

**MARYLAND**

**POLICE & CORRECTIONAL  
TRAINING COMMISSIONS**



**ANNUAL REPORT**

**FISCAL YEARS 1980 and 1981**

90373



EDWIN R. TULLY  
CHAIRMAN  
POLICE TRAINING COMMISSION  
J. BROWN HARDY  
CHAIRMAN  
CORRECTIONAL TRAINING COMMISSION

STATE OF MARYLAND  
DEPARTMENT OF PUBLIC SAFETY  
AND CORRECTIONAL SERVICES  
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TRAINING

February 1, 1982

The Honorable Harry Hughes  
Governor of Maryland

Members of the General Assembly

and

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

Ladies and Gentlemen:

On behalf of the Maryland Police and Correctional Training Commissions, we are pleased to forward the Ninth and Tenth Annual Reports of the Maryland Correctional Training Commission and the Fourteenth and Fifteenth Annual Reports of the Maryland Police Training Commission covering the period from July 1, 1979 through June 30, 1981.

These reports represent the sixth and seventh combined reports for the two Commissions. Although the two Commissions are separate and distinct, both are within the Department of Public Safety and Correctional Services, both are created and regulated by separate but successive sections of Article 41, 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.

At the end of June, 1980 we moved to our new facility at Granite, Maryland. For the first time the entire staff of the two Commissions is located at the same place and the Correctional Training Academy not only is so located,

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but for the first time is able to count on classroom space for its programs. Four classrooms not only accommodate Correctional Training, including that for Parole and Probation officers which had previously been conducted on Belair Road in Baltimore County rather than at the previous location of the Academy in Jessup, but also some Commission-sponsored Police Training and other criminal justice training on a space available basis. Also the Criminal Justice Resource Center is located in much more adequate space at the new facility.

Again we are extremely grateful to both police and correctional agencies for the resources, human and material, without which we could never meet our legal and professional responsibilities. The certified police academies not only provide all entrance-level and most in-service-level police training, they provide instructors for schools located apart from their academies. In this latter respect, the F.B.I. has provided hundreds of instructor hours of training to us and to the academies at all levels.

The Correctional Training Commission is likewise grateful to the Divisions of Correction and Parole and Probation for the two training coordinators and several trainers each. Grateful acknowledgment is likewise extended to the Patuxent Institution, to the Baltimore City Jail and to the County Jails for extensive contributions of trainer time to the overall training effort.

You should know that much of the knowledge and the professional attainment of both Commissions comes from shared meetings and correspondence with similar endeavors in other states. Particularly is this true on the police training side, by membership in the National Association of State Directors of Law Enforcement Training (NASDLET).

The Criminal Justice Resource Center continues to acquire training films through the generosity of Maryland Law Enforcement Officers, Inc. (MLEOI).

Of interest is the fact that both Commissions have depended upon LEAA funds from the Governor's Commission on Law Enforcement and the Administration of Justice and NHTSA funds from the Department of Transportation in the ratio of approximately 46% of all expenditures. With the phasing out of LEAA funding in FY 82, new sources of funding will have to be identified if operations are to continue without reduction.


These are the final reports to be compiled under the leadership of Robert L. Van Wagoner who has served with distinction and dedication as the Executive Director of both Commissions since each was established. Mr. Van Wagoner retired from State service on May 28, 1981.

Once again we are proud of the substantial strides we have continued to

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make in the advancement of professional selection and training throughout the police and correctional communities.

Respectfully yours,

  
Edwin R. Tully, Chairman  
Maryland Police Training  
Commission

Respectfully yours,

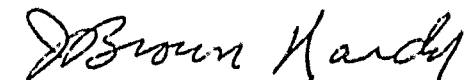
  
J. Brown Hardy, Chairman  
Maryland Correctional Training  
Commission

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## ADMINISTRATION & ENFORCEMENT

### AGENCY DESCRIPTION

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 FY80 the single staff that supports both the Police and Correctional Training Commission had 20 General Fund positions, three of which were part-time students, and three Non-Budgeted positions, all of which were assigned to three primary functional areas of Administration, Law Enforcement Training, and Correctional Training. In FY81 two additional Non-budgeted positions were added to the staff. 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 through 5/28/81  
Office Secretary - Margaret C. Reddick

Assistant Executive Director for Administration and Enforcement -  
John A. Schuyler - Appointed Acting Executive Director effective  
5/29/81

#### Resource Center

Director - Raymond A. Franklin  
Audio-Visual Technician - Karen D. Tooren through 8/15/80: Robyn  
Brooks

Typist-Clerk - Roberta L. Thompson  
Student Assistants - Robyn Brooks through 8/26/80, Rudy Krankall  
through 12/26/80 and B. V. Shelton, III  
through 6/9/81: Archie Johnson

Accounting Unit -

Fiscal Associate - January B. West  
Fiscal Clerk - Ruth E. Voelker through 6/24/80: Rita Shuh

Maintenance Unit

\*Maintenance Chief II - Robert L. Conaway  
\*Maintenance Mechanic - James E. Lowery, Jr.  
\*Maintenance Service Worker V - Patrick M. Riley

Assistant Executive Director for Police Training - William E. O'Hara

Administrative Officer I - Carl L. Bart  
Law Enforcement Training Coordinator II - William J. Henning  
Law Enforcement Training Coordinator II - Rudy Hooks through 5/27/80;  
Constance J. Ridgway  
Office Secretary - Barbara McMillan through 1/6/81; Cindy Reisberg  
Sheriffs' Training Coordinator  
\*Criminal Justice Specialist - Gail Marjarum  
\*Stenographer-Clerk - Elizabeth Dell through 5/26/81  
Typist-Clerk - Phyllis M. Sirkis  
Stenographer-Clerk - Banni Nini through 2/20/81; Elizabeth Dell

Assistant Executive Director for Correctional Training - Thomas A.  
Rosazza through 1/21/81

Office Secretary - Christine Melville

\*Non-Budgeted position

The headquarters for both Commissions was located in Pikesville at 7 Church Lane through June 27, 1980. That space consisted of three suites (14, 16, 25) and two additional rooms with a total of 2,472 square feet that housed all of the Law Enforcement Training Section, the Administrative Staff and the Criminal Justice Resource Center.

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

On June 27, 1980 both Commissions' offices relocated to the recently renovated former Nike site at 3085 Hernwood Road, Woodstock, Maryland 21163. The site was renovated primarily with federal funds and provides approximately 16,500 square feet of office, classroom (4), service, maintenance and storage space in six buildings on over 27 acres of land in western Baltimore County. Some renovation work had to be completed but final acceptance occurred in September, 1980. Federal funds to partially equip and partially maintain the site were provided by the Governor's Commission on Law Enforcement and the Administration of Justice(GCLEAJ). Funding from this source ceased as of June 30, 1981.

