

# MARYLAND POLICE AND CORRECTIONAL TRAINING COMMISSIONS



ELEVENTH ANNUAL

Maryland Police Training Commission

SIXTH ANNUAL

Maryland Correctional Training Commission

**Report to the Governor,**

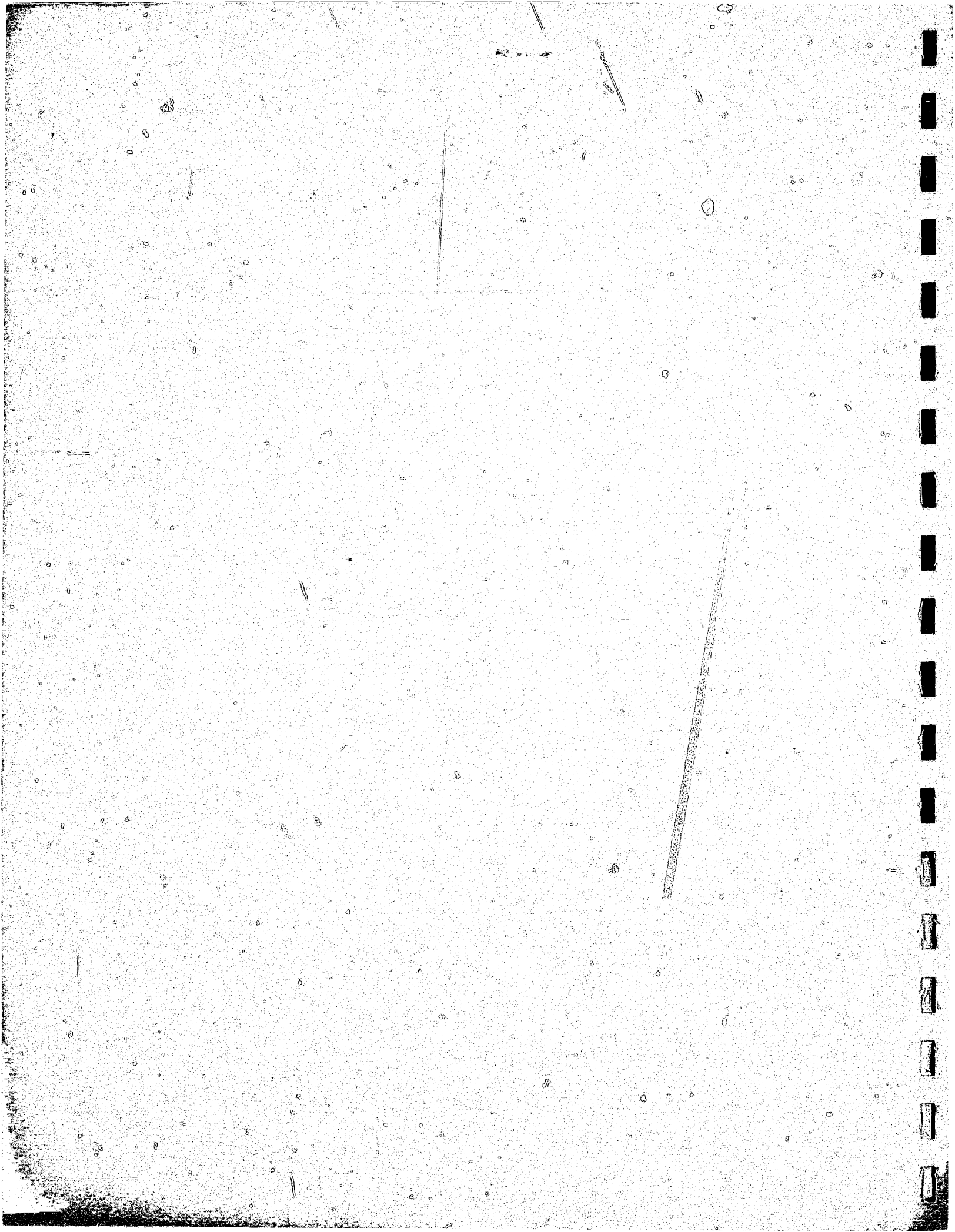
**The Secretary of Public Safety  
and Correctional Services,**

**AND**

**Members of the General Assembly,**

**JULY 1, 1976 - JUNE 30, 1977**

47009





STATE OF MARYLAND  
DEPARTMENT OF PUBLIC SAFETY  
AND CORRECTIONAL SERVICES

ROBERT L. VAN WAGONER  
EXECUTIVE DIRECTOR

ASSISTANT EXECUTIVE DIRECTORS

ROBERT J. LALLY, SECRETARY

POLICE AND CORRECTIONAL TRAINING COMMISSIONS

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ADMINISTRATION

POLICE TRAINING

THOMAS A. ROSAZZA  
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CHAIRMAN  
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CHAIRMAN  
CORRECTIONAL TRAINING COMMISSION

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AREA CODE 301-484-6464

December 7, 1977

The Honorable Blair Lee III  
Acting Governor of Maryland

Members of the General Assembly

and

Mr. Robert J. Lally  
Secretary  
Department of Public Safety  
and Correctional Services

NCJRS

APR 28 1978

ACQUISITION

Gentlemen:

On behalf of the Maryland Police and Correctional Training Commissions, we are pleased to forward the Sixth Annual Report of the Maryland Correctional Training Commission and the Eleventh Annual Report of the Maryland Police Training Commission which cover the period from July 1, 1976 through June 30, 1977.

This represents the third combined report for both Commissions. Although the two Commissions are separate and distinct, both are located within the Department of Public Safety and Correctional Services, both are created and regulated by separate but successive sections of Article 41 of the Maryland Annotated Code (Section 70A for the Police Training Commission and Section 70B for the Correctional Training Commission), both operate under a single budget, and both are served by the same Executive Director and the same staff.

By organization of staff, division of functions, and by program areas in the planning process, the Commissions are divided into three broad areas, each supervised by an Assistant Executive Director, namely Administration, Police Training and Correctional Training. Therefore for purposes of clarity, this Annual Report is divided into the same three broad areas.

During FY 77 two newly mandated programs were developed for the Correctional Training Commission. These were a five-day supervisors' program and a three-day orientation program for other than Correctional Officers and Classification Counselors who are employed in a jail or correctional institution. Also a test validation project was completed with results that showed that existing tests contain an acceptable to high-level of validity and reliability.

Although six positions, federally funded until July 1, 1977, all of which served the Correctional Training Academy, were eliminated on that date due

The Honorable Blair Lee III  
and Mr. Robert J. Lally  
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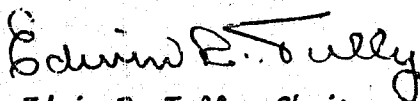
to belief in the General Assembly that the operation of such an Academy was beyond the primary role of the Correctional Training Commission, the Subcommittee on Transportation and Public Safety of the House Appropriations Committee, after affording proper hearings on September 28, 1977, issued an interim report on October 13, 1977 which should be most helpful to the Commission and the Correctional community. This report recommended the continued existence of the Academy as the most viable means of providing the mandated correctional training. If the recommendation is approved by the full committee and the Legislative Policy Committee, the future of the Academy should be assured.

Little actual progress was made during the year toward the renovation of the vacant NIKE site in Granite, Maryland described in last year's letter of October 1, 1976 which appeared as a cover to last year's Annual Report. Although federal funds to cover an architectural and engineering study for such renovation were awarded on June 15, 1976, approval from various government agencies delayed the submission of an RFP for awarding such contract. However, all such approvals have been received and the RFP has been sent to selected architectural firms as of the date of this letter.

During FY 77 an extensive evaluation of the police Entrance-level curriculum was undertaken. It is expected that appropriate modifications of the curriculum will be forthcoming in FY 78.

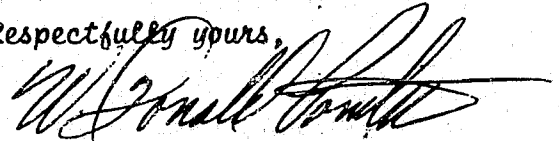
Both Commissions take pride in their overall accomplishments during last year.

Respectfully yours,



Edwin R. Tully, Chairman  
Maryland Police Training  
Commission

Respectfully yours,



W. Donald Pointer, Chairman  
Maryland Correctional Training  
Commission

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# **ADMINISTRATION & ENFORCEMENT**





## AGENCY DESCRIPTION AND SITUATION REPORT

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

The Correctional Training Commission consists of 13 members, nine of whom are ex-officio including the Deputy Secretary for Correctional Services who acts as Chairman, and four of whom are appointed, three by the Secretary of the Department of Public Safety and Correctional Services with the consent of the Governor and the Senate and one of whom is appointed by the Maryland Council on Higher Education.

The Police Training Commission consists of 14 members, ten of whom are ex-officio by virtue of positions held including the Deputy Secretary of Public Safety who acts as Chairman, one who is designated by the Fraternal Order of Police, and three of whom are police officials who are appointed by the Secretary of Public Safety and Correctional Services with the consent of the Governor and the Senate.

During FY 77 the single staff that supports both the Police and Correctional Training Commissions had 19 General Fund positions, three of which were part-time students, and 10 Non-Budgeted positions, two of which were part-time students, all of which were assigned to three primary functional areas of Administration, Law Enforcement Training, and Correctional Training. The Executive Director is appointed by both Commissions with the approval of the Secretary of the Department of Public Safety and Correctional Services while the remaining positions are under the State Merit System. A staff listing follows:

Executive Director - Robert L. Van Wagoner

Office Secretary - Margaret C. Reddick

Assistant Executive Director for Administration - John A. Schuyler

Resource Center -

Director - Raymond A. Franklin

Audio-Visual Technician - Vacant(J.Michael O'Neill  
transferred 4/26/77)

Typist Clerk - Roberta L. Thompson

Student Assistants - Dennis L. Raulin, Karen L. Browne  
Mary Beth Geilfuss

Accounting Unit -

Fiscal Associate - Jumary B. West  
Fiscal Clerk - Ruth E. Voelker

Assistant Executive Director for Correctional Training - Thomas  
A. Rosazza

Stenographer Clerk - Marie A. Brewer

Research, Development and Evaluation Unit -

\*Supervisor - William J. DeVance(Transferred 7/1/77)  
\*Criminal Justice Specialist - Martin H. Frank(Transferred  
7/1/77)  
\*Criminal Justice Specialist - Vacant  
\*Stenographer Clerk - Debbie A. McHenry(Transferred 5/31/77)

Training Operations Unit -

\*Supervisor - Henry S. Cowan, Jr. (Transferred 6/29/77)  
\*Typist Clerk - Shirley Hutson (Transferred 5/3/77)

\*Non-Budgeted positions

Assistant Executive Director for Police Training - Roger P. Quane

Office Secretary - Brenda K. Frey  
Employee Training Specialist - William J. Henning  
\*Employee Training Specialist - Gregory A. Young(Transferred  
4/13/77)  
\*Typist Clerk - Phyllis M. Sirkis

Traffic Services Unit -

Highway Safety Training Specialist - Vacant (Roger P.  
Quane promoted 3/23/77)  
Highway Safety Training Specialist - Carl L. Bart  
Stenographer Clerk - Karen A. Grenagle  
\*Student Assistants - Steven M. Zumbrun(Resigned 12/14/76)  
Ronald W. Haslam (Resigned 8/12/76)

The headquarters for both Commissions is located in Pikesville at 7 Church Lane. The space currently occupied consists of three suites (14, 16, 25) and two additional rooms with a total of 2,472 square feet that house all of the Law Enforcement Training Section, the Administrative Staff and the Criminal Justice Resource Center.

