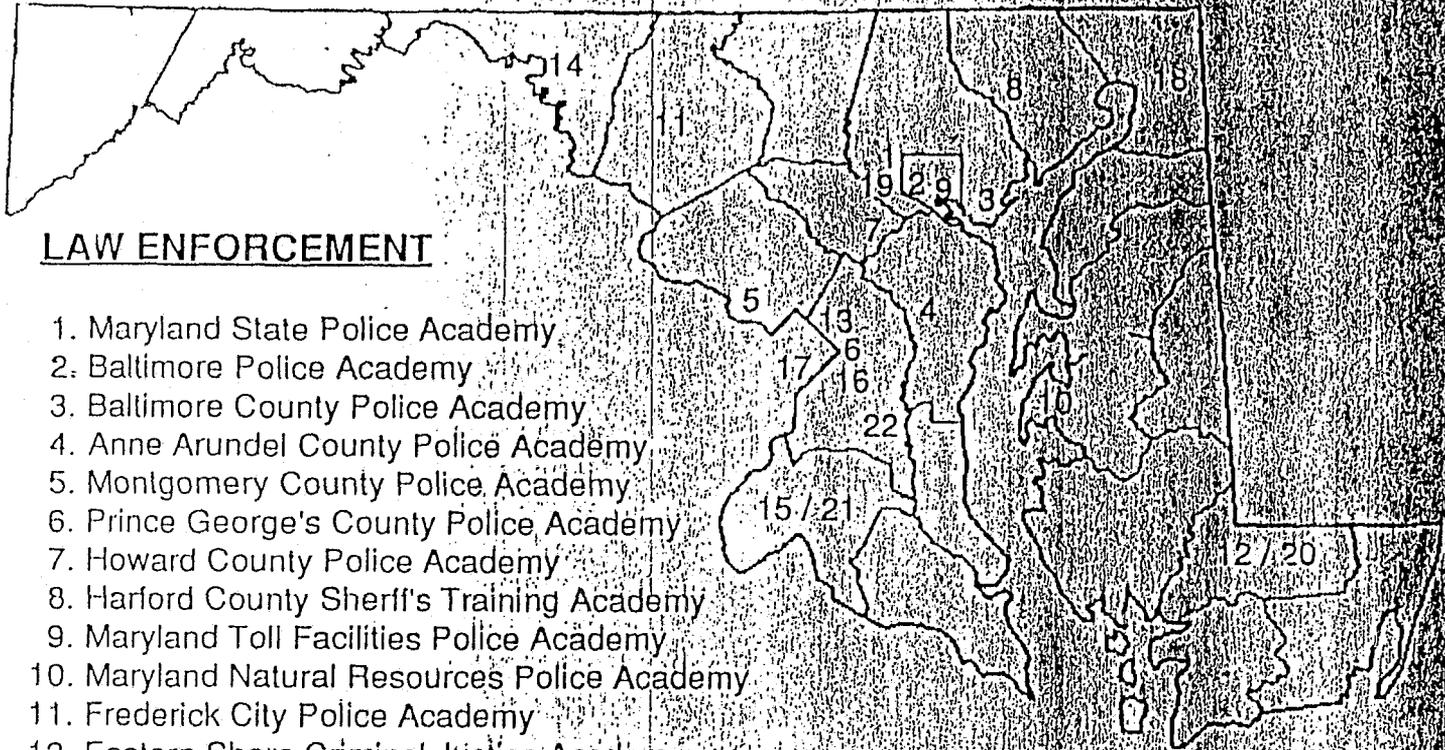
An amendment to Regulation .08 was approved by the Police Training Commission on March 30, 1990. This amendment added the Southern Maryland Criminal Justice Academy to the listing of certified Class I police academies.

The amendment became effective on June 11, 1990.

The Police Training Commission approved an amendment to Regulations .05 and .09 under COMAR 12.04.01, General Regulations at its July 21, 1989 meeting. The amendment increased the minimum number of in-service training hours from 17 and 1/2 to 18 hours for most agencies and from 35 to 36 hours for others. It eliminated the requirement for an agency to seek approval to attend approved programs at another agency and the certification period of instructors was extended from 2 to 4 years.

The effective date of the amendment was October 2, 1989.

# CERTIFIED LAW ENFORCEMENT AND CORRECTIONAL TRAINING ACADEMIES



## LAW ENFORCEMENT

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

## CORRECTIONAL

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