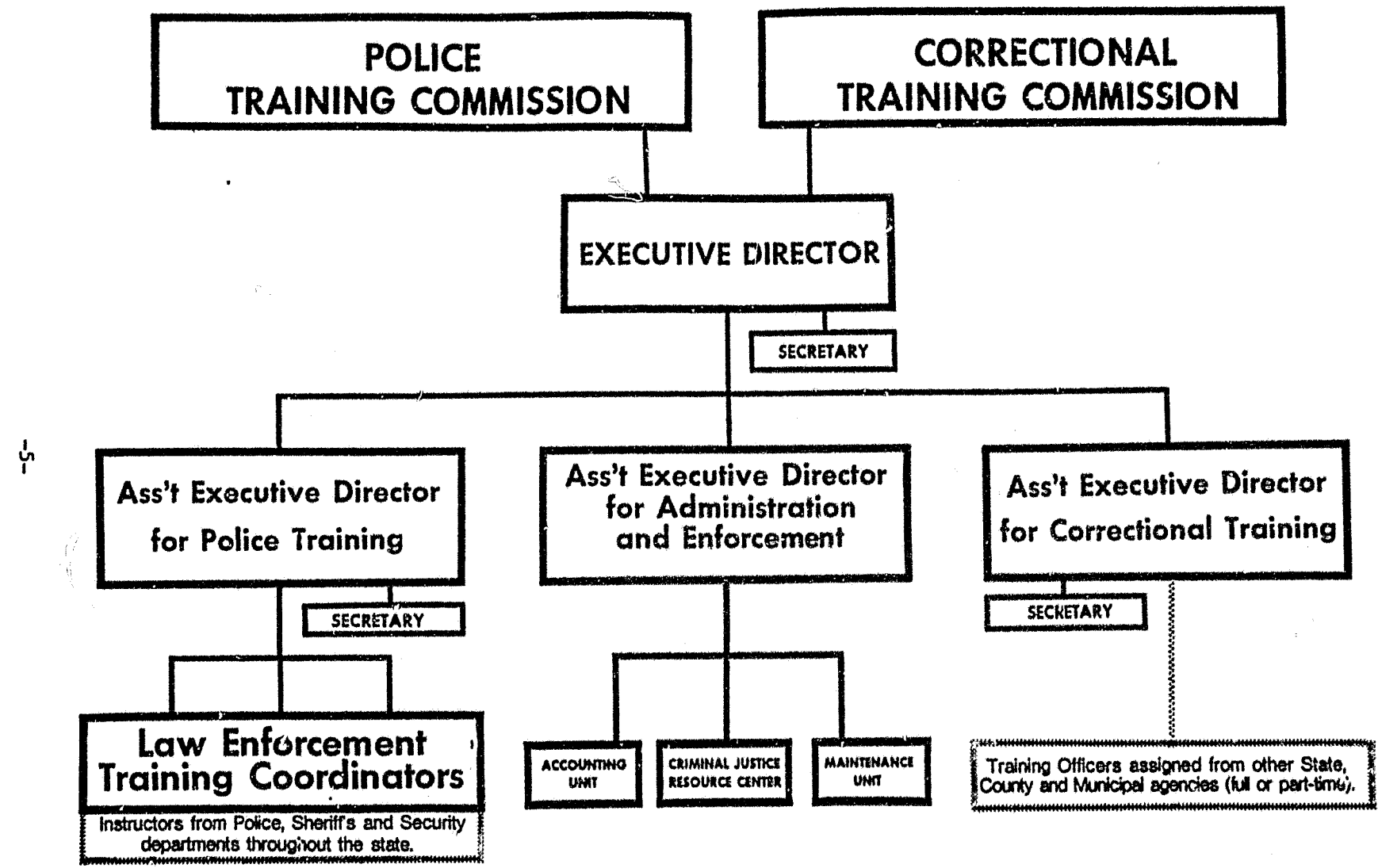
Within this framework the Executive Director is the focal point for management, guidance and coordination of the three major sections of the Staff. Under the broad guidance and support of both Commissions, the Executive Director is responsible for the achievement of the Commissions' objectives discussed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

ADMINISTRATION AND ENFORCEMENT SECTION ACTIVITIES

During the period of this report the Administration and Enforcement Section continued to support both Commissions by providing budget development and financial management, personnel administration, centralized records and information management, coordination of all federal grants, coordination of plans development, general logistical coordination, and supervision of the operations of the Criminal Justice Resource Center.

Additionally, this section provided coordination of all aspects of the acquisition, renovation and occupation of the new agency headquarters in Granite.

Of particular interest during the period of this report was the development of a LEAA funded project to automate the now monumental task of record keeping.



#### 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 grant condition.

In FY80 and FY81 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, the Divisions of Correction and Parole and Probation, the Office of State's Attorneys' Coordinator, the Maryland Fire Marshall's Office, and the Governor's Commission on Law Enforcement and the Administration of Justice as well as over thirty police agencies.

The services provided are in the functional areas listed below:

- 1) 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. In FY 1980 approximately 2,300 instructional items, i.e., slides, overheads, etc. were prepared honoring almost 150 individual requests. FY 1981 saw the preparation of approximately 2,000 items, honoring approximately 150 requests.
- 2) Equipment Loan - The Center provides audio-visual preparation and presentation equipment on a loan basis. Currently, the Center records over 250 loan transactions per annum.
- 3) 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. Current level of materials loan activity is approximately 1,600 programs per annum.
- 4) 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. This library continued to be maintained and was used periodically. Some materials were loaned out on a selective basis since the lack of a librarian makes full library services impossible.
- 5) Instructor Service - The Center provides a variety of instructor training services. In addition to five specialized programs, which are offered on a voluntary basis, the Center provides a basic one-day block of instruction as part of both police and correctional Instructors' Schools. Instruction during the year was limited to occasional one on one instruction. No formal programs were given.

#### FY 1980 Highlights

FY 1980 was highlighted by the operation of two federally funded projects.

The Media Resources Central Management Program provided for interdepartmental use, and central maintenance of, audiovisual materials, e.g., training films. Successes were noted in four areas:



First, it successfully encouraged inter-agency cooperation in the sharing of departmentally owned motion picture films.

Second, it developed an excellent audio-visual selection manual for criminal justice trainers.

Third, it provided badly needed maintenance and repair services to police agency film libraries, protecting investments.

Fourth, it controlled senselessly duplicative purchasing of expensive audio-visual materials.

The Trial Advocacy Training - Performance Review Video System project commenced Center services to statewide prosecutor training through the Office of State's Attorneys' Coordinator.

The project established a video training system that provided trainee performance analysis as well as the development of a videocassette training library.

Active assistance continued to be rendered to Maryland Crime Watch, the statewide crime prevention program, cooperatively administered by GCLEAJ and DPSCS. Assistance included media and equipment loan as well as audiovisual production services.

The Criminal Justice Resource Center plans to continue its present services in FY 1981 after completing the move to new quarters.

#### FY 1981 Highlights

Of special importance during the year was assistance in the specification, ordering and installation of new training equipment and classroom furnishings for the new Agency headquarters and training facility in Woodstock.

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

Audiovisual production assistance was also provided to the Division of Correction and Parole Commission in the development of an inmate orientation program explaining its new Mutual Agreement Programming parole process.

#### Commissions' Budget

The following constitutes the appropriated State Budget and actual expenditures for FY 80:

	<u>Appropriations</u>	<u>Expenditures</u>
Salaries	269,958	278,003
Technical and Special Fees	2,800	-
Communications	8,141	8,473
Travel	15,180	8,404
Fuel and Utilities	-	355
Motor Vehicle Operation & Maintenance	2,455	3,186
Contractual Services	9,246	22,878
Supplies and Materials	15,504	12,830
Equipment - Replacement	200	64
Equipment - Additional	1,550	870
Fixed Charges	9,588	17,969
Totals	334,622	353,032
General Fund	306,622	350,014
Special Fund	28,000	3,018

Again in FY 80 there is a significant difference between the amount of the Special Fund assigned to the Commissions (\$28,000) to be raised by collecting curriculum material fees from local governments, and what was actually collected from such governments within the guidelines prescribed by the Governor. (\$3,018)

In an attempt to reduce the deficit expected to occur because of the Commissions' inability to generate the assigned Special Fund, police departments were requested to donate the time of their instructors and the use of their departmental vehicles to conduct mandated police supervisor, administrator and in-service training scheduled to be conducted by the Commission. The departments did so very reluctantly because they too are already overburdened with commitments. Concern was expressed that they cannot continue to provide instructors and their transportation without diminishing other services to their citizens.

The increased expenditures in Object .08 reflected the additional funds needed to renovate the new facility and the cost to move from Pikesville and Jessup to the new facility.

Finally the increased expenditure in Object .13 reflects the additional six months of rent in Pikesville that was necessitated by the delay in completing the renovation of the Nike site.