The Correctional Training Section is located in Jessup in a six room Cape Cod house with 1,600 square feet loaned by the Correctional Institution for Women.

Within this framework the Executive Director is the focal point for management, guidance and coordination of the three major sections of the Staff. Under the broad guidance and support of both Commission, the Executive Director is responsible for the achievement of the Commissions' objectives discussed in the sections of this report pertaining to police and correctional training.

With respect to the Non-Budgeted positions shown above, by mid-April the two part-time student positions and the Employee Training Specialist II position that had been established to develop and implement police and security officer in-service training under an LEAA grant had become vacant. After a careful review of the progress the former incumbent had made in getting this program "on-line" it was decided that these positions could be abolished and that the remaining professional responsibilities could be absorbed by other General Fund supported staff members. The clerical position established to support the implementation of in-service training continues to be essential because of the tremendous volume of record keeping involved. In terms of numbers it is necessary to process approximately 3,000 individual training certifications, 10,000 firearms certifications, 450 re-certified or newly certified instructors each year along with 100 Firearms Instructors and Range Officers.

The most significant action to impact on the personnel staff during the year was the 1977 Legislature's decision not to absorb the RD&E and Training Operations sections of the Correctional Training Academy into the FY 78 General Fund budget. The loss of the six positions in this program is devastating. In view of the rapid expansion in Corrections, proper training is absolutely essential. The incumbents in the abolished positions were directly involved in the training process of evaluation, testing procedures and developing curriculum content that is job-related. They also were responsible for research and recommendations for appropriate standards as outlined in the Agency level Executive Plan. Additionally, they were responsible for the research and development of newly mandated programs. Transferring these responsibilities to various correctional agencies will fragment and weaken the coordinated approach that is essential to successful training. Specific accomplishments of this group will be discussed in the section on Correctional Training as will those tasks that cannot be accomplished as scheduled.

When the 1977 Legislature approved the FY 78 Budget, the Committee report in its narrative dealing with the Police and Correctional Training Commissions stated:

"The Committee has found that the Police and Correctional Training Commission(s) has expanded upon their primary role of curriculum development and standard setting and are providing direct training services. THE COMMITTEE RECOMMENDS THAT THE ROLE OF THE COMMISSION(S)

BE AN ITEM FOR INTERIM STUDY WITH AN EYE TO  
EVENTUAL PHASE OUT OF THE TRAINING FUNCTIONS  
AND THE USE, INSTEAD, OF EXISTING STATE AND  
LOCAL TRAINING FACILITIES."

Article 41, Sections 70A and 70B, expressly authorize the two Commissions to provide direct training services with the specific language stating, "...to conduct and operate approved (police and correctional) training schools...". In FY 78 the Commissions most certainly will review with the appropriate Legislative Committees their role in assisting the law enforcement and correctional communities in obtaining the best possible professional training within responsible financial parameters.

Another action imposed upon the Commissions in the FY 1978 Budget process that will significantly impact on the budget and possibly the Commissions capabilities commencing FY 78 is the designation by the DBFP of 10% of their budget as Special Funds to be raised by charging Curriculum Material Fees. The question immediately arose as to the definition of Curriculum Material Fees, who could be charged such fees, and under what circumstances.

In arriving at a definition, although no helpful definition appears in the budget law itself, early discussions with the budget analyst reflected his desire that local jurisdictions contribute to a part of the cost of training sessions attended by their officers. He expressed the opinion that a portion of the considerable budget of the Police and Correctional Training Commissions be shared by the local governments participating in training actually afforded by the Commission.

A number of letters were addressed to the Governor in February and March, 1977 by chiefs of police and correctional administrators protesting the proposed charge of a curriculum materials fee and such letters were answered over the signature of the Governor in language which was uniform in nature.

The language which has been utilized by the staff in determining legitimate charges is as follows:

A review of operations of the Police Training Commission led to the conclusion that a reasonable and generally acceptable saving could be achieved by having local jurisdictions contribute to part of the cost of training sessions attended by their officers. None of the local payment would go toward any expense incurred in obtaining a training site or assembling an instructional staff, but only cover part of the cost of developing, printing and distributing materials given out at the training sessions. This expenditure is expected to be only a small expense to a locality, taking but a slight portion of local and State aid monies planned for police protection purposes.

Contrary to one reported rumor that appears to be circulating, let me emphasize that localities that do not send officers to Police Training Commission instructional sessions will not be confronted with any charge or assessment for Commission services.

The last sentence in the first paragraph quoted above refers to State aid monies for police protection only. There is no State aid fund for similar purposes on the corrections side that could partially offset the burden of a tuition-type fee for correctional staff training of local personnel.

The Commissions must raise \$28,910 of the FY 78 Budget through Curriculum Material Fees but based on the guidelines for collecting such fees and the numbers of trainees who attended courses qualifying for such fees in FY 76, it is projected that the Commissions will be able to raise no more than approximately \$10,000 in FY 78, leaving a short-fall of almost \$19,000. Further cutbacks in services to enable the Commissions to absorb the \$19,000 deficit would require belt-tightening beyond reason to a point seriously jeopardizing their mandated responsibilities. At the time this report is written the problems surrounding the imposition of Curriculum Material Fees on both Commissions are not resolved and the issue will again be addressed as the situation develops.

During FY 77 the Administration and Enforcement sections, in addition to working on the problem areas outlined above, continued to serve both Commissions by providing administrative and service support to the other two subdivisions and limited assistance to other Criminal Justice agencies outside the Department of Public Safety and Correctional Services through the Criminal Justice Resource Center which is described below. Specific functions of the Administration and Enforcement Section include budget development and financial management, personnel administration, centralized records and information management, coordination of all federal grants, coordination of plans development, general logistical coordination, supervision of the operations of the Criminal Justice Resource Center, and the enforcement of the legal requirements contained in the Police and Correctional Training Acts.

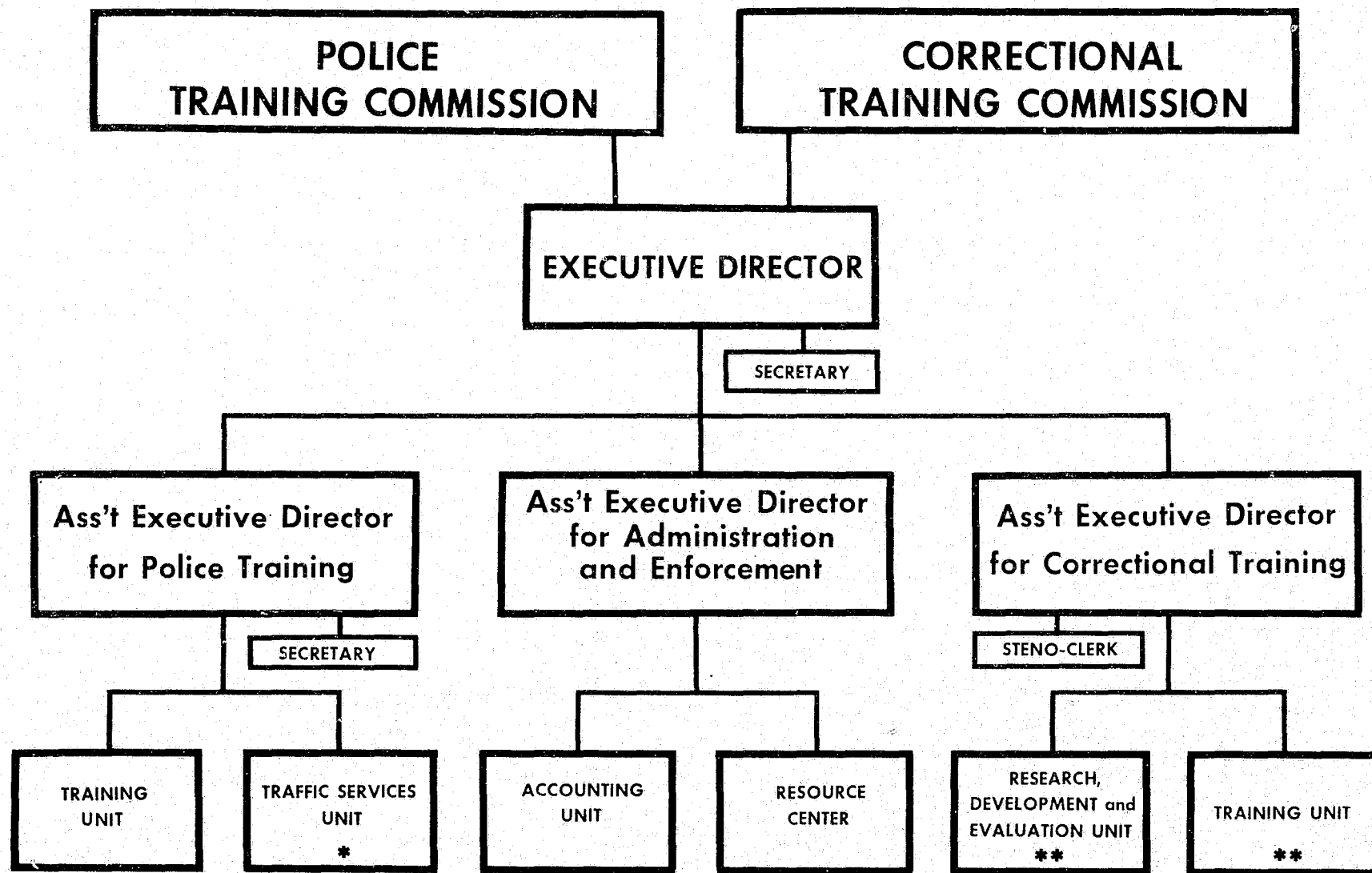
Both new personnel classifications which were developed specifically for the Commissions previously were finally approved by DOP. The first classification, Assistant Executive Director for Training (Police option and Correctional option) was adopted July 21, 1976 and the second classification, Law Enforcement Training Coordinator, I & II was adopted June 28, 1977 replacing the Highway Safety Training Specialist I and II series.

Enforcement of the Police and Correctional Training Acts and the Rules and Regulations of both Commissions continues to be less than desired. Some progress was made during FY 76 in that agreements were reached with the Maryland State Police and the State Division of Corrections to have their personnel, who conduct

certain regulating inspections, to be alert to violations of either of the Acts. However, timely and comprehensive enforcement still will only come about with the development of a Training Management Information System (TMIS).

A federal grant project to establish a TMIS will again be sought in FY 78 to assist in the areas of enforcement and maintenance of central records.





