

Purpose

To establish a training program to continually enhance the capabilities of the employees of the Cecil County Sheriff's Office and to maintain training requirements of the Maryland Police Training and Standards Commission (MPTSC).

Policy

Training goals shall be consistent with the goals and objectives of the Sheriff's Office and shall include, but not be limited to, training designed to achieve the following:

- 1) Increase and develop the technical skill levels of employees.
- 2) Increase the knowledge, skills, and abilities of each employee.
- 3) Increase the survival skills and safety of each deputy.
- 4) Improve job performance.
- 5) Develop select personnel through advanced training.
- 6) Professional standards/ethics.
- 7) Community relations and unbiased policing practices.
- 8) Antidiscrimination and use of force de-escalation.

Procedure

- A. Training Seminar Designated by Sheriff or Designee
 1. The Sheriff, or his designee, may assign any employee to attend a training seminar by notifying the following via a memorandum.
 - a. Training Coordinator
 - b. Attending employee's immediate supervisor
- B. Supervisor's Request
 1. A Supervisor may request an employee under his/her supervision to attend a training seminar by submitting a Training Request Form, CCSO Form SO-132, to their Lieutenant.
- C. Employee's Request to Attend Training
 1. Any employee may request permission to attend a training seminar by submitting the following to his/her immediate supervisor.
 - a. Brochure and or descriptive material
 - b. List of the employee's prior training
 - c. All associated costs (if known)
- D. Approval/Disapproval
 1. Each employee in the chain of command shall indicate approval or disapproval. Disapproval shall be accompanied with comments

and forwarded to the employee's Lieutenant.

2. All requests whether approved or disapproved will be submitted to the employee's Lieutenant who will then complete a training request review and forward to the Captain.
3. Unless exempted by extenuating circumstances, requests shall be submitted to the Training Coordinator a minimum of 30 days prior to the training start date.
4. Once the request to attend a training seminar is approved, the Captain or designee shall forward the approved request to the Training Coordinator who will:
 - a. Register the attending employee(s) for the training seminar.
 - b. Arrange for lodging, air fare/ travel arraignments (if applicable).
 - c. Arrange for per diem (if applicable).
5. The employee's Supervisor shall coordinate the employee's schedule to minimize overtime.

E. Program Profile

1. An employee attending a training seminar of 3 or more days, shall evaluate the seminar by completing and submitting a Course Evaluation Form SO-168 to their Supervisor upon returning to duty.
2. After supervisory review, the form (SO-168) will be forwarded to the Training Coordinator for review, assessment and filing utilizing a Form SO-155 (Routing Slip).

F. Documentation of Training

1. The Training Coordinator shall maintain documentation of all training attended by an employee of the agency.
2. The Training Coordinator will record/maintain all training records in the software system designated by the MPSTC.
3. If issued, the employee will provide the Training Coordinator with copy of any certificate, diploma, or letter of completion upon return.

G. Training Expenses

1. Any additional expense not covered on an approved Training Request Form (SO-132), must be approved prior to the spending of any funds.