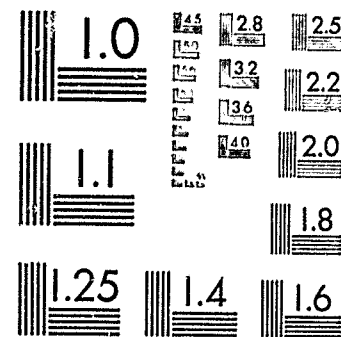


National Criminal Justice Reference Service



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National Institute of Justice
United States Department of Justice
Washington, D. C. 20531

12/29/83

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STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY
AND CORRECTIONAL SERVICES
GORDON C. KAMKA, SECRETARY
POLICE AND CORRECTIONAL TRAINING COMMISSIONS

SUITE 16 7 CHURCH LANE
PIKESVILLE PROFESSIONAL BUILDING
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AREA CODE 301 484 6464

ROBERT L. VAN WAGONER
EXECUTIVE DIRECTOR

ASSISTANT EXECUTIVE DIRECTOR

JOHN A. SCHUYLER
ADMINISTRATIVE

WILLIAM E. CHARA
POLICE TRAINING

THOMAS A. REGAZZA
CORRECTIONAL TRAINING

January 21, 1980

The Honorable Harry Hughes
Governor of Maryland

Members of the General Assembly

and

Maryland Police and Correctional
Commissions

Mr. Gordon C. Kamka
Secretary
Department of Public Safety
and Correctional Services

Gentlemen:

On behalf of the Maryland Police and Correctional Training Commissions, we please to forward the Seventh and Eighth Annual Reports of the Maryland Correctional Training Commission and the Twelfth and Thirteenth Annual Reports of the Maryland Police Training Commission which cover the periods from July 1, 1977 through June 30, 1978 and July 1, 1978 through June 30, 1979.

These reports represent the fourth and fifth combined reports 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.

The Honorable Harry Hughes
and Mr. Gordon C. Kamka
January 21, 1980
Page 2

During FY 78 existing mandated programs (with the exception of the supervisors program) including an instructors' training program were all conducted at the Correctional Training Academy. No new programs, no updating of existing programs, and no new validation or evaluation of existing programs or testing procedures were possible due to the loss of six positions which had been federally funded. With only the Commission's Assistant Executive Director for Correctional Training left, none of this would have been possible but for the fact that the Divisions of Correction and Parole and Probation each furnished a full-time training Coordinator. All instructors continued to be supplied by the participating correctional agencies.

During FY 79, the same conditions existed due to the fiscal restraints of the MARC system which did not allow the restoration of even a training coordinator position in the Correctional Training Academy. The continued operation of the Academy in any viable way is entirely dependent upon continued borrowed assistance from the correctional agencies themselves. As grateful as the Commission is for such help, dependence upon unpredictable staffing which has no command responsibility to the Commission staff is fraught with management weaknesses.

The Legislative Policy Committee, based on a hearing afforded by a House subcommittee in September, 1977, approved the continued operation of a Central Academy for correctional training.

In FY 78 the Police Training Commission continued its efforts to establish academies in Western Maryland and on the Eastern Shore, in order to reduce the amount of direct training by that Commission. In FY 78 both academies were certified and the Commission no longer operates schools at the entrance level. The Legislative Policy Committee also approved this Commission's role as a training coordinator and a supplier of training not otherwise available at a certified agency or departmental Academy. To the degree that the Commission furnishes direct training, it is entirely dependent on the certified academies for instructors.

Some progress was made during FY 78 toward the renovation of the Nike site in Granite, Maryland in that an architectural and engineering study was awarded in February, 1978 with the expectation that it would be completed prior to the end of calendar 1978.

In fact, the study was not completed until the second half of FY 79. Renovation bids based on the A&E study were received in June, 1979. Since the lowest bid was well above existing State and federal funding, FY 79 ended with sufficient funding uncertain but the probability of substantial additional federal funding with appropriate State match. If obtained a contract should be let to the lowest bidder at such time.

The Honorable Harry Hughes
and Mr. Gordon C. Kamka
January 21, 1980
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Without the help of FBI and the certified academies, particularly those of the Maryland State Police, Baltimore Police Department, Baltimore County Police Department, the Harford County Sheriff's Office, the Howard County Police Department, the Prince George's County Police Department, the Sparrows Point Police Department and the Toll Facilities Police Department, it would have been impossible for the small Commission staff to discharge the mandates of the Legislature for continuing police and security training.

The Police Training Commission is grateful to the Maryland Law Enforcement Officers, Inc. for the purchase in FY 78 of a training film for the Criminal Justice Resource Center.

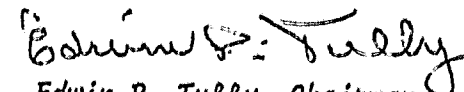
The Correctional Training Commission is likewise grateful to the Divisions of Correction and Parole and Probation for the two training coordinators and several trainers each. Grateful acknowledgment is likewise extended to the Patuxent Institution, to the Baltimore City Jail and to the County Jails for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

Finally, both Commissions depended upon funding and moral support from the Governor's Commission on Law Enforcement and the Administration of Justice and its staff without which neither of our Commissions could ever have fulfilled their legal responsibilities during any year since inception.

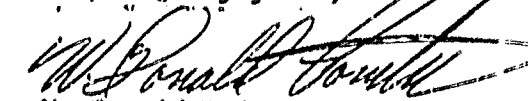
Ninety percent of the funding of the Architectural and Engineering Study and of the proposed renovation of the Nike site has come from the Governor's Commission.

Considering the restrictions on staffing, both Commissions take pride in their overall accomplishments during the year.

Respectfully yours,


Edwin R. Tully, Chairman
Maryland Police Training
Commission

Respectfully yours,


W. Donald Pointer, Chairman
Maryland Correctional Training
Commission, FY 78

Respectfully yours,

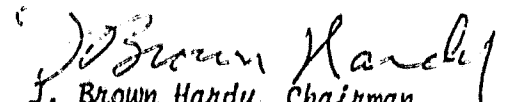

J. Brown Hardy, Chairman
Maryland Correctional Training
Commission, FY 79

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ACQUISITIONS



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.

SITUATION REPORTS

FY78

During FY78 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 one Non-Budgeted position, 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 and Enforcement -
John A. Schuyler

Resource Center -

Director - Raymond A. Franklin
Audio-Visual Technician - Donald Salisbury
Typist-Clerk - Roberta L. Thompson
Student Assistants - Leon Cannon, Karen D. Tooren and
Mary Beth Geilfuss

Accounting Unit -

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

Assistant Executive Director for Police Training - Leonard H. Harrison

Law Enforcement Training Coordinator II - Vacant
Law Enforcement Training Coordinator I - Carl Bart
Employee Training Specialist II - William J. Henning
Office Secretary - Brenda K. Frey
*Typist-Clerk - Phyllis M. Sirkis
Stenographer-Clerk - Nannette Brittingham

Assistant Executive Director for Correctional Training -

Thomas A. Rosazza

Office Secretary - Elfie Winstead

*Non-Budgeted position

The headquarters for both Commissions is located in Pikeville 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 Commissions, 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.