\* Changed to Law Enforcement Training Coordinators effective 6/28/77

\*\* These units were not approved for absorption into the General Fund budget in FY78 when federal funds expired and therefore were disestablished effective 6/30/77



## CRIMINAL JUSTICE RESOURCE CENTER

The Criminal Justice Resource Center, which is under the cognizance of the Assistant Executive Director for Administration and Enforcement, is so named because during the third year of federal funding the Governor's Commission made service to all training elements of the criminal justice system a condition of the grant. The services provided are in the five functional areas listed:

1. Instruction - The center provides a variety of instructor training services. In addition to five specialized programs, "Using A/V in Instruction", "Overhead Transparency Preparation", "Photography for Instruction", "TV as an Instructional Tool", and "Slide-Tape Program Preparation", which are offered on a voluntary basis, the Resource Center provides a basic 3-day block of instruction as part of the Commission's 10-day Instructor's School. The Center also provides modular instruction to individuals on an as needed basis. Approximately 20 instructors were trained during FY 1977.
2. Training Aids and Program Production - The Center provides slide, video-tape, overhead transparency, poster and film production services to agencies throughout the Maryland Criminal Justice system. Over 6,000 instructional items, i.e., slides, overheads, etc. were prepared during FY 77 to satisfy almost 300 individual requests.
3. Equipment Loan - The Center provides audio-visual preparation and presentation equipment on a loan basis. In FY 77, the Center recorded approximately 240 loan transactions.
4. Instructional Materials Loan - The Center purchases and maintains criminal justice instructional materials such as films and slides for use in police, correctional, sheriff, security and court-related training programs. Currently the level of materials loan activity is approximately 1,500 transactions per annum.
5. Library Service - The Center maintains a specialized professional book and periodical library to provide up-to-date printed materials in a wide variety of criminal-justice-training-related subject matter areas.

In FY 77 the Center provided a comprehensive program of instructionally supportive services to the training and educational efforts of the Maryland Criminal Justice System including both training Commissions, the Juvenile Services Administration, the Administrative Office of the Courts, as well as over 30 law enforcement agencies, ten security agencies, six correctional agencies, the Department of Parole and Probation, as well as other law enforcement-related agencies including the Maryland Fire Marshall's Office.

1. Development of a Juror Orientation Program in cooperation with the Prince George's County Sheriff's Department. This program has received much judicial acclaim and is available to other judicial circuits upon request.
2. Expansion of the Resource Center film library in many areas of contemporary importance, including crisis intervention, officer survival, crime prevention and rape investigations.
3. Development of graphic materials for a Deaf Communication Educational Program of the Baltimore Police Department. Copies of these materials will be available to other jurisdictions.

The Criminal Justice Resource Center plans to continue all present services with expansion planned in the area of film maintenance and repair. With the addition of specialized film maintenance equipment purchased under a federal grant, the Center will commence Project STRAP (Shared Training Resources Action Program) in an effort to maximize inter-agency utilization of existing academy-owned materials through a program of central maintenance and advertisement.

### COMMISSIONS BUDGET

The following constitutes the appropriated State budget and actual expenditures for FY 77:

	<u>APPROPRIATIONS</u>	<u>EXPENDITURES</u>
Salaries	\$ 216,064	\$ 196,683
Technical and Special Fees	8,265	3,650
Communication	7,940	10,420
Travel	11,655	9,784
Fuel and Utilities	462	445
Motor Vehicle Operation & Maintenance	2,430	1,514
Contractual Services	3,744	4,045
Supplies and Materials	20,183	18,172
Equipment - Replacement	2,800	2,844
Equipment - Additional	2,900	3,016
Fixed Charges	13,500	13,773
TOTALS	\$ 289,943	\$ 264,346

Some saving was realized in Technical and Special Fees because more police departments were able to conduct their own in-service training programs sooner than anticipated. The difference between salary appropriations and expenditures resulted from being unable to fill the position of Assistant Executive Director for Police Training because of eight months that lapsed while the DOP was developing an eligibility list for selection purposes. A member of the staff was selected for promotion to this position thus creating a staff vacancy in a classification that was being re-classified. This latter re-classification also took a great deal of time. The savings were returned to the Department of Public Safety and Correctional Services to assist in alleviating its budget deficit.

The following constitutes the federal (non-budgeted) actual expenditures for FY 77:

Salaries	\$ 83,154
Technical and Special Fees	2,460
Communication	2,059
Travel	7,711
Motor Vehicle Operation & Maintenance	544
Contractual Services	69,798
Supplies and Materials	1,785
Equipment - Additional	6,324
Grants, Subsidies & Contributions	13,244
Fixed Charges	796
TOTAL	\$ 187,875

The following is the appropriated State Budget for FY 78:

Salaries	\$ 225,042
Technical and Special Fees	6,180
Communication	6,502
Travel	10,607
Fuel and Utilities	470
Motor Vehicle Operation & Maintenance	2,595
Contractual Services	10,810
Supplies and Materials	17,338
Equipment - Replacement	678
Equipment - Additional	4,472
Fixed Charges	13,778
TOTAL	\$ 298,472

The following is the estimated federal (non-budgeted) grant funds for FY 78:

Salaries	\$ 8,530
Technical and Special Fees	2,733
Communication	1,400
Travel	21,174
Fuel and Utilities	1,000
Contractual Services	141,530
Supplies and Materials	2,600
Equipment - Additional	19,194
Fixed Charges	2,396
	\$ 200,557





# **POLICE TRAINING**



## MEMBERS OF THE COMMISSION

During Fiscal Year 1977, the Commission was composed of the following members:

Edwin R. Tully

Deputy Secretary of the Department of Public Safety and  
Correctional Services - Chairman

William E. Holliway

Representative of the Maryland State Lodge of the Fraternal  
Order of Police - Vice-Chairman

Roy W. Rafter

President, Maryland Chiefs of Police Association, July, 1976  
to September, 1976.

Wilbur E. Shank

President, Maryland Chiefs of Police Association, September,  
1976 to June, 1977. Represented by Ashley Vick, Chief of  
the Anne Arundel County Police Department.

Charles H. Hickey

President, Maryland Sheriff's Association, July, 1976 to  
June, 1977.

Marvin B. Hull

President, Maryland Law Enforcement Officers, Inc., July,  
1976 to December, 1976.

Francis R. Kavanaugh

President, Maryland Law Enforcement Officers, Inc., January,  
1977 to June, 1977.

Thomas S. Smith

Superintendent of the Maryland State Police.

Francis B. Burch

Attorney General of the State of Maryland  
Represented by Assistant Attorney General H. Edgar Lentz

Donald D. Pomerleau

Commissioner of the Baltimore Police Department

Wilson H. Elkins

President of the University of Maryland. Represented by  
Donald W. O'Connell, Administrative Vice President.

George T. Quinn

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

Edwin Kinnamon

President, Eastern Shore Police Association, July, 1976 to  
June, 1977



John W. Rhoads

Chief of Police, Prince George's County Police Department -  
Appointed member, September, 1975 to June, 1977  
Reappointed June, 1977 to June, 1980.

Leslie J. Payne

Chief of Police, Salisbury Police Department  
Appointed member, June, 1975 to June, 1978.

Wilbur E. Shank

Chief of Police, Cumberland Police Department  
Appointed member, June, 1976 to June, 1979.

### COMMISSION MEETINGS

The Commission has continued to meet as the need for such meetings has existed.

During Fiscal Year 1977, the Commission had meetings as follows:

#### FY 1977

54th Meeting	-	October 27, 1976
55th Meeting	-	February 9, 1977
56th Meeting	-	May 11, 1977, First Session
		May 24, 1977, Second Session

## POLICE TRAINING ACT

Article 41§70A. Maryland Code Annotated. Police Training Commission, training schools.

(a) Definitions. - As used in this section:

(1) "Approved police training school" means a school approved and authorized by the Police Training Commission to offer police training and security training programs as prescribed in this section.

(2) "Commission" means the Police Training Commission or officers or employees thereof acting on its behalf.

(3) "County" means any county which within its jurisdiction has or will have a law-enforcement unit as defined in this section.

(4) "Law-enforcement unit" means any governmental police force, sheriff's department, security force or law-enforcement organization of the State, county or municipality which has by statute, ordinance, or common law, the authority or the responsibility of detecting crime or enforcing the general criminal laws of this State.

(5) "Municipality" means any incorporated city of any class which, within its jurisdiction has or will have a law-enforcement unit as defined in this section.

(6) "Permanent appointment" means any appointment having permanent status as a police officer or security 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" means a full-time police officer employed by a governmental agency having administrative responsibility.

(8) "Police officer" means a member of police force, sheriff's office, or other law-enforcement organization of State, county or municipal government who has the authority or is responsible for the prevention and detection of crime and the enforcement of the laws of the State as defined in §70A (a)(4) of this act, but does not include any person serving as such solely by virtue of his occupying any other office or position, nor does the term include a sheriff, 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.

(9) "Security officer" means a special police officer employed by any municipal, county, or other governmental body of the State of Maryland for the purpose of protecting any property owned, leased or regularly used by the governmental body or State for the protection of its property or students and who exercises those police

powers and duties as provided for in Article 41, §64 of the Annotated Code of Maryland, or who exercises similar police powers and duties conferred upon him by a special police commission issued under any State, county, city or municipal law or ordinance creating a department, commission, board, authority or agency which has or will have a law enforcement unit as defined in (A)(4).

(10) "Police Supervisor" means those police or law-enforcement officers who have been promoted from the patrolman rank to first-line supervisory duties.

(11) "Police Administrator" means those police or law-enforcement officers who have been promoted from the non-commissioned rank to first-line administrative duties up to but not exceeding the rank of Captain.

(b) Establishment and membership of Commission. - There is hereby established in the Department of Public Safety and Correctional Services, a Police Training Commission whose membership shall consist of the following persons:

(1) The President of the Maryland Chiefs of Police Association; the President of the Maryland Sheriff's 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.; the President of the Eastern Shore Police Association; a representative of the Maryland State Lodge of Fraternal Order of Police; the deputy secretary of public safety and correctional services for public safety; and three police officials of the State to be appointed by the Secretary of Public Safety and Correctional Services, with the approval of the Governor, and 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 nonappointive office holders, except for the deputy secretary for public safety, 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) Officers; meetings; quorum; records; remuneration; reports.

(1) The deputy secretary for public safety shall be chairman of the Commission. 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 vice-chairman from among its members, and shall meet at such other times within

the State of Maryland as it or its chairman 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, the Secretary of Public Safety and Correctional Services and the legislature as to its activities.