The following constitutes the federal (non-budgeted) actual expenditures for FY 80:

Salaries	\$6,226
Communications	84
Travel	25
Fuel and Utilities	2,152
Contractual Services	419,925
Supplies and Materials	8,252
Equipment - Additional	26,586
Grants, Subsidies and Contributions	302
<b>Total</b>	<b>\$463,552</b>

The following is the appropriated State budget and actual expenditures for FY 81:

	<u>Appropriations</u>	<u>Expenditures</u>
Salaries	298,887	301,174
Technical and Special Fees	2,800	1,090
Communications	9,512	12,708
Travel	14,500	9,219
Fuel and Utilities	0	3,516
Motor Vehicle Operation and Maintenance	6,029	5,566
Contractual Services	16,453	11,269
Supplies and Materials	15,070	23,960
Equipment Replacement	100	0
Equipment - Additional	1,557	1,105
Fixed Charges	1,611	1,794
<b>Total</b>	<b>\$366,519</b>	<b>\$371,401</b>
General Fund	338,519	365,929
Special Fund	28,000	5,472

FY 81 saw the Commissions facing the same inability to generate the assigned Special Fund mentioned under FY 80 above. In FY 81 the difference between the amount assigned (\$28,000) and the amount raised (\$5,472) was \$22,528.

As can be seen in the expenditure column, the staff again attempted to reduce the shortfall to the maximum extent possible by using the same strategies described under FY 80 above.

In addition, the Commissions had to pay some \$3,516 toward the cost of utilities at the new facility. This unplanned expense was necessary because federal funds could not be used to supplant utilities costs that were previously paid from General Funds in the leasing arrangement at the former location in Pikesville.

Finally, of the \$15,070 appropriated in Object .09, only \$5,000 was designated for correctional training instructional supplies while it was essential to actually expend \$11,844 for this purpose. This was so because of the tremendous increase in the number of Correctional Officers trained in FY 81 compared to FY 80 (815 to 273) due to new beds coming on-line throughout the correctional system.

The following constitutes the federal (non-budgeted) actual expenditures for FY 81:

Salaries	49,605
Communications	1,915
Travel	1,027
Fuel and Utilities	14,504
Motor Vehicle Operation and Maintenance	452
Contractual Services	123,816
Supplies and Materials	20,731
Equipment - Replacement	198
Equipment - Additional	29,902
Grants, Subsidies and Contributions	10,839
<b>Total</b>	<b>\$252,989</b>

In both FY 80 and FY 81 a DPSCS transfer of funds was necessary to cover the difference between the amounts appropriated and expended.

The following is the appropriated State budget for FY 82:

Salaries	\$308,086
Technical and Special Fees	1,844
Communications	9,988
Travel	13,824
Fuel and Utilities	26,318
Motor Vehicle Operation and Maintenance	4,240
Contractual Services	63,465
Supplies and Materials	16,577
Equipment Replacement	200
Equipment - Additional	7,090
Fixed Charges	1,576
<b>Total</b>	<b>\$453,208</b>
General Fund	448,208
Special Fund	5,000

The following is the estimated federal (non-budgeted) funds for FY 82:

Salaries	27,086
Technical and Special Fees	788
Communications	1,245
Travel	2,458
Contractual Services	178,008
Supplies and Materials	5,219
Equipment, Additional	1,281
Grants, Subsidies and Contributions	21,599
<b>Total</b>	<b>\$237,684</b>



## POLICE TRAINING

### MEMBERS OF THE POLICE TRAINING COMMISSION

During the period of this report, the Commission was composed of the following members:

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

Edward D. Hegarty  
Agent-in-Charge, Federal Bureau of Investigation, Baltimore Office

Stephen H. Sachs  
Attorney General of the State of Maryland  
Represented by H. Edgar Lentz, Assistant Attorney General (Jul. 1979 to Apr. 1980); Emory A. Plitt, Assistant Attorney General (May 1980- )

Col. Thomas S. Smith  
Superintendent, Maryland State Police

Donald D. Pomerleau  
Commissioner, Baltimore Police Department

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

Donald C. Barnes (to Sep. 1979)  
President, Maryland Sheriffs' Association  
Sheriff, Frederick County

James A. Young (Oct. 1979 to Sep. 1980)  
President, Maryland Sheriffs' Association  
Sheriff, Montgomery County Sheriff's Department

George M. Fraeberger (Oct. 1980- )  
President, Maryland Sheriffs' Association  
Sheriff, Baltimore City Sheriff's Department

Clinton E. Mowen (to Sep. 1979)  
President, Maryland Chiefs of Police Association

Harry J. Polis (Oct. 1979 to Sep. 1980)  
President, Maryland Chiefs of Police Association

Richard J. Ashton (Sep. 1980- )  
President, Maryland Chiefs of Police Association

John W. Spurrier (to Dec. 1979)  
President, Maryland Law Enforcement Officers, Inc.

James R. McAbee (Dec. 1979 to Dec. 1980)  
President, Maryland Law Enforcement Officers, Inc.

Alfred F. Petersam (Dec. 1980- )  
President, Maryland Law Enforcement Officers, Inc.

William E. Holliway (to Nov. 1979)  
Member, Fraternal Order of Police

David N. Fulgham (Nov. 1979 to Oct. 1980)  
Member, Fraternal Order of Police

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

Thomas Savage (to Dec. 1979)  
President, Eastern Shore Police Association

John T. Tarr (Dec. 1979 to Nov. 1980)  
President, Eastern Shore Police Association

Frank Wilson (Nov. 1980- )  
President, Eastern Shore Police Association

W. Elmer Shank (to May 1981)  
Chief of Police, Cumberland Police Department

Clinton E. Mowen (May 1981- )  
Chief of Police, Hagerstown Police Department

Leslie J. Payne (to Aug. 1979)  
Chief of Police, Salisbury Police Department

Russell E. Wroten (Aug. 1979- )  
Chief of Police, Cambridge Police Department

John M. Rhoads (to Aug. 1979)  
Chief of Police, Prince George's County Police Department

Cornelius S. Behan (Aug. 1979- )  
Chief of Police, Baltimore County Police Department

COMMISSION MEETINGS

During FY80 the Police Training Commission met as follows:

66th Meeting	November 27, 1979
67th Meeting	February 20, 1980
68th Meeting	May 22, 1980

During FY81 the Police Training Commission met as follows:

69th Meeting	October 1, 1980
70th Meeting	October 28, 1980
71st Meeting	January 20, 1981

POLICE TRAINING ACT

Article 41, Section 70A, of the Annotated Code of Maryland

§70A. 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 for detecting crime and for 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 officer employed by a governmental agency having administrative responsibility.

(8) "Police officer" - means a member of a 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 any of its agencies or by any governmental college or university located in the 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 supervisors" - 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 noncommissioned 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 Chief of Police Association, the President of the Maryland Sheriffs 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 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 in accordance with the standard travel regulations for their 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 certificate issued to such school;

(3) To prescribe the curriculum, the minimum courses of study, attendance requirements, eligibility to attend, equipment and facilities, and standards of operation for such 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 cycle, 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 appropriate certificates to such instructors;

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

(6) To certify persons as police officers who have:

(I) Satisfactorily met the Commission's Entrance level standards; or

(II) Provided the Commission with sufficient evidence that he or she has satisfactorily completed an entrance-level training program in another state of equal quality and content as required by the Commission.

(7) To suspend or revoke the certification, provided for in paragraph (6) of this subsection, if the police officer has violated or has failed to meet the Commission's standards. However, failure to meet the Commission's standards with respect to the level of achievement rather than the completion of the required training shall not in itself automatically revoke the certification and a person's continued employment by the department is contingent upon the discretion of the department;

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

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

(10) 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;

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

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

(13) 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;

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

(15) 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 or 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 a 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.

(g) (1) If the Commission believes that grounds for revocation or suspension of any officer's certificate, provided for in paragraph (6) of subsection (d), may exist the Commission may initiate an action against the officer.

(2) The Commission shall hold a hearing, in compliance with the Administrative Procedure Act, Article 41, §244 and sequence, prior to the suspension or revocation of the officer's certificate.

(3) Notice to the officer shall be in accordance with the Administrative Procedure Act and shall include:

(I) The time and place of the hearing; and,

(II) The grounds for revocation or suspension of the certificate.

(4) Any police officer aggrieved by the findings and order of the Commission may appeal the decision in accordance with the Administrative Procedure Act.