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.

Of particular significance in FY78 was the development of a central records system that will be used to detect violators of the Police Training Act. As enforcement of both the Police and Correctional Training Acts is the responsibility of the Administration and Enforcement Section, this system is a first step toward detecting violators in a systematic manner with limited staff assistance. The system is designed to track the

entrance-level, in-service and firearms training of every law enforcement and security officer mandated under the Act. Construction of a limited police and security officer system was expected to be completed in FY 79. The key documents in the system consist of individual officer base training records and the annual survey report of each police and security agency. At such time as the system developed thus far is debugged and the Correctional Training Academy records are physically collocated with those of the Police Training Commission (est. FY80), correctional personnel training records will also be included. Unfortunately, the system as discussed above is only a partial implementation of a much needed and more extensive training management information system. (TMIS)

The Non-Budgeted clerical position shown above that was established to support the implementation of police 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. The 1978 Legislature recognized this continuous need and approved the absorption of this position into the General Fund with their approval of the Commissions' FY79 Budget Request.

The third classification level of the Law Enforcement Training Coordinator (LETC) series was finally approved to be established effective July 1, 1978. The series will now consist of LETC I through LETC III in Grades 12, 13, and 14 respectively.

In the last Annual Report mention was made that when the 1977 Legislature approved the FY78 Budget, the Subcommittee on Law Enforcement and Transportation of the House Committee on Appropriations' 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."

The Subcommittee met, as recommended, on September 28, 1977. In addition to the Executive Director, several law enforcement and corrections officials testified as to the need for both Commissions to continue to provide direct training service in accordance with Article 41, Sections 70A and 70B which authorize each Commission "to conduct and operate approved training schools..." As a result of the hearing, the Subcommittee issued its 1977 Interim Report which specifically stated:

"The Committee concludes that the Police Training Commission should continue to set and enforce statewide standards and coordinate and administer Police

training, and that the Correctional Training Commission should continue to set and enforce state-wide standards, and establish a centralized correctional training academy, provided that all future fiscal impact information is available on the site selected..."

The Subcommittee's conclusion clearly endorses the intent of the 1977 Legislature when that body amended both Acts to specifically authorize the Commissions to conduct and operate training schools.

Also mentioned in the last Annual Report was the fact that in the FY 78 budget program, the DBFP imposed on the Commissions the designation of 10% of their budget as Special Funds to be raised by charging Curriculum Material Fees.

The definition of the term, curriculum material fee, was taken from letters sent over the signature of the Governor in answer to letters of protest that were received by the Governor from local police and corrections officials over the charging of such a fee.

The language used to determine legitimate charges was generally uniform and read 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.

Of the \$28,911 designated as Special Funds in the Commissions' FY78 appropriation, only \$5,776 was actually billed and collected from local agencies using the definition cited above. It therefore seems obvious that if a special fund allocation is to be imposed on the Commissions, the sum so designated should be commensurate with the expected receipts which

are based on anticipated training and its associated costs falling within the above definition. Any Special Fund allocation greater than expected receipts acts to directly reduce the funds appropriated to operate both Commissions. The FY 78 General Fund budget discussed on Page 10 is a case in point.

Finally, in FY 78, an audit by the Department of Fiscal Services was conducted in May, 1978 on the financial records for the previous two-year period. Only three minor recommendations were made.

FY79

The number of authorized staff positions remained as mentioned in FY78 above (20 General Fund positions) with the following personnel changes occurring in FY79:

Administration and Enforcement Section

Resource Center

Audio-Visual Technician - Karen D. Tooren
Student Assistants - Judith Chodak, Robyn Lee Brooks, vacant

Police Training Section

Law Enforcement Training Coordinator III - Carl Bart
Law Enforcement Training Coordinator II - William J. Henning
Law Enforcement Training Coordinator I - Rudolph Hooks
Office Secretary - Barbara J. McMillan

