

# TRAINING NOTES



State of Maryland

Parris N. Glendening, Governor, Kathleen Kennedy Townsend, Lt. Governor  
Department of Public Safety and Correctional Services  
Stuart O. Simms, Secretary

## Maryland Police and Correctional Training Commissions

Donald G. Hopkins, Executive Director

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January - February 2003 Volume 30, Number 1

### From the Office of the Executive Director

## THE POLICE ENTRY-LEVEL TRAINING PROGRAM

The Maryland Police Training Commission operates a Police Entry-Level Training Program (PELT) at the Carroll County Community College's Business & Industry Training Annex facility in Westminster, Maryland. This entry-level program was conceived and designed as an affordable and accessible alternative for those small and medium Maryland law enforcement agencies who desired an academically-innovative and adult learner-based approach to police recruit training.

Mr. Lee Goldman, a Howard County, Maryland police department veteran, was instrumental in developing and managing the original PELT program's first two classes which were conducted at the Maryland State Police facility at Pikesville, Maryland during 1998. Due to a lack of federal support funding, the PELT program was discontinued during 1999.

The PELT program was re-instituted the following year and Mr. William H. Crabill, a veteran of the Frederick County, Maryland Sheriff's Office, was appointed as the new Program Manager in September 2000. Under very compressed time constraints, he was able to develop an 18-week training course and hire a

qualified instruction cadre for the program's first class which began on 16 October 2000. On 23 February 2001, the PELT program graduated its first class of 24 highly-trained professional police recruit officers eager to join the ranks of Maryland law enforcement.

Since inception, the PELT program has graduated a total of 158 certified law enforcement officers.

The current entry-level program is a 19-week course consisting of 760 hours of classroom instructional-theory coupled with field training-practice that encourages an interactive dialogue of life and work experiences between the student-officers and their instructor-facilitators. The basic curriculum comprises 70 separate law enforcement topic areas, which include traditional police academy subjects along with courses, seminars, and work-shops that address contemporary criminal justice issues and social problems.

The academy professional staff also conducts periodic Comparative Compliance classes. These are six-week, condensed law enforcement courses for previously-certified police officers from other states who have applied for and been offered employment with Maryland law enforcement agencies. Comparative Compliance training is also available for formerly certified Maryland police officers who have been absent from law enforcement for more than three, but less than five years. The academy has since conducted three Comparative Compliance classes and graduated 29 certified officers.

An outstanding academic feature of the Training Commission's PELT program is the opportunity for graduates to obtain 36 college credits from the Carroll County Community College.

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# MARYLAND POLICE AND CORRECTIONAL TRAINING COMMISSIONS

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**Community Crime Prevention Institute**  
410 - 750-6593 800 - 303 - 8802  
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Admin. Asst. - Joyce Gary

**Drug Abuse Resistance Education (D.A.R.E.)**  
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7320 Slacks Road  
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## TRAINING NOTES

TRAINING NOTES is published bimonthly by the Maryland Police and Correctional Training Commissions and is distributed to all law enforcement and correctional units in the state. Single copies are available by special request. Please include first class postage.



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EDITOR.....JOAN BOURNE  
ART DIRECTOR.....LEWIS PINDELL

Training Notes is available online at  
<http://www.dpscs.state.md.us/pct/train/>

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## THE POLICE ENTRY-LEVEL TRAINING PROGRAM

The Training Commission's Police Entry-Level Training program is located at 300 S. Center St., in Westminster, MD – 21157. Agency chiefs and training directors who are interested in obtaining information on either the Entry-Level Training Program or the Comparative Compliance course are invited to direct their inquiries to Program Manager Bill Crabill, telephonically at 410-386-8143 or via FAX at 410-857-0119.

### DIGEST OF CRIMINAL LAWS

The 2002 edition of the Digest of Criminal Laws sold out in November. To order the 2003 version of the Digest, please contact the Commission next August to place your order. Also, if any agency has extra copies of the 2002 edition that they will not be using, please contact Debbie Kelley on 410-750-6516 and she will make arrangements to provide the copies to a few small agencies that were not able to obtain them this year.