(h) (1) A police officer's certificate, provided for in paragraph (6) of subsection (d), shall automatically lapse three (3) years from the date of the previous certification.

(2) The Commission may recertify a police certificate, provided for in paragraph (6) of subsection (d), upon:

(I) An automatic lapse of the certificate; or

(II) A revocation of a certification.

(3) If the certificate has lapsed, the officer may apply for its recertification immediately.

(4) If the certification has been revoked, the officer may apply for recertification upon waiting two (2) years from the date the revocation order became effective.

(1) (1) If the certificate is in danger of lapsing or has lapsed because of the police officer's failure to meet the Commission's standards, the police officer may request a hearing before the Commission to present evidence;

(I) That the department unreasonably failed to provide the officer with the required training or assigned the officer to special duty which prevented the officer from completing the required training to achieve this certification, and

(II) That this failure is through no fault of his own.

(2) The Commission shall hold a hearing. For purposes of this subsection, the Commission shall follow the procedures prescribed for a hearing board under the law enforcement officer's bill of rights, and the officer shall be entitled to all of the rights provided under that act.

(3) If the Commission concludes that the department unreasonably failed to provide the police officer with the training necessary or assigned the officer to special duty which prevented the officer from completing the training necessary to achieve this certification:

(I) The Commission shall stay the lapse of this certificate until the officer and the department meet the Commission's training requirements;

(II) The officer shall be retained in the department at full pay pending the completion of the training; and,

(III) The Commission shall order the department to pay all reasonable hearing costs and attorney's fees incurred as a result of the action.

(j) (1) A person may not be employed as a police officer by any law enforcement unit for a period to exceed 12 months unless that person is certified by the Commission, as provided for in paragraph (6), subsection (d) of this section.

(2) A person may not serve as a police officer during the period when this certification has been revoked or suspended by the Commission or it has lapsed.

(k) A certificate, provided for in paragraph (6), subsection (d), shall remain the property of the Police Training Commission.

(1) The Commission may recall the certificate, provided for in paragraph (6), subsection (d), if it is suspended or revoked for any of the following reasons:

(1) The certificate was issued by administrative error;

(2) The certificate was obtained through misrepresentation or fraud;

(3) The holder has been convicted of a felony; or

(4) The holder has been convicted of a misdemeanor for which a sentence of imprisonment for more than one (1) year may be imposed.

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



CHANGES IN THE COMMISSION'S  
REGULATIONS

Complete Commission regulations may be found in the Code of Maryland Regulations (COMAR) under Title 12, Subtitle 04.

FY 80 Changes

General Regulation .01 - .04 and .06 - .09

These general regulations were rewritten. The basic purpose of Regulation .01 is to provide selection standards and required training for deputy sheriffs and security officers. Deputy sheriffs are assigned to certain classifications based upon the job task they perform.  
Effective 6/27/80

Regulations .02 - .04 and .06 - .09

These regulations were rewritten to: (1) Delete all references to the Manual of Standards and Procedures by including in the regulations all language previously contained in the manual; (2) Increase the minimum standards of entrance level training for police and deputy sheriffs in Classification I to 385 hours; and (3) Classify language in order to distinguish between the mandates of police, deputy sheriffs, and security officers (SPO).

General Regulation .10

This new regulation was added to establish a formal procedure for requesting waivers of selection and training standards. It also provides for a Certificate of Comparative Compliance. This certificate will enable a police officer who was trained in another state or at a federal law enforcement academy to receive credit for that training. However the previous training received must be supplemented by training of subject matter not previously received.  
Effective 6/27/80

FY 81 Changes

General Regulation .05

This general regulation was rewritten for the purpose of providing that certain police officers and security officers and also deputy sheriffs of this State shall receive 17½ hours of approved in-service training every calendar year. This regulation previously required 35 hours of in-service training every two fiscal years. It also provides that all information concerning in-service training now required by the Police Training Commission will be submitted once each calendar year on a roster in the prescribed manner.  
Effective 1/5/81

Chapter .02 Public Information Request

This new chapter which contains Regulations .01 - .16 establishes procedures for the filing of requests with the Police Training Commission for the inspection and copying of public records by an applicant as provided under the provisions of the Public Information Act.  
Effective 2/20/81

Chapter .03 General Hearing Regulations

This new chapter which includes Regulations .01 - .10 establishes a procedure for conducting administrative hearings before the Executive Director of the Police Training Commission  
Effective 2/20/81



## ACCOMPLISHMENTS

FY 80

One of the most significant accomplishments was the locating of the Administrative Staff, the Resource Center, and the Correctional Training Academy of the Police and Correctional Training Commissions in Granite, Maryland. This is significant in that all offices and personnel of both commissions are now housed at the same physical location. Another significant accomplishment was the repeal and the adoption of the general regulation which has been previously explained.

Ground work was laid toward establishing four federally funded projects to begin in FY 81.

Two federal grants would be obtained through the State Department of Transportation. One Grant would be obtained to develop a state-wide Job Task Analysis of police officers with the ultimate objective of developing performance based training objectives needed to establish a validated curriculum. The second grant will be obtained to develop a training program for police officers. The training program would be concerned with the transportation and handling of hazardous materials in this State.

Two are being funded through the Governor's Commission on Law Enforcement and the Administration of Justice. One LEAA Grant would provide for a Sheriff's Training Coordinator who would be primarily responsible for developing and implementing training programs for the various classifications of deputy sheriffs within this State. The other LEAA Grant is necessary to develop a computerized record system which would contain the personnel and training records of all police officers, deputy sheriffs, security officers (SPO), correctional officers, and parole and probation agents of this State.

With the establishment of the Western Maryland Police Academy in FY 78 and the Eastern Shore Police Training Center in FY 79, the Police Training Commission no longer has to provide entrance level training.

FY 81

One of the most significant accomplishments during this fiscal year was the enactment of House Bill 1254 as introduced by Delegate Cicoria. This bill concerning police officer certification was enacted and signed by the Governor as Chapter 679 of the ACTS of 1981. This Act was established for the purpose of authorizing the Police Training Commission to certify, recertify, revoke, or suspend certifications of persons as police officers; providing for a Commission hearing and review procedure for revoking, suspending, or recertifying certain certificates; providing for an automatic lapse and a recall of certain certifications; providing that a person may not be employed for a certain period of time or serve as a police officer under certain circumstances; providing that certain certification enforcement power of the Commission supersedes certain other State law; providing for an abnormal effective date; and generally relating to the police officer's certification program.

This Act becomes effective January 1, 1982. A general regulation is needed to provide an administrative procedure to accomplish the purposes of this Act. Work was begun by the staff of the Commission to draft a general regulation .11 and which would be proposed at a future meeting of the Police Training Commission. It is necessary that the regulation become effective January 1, 1982 in order that all police officers of this State be certified.

The Police Training Commission held an emergency meeting on October 28, 1980. This meeting was held because the maximum age of 36 for police officers was challenged by the Human Relations Commission. The Commission decided that the staff prepare an amendment to General Regulation .01 which would repeal the selection standard concerning maximum age because the Commission was not able to prove that there is a direct relationship between the maximum age and the job tasks of a police officer. A meeting was held by the Commission on January 20, 1981, for the purpose of proposing an amendment to General Regulation .01 which would repeal the maximum age of 36 for applicants for the position of police officer within this State. Final action to adopt this proposed amendment will be taken during the next fiscal year.

On October 1, 1980, the Charles County Sheriff's Department Academy was certified to conduct an entrance level training program for police officers which includes deputy sheriffs Classification I. This was the first step in preparing this academy to become a certified training academy of the Police Training Commission. Final certification of this academy would not occur until FY 82.