Correctional Training Section

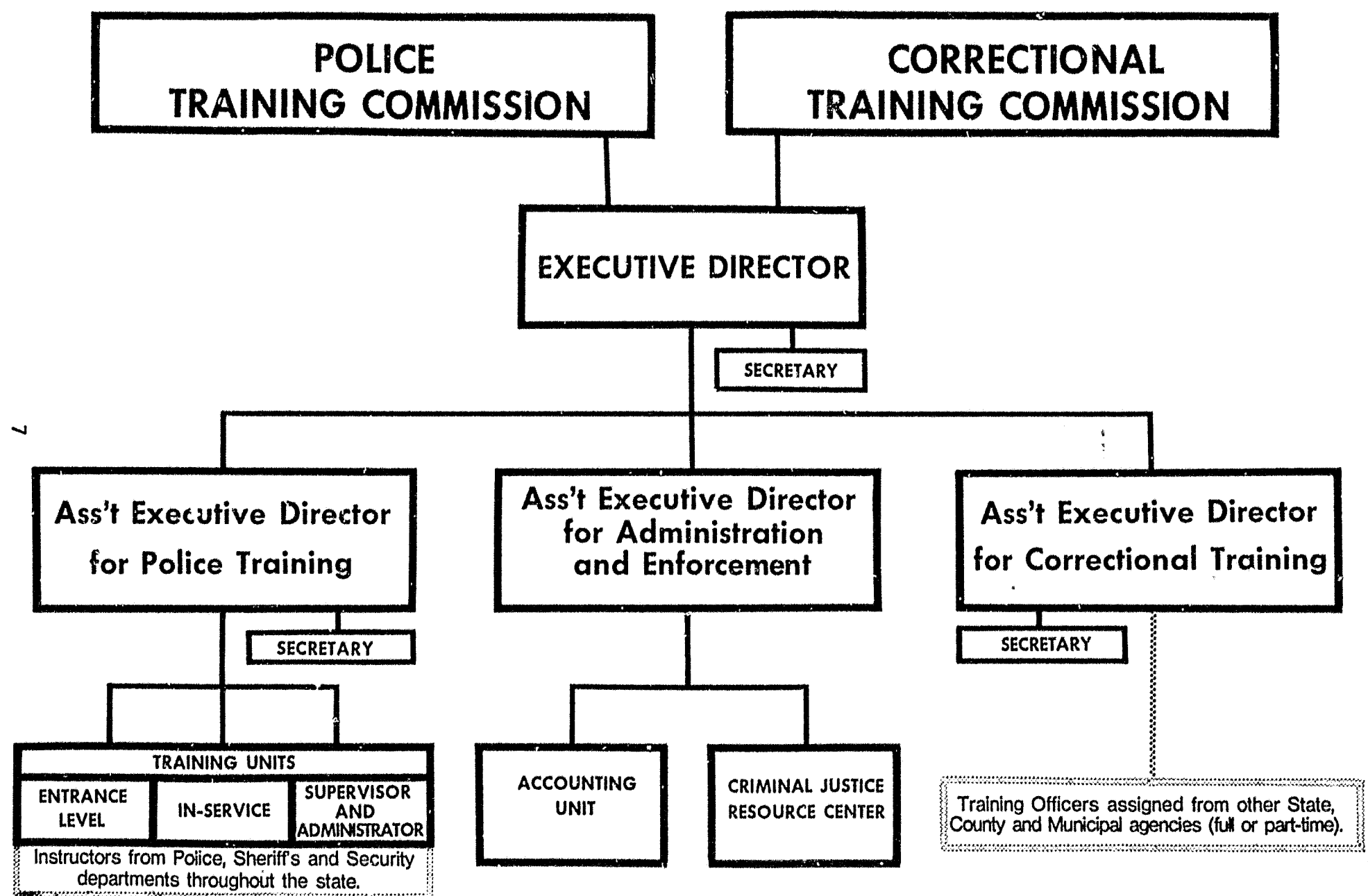
Office Secretary - Christine Melville

The location of both Commissions and the Correctional Training Section also remained as cited under FY78.

During FY79 in addition to maintaining a high level of service in this section's primary areas of responsibility, significant time and effort was devoted to administrative and financial matters relating to the renovation of a former Nike site located in Granite, Maryland. There were numerous conferences and negotiations necessary to resolve difficulties that would enable us to progress on this project.

Implementation of the central records system that was developed last year progressed more slowly than anticipated. This was so because an enormous amount of data must be manually integrated from several existing systems into a single system. On the plus side however, elements of the system have been used to uncover violations of the Police Training Commission's Rules and Regulations. In most instances discrepancies were resolved expeditiously by the departments in question when contacted by Commission staff. In the final months of FY79 we submitted a request to be granted LEAA funds to computerize Commission records. The request has been approved and this project will begin in FY80.

Finally the financial problems associated with the Special Fund allocation continued to plague the Agency in FY79. The State budget discussed on Page 10 graphically illustrates the issue once again.



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. 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 1-day block of instruction as part of the Commission's Instructor's school. Additionally, the Center provides modular instruction to trainers on an as needed basis. All in all, approximately 35 instructors received direct instructional assistance during FY 1978 with a similar number receiving assistance during FY 1979.
2. Training Aids and Program Production - The Center provides slide, videotape, overhead transparency, poster and film production services to agencies throughout the Maryland criminal justice system. Currently, over 3,000 instructional items, i.e., slides, overheads, etc. are prepared per annum, honoring almost 200 individual requests.
3. Equipment Loan - The Center provides audio-visual preparation and presentation equipment on a loan basis. Currently, the Center records approximately 200 loan transactions per annum.
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. Current level of materials loan activity is approximately 2,700 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.

FY 1978 HIGHLIGHTS

In FY 78 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 police agencies, the Department of Parole and Probation, as well as other law enforcement-related agencies including the Maryland Fire Marshall's Office and the Governor's Commission on Law Enforcement and the Administration of Justice.

Additionally, special projects initiated during this FY included work on a series of circuit specific Juror Orientation programs, modeled after the program developed jointly by Prince George's County and the Criminal Justice Resource Center.

Substantial progress was also made in implementing a central media management program, an endeavor to maximize interdepartmental cooperative use of existing training materials. In cooperation with the Maryland Governor's Commission, a master index of criminal justice material available for loan was compiled.

Expansion of the Resource Center film library was evident in many areas of contemporary importance, including crime prevention, rape investigation, hostage situations, police stress and courtroom testimony.

FY 1979 HIGHLIGHTS

Fiscal 1979 was highlighted by initiation of service to the prosecutors of the state through the Office of State's Attorneys' Coordinator. With the approval of a grant, entitled "Trial Advocacy Training - Performance Review Video System", the Center has begun to take an active role in prosecutors training programs.

Additionally, the Center has provided direct, audiovisual production assistance to the Baltimore County, Office of State's Attorney in the development of an orientation program for their Victim/Witness Assistance project.

The Center's long term statewide media management program took a great step forward with the approval of a grant request, entitled "Media Resources - Central Management Program". This grant provides for film repair hardware as well as comprehensive index publication. Approved late in the fiscal year, the project should be fully operational in FY 1980.

Active assistance was rendered to the statewide crime prevention program, "Crime Watch", administered cooperatively by the Maryland Governor's Commission on Law Enforcement and the Administration of Justice and the Department of Public Safety and Correctional Services.

Assistance included media production, graphic design and audiovisual equipment loan. Additionally, the Center published a brochure, "Crime Prevention Audiovisual Materials" listing all such films available to law enforcement officers statewide.

The Criminal Justice Resource Center plans to continue all present services in FY 1980 with expansion planned in the areas of instructional materials loan and library services.

COMMISSIONS' BUDGET

The following constitutes the appropriated State budget and actual expenditures for FY 78:

	Appropriations	Expenditures
Salaries	225,042	198,200
Technical and Special Fees	6,180	1,365
Communications	6,502	6,420
Travel	10,607	15,527
Fuel and Utilities	470	122
Motor Vehicle Operation and Maintenance	2,595	1,909
Contractual Services	10,810	9,890
Supplies and Materials	17,338	16,573
Equipment - Replacement	678	291
Equipment - Additional	4,472	2,252
Fixed Charges	13,778	15,494
Totals	298,472	268,043
General Fund	(269,561	(262,267
Special Fund	(28,911	(5,776

The difference shown above between the FY 78 budget appropriation and actual expenditures is largely the difference between the Special Fund assigned to the Commission (\$28,911), 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 (\$5,776).

As a result of the Commissions' inability to raise the total Special Fund appropriation assigned, a budget deficit would almost certainly have occurred if circumstances beyond the control of the Commission staff had not intervened to create unanticipated savings that averted such a deficit. The most significant savings was achieved involuntarily because of two personnel transactions. The first instance was really a continuation from FY 77 of the re-classification of the Law Enforcement Training Coordinator series and the establishment of an eligibility list from which a vacancy in this series could be filled. This action took 11 months to complete with the resultant saving in salary over that period. The second instance evolved when the position of Assistant Executive Director for Police Training became vacant in August, 1977. The position was not filled until April, 1978, because a new eligibility list had to be established. Again the result of the delay was a significant saving in salary.

Some additional savings were realized in the area of Technical and Special Fees once again because several police departments were able to conduct their own in-service training and in several instances such departments also offered available seats to those agencies in need, further reducing the number of in-service programs that had to be conducted by the Commission. Also specialized training such as English instruction for

entrance-level security officers and Crash Injury Management training was obtained free from qualified instructors.