There was an error found on page 3 of the Digest of Criminal Laws. The words on page 3 should read as follows:

**THE FOLLOWING REPRESENTS AREAS OF CHANGE IN THE 2002 EDITION OF THE DIGEST OF CRIMINAL LAWS:**

The majority of Article 27 was re-written and is now found in the Criminal Law Article. The actual changes are too numerous to list. For the most part, the content was not changed substantially but was merely reorganized by the legislature.

Please ensure all your officers are aware of this change.

### DIGEST OF CRIMINAL LAWS ONLINE

<http://www.mdle.net/digest/index.html>

This online document contains only a small portion of the laws of Maryland. Its intent is to provide an abridged version of the laws for Police Officers when working. It should not be considered the only source of information. Portions of some sections have been edited or summarized. When in doubt about the actual language of the law, refer to the Annotated Code of Maryland.

Requires [Adobe Acrobat Reader](#).

<http://www.adobe.com/products/acrobat/readstep.html>

#### Digest of Criminal Laws 2002

*The Digest of Criminal Laws is a service of the Police and Correctional Training Commissions.*

*For information, contact [Ray Franklin](#), Webmaster.*

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*Revised July 30, 2002*

## NOTES FROM THE CERTIFICATION UNIT

by Christine Melville, Certification Officer

### Entrance Level Training Waivers

Individuals being appointed to law enforcement or mandated correctional positions who have successfully completed an out-of-state entrance level program may be eligible for a waiver of the Commissions' entrance level training requirements (see COMAR 12.04.01.16 - Police Training Commission Regulations or COMAR 12.10.01.16 - Correctional Training Commission Regulations).

In order to determine if the out-of-state training meets the Commissions' standards, a copy of the program syllabus and a document to verify successful completion must be submitted to the Commissions' staff for evaluation. Each program's content and hours is considered individually even if the Commissions' staff has approved other programs from the same state.

It is recommended that agencies submit the out-of-state program for evaluation as early in the application process as possible to be sure that the program is acceptable. Also, you must be certain that the Commission has approved the out-of-state program before scheduling the individual for a comparative compliance training program. While the Certification and Training Units review the waiver requests as quickly as possible, we cannot guarantee a turn around time. Please contact the Certification Unit at (410) 750-6530 if you have any questions regarding waiver request procedures.

### Police Officer Certification Card

The certification card issued to an officer upon compliance with the Commission's standards is the property of the Police Training Commission and is to be surrendered upon separation from the law enforcement agency identified on the card (Article 41, Section 4-201, Annotated Code of Maryland - Police Training Act).

The certification card should be attached to the Notice of Personnel Action (NPA) form that is submitted to the Commission when informing us of the officer's separation from employment. A statement appears on the NPA form alerting law enforcement agencies to attach the card.

If your agency needs additional NPA forms, please contact the Certification Unit at (410) 750-6529 or 6530.

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## EXECUTIVE DEVELOPMENT INSTITUTE UPDATE

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*by: Theresa Satterfield, Administrator*

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### LEADERSHIP CHALLENGE XII

The November session on "Religion in the Criminal Justice System" brought speakers from the Faith Community and Law Enforcement together to discuss critical issues that affect today's leaders. The December session, "Economic Development" was held in Salisbury and participants gained insight into Economic Development's impact on Public Safety.

### EXECUTIVE SEMINARS

Several new and repeat one-day leadership/managerial courses have been added. These programs are receiving high marks. The Executive Development Institute's program schedule is in Training Notes. The schedule is updated as necessary. There is a nominal fee and space is limited. Notices are mailed to the Executive Officer of each agency and to the Academy Directors approximately 6 - 8 weeks in advance of the program. These programs are open to all staff, uniformed and non-uniformed alike, who want to be better leaders and managers.

### MID MANAGEMENT PROGRAMS

Staff intends to continue to provide this no-cost, worthwhile program. Tentative dates have been set for 2003 and additional information will be mailed soon.

### WORKLOAD ANALYSIS AND RESOURCE ALLOCATION

The December 2002 program received excellent reviews and another program is scheduled for December 2003.

