


STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
DIVISION OF CORRECTION

 DIVISION OF CORRECTION DIRECTIVE	PROGRAM:	TRAINING AND STAFF DEVELOPMENT
	DCD #:	30-4
	TITLE:	Required Training
	ISSUED:	March 1, 1987
	APPROVED:	Original signed by Acting COMMISSIONER Commissioner Elmanus Herndon

DCD CHANGE NOTICE:30-90 EFFECTIVE DATE: October 15, 1990

CHANGE # 3 TO THIS DCD

1. The following change is being made to Section VI.C.1.d. as follows:

Insert new d. as follows:


"Employees of specialized units or functions, such as Boot Camp, Home Detention, DOC IU, K-9, Tactical Teams, etc., shall complete such additional training as required by the unit with approval from the Commissioner or as required by the Correctional Training Commission. If any of the specific training is Commission approved, it may be used on an hour-for-hour basis to satisfy the requirements of a., b., or c., above."

2. Reletter present d. to e. and e. to f.
3. Please incorporate this change into all copies of the DCD and the accompanying Management Audit Form.

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	APPROVED:	Original signed by Commissioner Fred E. Jordan, Jr.	COMMISSIONER

DCD CHANGE NOTICE 22-89 EFFECTIVE DATE May 15, 1989
CHANGE #2 TO THIS DCD

1. These changes are being issued to allow implementation of more appropriate and effective training procedures.
2. Rescind the current Section VI.C.2.c. and add a new Section VI.C.2.c. to read as follows:

"All prepared materials shall be reviewed and approved at the institutional level first by the ITM and then by the Warden."
3. Rescind the current Section VI.E.2. and add a new Section VI.E.2. to read as follows:


"A copy of the Division's Maryland Correctional Training Commission approved firearms training program can be obtained from the Director."
4. Rescind the current Section VI.F. and add a new Section VI.F. to read as follows:

"No institutional directive is required."
5. Add an Item 19., DCD Reference VI.E.1. to page 2 of the Management Audit Form (Appendix #1) to read as follows:

"Evidence exists to confirm that all correctional officers, regardless of rank, qualify in the Division's Maryland Correctional Training Commission approved firearms training program as part of pre-service and in-service training."
6. Please incorporate these changes into all copies of this DCD and, if appropriate, the accompanying Management Audit Form.

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DCD CHANGE NOTICE 24-88 EFFECTIVE DATE July 15, 1988
CHANGE #1 TO THIS DCD

1. As a result of various legislative and administrative actions, changes to this DCD are as follows:
2. In Sections I. and VI., all references to Article 41, Section 70B should be changed to Article 41, Section 4-30l.
3. Add to Section VI.A. a new sub-section "f". for Hazardous and Toxic Materials.
4. Change Section VI.C.1.a. to read:


 "All Division employees at or below the level of first-line supervisor shall satisfactorily complete an in-service training program during each calendar year. For employees governed by the in-service training requirements of the Correctional Training Commission, the in-service program shall be approved by that agency."
5. Change section VI.C.1.b. to read:

 "For correctional officers, the program length shall total a minimum of 18 hours, exclusive of range qualification."
6. Delete from Section VI.D.4.b. the reference to the Maryland Commission on Correctional Standards and add the Maryland Correctional Training Commission.
7. Please incorporate these changes into all copies of this DCD.

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- I. Reference: Article 41, Section 70B, Annotated Code of Maryland; Maryland Commission on Correctional Standards; DCD's 30-1, 30-2, 30-3, 30-5, 110-8; COMAR 12.10.01.01 - 12.10.01.11 (Training Commission Standards)
- II. Applicable to: All Institutions, Headquarters and State Use Industries
- III. Purpose: To establish policy and procedure concerning required employee training programs.
- IV. Definitions:
 - A. Correctional Officer - a member of a correctional unit who is classified, designated, or whose duties are generally described as a correctional officer. This individual is charged with and actually performs those duties that relate to the investigation, care, custody, control, and supervision of persons confined to places of incarceration.
 - B. Classification Counselor - a member of a correctional unit who is classified, designated, or whose duties are generally described as a classification counselor.
 - C. Institutional Support Staff - a member of a correctional unit who may perform one or more of the duties of a correctional officer, but whose primary duties are those other than that of a correctional officer or classification counselor.
 - D. First-Line Correctional Supervisor - a correctional officer or equivalent who has been promoted to first-line supervisory duties. Within the various job classifications, duties and level of responsibility shall be compared to those duties and level of responsibility of a Lieutenant, Correctional Dietary Officer III or Classification Supervisor I employed in a large medium/maximum security institution.

- E. First-Line Correctional Administrator - a correctional officer 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 a Major or Classification Supervisor II employed in a large medium/maximum security institution.