The following constitutes the federal (non-budgeted) actual expenditures for FY 78:

Salaries	\$ 8,507
Technical and Special Fees	1,760
Communications	523
Travel	1,493
Fuel and Utilities	605
Contractual Services	18,030
Supplies and Materials	1,965
Equipment-Additional	18,593
Grants, Subsidies and Contributions	3,060
Fixed Charges	850
Total	\$55,386

The following constitutes the appropriate State budget and actual expenditures for FY 79:

	Appropriations	Expenditures
Salaries	\$233,122	\$234,788
Technical and Special Fees	4,630	1,680
Communications	6,892	7,594
Travel	10,215	15,352
Fuel and Utilities	500	61
Motor Vehicle Operation and Maintenance	3,212	2,065
Contractual Services	10,560	8,049
Supplies and Materials	15,980	15,848
Equipment-Replacement	400	22
Equipment-Additional	1,250	1,183
Fixed Charges	16,237	17,122
Total	\$302,998	\$303,764
General Fund	274,998	299,182
Special Fund	28,000	4,582

Once again the difference shown above between the FY 79 budget appropriations and the actual expenditures is largely the difference between the Special Fund assigned to the Commissions (\$28,000) and what was actually collected (\$4,582). Another factor in the effecting FY 79 expenditures was the unanticipated increase in instructor travel costs. These latter costs will be significantly reduced commencing in FY 80 due to the establishment of the Eastern Shore Police Training Academy which relieves the Police Training Commission of conducting police entrance-level training in that locality. Unfortunately in FY 79 there were no extraordinary circumstances that would allow a shortfall of \$23,418 in Curriculum Materials Fees to be absorbed as it was in FY 78. A DPSCS budget amendment to cover the difference was necessary.

The following constitutes the federal (non-budgeted) expenditures for FY 79:

Salaries	\$ 4,690
Technical and Special Fees	465
Communications	1,335
Travel	937
Fuel and Utilities	111
Contractual Services	108,921
Supplies and Materials	516
Equipment-Additional	12,291
Grants, Subsidies and Contributions	890
Fixed Charges	<u>425</u>
Total	\$130,581

The following is the appropriated State budget for FY 80:

Salaries	\$269,958
Technical and Special Fees	2,800
Communications	8,141
Travel	15,180
Motor Vehicle Operation and Maintenance	2,455
Contractual Services	9,246
Supplies and Materials	15,504
Equipment-Replacement	200
Equipment-Additional	1,550
Fixed Charges	<u>9,588</u>
Total	\$334,622
General Fund	306,622
Special Fund	28,000

The following is the estimated federal (non-budgeted) grants funds for FY 80:

Salaries	\$ 12,211
Fuel and Utilities	6,125
Contractual Services	626,053
Supplies and Materials	11,850
Equipment-Additional	<u>57,899</u>
Total	\$714,138



POLICE TRAINING

MEMBERS OF THE COMMISSION

During Fiscal Year 1978, the Commission was composed of the following members:

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

John M. Rhoads
Chief of Prince George's County Police Department - Vice Chairman

Wilbur E. Shank
President, Maryland Chiefs of Police Association, July, 1977 to September, 1977. Represented by Ashley Vick, Vice President, Maryland Chiefs of Police Association

Ashley Vick
President, Maryland Chiefs of Police Association, September, 1977 to June, 1978

Donald C. Barnes
President, Maryland State Sheriffs' Association, July, 1977 to June, 1978

Francis R. Kavanaugh
President, Maryland Law Enforcement Officers, Inc., July, 1977 to January, 1978

John J. Zimmerer
President, Maryland Law Enforcement Officers, Inc., January, 1978 to June, 1978

Thomas S. Smith
Superintendent of the Maryland State Police

Francis B. Burch
Attorney General of the State of Maryland, July, 1978 to November, 1978, Represented by Assistant Attorney General H. Edgar Lentz

Donald D. Pomerleau
Commissioner of the Baltimore Police Department. Represented by Major Charles G. Vanderbosch

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 C. Kinnamon
President, Eastern Shore Police Association, July, 1977 to September, 1977

J. Courtney Hart
President, Eastern Shore Police Association, September, 1977
to June, 1978

Leslie J. Payne
Chief of Police, Salisbury Police Department, Appointed Member
June, 1975 to June, 1978, Reappointed June, 1978 to June, 1981

John W. Rhoads
Chief of Police, Prince George's County Police Department,
Appointed Member June, 1977 to June, 1980

Wilbur E. Shank
Chief of Police, Cumberland Police Department, Appointed Member
June, 1976 to June, 1979

During Fiscal Year 1979, the Commission was composed of the following
members:

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

John M. Rhoads
Chief of Prince George's County Police Department - Vice Chairman

Wilbur E. Shank
Chief of Police, Cumberland, Maryland

Ashley Vick
President, Maryland Chiefs of Police Association,
July, 1978 to September, 1978

Clinton E. Mowen
President, Maryland Chiefs of Police Association,
September, 1978 to June, 1979

Donald C. Barnes
President, Maryland State Sheriffs' Association,
July, 1978 to June, 1979

John J. Zimmerer
President, Maryland Law Enforcement Officers, Inc.,
July, 1978 to June, 1979

Thomas S. Smith
Superintendent of the Maryland State Police

Francis B. Burch
Attorney General of the State of Maryland, July, 1978 to November, 1978
Represented by Assistant Attorney General H. Edgar Lentz

Stephen Sachs
Attorney General of the State of Maryland, November, 1978 to June, 1979
Represented by Assistant Attorney General H. Edgar Lentz

Donald D. Pomerleau
Commissioner of the Baltimore Police Department. Represented by
Major Charles G. Vanderbosch

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, July, 1978 to January, 1979

Edward D. Hegarty
Special Agent in Charge of the Federal Bureau of Investigation,
Baltimore, Maryland, January, 1979 to June, 1979

J. Courtney Hart
President, Eastern Shore Police Association
July, 1978 to September, 1978

Thomas Savage
President, Eastern Shore Police Association
September, 1978 to July, 1979

Leslie J. Payne
Chief of Police, Salisbury Police Department, Appointed Member
June, 1975 to June, 1978, Reappointed June, 1978 to June, 1981

John W. Rhoads
Chief of Police, Prince George's County Police Department,
Appointed Member June, 1977 to June, 1980

Wilbur E. Shank
Chief of Police, Cumberland Police Department, Appointed Member
June, 1976 to June, 1979

COMMISSION MEETINGS

During FY 78 the Police Training Commission met as follows:

57th Meeting	September 21, 1977
58th Meeting	November 23, 1977
59th Meeting	February 23, 1978
60th Meeting	April 20, 1978

During FY 79 the Police Training Commission met as follows:

61st Meeting	July 12, 1978
62nd Meeting	August 22, 1978
63rd Meeting	November 29, 1978
64th Meeting	February 22, 1979
65th Meeting	June 20, 1979

POLICE TRAINING ACT

Article 41; Section 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 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 Art. 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 Chiefs 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 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 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) Powers, etc. of municipal or county governments - 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. (1966, ch. 286; 1970, ch. 401, § 7; 1971, ch. 472; 1974, chs. 198, 421, 597, 696; 1975, ch. 58, §2; ch. 421; 1976, chs. 462, 470, 757; 1977, ch. 293.)