(d) Authority, responsibility and duties in relation to training schools. Subject to the authority of the Secretary of Public Safety and Correctional Services, the Commission is vested with the following authority, responsibility and duty:

(1) To prescribe standards for the approval and continuation of approval of entrance-level and in-service schools at which police training and security training courses required by this section 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 training schools, to inspect such schools from time to time, and to revoke for cause any approval or certification issued to such schools;

(3) To prescribe the curriculum, the minimum courses of study, attendance requirements, eligibility to attend, equipment and facilities, and standards of operation for such training schools, *AND TO REQUIRE THAT THE CURRICULUM AND MINIMUM COURSES OF STUDY FOR ENTRY AND IN-SERVICE POLICE TRAINING CONDUCTED BY THE STATE AND ALL COUNTY AND MUNICIPAL POLICE TRAINING SCHOOLS INCLUDE IN EACH TRAINING SESSION, TO THE FULLEST EXTENT POSSIBLE, SPECIAL TRAINING, ATTENTION TO, AND STUDY OF THE APPLICATION AND THE ENFORCEMENT OF THE CRIMINAL LAWS CONCERNING RAPE AND SEXUAL OFFENSES AND RELATED EVIDENTIARY PROCEDURES, AND ALSO THE CONTACT WITH AND TREATMENT OF VICTIMS OF THESE CRIMES;*

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

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

(6) To conduct and operate approved police training schools as defined in this subtitle;

(7) To appoint, with the approval of the Secretary of Public Safety and Correctional Services, an executive director, to serve at its pleasure, who shall perform general administrative functions, and to fix his compensation;

(8) To employ such other persons as may be necessary to carry out the provisions of this section, upon approval of the Secretary of Public Safety and Correctional Services and the legislature;

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

(10) To make a continuous study of entrance-level 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;

(11) 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;

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

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

(e) Probationary appointment as police or security officer, supervisor and administrator. - A probationary appointment as a police or security officer, police supervisor or police administrator may be made for a total period not exceeding one (1) year for the purpose of enabling such person seeking permanent appointment to take a training course as prescribed in this section. Such appointee shall be entitled to leave of absence with pay during the period of the training program.

(f) Appointment as entrance-level police or security officer, supervisor or administrator. - On or after June 1, 1972 no person shall hereafter be given or accept a probationary or permanent appointment as an entrance-level police or security officer, police supervisor or police administrator, unless such person satisfactorily meets such qualifications as may be determined by the Commission.

ITALICS TYPE INDICATES CHANGES EFFECTIVE JULY 1, 1977.

The State of Maryland has been divided into twelve law enforcement and security training zones. These zones are described on the chart that follows. Listed below are all the law enforcement agencies subject to Commission mandates, or voluntary participants which fall under each of the training zones. The total number of such agencies is 169:

TRAINING ZONE #1

Police  
Barton  
Cumberland  
Frostburg  
Lonaconing  
Luke  
Oakland  
Westernport

Sheriff  
Allegany County  
Garrett County

TRAINING ZONE #2

Police  
Boonsboro  
Brunswick  
Clear Spring  
Emmitsburg  
Frederick  
Hagerstown  
Hancock  
Sparrows Point (voluntary)  
Thurmont  
Williamsport

Sheriff  
Frederick County  
Washington County

TRAINING ZONE #3

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

Sheriff  
Baltimore County  
Carroll County  
Howard County

Security  
Catonsville Community College  
Dundalk Community College

TRAINING ZONE #4

Police  
Chevy Chase  
Gaithersburg  
Kensington  
Montgomery County  
Rockville  
Takoma Park

Sheriff  
Montgomery County

TRAINING ZONE #5

Police  
Baltimore City

Sheriff  
Baltimore City

Security  
Baltimore City Public Schools  
Baltimore Civic Center  
Community College of Baltimore  
Department of Hospitals  
Housing & Community Development  
Mayor's Office on Manpower  
Public Works - Watershed

TRAINING ZONE #6

Police  
Aberdeen  
Bel Air  
Charlestown  
Chesapeake City  
Elkton  
Havre de Grace  
North East  
Port Deposit  
Rising Sun

Sheriff  
Cecil County  
Harford County

TRAINING ZONE #7

Police  
Annapolis  
Anne Arundel County  
Crofton (voluntary)

Sheriff  
Anne Arundel County

Security  
Anne Arundel Community College

TRAINING ZONE #8

Police  
Berwyn Heights  
Bladensburg  
Capitol Heights  
Cheverly  
Colmar Manor/Cottage City  
District Heights  
Edmonston  
Fairmount Heights  
Forest Heights  
Glenarden  
Greenbelt  
Hyattsville  
Landover Hills  
Laurel  
Md. National Capital Park  
Morningside  
Mt. Rainier  
Prince George's County  
Prince George's County State's  
Attorney  
Riverdale  
University Park  
Washington Metropolitan Area  
Transit Authority

Sheriff  
Prince George's County

Security  
Prince George's Comm. College  
Prince George's Public Schools  
Washington Suburban Sanitary  
Commission

TRAINING ZONE #9

Police  
Chesapeake Beach  
La Plata  
Leonardtwn  
North Beach

Sheriff  
Calvert County  
Charles County  
St. Mary's County

TRAINING ZONE #10

Police  
Centreville  
Chestertown  
Denton  
Easton  
Federalsburg  
Goldsboro  
Oxford  
Preston  
Ridgely  
Rock Hall  
St. Michael's  
Trappe

Sheriff  
Caroline County  
Kent County  
Queen Anne's County  
Talbot County

TRAINING ZONE #11

Police  
Berlin  
Cambridge  
Crisfield  
Delmar  
Fruitland  
Hurlock  
Ocean City  
Ocean Pines (voluntary)  
Pocomoke City  
Princess Anne



Salisbury  
Snow Hill

Sheriff  
Dorchester County  
Somerset County  
Wicomico County  
Worcester County

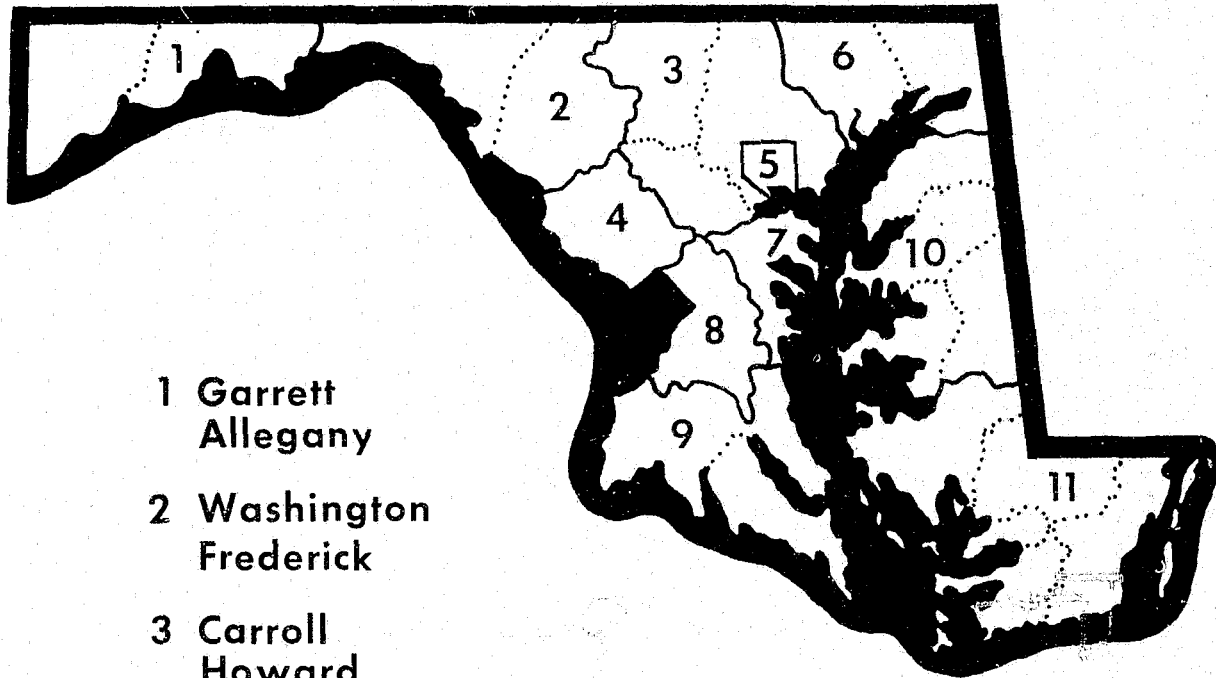
TRAINING ZONE #12

Police  
Frostburg State College  
Maryland Alcohol & Tobacco Tax Enforcement Unit  
Maryland Park Service  
Maryland Port Administration  
Maryland State Police  
Maryland Toll Facilities  
Mass Transit Administration  
Morgan State University  
Natural Resources Police  
Towson State University  
University of Maryland - Baltimore City  
University of Maryland - Baltimore County  
University of Maryland - College Park  
University of Maryland - Eastern Shore

Security  
Bowie State College  
Coppin State College  
Department of Health & Mental Hygiene  
Boys Village of Maryland  
Crownsville State Hospital  
Deer's Head State Hospital  
Eastern Shore State Hospital  
Great Oaks Center  
Holly Center  
Maryland Training School  
Montrose School  
Rosewood State Hospital  
Springfield State Hospital  
Spring Grove State Hospital  
Department of Human Resources  
General Services Administration - Annapolis  
General Services Administration - Baltimore  
Maryland Center for Public Broadcasting  
Maryland Military Department  
Maryland School for the Deaf - Columbia/Frederick  
Maryland State Lottery  
Motor Vehicle Administration  
Salisbury State College  
St. Mary's College  
University of Baltimore