V. Policy:

It is the policy of the Division of Correction 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. Procedure:

A. Pre-Service Orientation

1. All new institutional employees, regardless of job classification or hiring agency, must satisfactorily complete a minimum of a three-day pre-service orientation program. The content of this orientation program shall include, but not be limited to:
 - a. Personnel policies and procedures
 - b. The Administrative Remedy Procedure
 - c. A tour of the institution
 - d. Working with inmates
 - e. Emergency Plans
2. The topics, content, and names of instructors of any pre-service orientation program shall be submitted by the Institutional Training Manager to the Director of Staff Development and Training for approval prior to delivery of the program to employees.

B. Required Maryland Correctional Training Commission Training

1. Following completion of the pre-service orientation program, all employees who meet the definition of a Correctional Officer, Classification Counselor, or Institutional Support Staff as prescribed by Article 41, Section 70B, Annotated Code of Maryland, 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, as defined in Article 41, Section 70B, of the Annotated Code of Maryland, shall successfully complete a minimum curriculum approved by the 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, as defined in Article 41, Section 70B, of the Annotated Code of Maryland, shall successfully complete a minimum curriculum approved by the Correctional Training Commission within the first year of appointment.
 4. As a matter of policy, the Maryland Division of Correction shall not request that the Maryland Correctional Training Commission waive training requirements for any of the Division's employees.
 - a. Only under the most extraordinary of circumstances would any training waivers be considered (example: an Academy instructor returns to the uniformed ranks, and hence would be required to attend the Academy by virtue of the new job position).
 - b. The waiver procedure would be as follows:
 - 1) Any waiver requests of the above training must be submitted, in writing, with support justification provided by the respective Warden to the Commissioner for Division approval.
 - 2) If approved by the Commissioner, the waiver shall be forwarded to the Maryland Correctional Training Commission for consideration.
 - 3) Under Article 41, Section 70B, the Maryland Correctional Training Commission has final authority with regard to waiver requests, and the Division shall abide by that agency's decision.

C. In-Service Training

1. Specifications

- a. All Division employees at or below the classification of first-line supervisor shall satisfactorily complete a Correctional Training Commission approved in-service training program during each calendar year.
- b. For correctional officers, program length shall total, at a minimum, the equivalent of five working days.
- c. For classification counselors, institutional support staff, and other adjunct support individuals, program length shall total a minimum of 18 hours.
- d. The Maryland Correctional Training Commission in-service training requirement shall automatically be met during any year in which the employee completes a 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.
- e. Unless it can conclusively be proven that the employee failed to complete the required training through no fault of his/her own, the employee who fails to meet the above requirements shall automatically receive an unsatisfactory in attitude and other categories on his/her annual employee evaluation report for that respective calendar year.

2. Program Development

- a. The Institutional Training Managers (ITM's) and the Director of Staff Development and Training shall jointly 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, DCD's, Institutional Directives, etc.

- b. Designated individuals within the institutions shall have the responsibility for preparing actual lesson plans.
- c. All prepared materials shall be reviewed and approved at the institutional level by the ITM'S.
- d. All institutional materials shall be submitted to the Director of Staff Development and Training for Division approval.
- e. Approved materials shall be submitted to the Correctional Training Commission for approval under the guidelines established by Article 41, Section 70B, ACM.
- f. As provided by Article 41, Section 70B, the Maryland Correctional Training Commission shall have the final decision as to what constitutes an approved training program, and the Division will abide by that agency's decision.

D. Instructor Training

- 1. The Division of Correction shall utilize Maryland Correctional Training Commission approved/certified instructors in all appropriate training programs.
- 2. Institutional Training Managers shall ensure that a sufficient cadre of approved/certified instructors exists at their respective institution.
- 3. The Division shall use the guidelines of the Maryland Correctional Training Commission to ensure that designated individuals complete an appropriate Training for Trainers program as prescribed by Article 41, Section 70B.
- 4. Procedures
 - a. Institutional Training Managers shall monitor instructor candidates and existing instructors ensuring that a Maryland Correctional Training Commission Instructor Certification Card is completed and signed by the respective Warden.

- b. Completed cards shall be submitted to the Director of Staff Development and Training for Division approval. Division-approved cards shall go to the Maryland Commission on Correctional Standards for processing.
- c. ITM's shall ensure that renewal applications are made in a timely fashion so that no lapse of approval/certification occurs.

E. Firearms Training

- 1. All correctional officers, regardless of rank, must qualify in the Division's Maryland Correctional Training Commission approved firearms training programs as a part of pre-service and in-service training.
- 2. Further specifics regarding the Division of Correction firearms program can be found in DCR 30-5 and DCR 110-8.

F. Each Warden shall develop institutional directives necessary to comply with this regulation.

VII. Attachments: Appendix 1, Management Audit Form

VIII. Rescissions: DCR 30-4, January 1, 1980

Distribution:

- A
- B (without Appendix)
- L (without Appendix)