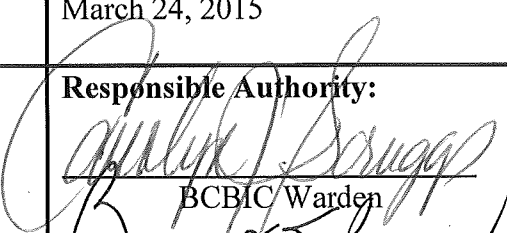
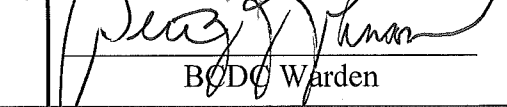


Facility Directive



Title: Pre- Service and In- Service Training	Facility Directive Number: DPDS- 030-0001
Related MD Statute and Regulations: Senate Bill 703, Article 41, Section 70B, Annotated Code of Maryland; COMAR: 12.04.01.00; 12.04.01.12; 12.04.01.17; 12.10.01.07	Supersedes: CREG-030-0001 titled In-Service Training and issued on March 24, 2015
Related ACA Standards: 1-CORE-7B-02; 1-CORE -7B-03; 1-CORE -7B-04;1-CORE -7B-05	Responsible Authority:  BCBIC Warden  BODC Warden
Related MCCS Standards: .01D; .01F; .02D; .02E	Effective Date: April 30, 2015
Related Department of Public Safety and Correctional Services Directives: Responsibilities of Institutional Training Managers	Number of Pages: 6



Kevin D. Patten
Acting Commissioner



Felicia M. Hinton
Assistant Commissioner

.01 Purpose.

This directive establishes procedures to ensure compliance with the established training requirements for the Division of Pretrial Detention and Services Personnel.

.02 Scope.

A. This directive is applicable to both:

- (1) Correctional; and
- (2) Civilian employees of DPDS.

B. This directive is applicable to the Division of Pretrial Detention and Services (DPDS), excluding Chesapeake Detention Facility and Division of Parole and Probation:

- (1) Baltimore Central Booking and Intake Center, (BCBIC);
- (2) Baltimore City Detention Center, (BCDC); and
- (3) Baltimore Pre-Release Unit, (BPRU).

.03 Policy.

- A. It is the policy of the Division of Pretrial Detention and Services that facility training units shall provide documented pre-service and annual in-service training as modelled by the Maryland Police and Training Commission (PCTC), the American Correctional Association (ACA), and the Maryland Commission on Correctional Standards (MCCS).
- B. A qualified individual coordinates the staff development and training program. This person has specialized training for that position. Full-time training personnel completes at least a 40-hour training-for-trainers course. The training plan is reviewed annually.
- C. “In each subsequent year of employment, correctional officers receive documented in-service training in critical areas of the operation.” (1-CORE-7B-05).

.04 Definitions.

There is no definition necessary for this directive.

.05 Responsibility.

The Warden shall ensure the provision of required training as:

A. Pre-Service Training

- (1) Centralized Hiring Unit staff shall instruct new employees to report to the DPDS Training Lieutenant, for pre-service orientation on their first work day.
 - (a) “Prior to assuming duties, each employee is provided with orientation which may include:
 - (i) Working conditions;
 - (ii) Code of ethics;
 - (iii) Personnel policy manual;
 - (iv) Employees rights and responsibilities;
 - (v) Overview of the Criminal Justice System;
 - (vi) Tour of the facility;

- (vii) Facility goals and objectives;
- (viii) Facility organizations;
- (vix) Personnel policies; and
- (x) Program review” (1-CORE-7B-02).

(2) The Facility’s Training Lieutenant shall ensure that:

(a) Before attending academy training, the newly hired correctional employees shall receive:

- (i) An eight (8) hour pre-service overview of the curriculum approved by the Maryland Police and Correctional Training Commission (MPCTC).
- (ii) Twenty-one (21) hours of field training consisting of observation and familiarization.

(b) Required Maryland Correctional Training Commission:

- (i) Following completion of the pre-service orientation program, employees who meet the definition of a Correctional Officer, Classification Counselor or Facility Support Staff as prescribed by Article 41, Section 7B, Annotated Code of Maryland shall attend and successfully complete a PCTC approved Entrance level training Program.
- (ii) Satisfactory completion shall occur before the employee is removed from probationary status;
- (iii) Entrance level training is completed within the first year of employment;
- (iv) “Prior to assuming duties, all correctional officers receiving training in the facility under the supervision of qualified officer. Training may include:
 - Facility policies and procedures
 - Suicide prevention
 - Use of force
 - Report writing
 - Inmate rules and regulations
 - Key control

- Emergency plans and procedures
 - Cultural diversity
 - Communication skills
 - Cardiopulmonary resuscitation (CPR/First Aid)
 - Sexual misconduct” (1-CORE -7B-04).
- (c) Documentation of Field Training is maintained in the individual employee's training file and shall include, but not be limited to:
- (i) Field Training Officer (FTO) Module Performance Checklist;
 - (ii) Uniform Inspections; and
 - (iii) Supervisory Assessments on a weekly basis.

B. In-Service Training and Staff Awareness.

- (1) The professional, support, clerical and health care employees, including contractors, receive continuing annual training, which include:
- (a) Security Procedures and regulations
 - (b) Supervision of inmates
 - (c) Signs of suicide risk
 - (d) Suicide risk
 - (e) Suicide precautions
 - (f) Use of force regulations and tactics
 - (g) Report writing
 - (h) Inmate rules and regulations
 - (i) Key control
 - (j) Rights and responsibilities of inmates
 - (k) Safety procedures

- (l) All emergency plans and procedures
- (m) Interpersonal relations
- (n) Social/cultural lifestyles of the inmate population
- (o) Cultural diversity
- (p) CPR/First-aid
- (q) Counseling techniques
- (r) Sexual harassment/sexual misconduct awareness
- (s) Purpose, goals policies, and procedures for the Facility and parent agency
- (t) Security and contraband regulations
- (u) Appropriate conduct with inmates
- (v) Responsibilities and rights of employees
- (w) Universal precautions
- (x) Occupational exposure
- (y) Personal protective equipment
- (z) Bio-hazardous waste disposal
- (aa) Overview of the correctional field” (1-CORE-7B-03).

(2) Curriculum approved by the MPCTC; and

(3) Documentation of training:

(i) Maintained in the individual's training file; and

(ii) Documented in the Skills Manager Database (SMD) per protocol.

C. The weapons training and re-qualification classes are based on standards mandated by the Code of Maryland Regulations, (COMAR).

.06 Attachment.

Appendix A - Training Record Form.

.07 History.

- A. This directive replaces CREG-030-0001, titled Pre- Service and In-Service Training, issued on March 24, 2015.
- B. This directive supersedes provisions of other existing Facilities' communication with which it becomes in conflict.

.08 Distribution.

- A
- B

DIVISION OF PRETRIAL DETENTION AND SERVICES
TRAINING RECORD FORM

Appendix A

Subject: _____ Date: _____

Instructor: _____

Type of Training: In-Service ___ Pre-Service ___ Orientation ___
 Specialized ___ Other ___

Employees Receiving Training:

Name (print)	Dept./Classification	Social Security Number	Signature