CHANGES IN THE COMMISSION'S
RULES AND REGULATIONS

FY 78

Rule .03

The Selection Standards were amended requiring certain elements of the background investigation be performed more in line with current realities. The change also allowed an individual to enter an entrance-level training program prior to the completion of the background investigation providing, (1) that certain conditions were met, (2) he was subject to dismissal if warranted by the completed investigation, and (3) he was not assigned any sworn officer duties prior thereto.

Rule .09

Two existing categories of instructors, namely Firearms Instructor and Range Officer, were deleted. In their place, a new category of Firearms Instructor was initiated. The requirements for obtaining this new certificate were a combination of the previous two categories. This change was necessary in order to remove the confusion that existed under the actual duties and obligations for a Firearms Instructor and a Range Officer.

Rules .11 and .12

As of June 13, 1978 changes were made to the existing Supervisor and Administrator Training mandates. These changes reduce the total number of topic areas to be covered from 17 to 5 and at the same time insure more uniformed instruction by establishing necessary plans and behavioral objectives.

FY 79

The Rules and Regulations were rewritten and placed in a more logical and more reasonable order. Thus, Rule .01 deals with selection standards and the Rules regarding training follow in a logical order. In addition to the reorganization, much of the detailed information in the Rules and Regulations was removed with the intention that this information would be placed into a Manual of Standards and Procedures.

The Manual of Standards and Procedures will provide a detailed explanation of the Rules and Regulations and will explain how to go about accomplishing the requirements indicated in the Police Training Act and the Rules and Regulations.

ACCOMPLISHMENTS

FY 78

A. Since the initial development of entrance-level supervisory and administrator training in 1973, mandated retroactively to July 1, 1972, there has been a problem experienced in an overlap of subject content resulting from the use of different instructors for different topic areas. Past efforts to eliminate such duplication followed the scheme of reducing content hours for the two mandated courses. During this year new, broader topic areas were designed for two 35 hour mandates (originally 70 hours each) and lesson plans setting complete behavioral objectives for each topic area were prepared to preclude such duplication. These lesson plans suggest the proper use of existing training aids, again to avoid duplication in their use by instructors.

B. As previously stated the previous differentiation between range officers and firearms instructors which had been found to be counter-productive was eliminated and new certification standards were prepared. Simultaneously the list of certified instructors was culled and reduced.

C. The format for the annual survey of the police (including sheriffs' departments) and security departments and agencies was expanded and refined in order to collect the data necessary to systematically detect violations of the Training Act and of the Commission's Rules and Regulations. The excellent response from the agencies and the development of a method of processing the data will, it is believed, result in bringing about much better compliance during FY 1979.

D. In accordance with the spirit of the recommendations of the House Subcommittee on Transportation and Public Safety, resulting from the hearing afforded in September 1977, efforts have been made to develop local capabilities to provide regional training in those areas previously dependent upon the actual administration of training by the Staff of the Commission. As a result thereof, the Hagerstown Police Department, with some assistance from the Washington County Sheriff's Office, has established schools in Hagerstown, Maryland to provide entrance-level and in-service training for departments in the four Western Counties. It is expected that this de facto academy will be certified in FY 1979.

During FY 1979, the Commission staff proposes to make a study into the potential for a similar development on the Eastern Shore of Maryland.

E. The Commission continued the assumption of the task of updating and publishing the Digest of Criminal Laws for police and security officers throughout the State. This year a new format was adopted eliminating laws never used by such officers, using a more easily read type, and printing the book in a size easily carried in the officer's pocket.

F. Effective July 1, 1977, a law became effective mandating that the Commission expand the entrance-level and in-service level training required as a minimum standard to contain "to the fullest extent possible" training dealing in the investigation of rape and sexual offenses and "related evidentiary procedures" with emphasis on "the contact with and (the) treatment of victims of these crimes."

To meet this legislative mandate, a special task force was appointed for the purpose of designing and developing such curricula and making recommendations to the Commission. This task force was composed of police officers, State's Attorney Sandra A. O'Connor, a prosecuting attorney, a psychologist, the Director of the Prince George's County Rape Crisis Center and others interested in the sometimes absence of sensitivity on the part of police officers in interviewing and handling the victims of such offenses. As of the end of the fiscal year, this task force had met several times and showed real progress in assisting the Commission's staff in this mandate.

FY 79

A. In keeping with the efforts to develop local capabilities to provide regional training, the staff of the Commission has worked closely with the Hagerstown, Salisbury, and Ocean City Police Departments with the end result that during FY 79, the Western Maryland Police Training Academy and the Eastern Shore Police Training Center were established and certified.

B. The Commission continued the task of updating and publishing the Digest of Criminal Laws for police and security officers throughout the State.

C. During FY 79 the Commission staff continued to work closely with the task force mentioned in paragraph F above. The task force developed a 21 hour training program to be conducted at the entrance level and an abbreviated seven hour version at the in-service level with emphasis on accomplishing specific behavioral objectives. These programs have been approved by the Commission and will be implemented in FY 80.

TRAINING STATISTICS FOR THE FISCAL YEARS 1978 & 1979

	<u>FY 78</u>	<u>FY 79</u>
Police officers certified in minimum entrance-level standards (350 hr.) programs conducted by or in conjunction with the MPTC	239	132
Police officers certified in regular academy entrance-level programs	394	323
Number of security officers certified for participation in the 170 hr. program	24	41
Number of personnel certified for in-service by approved schools	3,000 Approx.	3,000 Approx.
Number of personnel certified for in-service by Commission operated training schools	166	51
Number of supervisors trained and certified	131	84
24 Number of administrators trained and certified	70	17
Number of instructors presently certified		
Instructors	210	153
Associate Instructors	635	250
Provisional Instructors	12	90
Firearms Instructors	128	140
	<u>Total</u> 981	<u>653</u>
Number of approved schools that offered 350 hr. plus entrance-level training	11	14
Number of schools operated by MPTC that offered 350 hr. minimum entrance-level programs	3	1
Number of approved schools that offered approved security officer program	1	2

(1) cadre of instructors re-certified for year 1978



A. POPULATION BY TYPE OF OFFICER
IN MARYLAND

Police Officers

10303 Full-Time Police Officers
113 Part-Time Police Officers
43 Reserve Police Officers
280 Auxiliary Police Officers

10739 Total

790 Full-Time Deputy Sheriffs
100 Part-Time Deputy Sheriffs
25 Reserve Deputy Sheriffs
101 Auxiliary Deputy Sheriffs

1016 Total

199 Full-Time University/Campus Police Officers
0 Part-Time University/Campus Police Officers
0 Reserve University/Campus Police Officers
3 Auxiliary University/Campus Police Officers

