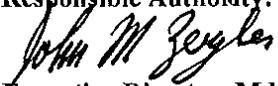


Executive Directive



Title: Training Responsibilities	Executive Directive Number: MPCTC.010.0018
Related MD Statute/Regulations: Correctional Services Article, §§203, 2-113, and 2-114, Annotated Code of Maryland State Government Article, §8-205, Annotated Code of Maryland; State Personnel and Pensions Article, §1-101(b), Annotated Code of Maryland	Supersedes: DPSCS.010.0018 dated November 1, 2011
Related ACA Standards: 4-4073; 4-4094; 4-ALDF-7B-05 — 4-ALDF-7B-16; 2-CO-1D-01	Responsible Authority:  Executive Director, Md. Police and Correctional Training Commissions
Related MCCS Standards or Reference: N/A	Effective Date: September 18, 2015 Number of Pages: 4



Stephen T. Moyer
Secretary

.01 Purpose.

This directive continues Department of Public Safety and Correctional Services (Department) training policy and assigns responsibility for developing and managing Department training programs and requirements to the Maryland Police and Correctional Training Commissions (MPCTC).

.02 Scope.

This directive applies to all units of the Department.

.03 Policy.

The Department shall provide effective entry-level, in-service, professional development, and skills training programs and services that provide employees with knowledge, skills, and abilities to:

- (1) Perform current duties and responsibilities; and
- (2) Prepare for new duties and responsibilities due to re-assignment, transfer, or promotion.

.04 Definitions.

A. In this directive, the following terms have the meanings indicated.

B. Terms Defined.

- (1) “Employee” means an individual employed by the Department in a full-time, part-time, temporary, or contractual position.

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- (2) “Executive Director” means the Executive Director of the MPCTC.
- (3) “Training employee” means an individual in a Department budgeted position that is not included in the MPCTC budget who:
 - (a) Performs MPCTC training responsibilities for the unit to which the employee is assigned; or
 - (b) Provides clerical or administrative support for a MPCTC program or service.
- (4) “Unit” means an organization, institution, agency, or division established by statute or created by the Secretary of Public Safety and Correctional Services (Secretary) within the Department.
- (5) “Unit head” means the highest authority of a unit.

.05 Responsibilities/Procedure.

A. The MPCTC has a Correctional Training Unit that is composed of:

- (1) An MPCTC employee designated by the Executive Director as the Director of Correctional Training;
- (2) Department employees designated as:
 - (a) Academy Coordinator;
 - (b) Academy Manager; and
 - (c) Academy Instructor;
- (3) Training employees; and
- (4) Other Department employees not designated as a training employee who are involved with localized training programs and services including:
 - (a) Correctional officers assigned to a training position in the unit’s staffing plan; and
 - (b) Support staff.

B. The MPCTC is responsible for all Department professional development and training programs and services including, but not limited to:

- (1) Employee pre-service;
- (2) Entry-level and in-service training for the Department;
- (3) Programs for administrative and support staff employees;
- (4) Executive and leadership development programs; and

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- (5) In cooperation with the Office of Equal Opportunity (OEO), training programs intended to communicate OEO administrative and operational procedures.

C. Executive Director.

- (1) The Executive Director:

- (a) Is the appointing authority for any MPCTC employee; and
- (b) Consistent with staffing and budgetary restrictions of the unit to which a training employee's position is budgeted, has authority to select a unit training employee for assignment to the MPCTC Correctional Training Unit.

- (2) The Executive Director is responsible for:

- (a) Supervision of employees assigned to the Correctional Training Unit;
- (b) Conducting personnel performance evaluations for a training employee;
- (c) Initiating disciplinary action related to a training employee;
- (d) In cooperation with a unit head, ensuring effective integration and coordination of professional development and training programs and services;
- (e) Assessing the Department's professional development and training needs in cooperation with:
- (i) The Office of the Secretary;
- (ii) Operations Executive Director, Field Support Services, or a designee;
- (iii) The Director, Parole and Probation, or a designee; and
- (iv) Other Department units identifying training needs;
- (f) Monitoring and evaluating the effectiveness of professional development and training programs and services delivered to or received by an employee; and
- (g) Acting on behalf of the Secretary, authorizing employee participation in external professional development and training programs.

D. Unit Head.

- (1) A unit head to which a training employee is assigned shall:

- (a) Provide work space, equipment, and supplies for the training employee to perform MPCTC training duties and responsibilities;
- (b) Maintain funding for a training employee performing MPCTC training duties and responsibilities;

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- (c) Continue to include personnel expenses for a training employee in the unit's appropriate budget sub-program for training; and
 - (d) Ensure cooperation between training employees and other unit employees.
- (2) A unit head may not, without prior approval of the Executive Director, or a designee:
- (a) Assign duties to a training employee that affect the training employee's ability to perform MPCTC training duties and responsibilities; or
 - (b) Except as provided under §.05F(2) of this directive, initiate or terminate a training program or service authorized by the MPCTC.
- E. An MPCTC employee or training employee shall comply with policy and procedures related to security and general operation of the facility where the employee is performing MPCTC training duties and responsibilities.
- F. Review of Programs and Services.
- (1) Periodically, the Executive Director, or a designee, shall meet with each unit head responsible for a unit that receives MPCTC training programs or services to review the effectiveness of the programs or services.
 - (2) A unit head may request to meet with the Executive Director, or a designee, at any time:
 - (a) To review performance or concerns related to MPCTC training programs or services; or
 - (b) To request implementation of a new training program or service.

.06 Attachment(s)/Link.

There are no attachments or links to this directive.

.07 History.

- A. This Executive Directive replaces DPSCS.010.0018 dated November 1, 2011, to align responsibilities based on Department re-alignment.
- B. This directive supersedes provisions of any other prior existing Department or unit communication with which it may be in conflict.