### L.E.O.B.R. (LAW ENFORCEMENT OFFICERS' BILL OF RIGHTS)

Staff is in the process of scheduling another program. When plans are finalized notices will be mailed out.

### MANAGING THE MARGINAL EMPLOYEE

Four (4) additional sessions are planned for 2003. See the Institute's 2003 schedule on page 11.

### QUARTERLY TRAINING

Staff, in conjunction with the respective Training Committees, is in the process of planning additional quarterly training for both the Maryland Chiefs of Police Association and the Maryland Correctional Administrators Association. Critical Incident Management has tentatively been scheduled for both Associations in March.

### LOCAL EXECUTIVES PROGRAM

This program, funded by a Professional Development Fund Grant, was held November 13-15, 2002 in Ocean City. The local Wardens, Directors and Administrators who attended received information on topics such as How to Measure Success, Mental Health Issues for Local Jails and Detention Centers, Housing Federal Prisoners and others. The evaluations revealed that they felt the program was very worthwhile and plan to continue it annually. A subcommittee was formed to begin work on next year's topics.

### WOMEN LEADERS IN PUBLIC SAFETY SERIES

A new executive series for Women in Public Safety with topics such as Men's Negotiation Tactics for Women in Public Safety, Problem Solving - A Leadership Imperative and Working with Difficult People will begin January 2003. See the Institute's schedule for dates and locations.

*see calendar on page 11*

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## SKILLS MANAGER

### **DID YOU KNOW THAT SKILLS MANAGER:**

Is used by over 115 police and correctional agencies in Maryland?

Can be used to track data above and beyond what is required by MPCTC?

Custom export utilities make reporting annual training and firearms qualification information easy?

Contains a very powerful ad hoc report generator?

Code Tables and Course Files may be customized with the assistance of MPCTC?

### **DO YOU HAVE A QUESTION ABOUT SKILLS MANAGER?**

Telephone Carl Bart, or Richard Browne, at (410) 750-6500.

If you have a service agreement for Skills Manager, you may telephone Crown Pointe Technologies directly at (503) 466-1414.

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## LEGAL CORNER

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*by Holly Knepper, Assistant Attorney General  
MD Police and Correctional Training Commissions*

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### **LEOBR - hearing board members - pre-hearing publicity.**

Brian Sewell, an officer in the Baltimore City Police Department, was charged with departmental violations, and brought for disciplinary hearing before a trial board pursuant to the Law Enforcement Officers' Bill of Rights (LEOBR). The charges resulted from a sting operation in which the department's internal affairs unit alleged Sewell planted drugs on a suspect. The charges received extensive publicity in the Baltimore Sun. Both the Mayor and Commissioner were quoted in connection with Sewell's case about getting serious about targeting police corruption. An ensuing political battle between the Mayor and Baltimore City State's Attorney over the decision not to prosecute Sewell also generated substantial publicity about the case.

Before the trial board hearing, Sewell's counsel formally requested that, due to public comments made by the Commissioner and Mayor, the trial board be comprised of officers from another law enforcement agency. The Department's legal advisor denied the request, and Sewell went to circuit court to request a court order for outside trial board members. The circuit court denied the request, saying it did not have authority to order the Commissioner to exercise his discretion this way. The trial board also denied the request, the hearing was held with BCPD officers on the trial board, and Sewell was ultimately terminated.

On appeal, the Court of Special Appeals noted that LEOBR authorizes the Commissioner to appoint outside officers to the board. Because an officer facing departmental charges has the right to an impartial hearing board, the circuit court had authority to determine whether the board should be composed of outside officers. The Court expressed concern that pre-hearing publicity meant that fairness required Sewell's trial board be composed of non-Baltimore City officers: "There can be no doubt that an overwhelming majority of BCPD officers wish to continue working for the Department, wish to be promoted and/or avoid being assigned to undesirable duties. Given the intense publicity about the statements made by the Commissioner and by the Mayor who appointed him, it is much more likely so than not so that any BCPD officer chosen to serve on [Sewell's] hearing board would be inclined to find against [him]." Reversed and remanded for new trial board hearing. Sewell v. Norris, 2002 WL 31654849 (Nov. 26, 2002).