202 Total

11957 Total

Security Officers

366 Full-Time Special Police Officers (Mandated)
5 Part-Time Special Police Officers (Mandated)
3 Reserve Special Police Officers (Mandated)
5 Auxiliary Special Police Officers (Mandated)

379 Total

171 Full-Time Special Police Officers (Voluntary)
0 Part-Time Special Police Officers (Voluntary)
0 Reserve Special Police Officers (Voluntary)
0 Auxiliary Special Police Officers (Voluntary)

171 Total

B. POPULATION BY DEPARTMENT AND LOCATION

NAME	FULL-TIME	PART-TIME	RESERVE	AUXILIARY
1. ALLEGANY COUNTY				
Police/Sheriff				
Allegany County Sheriff	24			5
Barton Police Dept.	1			
Cumberland Police Dept.	70			
Frostburg Police Dept.	14		3	
Lonaconing Police Dept.	4			
Westernport Police Dept.	5			
2. ANNE ARUNDEL COUNTY				
Police/Sheriff				
Annapolis Police Dept.	98			
Anne Arundel County Police Dept.	396		39	
Anne Arundel County Sheriff				
Security				
Anne Arundel Co. Community College	11	2		
Crofton (non-mandated)	7			
3. BALTIMORE CITY				
Police/Sheriff				
Baltimore Police Dept.	3410			8
Baltimore City Sheriff	71			
Security				
Baltimore City Public Schools	139			
Baltimore Civic Center				
Community College of Baltimore				
Department of Hospitals				
Housing & Community Development				
Mayor's Office on Manpower				
Public Works - Watershed	6			
4. BALTIMORE COUNTY				
Police/Sheriff				
Baltimore County Police Dept.	1223			210
Baltimore County Sheriff	33			
Security				
Catonsville Community College	10			
Dundalk Community College	1			
Sparrows Point (non-mandated)				

NAME	FULL-TIME	PART-TIME	RESERVE	AUXILIARY
5. CALVERT COUNTY				
Police/Sheriff				
Calvert County Sheriff	20	2		
Chesapeake Beach Police Dept.	4	1		
North Beach Police Dept.	3	1		
6. CAROLINE COUNTY				
Police/Sheriff				
Caroline County Sheriff	7			
Denton Police Dept.	6			
Federalsburg Police Dept.	5			
Goldshoro Police Dept.	1			
Preston Police Dept.	3			
Ridgely Police Dept.	2			
7. CARROLL COUNTY				
Police/Sheriff				
Carroll County Sheriff	24	21		
Hampstead Police Dept.	1			
Manchester Police Dept.	1	1		
New Windsor Police Dept.	1	1		
Sykesville Police Dept.	5	1		
Taneytown Police Dept.	4			
Union Bridge Police Dept.	1	1		
Westminster Police Dept.	14			
8. CECIL COUNTY				
Police/Sheriff				
Cecil County Sheriff	21		25	
Chesapeake City Police Dept.	1			
Elkton Police Dept.	12	2		10
North East Police Dept.	4			
Port Deposit Police Dept.	2	1		5
Rising Sun Police Dept.	5			
9. CHARLES COUNTY				
Police/Sheriff				
Charles County Sheriff	74			
LaPlata Police Dept.	1			
10. DORCHESTER COUNTY				
Police/Sheriff				
Cambridge Police Dept.	36			
Dorchester County Sheriff	11	10		
Hurlock Police Dept.	1	1		

NAME	FULL-TIME	PART-TIME	RESERVE	AUXILIARY
11. <u>FREDERICK COUNTY</u>				
Police/Sheriff				
Emmitsburg Police Dept.	3			
Frederick Police Dept.	74			
Frederick County Sheriff	14	28		
Thurmont Police Dept.	5			
12. <u>GARRETT COUNTY</u>				
Police/Sheriff				
Garrett County Sheriff	10			
Luke Police Dept.	2			
Oakland Police Dept.	6			
13. <u>HARFORD COUNTY</u>				
Police/Sheriff				
Aberdeen Police Dept.	23	1		20
Bel Air Police Dept.	21			
Harford County Sheriff	123			
Havre de Grace Police Dept.	20			25
14. <u>HOWARD COUNTY</u>				
Police/Sheriff				
Howard County Police	148			
Howard County Sheriff	13	1		
15. <u>KENT COUNTY</u>				
Police/Sheriff				
Chestertown Police Dept.	8			
Kent County Sheriff	7	1		
Rock Hall Police Dept.	2			
16. <u>MONTGOMERY COUNTY</u>				
Police/Sheriff				
Chevy Chase Police Dept.	7			
Gaithersburg Police Dept.	5			
Kensington Police Dept.	1			
Md. Nat. Cap. Park Police Dept.	51			
Montgomery County Police Dept.	780			
Montgomery County Sheriff	64			
Rockville Police Dept.	26			
Takoma Park Police Dept.	31			
17. <u>PRINCE GEORGE'S COUNTY</u>				
Police/Sheriff				
Berwyn Heights Police Dept.	1	1		
Bladensburg Police Dept.	15	1		
	28			

NAME	FULL-TIME	PART-TIME	RESERVE	AUXILIARY
Capitol Heights Police Dept.	1	1		1
Cheverly Police Dept.	6			
Colmar Manor/Cottage City Police Dept.	3	3		
District Heights Police Dept.	5	1		
Fairmount Heights Police Dept.	7			
Forest Heights Police Dept.	5			
Glenarden Police Dept.	3	2		
Greenbelt Police Dept.	22			
Hyattsville Police Dept.	18			
Landover Hills Police Dept.	2			
Laurel Police Dept.	21			
Md.Nat.Cap.Park Police Dept.	55			
Morningside Police Dept.	1	2	1	
Mt. Rainier Police Dept.	12			
Prince George's County Police Dept.	868			
Prince George's County Sheriff	105			
Prince George's County State's Att.				
Riverdale Police Dept.	6			
University Park Police Dept.	5	4		
Wash.Metro.Area Transit Authority	163			
Security				
Prince George's Comm. College	11			
Prince George's Public Schools	37	3		
Washington Sub. San.Commission	5			
18. <u>QUEEN ANNE'S COUNTY</u>				
Police/Sheriff				
Centreville Police Dept.	5			
Queen Anne's County Sheriff	6	1		
19. <u>ST. MARY'S COUNTY</u>				
Police/Sheriff				
Leonardtown Police Dept.	2			
St. Mary's County Sheriff	29			
20. <u>SOMERSET COUNTY</u>				
Police/Sheriff				
Crisfield Police Dept.	7			
Princess Anne Police Dept.	6	1		
Somerset County Sheriff	12			
21. <u>TALBOT COUNTY</u>				
Police/Sheriff				
Easton Police Dept.	20			
Oxford Police Dept.	2	1		
St. Michael's Police Dept.	5	1		
Talbot County Sheriff	10	1		
Trappe Police Dept.				