# MARYLAND POLICE TRAINING COMMISSION

## TRAINING ZONES FOR POLICE AGENCIES



1 Garrett  
Allegany

2 Washington  
Frederick

3 Carroll  
Howard  
Baltimore

4 Montgomery

5 Baltimore City

6 Harford  
Cecil

7 Anne Arundel

8 Prince George's

9 Charles  
Calvert  
St. Mary's

10 Kent  
Queen Anne's  
Talbot  
Caroline

11 Dorchester  
Somerset  
Wicomico  
Worcester

12 State of Maryland  
Agencies

Effective 7/1/75

## ENTRANCE-LEVEL TRAINING FOR POLICE OFFICERS

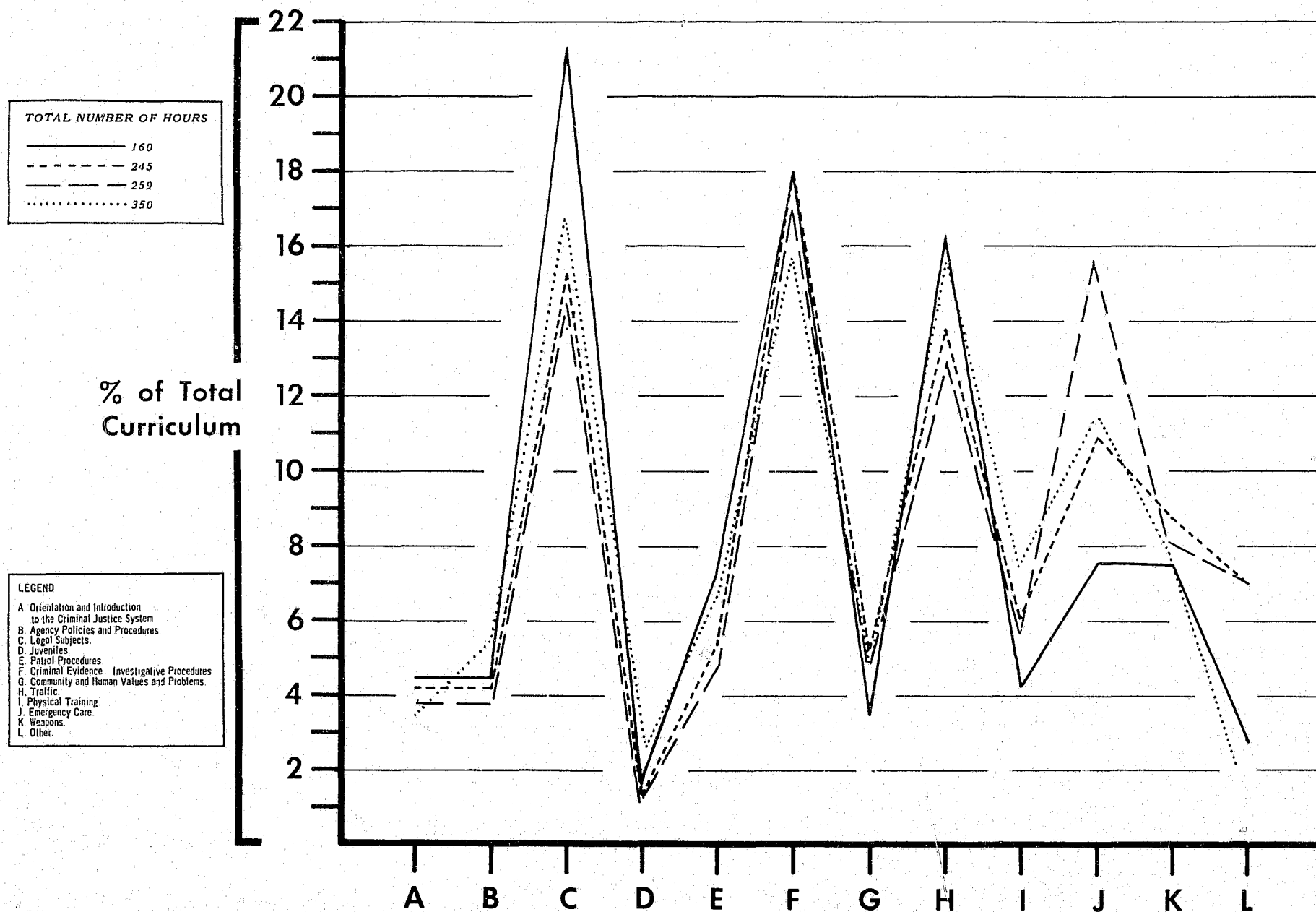
During Fiscal Year 1977, the 350 hour minimum standards entrance-level curriculum was not changed. An extensive evaluation of the curriculum was undertaken during this fiscal year and a copy of the report entitled "Development of an evaluation instrument for the assessment of minimum standards entrance-level training of police within the State of Maryland" is available from the Commission's office. A graphic representation of the development of the 350 hour minimum standards program is presented hereinafter. Also presented is a breakdown of the perception of utility of the various subjects contained in the minimum standards entrance-level curriculum. This breakdown by subject matter area shows that portions of the curriculum are not being utilized by the recruit after graduation from the minimum standards entrance-level program. It should be noted that this breakdown does not reflect the beneficial effects or the curriculum development usefulness of the subject matter area within the curriculum. It is expected that appropriate modifications of the curriculum will be presented to the Commission during the forthcoming fiscal year.

During this Fiscal Year, 188 police officers were certified in minimum standards entrance-level programs conducted by or in conjunction with the Police Training Commission. Also during this period, 491 police officers were certified in regular entrance-level programs conducted by certified police training academies. During Fiscal Year 1977, a grand total of 679 police officers were certified by the Police Training Commission as successfully completing a police entrance-level training program.

There is set forth hereinafter a tabulation of entrance-level training afforded in the State, both minimum standard schools and at certified police academies. A further breakdown reflects those certified on the basis of mandatory and voluntary attendance.



# MINIMUM STANDARD ENTRANCE - LEVEL TRAINING FOR POLICE OFFICERS



RANKING OF SUBJECT AREAS OF ENTRANCE-LEVEL CURRICULUM

<u>SUBJECT</u>	<u>AREA</u>	<u>OVERALL MEAN</u>	<u>STUDENTS</u>	<u>TRAINING STAFF</u>	<u>ADMINISTRATORS</u>
MECHANICS OF ARREST, APPROACH- ING VIOLATORS, AND SEARCH OF PERSONS	V	3.63694	1	2	2
FEDERAL BILL OF RIGHTS	III	3.56596	3	7	3
PATROL FUNCTIONS AND TECHNI- QUES	V	3.56170	6	1	1
STATE CRIMINAL CODE	III	3.55106	4	5	5
RULES OF EVIDENCE	III	3.54989	7	3	4
DEVELOPMENTAL ENGLISH/ REPORT WRITING	XII	3.51820	2	4	19
COMMUNICATION PROCEDURES	V	3.49786	5	11	11
OFFICER-VIOLATOR CONTACTS AND PRACTICE OF COURTESY	V	3.49036	8	6	12
INTRODUCTION TO CRIMINAL LAW	III	3.42161	11	8	16
COURT SYSTEMS AND PROCEDURES	I	3.42675	9	14	20
PROPER USE OF FIREARMS	XI	3.40977	10	25	9
RESPONDING TO CALLS FOR SER- VICE	V	3.40213	13	12	6
TESTIFYING IN COURT	III	3.40042	12	13	15
POLICE DISCIPLINE	II	3.34968	14	10	7
CODE OF ETHICS	II	3.29638	15	18	21
DEFENSIVE TACTICS	IX	3.28998	16	23	18
NOTETAKING	VI	3.28936	17	9	25
CASE PREPARATION	III	3.28390	20	15	17
EMERGENCY DRIVING TECHNIQUES	IX	3.25053	19	29	13
POLICE RECORDS SYSTEMS	I	3.22601	21	17	24
TEMPORARY RESTRAINT AND TRANS- PORTATION OF PRISONERS	V	3.22293	18	40	23
STATE TRAFFIC CODE	VIII	3.19362	22	21	8
SUMMONS ISSUANCE PROCEDURES	VIII	3.13462	23	27	10
SOCIOLOGY (HUMAN RELATIONS)	VII	3.11373	24	24	27
JUVENILE COURT PROCEDURES	IV	3.03617	25	31	36
COLLECTION, IDENTIFICATION AND PRESERVATION OF EVIDENCE	VI	3.03617	27	19	26

TRAFFIC COURT PROCEDURES	VIII	3.02128	26	39	22
CRIME SCENE SEARCH	VI	3.00426	29	16	32
INTERROGATION OF SUSPECTS & SUBJECTS/MECHANICS OR ORAL AND SIGNED CONFESSIONS/ INTERVIEWING WITNESSES	VI	2.99362	33	20	40
ACCIDENT INVESTIGATION	VIII	2.99151	35	32	14
GENERAL TECHNIQUES OF CRIMINAL INVESTIGATION	VI	2.97234	34	22	34
TRAFFIC DIRECTION	VIII	2.95541	31	34	31
ALCOHOL AND DRIVING	VIII	2.95541	40	38	29
NARCOTICS AND DANGEROUS DRUGS	VI	2.95043	28	26	33
EMERGENCY MEDICAL SERVICES/ ADVANCED FIRST AID	X	2.92766	32	37	35
BURGLARY	VI	2.89979	38	28	38
PUBLIC AND PRESS RELATIONS	VII	2.88085	37	33	40
PRACTICAL PROBLEMS AND MOOT COURT	III	2.84902	36	25	38
CRIME PREVENTION & DELINQUENCY CAUSATION	IV	2.73036	39	41	41
COURSE ORIENTATION & CLASSROOM NOTETAKING	II	2.67021	41	36	37
INKED FINGERPRINTS	VI	2.63889	40	45	45
SAFETY STANDARDS FOR MOTOR VEHICLES	VIII	2.56077	42	49	39
ABNORMAL PSYCHOLOGY	VII	2.56051	44	46	43
DESCRIPTIONS AND PORTRAIT PARLE	VI	2.54624	43	40	45
AUTO THEFTS	VI	2.52452	45	43	42
RAPE AND SEX OFFENSES	VI	2.47234	48	42	44
LATENT FINGERPRINTS	VI	2.42827	46	44	49
CROWD AND RIOT CONTROL	IX	2.38641	49	52	46
POLICE PHOTOGRAPHY	VI	2.36617	45	52	57
JURISDICTION OF FEDERAL AGENCIES	I	2.32979	52	48	52
SCIENTIFIC CRIME DETECTION AND USE OF POLICE AND F.B.I. LABORATORIES	VI	2.32836	51	51	56
STATE CONSTITUTION	III	2.32409	52	55	48

FRAUDULENT CHECKS & CONFIDENCE RACKETS, ETC.	VI	2.17161	53	53	54
DISASTER PROCEDURES	V	2.17021	54	54	53
INTRODUCTION TO LAW ENFORCE- MENT	I	2.16170	56	45	52
ALCOHOLIC BEVERAGES AND TOBA- CCO VIOLATIONS	VI	2.10470	55	57	51
SCIENTIFIC AIDS (ie. POLY- GRAPH)	VI	2.04264	57	58	58
INTRODUCTION TO ORGANIZED CRIME	VI	1.96581	58	56	59
GAMBLING	VI	1.93376	59	59	55
PROSTITUTION	VI	1.74353	60	60	60





FY 1977

	<u>VOLUNTARY</u>	<u>MANDATORY</u>
Minimum Standard Schools Organized and Operated by the Commission		
Hagerstown	2	24
Salisbury	0	28
	<u>2</u>	<u>52</u>
Minimum Standard Courses Conducted by Certified Training Academies		
Baltimore City	0	33
Prince George's County	8	95
	<u>8</u>	<u>128</u>
Regular Entrance-Level Courses Conducted by Certified Training Academies		
Anne Arundel County		31
Baltimore City		90
Baltimore County		96
Frederick City		9
Harford County Sheriff		23
Maryland State Police		114
Maryland Toll Facilities		14
Montgomery County		43
Natural Resources		13
Prince George's County		40
Sparrows Point	2	20
	<u>2</u>	<u>493</u>
Minimum Standard Security Officer Schools Organized and Operated for the Commission with Commission supplied Administration		
Howard County	0	21
	<u>0</u>	<u>21</u>
	12	694
TOTAL		
GRAND TOTAL		706
Total Certified for FY 1977 -----	679	
Total Trained for FY 1977 -----	706	