TRAINING STATISTICS FOR THE FISCAL YEAR 1980 & 1981			FY 80	FY 81
Police officers certified in minimum entrance-level standards (350 hr.) programs conducted by or in conjunction with the MPTC			48	70
Police officers certified in regular academy entrance-level programs			696	787
Number of security officers certified for participation in the 170 hr. program			50	60
Number of personnel certified for in-service by approved schools			3,750 Approx.	5,750 Approx.
Number of supervisors trained and certified			82	128
Number of administrators trained and certified			24	32
Number of instructors presently certified:				
Instructors	250	246		
Associate Instructors	379	385		
Provisional Instructors	64	53		
Firearms Instructors	241	268		
Total	934	952	934	952
Number of approved schools that offered 350 hr. plus entrance-level training			14	14
Number of approved schools that offered approved security officer program			1	1

A. MARYLAND LAW ENFORCEMENT  
POPULATION BY TYPE OF OFFICER

Police Officers

There are:	10,156	Full-Time Police Officers
	73	Part-Time Police Officers
	8	Reserve Police Officers
	<u>305</u>	Auxiliary Police Officers
	10,542	TOTAL

There are:	983	Full-Time Deputy Sheriffs
	38	Part-Time Deputy Sheriffs
	0	Reserve Deputy Sheriffs
	<u>46</u>	Auxiliary Deputy Sheriffs
	1,067	TOTAL

11,250 Total Full-Time and Part-Time Law Enforcement Officers in the State of Maryland. This figure does not include Reserve and Auxiliary Police Officers.

Security Officers (Public Sector)

There are:	452	Full-Time Special Police Officers
	4	Part-Time Special Police Officers
	1	Reserve Special Police Officer
	<u>41</u>	Auxiliary Special Police Officers

498 TOTAL

211 Voluntary Special Police Officers

Agencies

There are:	112	Police Departments
	24	Sheriffs Departments
	37	Mandated Security Agencies
	<u>3</u>	Railroad Police

176 TOTAL

There are: 67 Law Enforcement Agencies that have 10 or less Police Officers

## B. POPULATION BY DEPARTMENT AND LOCATION

NAME	FULL-TIME	PART-TIME	RESERVE	AUXILIARY
<b>1. ALLEGANY COUNTY</b>				
<u>Police/Sheriff</u>				
Allegany County Sheriff	20	2		
Barton Police Dept.	1			
Cumberland Police Dept.	64			
Frostburg Police Dept.	15			
Lonaconing Police Dept.	2			
Luke Police Dept.	2			
Westernport Police Dept.	6			
<b>2. ANNE ARUNDEL COUNTY</b>				
<u>Police/Sheriff</u>				
Annapolis Police Dept.	96			
Anne Arundel County Police Dept.	417			23
Anne Arundel County Sheriff	22	8		
<u>Security</u>				
Anne Arundel Co. Comm. College	1			3
Crofton (not mandated)	7			
<b>3. BALTIMORE CITY</b>				
<u>Police/Sheriff</u>				
Baltimore Police Dept.	2980			
Baltimore City Sheriff	157			
<u>Security</u>				
Baltimore City Public Schools	132			
Baltimore City Hospital	22			
Community College of Baltimore	7			
Housing & Community Development	3			
Watershed - Baltimore City	4			
<b>4. BALTIMORE COUNTY</b>				
<u>Police/Sheriff</u>				
Baltimore County Police Dept.	1278			220
Baltimore County Sheriff	32			
<u>Security</u>				
Baltimore County Board of Education	1			
Catonsville Community College	9			
Dundalk Community College	1	1		
Sparrows Point (not mandated)	150			
<b>5. CALVERT COUNTY</b>				
<u>Police/Sheriff</u>				
Calvert County Sheriff	15			
North Beach Police Dept.	6	1		

NAME	FULL-TIME	PART-TIME	RESERVE	AUXILIARY
<b>6. CAROLINE COUNTY</b>				
<u>Police/Sheriff</u>				
Caroline County Sheriff	8		6	
Denton Police Dept.	7			
Federalburg Police Dept.	6			
Goldsboro Police Dept.	1			
Greensboro Police Dept.	2	1		
Preston Police Dept.	2	1		
Ridgely Police Dept.	2			
<b>7. CARROLL COUNTY</b>				
<u>Police/Sheriff</u>				
Carroll County Sheriff	33	21		
Hampstead Police Dept.	1			
Manchester Police Dept.	2			
New Windsor Police Dept.		2		
Sykesville Police Dept.	5	1		
Taneytown Police Dept.	4			
Westminster Police Dept.	18			
<b>8. CECIL COUNTY</b>				
<u>Police/Sheriff</u>				
Cecil County Sheriff	30			13
Chesapeake City Police Dept.	1			2
Elkton Police Dept.	9			5
North East Police Dept.	3			
Port Deposit Police Dept.	3			5
Rising Sun Police Dept.	3			1
<b>9. CHARLES COUNTY</b>				
<u>Police/Sheriff</u>				
Charles County Sheriff	89			
LaPlata Police Dept.	1			
<b>10. DORCHESTER COUNTY</b>				
<u>Police/Sheriff</u>				
Cambridge Police Dept.	31			
Dorchester County Sheriff	13	3		
Hurlock Police Dept.	5			
<b>11. FREDERICK COUNTY</b>				
<u>Police/Sheriff</u>				
Emmitsburg Police Dept.	3			
Frederick Police Dept.	69			
Frederick County Sheriff	49			4
Thurmont Police Dept.	4			
<b>12. GARRETT COUNTY</b>				
<u>Police/Sheriff</u>				
Garrett County Sheriff	12			
Oakland Police Dept.	6			

NAME	FULL-TIME	PART-TIME	RESERVE	AUXILIARY
13. <u>HARFORD COUNTY</u>				
<u>Police/Sheriff</u>				15
Aberdeen Police Dept.	28			10
Bel Air Police Dept.	21			
Harford County Sheriff	141			18
Havre De Grace Police Dept.	20			
14. <u>HOWARD COUNTY</u>				
<u>Police/Sheriff</u>				
Howard County Police	166			
Howard County Sheriff	15	2		
<u>Security</u>				
Howard County Comm. College	3			
15. <u>KENT COUNTY</u>				
<u>Police/Sheriff</u>				
Chestertown Police Dept.	7		1	
Kent County Sheriff	17	1		
Rock Hall Police Dept.	2			
16. <u>MONTGOMERY COUNTY</u>				
<u>Police/Sheriff</u>				
Chevy Chase Police Dept.	7	1		
Gaithersburg Police Dept.	3			
Md.Natl.Cap.Park Police Dept.	47			
Montgomery County Police Dept.	736			
Montgomery County Sheriff	65			
Rockville Police Dept.	25			
Takoma Park Police Dept.	30			1
17. <u>PRINCE GEORGE'S COUNTY</u>				
<u>Police/Sheriff</u>				
Berwyn Heights Police Dept.	1	3		
Bladensburg Police Dept.	15	1		
Capitol Heights Police Dept.	1			
Cheverly Police Dept.	8			
Colmar Manor Police Dept.	3	5		
Cottage City Police Dept.	3	1		
District Heights Police Dept.	6	1		
Edmonston Police Dept.	2	1		
Fairmount Heights Police Dept.	1	3		
Forest Heights Police Dept.	3	2	1	
Glenarden Police Dept.	2			
Greenbelt Police Dept.	25			
Hyattsville Police Dept.	19			
Landover Hills Police Dept.	2	2		
Laurel Police Dept.	25			1
Md.Natl.Cap.Park Police Dept.	46			
Morningside Police Dept.	1	4	2	
Mt. Rainier Police Dept.	11			