NAME	FULL-TIME	PART-TIME	RESERVE	AUXILIARY
22. <u>WASHINGTON COUNTY</u>				
Police/Security				
Boonsboro Police Dept.	2			
Brunswick Police Dept.	10			1
Clear Spring Police Dept.				
Hagerstown Police Dept.	91			
Hancock Police Dept.	3	1		
Washington County Sheriff	45			
Williamsport Police Dept.	6			
23. <u>WICOMICO COUNTY</u>				
Police/Sheriff				
Delmar Police Dept.	5			
Fruitland Police Dept.	4			
Salisbury Police Dept.	42			
Wicomico County Sheriff	25	30		
Willards Police Dept.				
24. <u>WORCESTER COUNTY</u>				
Police/Sheriff				
Berlin Police Dept.	8			
Ocean City Police Dept.	57	81		
Pocomoke City Police Dept.	10	1		
Snow Hill Police Dept.	6			
Worcester County Sheriff	24			
Security				
Ocean Pines (non-mandated)	8			
25. <u>STATE AGENCIES</u>				
Police				
Bowie State College	12			3
Frostburg State College	18			
General Services Adm.-Annapolis	42			
General Services Adm.-Baltimore				
Md.Alcohol & Tobacco Tax Enf.Unit				
Maryland Park Service	120			
Maryland Port Administration	76			
Maryland State Police	1564			
Maryland Toll Facilities	201			
Mass Transit Administration	37			
Morgan State University				
Natural Resources Police	205			
Towson State University	23			
University of Baltimore				
University of Md. -Baltimore City	64			
University of Md. -Baltimore County	15			
University of Md. -College Park	58			
University of Md. -Eastern Shore	9			

NAME	FULL-TIME	PART-TIME	RESERVE	AUXILIARY
Security				
Coppin State College	16			
Dept.of Health & Mental Hygiene				
Boys'Village of Maryland	2			
Crownsville State Hospital	6			
Deer's Head State Hospital	3			
Eastern Shore State Hospital	6			
Great Oaks Center				
Holly Center	5			
Maryland Childrens'Center	1			
Maryland Training School	7			
Montrose School				
Rosewood State Hospital	6			5
Springfield State Hospital	8			
Spring Grove State Hospital	10		1	
Victor Cullen School	2			
Department of Human Resources	12			
Md.Center for Public Broadcasting	5			
Maryland Military Dept. - 2 loca.	8			
Maryland School for the Deaf -				
Columbia and Frederick	12		2	
Maryland State Lottery	3			
Motor Vehicle Administration	4			
Salisbury State College	13			
St. Mary's College	11			

SUMMARY

Local Agencies

105	Police Departments
24	Sheriff's Departments
32	Security Agencies (Mandated)
13	Security Agencies (Voluntary)

174 Total

State Agencies

17	Police Departments with a total manpower of 2,407
21	Security Departments with a total manpower of 105

The three largest Police Departments are: Baltimore Police Dept. 3,410
Maryland State Police 1,564
Baltimore Co.Police Dept. 1,223

SIGNIFICANT PROBLEM AREAS

Study of overall training patterns indicates a need for more entrance-level and in-service level training to be conducted by approved schools and academies. The Commission staff does not have the resources to conduct "hands-on" mandated and needed training and must rely on departmental or cooperative efforts to do so.

Training content, teaching strategies and systems for evaluation of training must be created to guide all entrance-level and mandated in-service level programs. A new training apparatus must be designed to extensively revise or wholly replace the current subject-oriented curriculum. Such a curriculum would be based upon the attainment of performance-oriented objectives. The identification of such objectives requires an expensive analysis of all the tasks of police agencies throughout the State. Federal funding has been received to make the task analysis and develop the performance objectives.



CORRECTIONAL TRAINING

MEMBERS OF THE COMMISSION

During Fiscal Year 1978, 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, 1978 - June 30, 1981

Mark A. Levine
Commissioner, Division of Correction

Donald Atkinson
Acting Director, Division of Parole and Probation

Arnold J. Hopkins
Director, Division of Parole and Probation
Replaced Mr. Atkinson at January 26, 1978 meeting

Paul A. Wageley
President, Maryland Probation, Parole and Corrections
Association

James P. Tinney, III
President, Maryland Probation, Parole and Corrections
Association
Replaced Mr. Wageley at January 26, 1978 meeting

Charles H. Hickey, Jr.
President, Maryland State Sheriff's Association

Donald C. Barnes
President, Maryland State Sheriff's Association
Replaced Sheriff Hickey at September 27, 1978 meeting

Francis R. Ford
President, Maryland Community Correctional Administrators
Association

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, July 1, 1976 - June 30, 1979

During Fiscal Year 1979 the Commission had the following changes:

J. Brown Hardy replaced W. Donald Pointer as Chairman of the Commission.

Edwin R. Goodlander replaced Mark A. Levine as Commissioner of the
Division of Correction.

Kent W. Mason replaced Francis R. Ford as the President of the Maryland
Community Correctional Administrators Association.

Calvin A. Lightfoot replaced Gordon C. Kamka as Warden of the Baltimore
City Jail.

Stephen H. Sachs replaced Francis B. Burch as the Attorney General.

R. Michael Galeone, Sheriff of Worcester County replaced Ben Forrest,
Sheriff of Talbot County as an appointed member from the Eastern
Shore.

COMMISSION MEETINGS

During FY 1978 the Correctional Training Commission met as follows:

30th Meeting	September 27, 1977
31st Meeting	November 28, 1977
32nd Meeting	January 26, 1978
33rd Meeting	April 12, 1978
34th Meeting	June 30, 1978

During FY 1979 the Correctional Training Commission met as follows:

35th Meeting	October 5, 1978
36th Meeting	January 29, 1979
37th Meeting	April 26, 1979

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

(4) "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) "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) "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) "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 or detention, or persons under parole supervision, or persons placed on probation.

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

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

(c) 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 Sheriff's Association; the President of the Maryland Probation, Parole and Correction 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 office holder, 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.

(c) (1) The Commission, at its initial organization meeting to be held promptly after the appointment and qualifications of its members, and thereafter annually, shall elect a 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 Correction 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 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) 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) 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) 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 such qualifications as may be determined by the Commission.

(h) 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.

SECTION 2, AND BE IT FURTHER ENACTED, That this Act shall take effect July 1, 1976.

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.

During FY 78 there were changes in the Commission Rules and Regulations as shown below.

Rule .01 (B)

The Commission mandated that four hours of fire air mask training be included in the Correctional Officer and Classification Counselor entrance-level programs. Further the training was extended an additional six hours with most changes occurring in the Security Block. The principal change affected firearms training which was increased from one to two days.