ENTRANCE-LEVEL TRAINING FOR POLICE/SECURITY OFFICERS  
FY 1977

Key: # Trainees from own Department  
\* Trainees from outside Department

TRAINING ZONES	1		2		3		4		5		6		7		8		9		10		11		12				
TRAINED-CERTIFIED	T	C	T	C	T	C	T	C	T	C	T	C	T	C	T	C	T	C	T	C	T	C	T	C	#	*	
<u>CERTIFIED POLICE ACADEMIES</u>																											
Anne Arundel County	-	-	-	-	-	-	-	-	-	-	-	26	23	-	-	-	-	-	-	-	-	-	5	5	23	8	
Baltimore City	-	-	-	-	-	-	-	-	90	90	-	-	-	-	-	-	-	-	-	-	-	-	-	-	90	-	
Baltimore County	-	-	-	-	96	96	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	86	10	
Frederick City	-	-	9	9	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9	-	
Harford Co. Sheriff	-	-	-	-	-	-	-	-	-	-	22	22	-	-	-	-	-	-	-	-	-	-	1	1	11	12	
Maryland State Police	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	114	114	93	21	
Md. Toll Facilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	14	14	14	-	
Montgomery County	-	-	-	-	-	-	43	43	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	43	-	
Natural Resources	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	13	13	13	-	
Prince George's County	-	-	-	-	-	-	-	-	-	-	-	-	-	-	40	39	-	-	-	-	-	-	-	-	36	4	
Sparrows Point	-	-	-	-	6	6	2	2	-	-	3	3	-	-	3	3	-	-	-	-	-	-	8	8	3	19	
SUB TOTALS	-	-	9	9	102	102	45	45	90	90	25	25	26	23	43	42	-	-	-	-	-	-	155	155	421	74	
<u>SCHOOLS OPERATED BY THE COMMISSION</u>																											
Hagerstown M.S.E.L.S.	10	10	9	9	-	-	4	4	-	-	-	-	-	-	1	-	-	-	-	-	-	-	2	2	-	-	
Salisbury M.S.E.L.S.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12	12	15	14	1	1	-	-	
SUB TOTALS	10	10	9	9	-	-	4	4	-	-	-	-	-	-	1	-	-	-	12	12	15	14	3	3	-	-	
<u>SECURITY OFFICER SCHOOLS</u>																											
Howard County Police	-	-	-	-	-	-	-	-	4	4	-	-	3	3	-	-	-	-	-	-	-	-	-	14	14	-	-
SUB TOTALS	-	-	-	-	-	-	-	-	4	4	-	-	3	3	-	-	-	-	-	-	-	-	-	14	14	-	-
<u>MINIMUM STANDARDS SCHOOLS OPERATED BY CERT.ACAD.</u>																											
Baltimore City	-	-	-	-	3	3	1	1	-	-	3	3	-	-	12	12	-	-	-	-	-	-	-	14	14	-	-
Prince George's County	-	-	4	4	-	-	1	1	-	-	-	-	-	-	76	75	9	9	-	-	-	-	-	13	13	-	-
SUB TOTALS	-	-	4	4	3	3	2	2	-	-	3	3	-	-	88	88	9	9	-	-	-	-	-	27	27	-	-
GRAND TOTALS	10	10	22	22	105	105	51	51	94	94	28	28	29	26	132	129	9	9	12	12	15	14	199	199	-	-	



### ENTRANCE-LEVEL TRAINING FOR SECURITY OFFICERS

During Fiscal Year 1977, the Police Training Commission reviewed and approved a new minimum standards entrance-level security officer curriculum to the current level of 170 hours. Presented hereinafter is a breakdown of the new mandate.

During the current fiscal year, 21 security officers were certified under the 105 hour mandate. For a breakdown of personnel trained according to school by training zones, please reference the preceding page entitled "Entrance-level training for police/security officers".

During Fiscal Year 1977, the staff completed a survey of all security agencies currently under the mandates of this Commission. On the preceding pages is an indication of all those agencies which fall under the mandates.

### ENTRANCE-LEVEL TRAINING FOR DEPUTY SHERIFFS

During Fiscal Year 1977, the Police Training Commission developed and approved a minimum standards entrance-level deputy sheriff curriculum of 35 hours. Presented hereinafter is a breakdown of the mandate.

SECURITY OFFICER CURRICULUM

	<u>HOURS</u>
(1) Orientation and Introduction to the Criminal Justice System	7
(a) Introduction to Law Enforcement	(2)
(b) Maryland Correctional System: Overview and Orientation	(3)
(c) Court Systems and Procedures	(2)
(2) Agency Policies and Procedures	9
(a) Code of Ethics	(1)
(b) Orientation, Examinations, Critiques and Graduation	(8)
(3) Legal Subjects	24
(a) Constitutional Law	(6)
(b) Rules of Evidence	(3)
(c) State Criminal Code	(14)
(d) Testifying in Court	(1)
(4) Juveniles	11
(a) Department of Juvenile Services	(2)
(b) Handling of Juveniles and Delinquent Youths	(7)
(c) Juvenile Court Procedures	(2)
(5) Patrol Procedures	24
(a) Crime Prevention	(3)
(b) Fire Prevention and Control	(4)
(c) Officer/Violator Contacts	(1)
(d) Communication Procedures	(2)
(e) Patrol Procedures	(4)
(f) Mechanics of Arrest, Approaching Violators, and Search of Persons	(3)
(g) Physical Security and Loss Prevention	(7)
(6) Criminal Investigative Procedures	20
(a) General Techniques of Criminal Investigation	(4)
(b) Collection, Identification and Preservation of Evidence	(3)
(c) Drug Abuse and Narcotic Investigations	(6)
(d) Practical Problems and Moot Court	(7)
(7) Community and Human Values and Problems	20
(a) Sociology (Human Relations)	(16)

(b) Abnormal Psychology	(4)	
(8) Physical Training		18
(a) Defensive Tactics	(16)	
(b) Crowd Control	(2)	
(9) Emergency Care		8
(a) Basic First Aid	(6)	
(b) Recognizing and Handling of Mentally Disturbed Persons	(2)	
(10) Other		29
(a) Developmental English & Report Writing	(21)	
(b) Electives	(8)	

TOTAL NUMBER OF HOURS

170

DEPUTY SHERIFF CURRICULUM

(1) Civil Process & Procedures		22
(a) Orientation	(1)	
(b) Introduction to Civil Process (Role of Deputy Sheriff)	(1)	
(c) Liabilities of the Sheriff	(1)	
(d) Civil Process Records System (Overview)	(1)	
(e) Communications in Service of Civil Process	(1)	
(f) Locating Civil Process	(1)	
(g) Definitions and Terminology Common to Civil Process	(1)	
(h) Filing of Civil Process	(2)	
(i) Demeanor of Deputy Sheriff in Civil Process	(1)	
(j) Civil Case vs. Criminal Case	(1)	
(k) Out of Court Process	(1)	
(l) Process Serving on a Military Reservation	(1)	
(m) Circuit Court/District Court Civil Process	(6)	
(n) Deputy Sheriff Serving Civil Process (Practicum)	(3)	
(2) Courtroom Security and Miscellaneous		13
(a) Introduction to Courtroom Security	(1)	
(b) Courtroom Security	(2)	
(c) Legally Committing the Mentally Disturbed	(1)	
(d) Service of FI FA	(1)	
(e) Sheriff's Sale	(2)	

(f) Transporting the Inmate	(2)
(g) Functions of the State's Attorney's	(1)
Office	(3)
(h) Review, Test, Critique and Graduation	

TOTAL NUMBER OF HOURS

35



## SUPERVISOR AND ADMINISTRATOR TRAINING

During Fiscal Year 1977, the supervisor and the administrator programs were both revised to reflect a progressive and uniform curricula. The supervisor and administrator programs are both 35 hours in length and the new curricula is currently under review for presentation and approval to the Commission. It is expected that the new curricula will be approved during the forthcoming year.

During this fiscal year, 284 police supervisors and 54 police administrators were trained and certified. On the following page is a tabulation by Training Zone and school of the two mandated programs.

### IN-SERVICE TRAINING

The first year of full implementation of the in-service mandate took place during this fiscal year. There were 3,207 personnel trained by approved in-service schools and certified by the Commission. 193 officers were trained and certified by the Commission.

Below is a list of schools which have been approved to present the mandated in-service curriculum.

#### Training Zone #2:

Frederick Police Dept.  
Hagerstown Police Dept.  
Frederick Community College

#### Training Zone #3:

Baltimore Co. Police Dept.  
Howard County Police Dept.  
Sparrows Point Police Dept.

#### Training Zone #4:

Montgomery Co. Police Dept.

#### Training Zone #5:

Baltimore City Police Dept.

#### Training Zone #6:

Harford Co. Sheriff's Office

#### Training Zone #7:

Annapolis Police Dept.  
Anne Arundel Co. Police Dept.

#### Training Zone #8:

Md. National Capital Police  
Prince George's Co. Police Dept.  
Training Zone #11:

Ocean City Police Dept.

#### Training Zone #12:

Md. Toll Facilities Police  
Natural Resources Police  
University of MD - Balto. Co.  
University of MD - College Park  
Maryland State Police  
Md. Alcohol & Tobacco Tax Police  
Md. Police Trng. Commission

Supervisor/Administrator/In-service Training

Training Zones:

1      2      3      4      5      6      7      8      9      10      11      12      Totals

Supervisor:

Forest Heights (9/20-24/76)		5		1			2	12	1				21
Baltimore City (10/18-22/76)		2	3		7		4	2	1			3	22
Md.State Police(11/8-12/76)			10		1							22	33
Md.State Police(12/6-10/76)			7		2							32	41
Balto. County (1/3-7/77)			35										35
U.M.B.C. (1/10-14/77)			3	6				3	7			6	25
Towson State (4/4-8/77)	4		6			1	2	1				10	24
Salisbury (4/18-22/77)										3	18	4	25
Howard County (5/16-20/77)		1	3	3				4				10	21
Montgomery County (5/23-27/77)				6				7				5	18
Annapolis (6/13-17/77)				3			3	3	3	1	2	4	19

Sub Totals	4	8	67	19	10	1	11	32	12	4	20	96	284
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Administrator:

Baltimore City (10/4-13/76)			1		3		2	2	1			4	13
Towson State (6/6-10/77)	2		6	3	1		1	1				8	22
Annapolis (6/20-24/77)			2	1		2	1	8				5	19

Sub Totals	2	-	9	4	4	2	4	11	1	-	-	17	54
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In-Service:

Laurel (9/27-10/1/76)				6				4				4	14
Cumberland (11/1-5/76)	21											3	24
Salisbury (3/21-25/77)											22	2	24
Forestville (4/18-22/77)				13				14	3				30
Catonsville (4/25-29/77)		1	6									20	27
Salisbury (5/2-6/77)										1	17	3	21
Cumberland (5/9-13/77)	24											3	27
St. Mary's (6/7-15/77)									16			10	26

Sub Totals	45	1	6	19	-	-	-	18	19	1	39	45	193
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GRAND TOTALS	51	9	82	42	14	3	15	61	32	5	59	158	531
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## INSTRUCTOR CERTIFICATION

During Fiscal Year 1977, the Police Training Commission developed a new certification system with the appropriate Rules and Regulations (.07-1) for the certification of all firearms instructors and range officers (presented below).

Listed below is a breakdown by training zone and type of certificate currently contained in the files.

<u>Zone #</u>	<u>Instructor</u>	<u>Associate Instructor</u>	<u>Provisional Instructor</u>	<u>Firearms Instructor</u>	<u>Range Officer</u>
1	1	7	0	2	0
2	3	43	1	7	0
3	23	80	0	4	2
4	20	28	0	10	0
5	34	52	0	5	2
6	4	16	0	6	0
7	5	56	1	7	4
8	29	95	0	14	4
9	0	8	0	1	0
10	0	7	1	0	0
11	2	16	0	0	0
12	31	137	6	19	2
Misc.	38	19	1	1	0
 TOTALS	 190	 564	 10	 76	 14

### .07 Minimum Standards for Instructors

A. The following are minimum standards to be met by police and security instructors in order that these instructors may be approved for service at Entrance-level and In-service schools. Instructors certified before January 1, 1976 may, upon application to the Executive Director, have the requirement §C(1) waived. This waiver will apply only to those individuals with 5 or more years of law-enforcement instructor experience.