NAME	FULL-TIME	PART-TIME	RESERVE	AUXILIARY
Prince George's County Police Dept	829			
Prince George's County Sheriff	116			
Prince George's County State's At.	7			
Riverdale Police Dept.	8	1		
University Park Police Dept.	5	3		
Wash.Metro Transit Authority	187			
<u>Security</u>				
Prince George's Comm. College	12			
Prince George's Public Schools	40	1		
Washington Sub. San. Commission	4			
18. <u>QUEEN ANNE'S COUNTY</u>				
<u>Police/Sheriff</u>				
Centreville Police Dept.	6			
Queen Anne's County Sheriff	8			
19. <u>ST. MARY'S COUNTY</u>				
<u>Police/Sheriff</u>				
St. Mary's County Sheriff	33			
20. <u>SOMERSET COUNTY</u>				
<u>Police/Sheriff</u>				
Crisfield Police Dept.	7	3		
Princess Anne Police Dept.	5	1		
Somerset County Sheriff	14			6
21. <u>TALBOT COUNTY</u>				
<u>Police/Sheriff</u>				
Easton Police Dept.	21			
Oxford Police Dept.	2	1		
St. Michael's Police Dept.	7	1	1	
Talbot County Sheriff	13			
Trappe Police Dept.	1			
22. <u>WASHINGTON COUNTY</u>				
<u>Police/Sheriff</u>				
Boonsboro Police Dept.	1			
Hagerstown Police Dept.	91			
Hancock Police Dept.	4	1		
Washington County Sheriff	35			
Williamsport Police Dept.	3			
23. <u>WICOMICO COUNTY</u>				
<u>Police/Sheriff</u>				
Delmar Police Dept.	5	2		
Fruitland Police Dept.	5			
Salisbury Police Dept.	47			
Wicomico County Sheriff	24			23

<u>NAME</u>	<u>FULL-TIME</u>	<u>PART-TIME</u>	<u>RESERVE</u>	<u>AUXILIARY</u>
<b>24. WORCESTER COUNTY</b>				
<u>Police/Sheriff</u>				
Berlin Police Dept.	6			
Ocean City Police Dept.	75			
Pocomoke City Police Dept.	11			
Snow Hill Police Dept.	6			
Worcester County Sheriff	28	1		
<u>Security</u>				
Ocean Pines (not mandated)	11			
<b>25. STATE AGENCIES</b>				
<u>Police</u>				
Bowie State College	12			
Coppin State College	18			
Frostburg State University	18			
General Services Adm.-Annapolis	32			
General Services Adm.-Baltimore	31			
Md. Alcohol & Tobacco Tax Enf. Unit (not mandated)	13			
Maryland Park Service	122	32		
Maryland Port Administration	72			
Maryland State Police	1552			
Maryland Toll Facilities	177			
Mass Transit Administration	36			
Morgan State University	28			
Natural Resources Police	194			
Salisbury State College	11			
Towson State University	16			
University of Baltimore	9			
University of Md.-Baltimore City	61			
University of Md.-Baltimore County	19			
University of Md.-College Park	62			
University of Md.-Eastern Shore	10			
<u>Security</u>				
Boy's Village of Maryland	5			
Crownsville State Hospital	6			
Dept. of Human Resources	10			
Deer's Head State Hospital	2			
Eastern Shore State Hospital	9			
Great Oaks Center	5			
Holly Center	3			
Md. Center for Public Broadcasting	5			
Maryland Military Dept.	9			
Maryland School for the Deaf-Columbia	6			
Maryland School for the Deaf-Frederick	5	1		
Maryland State Lottery	3			
Maryland Training School	6			
Montrose School	6			
Motor Vehicle Administration	4			
Rosewood State Hospital	6			3
St. Mary's College	9			
Spring Grove State Hospital	9	1	1	
Springfield State Hospital	8	1		

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## SIGNIFICANT PROBLEM AREAS

### Certification

Under the present law, a certificate issued to a police officer merely signifies that at the time he was appointed he met the minimum standards of selection and that he satisfactorily completed within one year a course of training which satisfies the minimum course of training as mandated by the Commission at the entrance-level. Thereafter, certificates issued to him by the Commission signify the satisfactory completion of courses of training which meet the minimum standards mandated by the Commission at various levels of his career while in service.

None of these certificates speaks to the status of the officer to initially qualify as a police officer or to retain such status during his career. Certificates awarded in over three-fourths of the forty-seven states having such laws do in fact speak to such status and in over half of these states the certifying authority has power to cancel or revoke such certificate. Although it is mandatory that every officer maintain the status of certification, in only one state does such revocation apply to an officer's police powers. This is so because certification is tantamount to a license to practice.

It is characteristic of professions and many occupations which affect the general welfare that those who practice such be licensed to do so and without such license their authority to so practice is gone. Examples are doctors, lawyers, nurses, school teachers, electricians, and plumbers. Certainly the guardians of the rights and privileges of society should be so licensed and it should be required that such licenses be currently maintained. Should they lapse or be revoked, the police powers of such licenses should be withdrawn.

On January 1, 1982, the Police Officers Certification Act will take effect. This Act, as previously explained under Accomplishments, will provide that persons who are certified may serve as police officers. Regulations for the administration of this Act will be established to provide for the certification of police officers, however, the Police Training Commission for the present time has decided to forego the issuing of licenses to individual police officers. Instead, the Commission will notify the head of each law enforcement unit with a comprehensive list of each police officer who has been certified. If the certification of a police officer is in danger of lapsing, has lapsed, or is suspended or revoked, the head of the law enforcement unit will be notified concerning this event and it would then be the responsibility of the agency head to notify the police officer of his current status.

### Research, Development and Evaluation Capability

In the 1978 Executive Plan we first addressed the obvious need to validate the testing procedures which speak to "successful completion of the mandates of both Commissions." Although portions of these tasks can be accomplished with federal funds under contract, it ultimately requires research, development, and evaluation capability. The development of this

capability for both Commissions can not realistically begin before FY 82 by federal funding if it is still available or by the passage of a Penalty Assessment Act by the 1981 Legislature. At such time as it is established, it will be in the Administration and Enforcement Section to act as a resource for both Commissions' projects.

#### Records and Information Management

The total number of records has grown from a few hundred in 1967 to over 17,000 base records that require entries each year. Currently the Commission has entrance-level (since 1967 - Police and 1973 - Security Officers), and police supervisor and police administrator (since 1973) training. Additionally, records are maintained on attendees at technical or specialized training courses (including instructor certification courses) that have come about on the basis of needs identified by the Commission since its establishment. Also mandated in-service training and annual firearms requalification for all law enforcement and security officers in the State require that over 15,000 two-part forms must be processed annually.

#### Enforcement Authority

The Maryland Police Training Commission is granted statutory authority to make and promulgate "regulations as may be reasonably necessary or appropriate to accomplish the purposes and objectives of" Section 70 A of Article 41 of the Annotated Code of Maryland. When the regulations are finally adopted and become effective under established procedures of the Administrative Procedures Act, the Commission does not have any specific statutory authority to effect mandatory compliance by the law enforcement units or persons being regulated. The Certification process would be a possible solution to this problem.



## CORRECTIONAL TRAINING

### MEMBERS OF THE CORRECTIONAL TRAINING COMMISSION

During the period of this report, the Commission was composed of the following members:

J. Brown Hardy, Chairman  
Deputy Secretary, Department of Public Safety and Correctional Services

Kent W. Mason, Member (Jul. 1979- ); Vice Chairman (Sep. 1979- )  
President, Maryland Community Correctional Administrators Association

Edwin R. Goodlander  
Commissioner, Division of Correction

Arnold J. Hopkins  
Director, Division of Parole and Probation

Stephen H. Sachs  
Attorney General of the State of Maryland  
Represented by Arrie W. Davis, Assistant Attorney General (Jul. 1979 to Mar. 1981); Emory A. Piitt, Assistant Attorney General (Mar. 1981- )

Dr. Calvin W. Burnett  
President, Coppin State College  
Appointed by the State Board for Higher Education

Dr. Robert B. Levinson  
Administrator of Inmate Program Services, Federal Bureau of Prisons

Calvin A. Lightfoot  
Warden, Baltimore City Jail

James P. Tinney (to Nov. 1979)  
President, Maryland Probation, Parole and Corrections Association

Patricia Phelps Schupple (Nov. 1979- )  
President, Maryland Probation, Parole and Corrections Association

Donald C. Barnes (to Nov. 1979)  
President, Maryland State Sheriffs' Association

James A. Young (Nov. 1979 to Oct. 1980)  
President, Maryland State Sheriffs' Association  
Represented by David M. Doxzen, Administrator, Frederick County Jail

George W. Freeberger, Sheriff (Oct. 1980- )  
President, Maryland State Sheriffs' Association  
Represented by David M. Doxzen