Rule .01 (D, E, F)

Mandated training for Correction Specialists. A six-month on-the-job training program was mandated for correction specialists working in State run or contract pre-release centers. This on-the-job training is in addition to the mandated four-week training also required of correctional officers and classification counselors.

Rule .01 (H)

Suspension of mandated training for supervisors. This training, originally mandated in 1976, was rescinded because of staff cuts. The Commission directed the staff to reinstitute the training when feasible.

During FY79 there was one change in the Commission's Rules and Regulations affecting Rule .01(G), Mandated Training for Parole and Probation Agents. The rule change eliminated some training subjects and added others.

ACCOMPLISHMENTS

FY 78

During the FY 78 period 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 ten Correctional Officer/Classification Counselor programs (four weeks in length); four Parole and Probation Agents programs (six weeks in length); and three Correctional Staff programs (three days in length).

The Commission sponsored four sessions of a one-week management training program entitled the Public Administration Skills Workshop. This non-mandated program was federally funded and conducted by the University of Maryland Conferences and Institutes Division. Middle managers from seventeen State and local agencies attended. The program was a modified version of a program offered top managers a year ago. It was the only management training effort sponsored this year.

A significant accomplishment was the recruitment and training of a new cadre of trainers.

The Commission staff realized that entrance-level training for correctional officers could double in the near future with the increased authorization of officers resulting from the opening of new facilities. Instead of doubling class size to sixty students, the Commission directed the staff to recruit new trainers.

This was done in January and February, 1978. About twenty trainers were recruited, but by the time their eight day training concluded, eleven were certified. They then went through a period of observation of modules which they were assigned in the Correctional Officer program and then began training in June.

Their addition to the staff now allows the Academy to conduct concurrent programs.

FY 79

In FY 1979 the only non-mandated training was in-service training for correctional officers for the Department of Corrections. Funds were appropriated to train three hundred officers in twelve sessions of a three day training program. Those sessions were conducted from January through June, 1979 and 296 officers were trained.

The mandated training in FY 79 as in FY 78 included ten Correctional Officer/Classification Counselors programs; four Parole and Probation Agent programs; and three Correctional Staff programs each of the same length as the previous year.

The program dealt with basic security procedures, human relations and first aid and safety. Those officers attending were those experienced officers who had no prior training.

The Architectural and Engineering study for the training academy was begun in FY 78 and was not finished until the second half of FY 79. Bids for renovation were received in June 1979. The low bid was considerably higher than the funds available. Additional Federal funds were received both from the Governor's Commission, and matching funds from the Department.

Renovation should begin in October, 1979 and be completed six months later.

TRAINING STATISTICS FOR FISCAL YEARS 1978 & 1979

	Correctional Officer/ Classification Counselor Entrance Level 125 Hours		Parole and Probation Entrance Level 156 Hours		Correctional Staff Entrance Level 18 Hours		Public Administration Skills Workshop 40 Hours	Training for Trainers Program 48 Hours	Correctional Officer In-Service Program 24 Hours
	FY 78	FY 79	FY78	FY79	FY 78	FY 79	FY 78	FY 78	FY 79
Division of Correction									
Headquarters	-	5	-	-	-	4	1	3	-
House of Correction	46	13	-	-	13	8	13	-	53
Institution for Women	15	6	-	-	3	2	2	-	19
Camp System	11	47	-	-	3	13	8	-	52
Training Center (Hagerstown)	28	25	-	-	-	16	6	-	57
Correctional Institution (Hagerstown)	16	10	-	-	16	8	13	-	57
Reception Center	4	1	-	-	-	3	3	-	-
Community Corrections	1	-	-	-	-	-	6	-	-
Penitentiary	31	41	-	-	7	3	11	-	57
Patuxent Institution	25	27	-	-	3	21	5	-	-
Baltimore City Jail	12	18	-	-	6	5	11	1	-
Counties									
Allegany	3	3	-	-	-	-	-	-	-
Anne Arundel	3	2	-	-	-	1	-	-	-
Baltimore	6	8	-	-	6	3	2	-	-
Calvert	5	18	-	-	-	6	-	-	-
Caroline	1	2	-	-	-	-	-	-	-
Carroll	3	6	-	-	-	-	-	1	-
Charles	1	2	-	-	-	-	-	-	-
Frederick	6	4	-	-	-	5	4	-	-
Garrett	1	1	-	-	-	-	-	-	-
Harford	3	8	-	-	1	1	1	1	-
Howard	6	3	-	-	1	1	-	-	-
Montgomery	23	11	-	-	-	3	6	1	-
Prince George's	15	26	-	-	-	1	4	2	-
Queen Anne's	1	1	-	-	-	-	-	-	-
St. Mary's	4	2	-	-	-	-	-	-	-
Talbot	1	2	-	-	-	-	-	-	-

Training Statistics for Fiscal Years 1978 & 1979, cont.

	Correctional Officer/ Classification Counselor Entrance Level 125 Hours		Parole and Probation Entrance Level 156 Hours		Correctional Staff Entrance Level 18 Hours		Public Administration Skills Workshop 40 Hours	Training for Trainers Program 48 Hours	Correctional Officer In-Service Program 24 Hours
	FY 78	FY 79	FY78	FY79	FY 78	FY 79	FY 78	FY 78	FY 79
Counties, cont.									
Washington	5	7	-	-	-	-	-	3	-
Worcester	2	5	-	-	-	-	-	-	-
Dismas House	-	3	-	-	-	-	-	-	-
Division of Parole and Probation	-	3	74	65	-	-	24	1	-
TOTAL	278	317	74	65	59	98	120	13	295

SIGNIFICANT PROBLEM AREAS

The Correctional Training Academy staff was cut from eight to two when the General Assembly did not fund six positions which were previously federally funded. Those positions included the training operations and research functions. The positions remaining are the Assistant Executive Director and his secretary.

In order to continue operating an Academy there was a shift in workload where the Assistant Executive Director assumed all research, development and evaluation tasks, as well as administration of Academy classes. This of course precludes anywhere near the quantity of research, curriculum design, program and testing evaluation previously provided by the four man RD&E Section. Day to day logistics for Division of Parole and Probation programs was assumed by its training coordinator. Logistics for Correctional Officer and Correctional Staff programs was directed by a Hagerstown Training Officer who was assisted by other trainers.

There are real problems with the quality of the programs. At this time it must be assumed that tests are invalid. This is so because there now is little capability to monitor new information in the field and incorporate it into training objectives and test materials. Logistics is a major problem. A final problem is the staff's inability to adequately monitor enforcement of the Commission's Rules and Regulations.

As a result of the cuts, the mandated training program for correctional supervisors was terminated. Also, \$16,000 of Federal Funds to provide scholarships to management training programs went unspent. This was because the Assistant Executive Director did not have the time to manage the project.

END