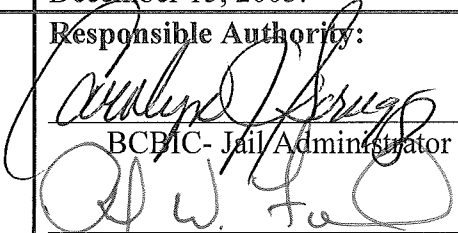
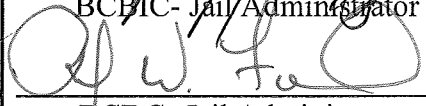
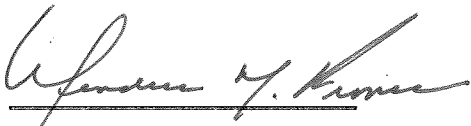
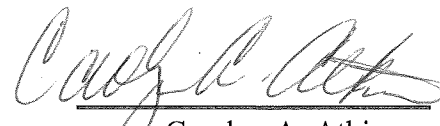


## Facility Directive



<b>Title:</b> Pre- Service and In- Service Training	<b>Facility Directive Number:</b> CRDET.030.0001
<b>Related MD Statute/Regulations:</b> COMAR 12.04.01.00; 12.04.01.12; 12.04.01.17; 12.04.01.9999; 12.10.01.07	<b>Supersedes:</b> PDSD 30-1 titled, Basic Pre-and In- Service Training and issued on December 15, 2005.
<b>Related ACA Standards:</b> 4-ALDF-7B-10; 4-ALDF-7B-12; 4- ALDF-7B-14; 4-ALDF-7B-15; 4- ALDF-7B-16	<b>Responsible Authority:</b>  BCBIC- Jail Administrator  BCBIC- Jail Administrator
<b>Related MCCS Standards:</b> .01D; .01F; .02D; .02E	<b>Effective Date:</b> October 28, 2013
<b>Related Department of Public Safety and Correctional Services Directives:</b> Responsibilities of Institutional Training Managers	<b>Number of Pages:</b> 4

  
 Wendell France  
 Regional Executive Director

  
 Carolyn A. Atkins  
 Director of Detention

### .01 Purpose.

This directive establishes procedures to ensure compliance with the established training requirements for Central Region Personnel.

### .02 Scope.

A. This directive is applicable to both:

- (1) Correctional; and
- (2) Civilian employees of the Central Region Detention Facilities.

B. This directive is applicable to the Central Region Detention Facilities, excluding Chesapeake Detention Facility and Community Supervision:

- (1) Baltimore Central Booking and Intake Center; and
- (2) Baltimore City Detention Center.

**.03 Policy.**

It is the policy of the Central Region Detention Facilities that institutional training units shall provide documented pre-service and annual in-service training for the Department employees and monitor compliance with established standards.

**.04 Definitions.**

There is no definition for this directive.

**.05 Responsibility.**

The Jail Administrator shall ensure the provision of required training is as follows:

**A. Pre-Service Training**

- (1) Centralized Hiring staff shall instruct all new employees to report to the Regional Training Lieutenant, who is located at the Maryland Reception Diagnostic Classification Center (MRDCC) for pre-service orientation on their first work day.
- (2) The Regional Training Lieutenant shall ensure that:
  - (a) Prior to attending academy training, all newly hired correctional employees receive:
    - (i) An eight (8) hour pre-service overview from 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) Immediately upon completion of all required academy training, and prior to an assignment as the sole officer on a post, new correctional employees shall receive no less than one hundred and sixty (160) hours documented field training by a certified field training officer; and
  - (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**

The Regional Training Lieutenant shall monitor and document that:

- (1) The correctional personnel whose duties involve the:

- (a) Care;

- (b) Custody; and

- (c) Control of an inmate, shall receive appropriate training:

- (i) At the Maryland Police and Correctional Training Academy; and

- (ii) Within one (1) year of their division start date.

- (2) The correctional personnel shall receive eighteen (18) hours of annual service training from their institution's training unit to include:

- (a) Curriculum approved by the MPCTC; and

- (b) 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 upon standards mandated by the Code of Maryland Regulations, (COMAR).**

**.06 Attachment(s).**

Appendix A- Training Record Form

**.07 History.**

- A. This directive replaces PDSD 30-1, titled Basic Pre- Service and In-Service Training, issued on December 15, 2005.

- B. This directive supersedes provisions of any other prior existing Division communication with which it may be in conflict.

**.08 Distribution.**

A

B

CENTRAL REGION DETENTION FACILITIES  
TRAINING RECORD FORM

Subject: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor: \_\_\_\_\_

Type of Training:    In-Service\_\_\_\_      Pre-Service\_\_\_\_      Orientation\_\_\_\_  
                                 Specialized\_\_\_\_      Other\_\_\_\_

Employees Receiving Training:

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