William J. Kunkel  
Sheriff, Harford County



H. Allan Blizzard  
Sheriff, Kent County

Clifford G. Kershner, Vice Chairman (to Sep. 1979); Member (to Jan. 1981)  
Warden, Washington County Jail

W. Wayne McAllister (Apr. 1981- )  
Superintendent, Washington County Detention Center

COMMISSION MEETINGS

During FY 80 the Correctional Training Commission met as follows:

38th Meeting	July 11, 1979
39th Meeting	September 26, 1979
40th Meeting	January 16, 1980
41st Meeting	April 30, 1980

During FY 81 the Correctional Training Commission met as follows:

42nd Meeting	July 3, 1980
43rd Meeting	August 26, 1980
44th Meeting	October 22, 1980
45th Meeting	January 23, 1981
46th Meeting	April 15, 1981

CORRECTIONAL TRAINING ACT

Article 41: Section 70B, Maryland Code Annotated. Correctional Training Commission

(a) Declaration of legislative purpose:

The General Assembly hereby finds and declares that a need for improvement in the administration of the correctional system exists in order to better protect the health, safety and welfare of Maryland citizens; that the ultimate goal of the correctional system is to make the community safer by reducing the incidence of crime; that establishing a system with significantly increased power to reduce recidivism and prevent recruitment into criminal careers will require a sufficient number of qualified staff to perform the many tasks to be done; that recent studies have revealed that greater training preparation for correctional work would be highly desirable; that this need can be substantially met by the creation of educational and training programs for persons who seek careers as correctional, probation and parole officers; that such persons should be required, while serving in a probationary capacity prior to permanent appointment, to receive efficient training provided at facilities approved by a commission created for such purpose; that by qualifying and becoming proficient in the field of corrections, such persons shall individually and collectively better insure the health, safety, and welfare of the citizens of this State.

(b) Definitions -- As used in this section:

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

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

(3) A "county" means any county which within its jurisdiction has or will have a correctional unit as defined in this section.

(4) A "correctional unit" means any governmental organization or activity of the State, any county, or any municipality which has by statute, ordinance, or court order the responsibility for the care, control and supervision of inmates in correctional institutions, for persons declared to be parolees or for persons placed on probation or suspension of sentence. However, the term "correctional unit" does not include the State Department of Juvenile Services.

(5) A "municipality" means any incorporated city of any class which, within its jurisdiction, has or will have a correctional unit as defined in this section.

(6) A "permanent appointment" means an appointment having permanent status as a correctional, parole, or probation officer in a correctional unit as defined in this section.

(7) A "correctional officer" means a member of a correctional unit, as defined in this section, who is charged with and actually performs those duties that relate to the investigation, care, custody, control or supervision of persons confined to places of incarceration.

The term "correctional officer" does not include any person serving as such solely by virtue of his occupying any other office or position, nor does the term include the head or deputy head of any correctional unit, any sheriff, warden, superintendent or any person having any equivalent title who is appointed or employed by a government to exercise equivalent supervisory authority.

(8) A "correctional supervisor" means a correctional officer who has been promoted to first-line supervisory duties.

(9) A "correctional administrator" means a correctional officer who has been promoted from a supervisory rank to first-line administrative duties.

(c) Commission established; membership; chairman; designation of representative to attend meetings. -- There is hereby established in the Department of Public Safety and Correctional Services of the State of Maryland, a Correctional Training Commission whose membership shall consist of the following 13 persons:

(1) The deputy secretary for correctional services; the Director of the Division of Parole and Probation; the Commissioner of Correction; the president of the Maryland Community Correctional Administrators Association; the president of the Maryland Sheriffs' Association; the president of the Maryland Probation, Parole and Correctional Association; a representative of the Federal Bureau of Prisons to be designated by its director; the warden of the Baltimore City Jail; the Attorney General of the State; the president of one university or college within the State which has a correctional education curriculum, to be appointed by the Maryland Council on Higher Education, and three correctional, parole or probation officers or officials of the State to be appointed by the Secretary of Public Safety and Correctional Services, with the approval of the Governor, to represent different geographic areas of the State, the appointments to be made to three-year terms provided that, for the initial 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 deputy secretary for correctional services shall be the chairman of the Commission.

(3) Each officeholder, except the deputy secretary for correctional services and the three persons appointed by the Secretary of Public Safety and Correctional Services may serve personally at any or all commission meetings or may designate a member of his respective association, office, department, university or college, bureau or agency to represent and act for him at the meetings as if he were personally present.

(d) Meetings; election of vice-chairman; quorum; minutes and records; reimbursement for expenses; reports.

(1) The Commission, at its initial organization meeting to be held promptly after the appointment and qualifications of its members, and thereafter annually, shall elect a vice-chairman from among its members. The Commission shall meet at such times within the State of Maryland as a majority of its members or its chairman or the Secretary of Public Safety and Correctional Services 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 for service on the Commission, but all members shall be reimbursed in accordance with standard travel regulations 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.

(e) Powers and duties generally. -- Subject to the authority of the Secretary of Public Safety and Correctional Services, the Commission is vested with the following powers, authority, responsibilities, and duties:

(1) To prescribe standards for the approval and the continuation of approval of all schools at which correctional, parole or probation training courses required by the Commission shall be conducted including but not limited to present existing State, regional, county and municipal training schools;

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

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

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

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

(6) To conduct and operate approved correctional 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 as provided for in the State budget;

(9) To promulgate with the approval of the Secretary of Public Safety and Correctional Services, 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 correctional training methods and procedures for all correctional schools and to consult with and accept the cooperation of any recognized federal, State, or municipal correctional agency or educational institution;

(11) To consult and cooperate with universities, colleges and institutions for the development of all general and specialized courses of study for correctional officers as defined in this section;

(12) To consult and cooperate with other departments and agencies of the State concerned with correctional 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.

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

(g) Same -- Qualifications. -- On or after July 1, 1976, no person shall hereafter be given or accept a probationary or permanent appointment as a correctional officer, a correctional supervisor, or a correctional administrator, as defined in this section, unless such person satisfactorily meets minimum qualifications as may be determined by the Commission.

(h) Powers and duties of municipal and county governments not limited. -- Except as expressly provided in this section, nothing herein contained shall be deemed to limit the powers, rights, duties or responsibilities of municipal or county governments.

#### CHANGES IN THE COMMISSION'S RULES AND REGULATIONS

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. Complete Commission regulations may be found in the Code of Maryland Regulations (COMAR) under Title 12, Subtitle 10.

##### FY 80 Changes

1. Pre-Release Unit Training. Persons working in pre-release units, work-release centers, CARC facilities, halfway houses and any other community residential programs are now required to attend two weeks of training in the correctional officer program, and an on-the-job training program to be approved by the Commission, the total of which is to be 160 hours at the entrance level. Previous to this rule change, people working in these units attended the full 20 day correctional officer program.
2. Correctional Staff Training Changes. The three day Correctional Staff Entrance-Level Training Program was changed to ten days.
3. Training of Contract Persons, Volunteers, etc. Persons in these categories are now required to have training appropriate to the nature of the assignment.
4. Firearms Standards. Firearms Qualification standards for entrance and in-service levels were mandated for all correctional personnel authorized the use of firearms.
5. CPR. CPR training was added to the Correctional Entrance-Level Training Program, increasing the length of that program from 20 to 21 days.
6. Failures and Reentry to Academy. The Commission required persons who failed the Academy program not to be eligible for correctional employment for one year.

In addition to the Rules and Regulations changes the Commission adopted an academic policy requiring passing of each Academy test and a final average of 75%.

##### FY 81 Changes

1. Training Standards. The regulations were amended to set standards of training for correctional officers and classification counselors, correctional staff, staff of community correctional facilities, volunteers, part-time employees and firearms instructors.

2. Selection and Certification Standards. General Regulation .03 was amended to revise existing certification standards and establish new selection standards for correctional officers.
3. Public Information Request. New regulations were adopted to establish procedures for the filing of requests with the Correctional Training Commission for the inspection and copying of public records by an applicant as provided under the provisions of the Public Information Act.
4. General Hearing Regulations. New regulations were adopted to establish a procedure for administrative hearings before the Executive Director of the Correctional Training Commission.