(1) Instructor certificates shall be of three types:

(a) Provisional Certificate. A provisional certificate will be issued for a maximum period of 1 year to allow applicants to instruct in the entrance-level and in-service schools while completing the requirements to become a certified instructor. The provisional certificate may not be renewed, and application for a provisional certificate shall be made to the Executive Director. Application for a provisional certificate must be received before any instruction is conducted by the instructor candidate.

(b) Associate Instructor Certificate

(1) Applicants need no minimum educational level for this type of certificate.

(ii) There is no minimum requirement for years of experience within the law enforcement community.

(iii) Applicants shall have extensive training, and experience shall be demonstrated in the particular subject matter area to be certified.

(iv) This certificate must be renewed by the instructor every 2 years. Renewal must be submitted to the Executive Director and will be approved based on demonstrated experience during the previous 2 years.

(c) Instructor Certificate

(1) Applicants shall have a minimum of an Associate of Arts Degree or its equivalent (60 semester hours of college credit).

(ii) Applicants shall have a minimum of 3 years of experience within the law enforcement community.

(2) Applicants shall have completed an instructor training program of at least 35 hours in duration, which should contain the following subject matter areas:

(a) Introduction to the basic concepts of learning and teaching;

(b) Introduction to the classroom management techniques;

(c) Introduction to the role of training in the law enforcement profession;

(d) Effective speech techniques;

(e) Preparation and use of audio-visual training aids;

(f) Development of behavioral objectives (Basic);

(g) Development of lesson plans;

(h) Laboratory experience in presentation of mock classroom lesson plans.

(3) In the absence of some of the above items, an equivalent course of training may serve to meet this requirement if specifically approved by the Executive Director.

(4) This certificate must be renewed by the instructor every 2 years. Renewal will be submitted to the Executive Director and will be approved based on demonstrated experience during the previous 2 years.

B. Instructor certification under this portion of the regulation is not necessary for any of the following types of individuals who will be instructing in entrance-level or in-service schools:

(1) Members of the Bar, medical profession, or other similar professions;

(2) Junior college, college, or university faculty members;

(3) Certified breathalyzer operators instructing only in the subject matter area of alcohol and driving;

- (4) Certified emergency care of advanced first aid instructor;
- (5) Individuals teaching 3 hours or less in any individual training program;
- (6) Range officers and firearms instructors.

SPECIALIZED TRAINING SEMINARS  
Fiscal Year 1977

Below is presented a list of the specialized training programs and the number of personnel attending, which were conducted by the Commission.

	<u>Personnel Trained</u>
Drug Abuse Seminar	16
Civil Liability	25
Program, Budget & Management by Objectives	33
Firearm Instructor Training	28
Bomb Control Seminar	157
Accident Investigation - Diagramming & Measuring	23
Emergency Driving Skills-Instructor (2 programs)	43
Traffic Accident Investigation	19
Driving While Intoxicated	33
	<hr/>
Total Trained in Specialized Courses	377



# **CORRECTIONAL TRAINING**





## MEMBERS OF THE COMMISSION

During Fiscal Year 1977, the Commission was composed of the following members:

W. Donald Pointer

Deputy Secretary of the Department of Public Safety and  
Correctional Services - Chairman

Clifford G. Kershner

Correctional Training Officer, Maryland Correctional  
Training Center - Vice Chairman

Appointed member, July 1, 1975 - June 30, 1978

Mark A. Levine

Commissioner, Division of Correction

John M. Pettibone

Director, Division of Parole and Probation

Donald Atkinson

Acting Director, Division of Parole and Probation

Replaced Mr. Pettibone at June 29, 1977 meeting

Paul A. Wageley

President, Maryland Probation, Parole and Corrections  
Association

Charles H. Hickey, Jr.

President, Maryland Sheriff's Association

Gary M. Blake

President, Maryland Community Correctional Administrators  
Association

Francis R. Ford

Vice President, Maryland Community Correctional Administrators  
Association

Appointed its representative by Warden Kamka, the Association  
President, who is also an ex officio member of the Commission  
[Replaced Mr. Blake at November 5, 1976 meeting]

Gordon C. Kamka

Warden, Baltimore City Jail

Francis B. Burch

The Attorney General

Represented by Henry J. Frankel, Special Assistant, Attorney  
General, Division of Correction

Dr. Robert B. Levinson

Administrator of Inmate Program Services, Federal Bureau of  
Prisons



Dr. Calvin W. Burnett  
President, Coppin State College  
Appointed by the Maryland Council on Higher Education

William J. Kunkel  
Sheriff, Harford County  
Appointed Member, December 4, 1975 - June 30, 1980

George B. Forrest  
Sheriff, Talbot County  
Appointed Member, July 1, 1976 - June 30, 1979

## COMMISSION MEETINGS

The Commission continued to meet as the need for such meetings existed. During FY 1977, the Commission had meetings as follows:

25th Meeting - November 5, 1976  
26th Meeting - February 10, 1977  
27th Meeting - April 14, 1977  
28th Meeting - May 5, 1977  
29th Meeting - June 29, 1977

## RULES AND REGULATIONS OF THE MARYLAND CORRECTIONAL TRAINING COMMISSION

The Commission has the authority to promulgate Rules and Regulations as may be reasonably necessary or appropriate to accomplish the purposes and objectives of the Correctional Training Act. The Commission first published the Rules and Regulations in 1973. There were few amendments until 1976 when a comprehensive review took place. On June 30, 1976, the Commission considered all the amendments and adopted the revised Rules and Regulations. Those changes were reported in the last Annual Report.

During this period there were no changes to the Commission Regulations.

## PROBLEM AREAS

### ACADEMY STAFF ELIMINATED

During the past Legislative session, six of the eight staff members of the Maryland Correctional Training Academy were eliminated. Following is an assessment of the problem.

#### 1. Background

The Joint Committee on Law Enforcement and Transportation in its narrative of the Maryland Police and Correctional Training Commissions' FY 78 budget stated:

"The Committee has found that the Police and Correctional Training Commission has expanded upon their primary role of curriculum development and standard setting and are providing direct training services. THE COMMITTEE RECOMMENDS THAT THE ROLE OF THE COMMISSION BE AN ITEM FOR STUDY WITH AN EYE TO THE EVENTUAL PHASE OUT OF THE TRAINING FUNCTIONS AND THE USE, INSTEAD, OF EXISTING STATE AND LOCAL TRAINING FACILITIES."

The Maryland Police and Correctional Training Commissions, are headed by the Executive Director. As a result of the budget cuts his only staff assistants specifically responsible for correctional training are an Assistant Executive Director who also acts as the Academy Director, and a secretary.

The Maryland Correctional Training Academy, operating for the Correctional Training Commission, had six staff responsible for standards and curriculum development, program coordination, and training evaluation. This staff had been funded since 1974 by a Federal grant. It was these six positions and support money which were cut by the General Assembly for FY 1978.

All trainers are detailed from participating agencies. Although they are considered Academy staff, they are employed by participating agencies, and are not shown in the Commission budget.

#### 2. Immediate Problems

Without a training operations supervisor, responsibility for scheduling, logistics, and administrative aspects of all mandated and non-mandated programs revert to the Assistant Executive Director, which is a tremendous burden in view of his total tasks.

The positions were cut at a time when training is needed most, in view of the rapid expansion within Corrections.

Prince George's and Montgomery Counties have recently opened new jails thereby increasing their staffs. Several other subdivisions are planning new construction which will require new staff. The State Division of Correction will be increasing its correctional officer staff by almost 400 in FY 79 with the renovated Camp Center and the Reception Center. Other State construction at the Continental Can site, the Maryland House of Correction, and the Maryland Correctional Training Center will further add staff.

Four of the positions deleted were directly related to and a necessary part of the primary role of the Commission, namely that of curriculum development and standard setting.

The Research, Development and Evaluation Unit (RD&E) of the Commission was responsible for the evaluation of current training programs to include testing procedures, content matter, and job-relatedness. It was further responsible for researching and recommending appropriate standards to the Commission as reflected in the agency's Five Year Plan. Finally, it was responsible for the research and development of newly mandated programs.

Without this capability the Commission will not be able to maintain existing quality in current programs, development of new curricula, and setting standards.

If the training activities of the Commission are phased out and transferred to various correctional agencies, correctional training will be very adversely affected.

The Commission established its training operations in 1971 since at that time there was no coordinated training unit within the State to carry out its mandate. In fact, not one jail had training resources. Training in the Division of Correction was sporadic and uncoordinated. Where training existed it was given a low priority and persons were called out of classrooms to fill vacant posts as the need arose. Follow-up instruction was never provided to those people.

If the training is transferred to the agencies, only two jails may be able to provide the four week mandated training. This means that twenty-one jails have no capability to conduct the mandated programs. Further, the condition that existed prior to 1971, where people were taken out of the class, may again occur. The Commission staff would be hard pressed to enforce attendance requirements in this case. Also, quality control over the programs could not be ensured.

Further, and most importantly, it was at the initiative of the local jurisdictions that the Academy was established in 1971. At the April 14, 1977 meeting of the Correctional Training Commission, unanimous support for the continuation of the Academy was expressed by all major subdivisions, and the representatives of the Maryland State Sheriff's Association and the Maryland Community Correctional Administrators Association. There is a need to coordinate training between State and local agencies, thus requiring staffing of the Commission.

Currently, the Commission staff offers mandated programs frequently, in order to correspond to the hiring practices of agencies. If training were done by each agency, personnel may be on board for a considerable period of time before a large enough number of employees are hired to justify starting a class. For correctional officers especially, their timely training is necessary in order to provide them with skills needed for their personal protection, the protection of State property, and the maintenance of control in their institutions.

In two mandated programs, those for Supervisors and Correctional Staff, training could not be afforded by any one agency. This is so because the number of people in these categories is so few, per agency, that the agency could not justify its resources to conduct the program. For these programs, coordination is required and is done through the Commission.

Finally, management training is needed in all correctional agencies and again needs coordination since it cannot be provided at each agency.

#### TRAINING FACILITIES

The Correctional Training Academy continues to conduct its programs at borrowed facilities. Problems such as logistics, control, and supervision are still experienced.

The Fourth Annual Report indicated that the Commission applied to the Federal Government for a vacant Nike site located in Baltimore County. In January, 1976, the Department of Health, Education and Welfare informed the Commission that it was ready to deed the property to the State at no cost.

Funds to support an Architectural and Engineering study were granted in June, 1976, by the Governor's Commission on Law Enforcement and the Administration of Justice.

The Board of Public Works accepted the property in August, but renovation has not begun. The delay is attributed



to certain requirements of the Governor's Commission resulting from its Training and Education Report. That report endorses the need for criminal justice training. While it would be desirable for much of the training to be done centrally, the only available site is the Nike site.

The available space at the Nike site is not large enough to accommodate the numbers of people to be trained from the criminal justice agencies. It is suitable for all correctional training and some police training. To provide system-wide training will require future construction.

