

**STATE OF MARYLAND**



**Department of Public Safety  
and Correctional Services**

**PATUXENT INSTITUTION**

**Directive**

**PID # 30-2**

**DATE: 4/1/2007**

**SUBJECT: Employee Training**

**TITLE: Mandated Training**

**I. REFERENCES:**

- A. Maryland Correctional Training Commission COMAR Title 12, Subtitle 10.
- B. Maryland Commission on Correctional Standards .01

**II. APPLICABLE TO: All Employees**

**III. PURPOSE: To establish policy and procedure concerning mandated employee training programs.**

**IV. DEFINITIONS:**

- A. Correctional Officer - This individual 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.
- B. Institutional Support Staff - a member of a correctional unit who may perform one or more duties of a correctional officer, but whose primary duties are those other than that of a correctional officer. This includes education, clinical, maintenance, dietary and supply officers.
- C. First-Line Correctional Supervisor - a Correctional Officer IV, V, or equivalent who has been promoted to first-line supervisory duties, within the various job classifications, duties and level of responsibility of a Lieutenant, Captain or Correctional Dietary Officer III.
- D. First-Line Correctional Administrator - a Correctional Officer VI or equivalent who has been promoted from a supervisory rank to first-line administrative duties. Within the various job classifications, duties and level of responsibility should be compared to those duties and level of responsibility of Major.

**V. POLICY**

It is the policy of Patuxent Institution to ensure that all affected employees receive pre-service and in-service training as mandated by the Maryland Correctional Training Commission and the Maryland Commission on Correctional Standards.

## VI. PROCEDURES:

## A. Pre-Service Orientation

1. All new institutional employees, regardless of job classification must satisfactorily complete the first available pre-service orientation program. The Training Manager may only excuse new employees from Orientation. The content of this Orientation program shall include, but not be limited to:
  - a. Personnel policies and procedures
  - b. Employee Rules and Regulations
  - c. A tour of the Institution
  - d. Working with inmates and inmate rules
  - e. Emergency plans.
  - f. Right to Know (Toxic, Caustic, and Flammable Materials).
  - g. Security and control procedures.

## B. Mandated Maryland Correctional Training Commission Training

1. Following completion of the pre-service orientation program, all employees who meet the definition of Correctional Officer or Institutional Support Staff must attend and successfully complete a Maryland Correctional Training Commission approved Entrance Level Training Program.
  - a. Satisfactory completion must occur before the employee may be removed from probationary status.
  - b. Entrance level training must be completed within the first year of employment.
2. For appointments effective January 1, 1987 or after, all first-line correctional supervisors shall successfully complete a minimum curriculum approved by the Maryland Correctional Training Commission within the first year of appointment.
3. For appointments effective January 1, 1987 or after, all newly appointed first-line correctional administrators shall successfully complete a minimum curriculum approved by the Maryland Correctional Training Commission within the first year of appointment.

## C. In-Service Training

1. Specifications
  - a. All correctional officers and institutional support staff at or below the classification of first-line supervisor shall satisfactorily complete a Maryland Correctional Training Commission approved in-service training program during each calendar year. The program length shall total a minimum of 18 hours.
  - b. The Maryland Correctional Training Commission in-service training requirement shall automatically be met during any year in which the employee completes a Maryland Correctional Training Commission approved Entrance Level, Supervisor Level, Administrator Level, or Instructor Level program. In order to meet the Maryland Commission on Correctional Standards training requirements, an employee in this

category shall additionally complete training in those areas prescribed by the Maryland Commission on Correctional Standards.

- c. Unless it can conclusively be proven that the employee failed to successfully complete the mandated training through no fault of his/her own, the employee who fails to meet the above training requirements shall receive an unsatisfactory rating on the essential job function in the employee's PEP evaluation for that respective calendar year.

2. Program Development

- a. The Training Manager shall plan and design program goals, objectives, topics, content, etc., using such assessment instruments as job task analysis data, needs assessment surveys, etc. All training program development shall incorporate requirements established by the Maryland Commission on Correctional Standards, the Maryland Correctional Training Commission, PIDs, PIBs, etc.
- b. All prepared instructional materials shall be reviewed and approved by the Training Manager.
- c. Approved materials shall be submitted to the Maryland Correctional Training Commission for approval.
- d. The Maryland Correctional Training Commission shall have the final decision as to what constitutes an approved training program and Patuxent Institution will abide by that Agency's decision.

D. Firearms Training

- 1. All correctional officers assigned to the weapons cadre, regardless of rank, must qualify in the Maryland Correctional Training Commission approved firearms training program as part of in-service training.

VI. APPENDIX: None

VII. RESCIND: PID 30-2 dated 1/2/2002

*Randall S. Nero, Ph.D.*

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