#### ACCOMPLISHMENTS

FY 80

During FY 80 mandated and non-mandated training continued through the Maryland Correctional Training Academy. As in the past, trainers were detailed to the Academy from participating agencies.

The mandated training included nine Correctional Entrance Level Programs (twenty-one days in length) and seven Parole and Probation Agents' programs (twenty-six days in length). The Correctional Entrance-Level Program was required previously for just correctional officers and classification counselors. All other correctional staff were required to attend a three day orientation program. In FY 80 the three day program was eliminated and those correctional staff were required to attend the first ten days of the Correctional Entrance-Level Program. Further, community corrections personnel were required to attend the same ten day program with the correctional staff, in addition to completing a 120 hour on-the-job training program. Finally, contract people and volunteers were required to complete an orientation program at their agencies.

The year also saw additions to the mandated programs. For the first time firearms qualifications were established at the entrance level and CPR training was required for correctional officers and classification counselors. New trainers were recruited for the corrections program. They include professional people from within the system who have increased the quality of the program in addition to increasing the credibility of the Academy.

Finally the year ended on a bright note when the Legislature appropriated FY 81 funds for 40 hours of in-service training for Division of Correction correctional officers. Planning and development of the training program began during this period.

FY 81

During FY 81 the move of the correctional program to the new Woodstock location was accomplished. The move permitted the Training Commissions to consolidate resources at a centralized location. Shortly after the initial move, the Division of Parole and Probation moved its training program on-site, further maximizing the benefit of the new training facility.

At the same time, the Division of Correction recognized the Academy's need for additional staff, and detailed a full-time training coordinator to the new site. The coordinator assumed several monitoring, instructional, and administrative duties in order that two concurrent entry-level programs could be conducted at all times. A total of 587 individuals received training at the Academy during FY 81, a 41% increase over FY 80.

The Academy also sponsored several on-site, specialized, training offerings. A Dedication period during the month of October allowed many individuals to receive supplemental training and helped establish the Academy as an integral component of State training efforts. Existing and potential instructors were provided opportunities to augment their expertise in the areas of classroom and firearms instruction.

TRAINING STATISTICS FOR FY 80/81

On-Site Training Summary	Correctional Officer/ Classification Counselor Entrance Level		Correctional Staff Entrance Level		Instructor Training	
	FY 80	FY 81	FY 80	FY 81	FY 80	FY 81
Division of Correction						
Headquarters	-	-	-	-	1	1
Reception Center	1		-	-	-	-
Penitentiary	23	38	-	-	-	-
House of Correction	19	49	1	8	-	7
Institution for Women	5	18	1	6	-	1
Correctional Institution (Hagerstown)	24	40	1	3	-	-
Training Center (Hagerstown)	25	43	2	2	1	2
Pre Release Units	34	50	2	11	15	2
Patuxent Institution	19	31	6	6	-	1
Baltimore City Jail	17	32	-	1	-	-
Baltimore City Jail Work Release	1	2	-	5	-	-
Counties						
Allegany	3	4	-	-	-	1
Anne Arundel	5	8	-	-	-	-
Baltimore	6	12	-	-	-	2
Calvert	5	8	1	-	-	-
Caroline	1	1	-	-	-	-
Carroll	1	8	-	-	-	-
Cecil	3	2	-	-	-	-
Charles	-	-	-	-	-	-
Dorchester	1	-	-	-	-	-
Frederick	5	5	-	-	-	-
Garrett	-	-	-	-	-	-
Harford	-	7	-	-	-	-
Howard	6	2	-	-	-	-
Kent	1	4	-	-	-	-

On-Site Training Summary (Cont'd.)	Correctional Officer/ Classification Counselor Entrance Level		Correctional Staff Entrance Level		Instructor Training	
	FY 80	FY 81	FY 80	FY 81	FY 80	FY 81
Counties, cont'd.						
Montgomery						
Detention Center	11	16	-	2	-	1
Pre RElease Center	2	3	2	5	-	-
Prince George's	7	26	-	2	-	2
Queen Anne	1	5	-	-	-	-
St. Mary's	1	-	-	-	-	-
Somerset	-	-	-	-	-	-
Talbot	-	-	-	-	-	-
Washington	9	6	-	-	-	-
Wicomico	1	1	-	-	-	-
Worcester	-	6	-	-	-	-
Dismas House	3	2	-	2	-	-
Threshold	1	2	0	2	0	0
State Use Industries	-	-	1	4	-	-
Education	-	-	13	4	-	-
Div.of Parole and Probation	-	-	-	-	-	1
Totals	241	431	30	63	17	21
Division of Parole and Probation	FY 80		FY81			
On-site entrance level training summary	129		72			
Off-Site Training Summary	Correctional Officer/ Classification Counselor Entrance Level		Correctional Staff Entrance Level			
	FY 80	FY 81	FY 80	FY 81		
Division of Correction						
House of Correction	0	250	0	11		
Counties						
Charles	0	27	0	0		
Baltimore	0	30	0	0		
Totals	0	307	0	11		



	FY 80	FY 81
Total Personnel Trained On-Site	417	587
Total Personnel Trained Off-Site	0	318
Total Personnel Trained	417	905

## SIGNIFICANT PROBLEM AREAS

### FY 80

With the move to the Woodstock site imminent, and the possibility of doubling the number of people trained, the Academy was in dire need of a full time training coordinator. The position would have monitored all programs as well as being responsible for school administration. Requests to add the position in the Commission's budget had been futile, requiring these duties to be shared by three persons detailed to the Academy by the Divisions of Parole and Probation and Corrections.

Problems with the quality of Academy programs had been noted and questions raised concerning the validity of tasks. Another problem was the staff's inability to adequately monitor enforcement of the Commission's Rules and Regulations.

During FY 80 there was a considerable backlog of people to be trained. Prior to the move to Woodstock, correctional programs were conducted at Brockbridge Correctional Unit, in a room that allowed for only twenty-five attendees. With nominations running at fifty per program, candidates were backlogged to the extent that many people went over their training deadline dates without receiving training. Problem intensification was foreseen because of the new state and local institutions coming on line.

The need to develop an efficient and more effective system of maintaining and analysing appointment and training records had significantly increased with the total number of records involved in both police and correctional mandates reaching 18,000. System needs are considered in greater detail above.

### FY 81

The move to Woodstock, coupled with the detailing of a training coordinator, did little to alleviate the need for more Commission staff. At present, the quality and validity of the program is in question. The increased on and off-site training capacity combined with the vacancy in the Assistant Executive Director position left no time for program re-development and updating. The task of monitoring and enforcing the Commission's Rules and Regulations remained at a standstill due to staff shortage.

Though the move to Woodstock doubled the Academy's training capacity, the backlog of individuals to be trained still exists. During FY 81 it became necessary to revert funds which forced the cancellation of a complete training cycle. In addition several new institutions were constructed and much new hiring took place. It became necessary to continue the practice of conducting a few essential off-site programs in addition to the ongoing programs conducted in Woodstock.

Just as the Academy was experiencing budget constraints and growing pains, so were the other institutions which normally provided the Academy with instructors. It became more difficult for institutions to allow the instructors time to train at the Academy, and some of the veteran trainers were lost. Therefore, despite efforts at expanding the cadre of instructors, the number of available trainers has not increased.

Changes in job roles, characterized by increased complexity and specialization, may predicate the offering of more than one type of entry-level program. Programs may have to be adapted to trainee needs if the full benefit of training itself is to be realized.

The Commission's responsibility to establish in-service, supervisors' and administrators' training programs places a further drain on the staff's fixed resources.

There is also a need to resolve the problem of having a suitable firearms range which is not currently available at Woodstock. Present procedures require transportation of each class to Fort Meade, a distance of some 28 miles. There are alternative solutions which the staff is pursuing, one of which is construction of a firearms range at Woodstock.

**END**