The first step toward renovation has begun with the development of an Architectural and Engineering proposal. The proposal will address not only immediate renovation to support correctional and police training, but also to generally address future space needs for the total criminal justice system.

The earliest projected date for operations at the site is July, 1979. Before then, the Academy faces severe training space problems because of the increase of personnel authorizations resulting from prison and jail construction.

#### IN-SERVICE TRAINING

As reported in the past, in-service training for correctional officers is a problem. Funds are not available to relieve officers from duty to attend training sessions, and there is an insufficient number of trainers to conduct the training.

Positive steps to solve this problem are being taken. As part of the Executive Planning Process, the Commission staff in conjunction with the Division of Correction and Patuxent Institution submitted a Program Proposal which would provide funds for in-service training.

## THE MARYLAND CORRECTIONAL TRAINING ACADEMY

Contained below is a report on the past and present operations of the Maryland Correctional Training Academy.

### FISCAL YEARS 72-76 OPERATIONS

In its first year of operations the Commission found itself with a void of resources in most agencies with which to pursue its training mandates. The funds, personnel, and programs were virtually non-existent. Accordingly, a grant of \$220,200 was received from the Governor's Commission to train correctional personnel at all levels, and to design curricula for entrance level correctional officers, parole and probation agents, and classification counselors which would be the basis for mandated training.

That year the Commission, through the newly formed Correctional Training Academy, trained 49 trainers, 300 supervisors, 41 correctional administrators, 378 correctional officers, and 192 parole and probation agents. The training was geared to problem solving and skills training.

Based upon the experiences from training during FY 72, the Academy staff developed entrance level curricula for correctional officers (120 hours), and parole/probation agents and classification counselors (126 hours). The programs were mandated by the Commission and became the basis for planning for the FY 73 period. The Commission then applied for and received \$251,300 from the Governor's Commission to continue Academy operations.

Mandated training for correctional officers began in March and training for parole and probation agents and classification counselors began in April, 1973. Since the mandated programs began late in FY 73, the amount of training accomplished was minimal. That year sixty-five correctional officers and sixty-one parole and probation agents and classification counselors were trained.

Fiscal Year 1973 was a year of program development. Fiscal Year 1974 was a year of implementation. To support that year's operations, a grant of \$131,101 was received from the Governor's Commission.

With entrance level programs developed, the Academy implemented a large training effort that year. Correctional officer programs were conducted monthly from September, 1973 through June, 1974, and on one occasion concurrent programs were conducted. During this year 300 entrance level correctional officers were certified. Six programs for 101 agents and counselors were held.

The Academy conducted a two-day in-service training program for 135 parole and probation agents. In-service training for correctional officers was developed but plans to conduct the program were terminated when overtime and vacancy problems occurred.

Prior to FY 74, the Academy essentially coordinated programs for correctional personnel. During this year Federal funds were used to establish positions which would create an organization composed of a Training Operations Unit and a Research, Development and Evaluation Unit (RD&E). The Training Operations Unit maintained the current training operations and expanded them as additional programs were developed. The RD&E Unit worked toward the goal of providing the Academy with dynamic and viable programming. A brief summary of the development of this component follows.

The conduct of mandated programs continued in FY 75 with 299 correctional officers and 122 agents and counselors receiving training. In addition, 91 classification counselors received in-service training in Alcoholism and 30 Community Corrections personnel received a one week entrance level program.

The RD&E Unit was staffed by October, 1974, and after an initial period of orientation, it began work on a major project to develop and implement program evaluation for entrance level programs. This project was considered the first priority for RD&E, since the programs had been on-going since March, 1973, with no formal evaluation. Further, it was assumed that training needs had changed to some degree.

The evaluation results were presented to the Commission in September, 1975. In summary, a new process and terminal evaluation instrument was developed, and survey and interview schedules were constructed; over 300 correctional personnel were surveyed and interviewed, including Wardens and other administrators; the Entrance Level Training Programs were evaluated and program modifications were accepted by the Correctional Training Commission. Extensive program modifications consistent with the recommendations were made.

The Parole Agents program was completely revised. The original program was not practically based and its structure was rather disjointed. The revised program consists of sequential major blocks of instruction, each block consisting of areas of related content materials. The first trial run of the program was conducted in June, 1976. The revised program, lengthened from 126 to 156 hours, was mandated by the Commission on June 30, 1976.

The Commission also mandated the revised Correctional Officer and Classification Counselor program on June 30. (The Classification Counselors were now required to complete this program rather than the Parole Agents program.) The program required some revision but not to the extent of the Parole Agents program. The changes were mostly structural and follow the "block" system of the agents program.

An additional RD&E project area of great significance was the development of a plan of training for correctional administrators and executives which commenced in FY 76.

In addition to the two major projects noted above, RD&E developed a supervisory training program. This program is the basis of mandatory training after July 1, 1976. RD&E also developed an entrance level program for Correctional Staff personnel mandated as of July 1, 1976, and a project of training program coordination.

During the year those graduated from the Academy include 367 Correctional Officers, 33 Parole Agents, and four Classification Counselors. The low figures for agents and counselors reflected the effects of a State hiring freeze.

#### FISCAL YEAR 77 OPERATIONS

##### a. Research, Development and Evaluation Unit

While the course outlines for the Correctional Officer and Classification Counselor ELTP and Parole and Probation Agent ELTP were completed in FY 76, the development of the lesson plans, handout materials, and tests were developed this year. Structurally, both programs also use performance objectives and the grouping of related knowledges and skills into blocks of training.

The content of two newly mandated programs was developed this year. Those were a five day Supervisor's program and a three day orientation program for new staff other than Correctional Officers and Classification Counselors, who are employed in a jail or correctional institution.

To facilitate the exchange of training information between correctional agencies on the State and national level, an information coordination system was developed. One result was the establishment of a list of corrections trainers from over 40 states. Additionally, card files were established to facilitate the storage and retrieval of books, periodicals, papers, and other information in the expanded Academy library.

RD&E closely monitored the five management training programs conducted by consultants. The programs are described below on the chart titled "Management Training Programs Participants". Evaluations conducted by RD&E were completed and provide participant reactions to the value of the training. The evaluations show that the training was effective.

Finally, a project of test validation for the entrance level programs for Correctional Officers, Classification Counselors, and Parole and Probation Agents was completed. The results of the study show that the tests can be considered to contain an acceptable to high level of validity and reliability.

b. Training Operations Unit

During the year eight Entrance Level Correctional Officer and Classification Counselor Programs were conducted; 285 officers and 3 counselors were certified. Programs were conducted at the Maryland Correctional Camp Center in Jessup. Additionally, with the opening of their new Detention Center, permission was requested by and granted to Montgomery County to conduct the minimum standards program. A total of 21 officers were certified there.

Five Parole and Probation Agents Entrance Level Training Programs were conducted and 84 agents were certified. One program was held at the Laurel Police Department headquarters, two at the State Office Building at 2100 Guilford Avenue in Baltimore, and two at the Maryland House of Correction in Jessup.

Two Entrance Level Staff Programs were conducted at the Camp Center in Jessup and 54 persons were certified. Additionally, one Entrance Level Supervisor Program was conducted with thirteen supervisors certified.

Approval was received from the Commission to institute a new procedure to deal with academic failures and non-certification. The procedure incorporates a system of academic warnings, counselling, comprehensive retesting and a certification board, plus a graded system of conditional certification.

Assistance was given various police academies in a presentation on the Maryland correctional system.

In its training in security procedures, the Academy used Patuxent Institution and the Baltimore City Jail for on-site practical demonstrations. Because of overcrowding those sites were no longer available. Arrangements were then made with the Commandant of the Area Confinement Facility at Fort Meade to use its facility. Results have been excellent and a good relationship established.

Finally, logistical support was given in the conduct of management training programs for 488 State and local managers, administrators, and staff personnel.

A. PROGRAMS AND NUMBER OF TRAINEES\*

	Correctional Officer Entrance Level (120 hours)	Counselors Entrance Level (120 hours)	Parole and Probation Entrance Level (156 hours)	Management Training	Correctional Staff Entrance Level (18 hours)	Supervisors Entrance Level (30 hours)
Division of Correction						
Headquarters	---	---	---	22	---	---
House of Correction	48	---	---	55	11	---
Institution for Women	10	1	---	20	4	2
Camp System	1	---	---	34	3	1
Training Center (Hagerstown)	27	---	---	43	2	2
Correctional Institution	22	---	---	37	6	---
Reception Center	---	1	---	10	4	1
Community Corrections	1	---	---	10	---	---
Penitentiary	29	---	---	46	1	1
Patuxent Institution	31	---	---	16	4	2
Baltimore City Jail	37	---	---	58	11	---
Counties						
Anne Arundel	3	---	---	---	---	---
Baltimore	10	---	---	10	1	1
Calvert	1	---	---	---	---	---
Carroll	1	---	---	---	---	---
Cecil	4	---	---	---	---	---
Charles	1	---	---	---	---	---
Frederick	7	---	---	5	2	3
Harford	5	---	---	5	2	---
Howard	3	---	---	---	---	---
Montgomery	27	1	---	9	---	---
Prince George's	25	---	---	2	3	---
Talbot	1	---	---	---	---	---
Washington	3	---	---	2	---	---
Worcester	9	---	---	---	---	---
Division of Parole/Probation	---	---	84	103	---	---
Parole Commission	---	---	---	1	---	---
Baltimore County Probation Department	---	---	---	---	---	---
 TOTAL	 306	 3	 84	 488	 54	 13

\*All programs are mandated except Management Training.

B. MANAGEMENT TRAINING PROGRAMS  
PARTICIPANTS

PARTICIPANTS	(1) Effective Communications	(2) Developing Managers	(3) Conflict Resolution	(4) Problem Solving	(5) Scholarship	TOTALS
Division of Parole & Probation	92	2	1	--	8	103
Parole Commission	--	--	1	--	--	1
Division of Correction						
Headquarters	--	--	1	9	12	22
Penitentiary	--	3	1	39	3	46
MHC	--	3	1	33	18	55
MRDCC	--	1	--	8	1	10
MCIW	--	1	1	17	1	20
MCCC	--	1	--	32	1	34
MCIH	--	2	--	34	1	37
MCTC	--	3	1	36	3	43
Community Corrections	--	--	--	10	--	10
Patuxent Institution	--	1	--	14	1	16
Baltimore City Jail	25	2	11	11	9	58
Baltimore County Jail	--	1	1	2	6	10
Frederick County	--	2	--	--	3	5
Harford County	--	1	--	--	4	5
Montgomery County	--	2	2	--	5	9
Prince George's County	--	1	--	--	1	2
Washington County	--	--	1	--	1	2
TOTALS	117	26	22	245	78	488

- (1) Five two-day programs conducted at the University of Maryland covering human relations, leadership and communications.
- (2) An eight-day skills workshop conducted at the University of Maryland covering public administration, personnel administration, and management techniques.
- (3) A five-day program conducted by the American Arbitration Association addressing grievance arbitration and collective bargaining.
- (4) Seven three-day problem identification and problem solution programs conducted by the Management & Behavioral Sciences Group.
- (5) Scholarships awarded individuals to attend management training workshops such as those sponsored by the U. S. Civil Service Commission.





**END**