### **CDS possession - expert testimony - data in suspect's pager.**

Police waited outside Philimon Shemondy's home to serve an arrest warrant, and called out "police" as they saw him enter his apartment building. Shemondy ran up the building's stairwell, where police saw him hide a package under a rug. He was arrested when he walked back down, and the package was found to contain almost 30 grams of crack and 14 grams of powder cocaine. Police seized from Shemondy almost \$200 in cash from different pants pockets, and a pager. Shemondy was charged with possession of cocaine with intent to distribute.

At trial, the State offered one of the officers as an expert in drug usage and drug trafficking, based on his 9 years of work in an undercover drug enforcement unit doing hand-to-hand purchases with drug dealers, along with specific training on narcotics investigations, including specialized schools and seminars on drug investigations, a DEA school, and an IRS seminar on drugs and organized crime. The court accepted the officer as an expert, and allowed him to give expert testimony that Shemondy possessed the drugs with intent to sell, because the large amount of drugs seized was more than a typical personal use quantity, the money was discovered in different pants pockets, and the numerical data on his pager. The data retrieved from the pager (pursuant to warrant) included 7-digit phone numbers followed by codes that drug customers typically use to identify themselves, or codes like 911 for "hurry up." Shemondy's theory at trial was the drugs were for personal use. He was found guilty and sentenced to 15 years. On appeal, he argued the officer should not have been qualified as an expert or allowed to testify about the pager data, because he did not have specialized training or knowledge. The Court of Special Appeals disagreed. The officer's undercover experience included paging drug dealers, using special numeric codes to identify himself to drug dealers and working with confidential informants, and his testimony was therefore proper expert testimony. Not only was the testimony relevant, it helped the jury understand matters beyond a typical juror's knowledge. Affirmed. *Shemondy v. State*, 2002 WL 31433116 (Nov. 1, 2002).

### **Confession - voluntariness - police deception.**

Sirena Whittington confessed to her husband's murder after being at the police station for 28 hours, during which time she was *Mirandized*, but police used deceptive tactics, including faking a gun powder residue test on her hands and a voice stress analysis test. During the first 18 hours, she gave various oral and written statements, but did not confess until after she had been at the station more than 18 hours. Whittington argued her confession should have been suppressed because it was involuntarily given. She

*continued on page 6*

*This advisory is not intended to substitute for the advice of legal counsel. Please use due care and consult your state and local laws, legal advisors and agency policy and procedure.*

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## LEGAL CORNER

argued she was: woozy when she first arrived because of a sleeping pill she took the night before; tricked into agreeing to a polygraph test by an officer who said it 'was for insurance purposes;' tricked into confessing she'd fired a gun after an officer surreptitiously put orange fingerprint powder on her hands and then said it was gunshot residue; cursed at; threatened by incarceration, whether or not she gave a statement; subjected to 'good cop/bad cop,' and sleep deprived. The trial court did not find her arguments persuasive and found the confession was voluntary. Whittington was convicted of murder and appealed.

The Court of Special Appeals affirmed. The standard for voluntariness is the totality of the circumstances, judged by factors like whether Miranda was given, and the person's age, background, experience, education, mental and physical condition, etc. The CSA agreed with several of the trial court's credibility determinations as to police testimony that Whittington had been afforded food, water, and restroom breaks. With respect to 'police trickery,' the CSA noted police trickery and deception are ordinarily regarded as legitimate investigative techniques, and that deception short of an overbearing inducement is a valid weapon of the police arsenal. There was no indication police conduct overrode her free will and induced her to confess. She did not confess until several hours after the 'trickery.' There was no question she was Mirandized, but she never requested counsel or invoked her right to remain silent. The length of the interrogation did not, by itself, invalidate the confession. Though she was groggy at first, this subsided. Whittington understood what was happening; as the trial court noted, her written confession had "beautiful" sentence structure, and "great" spelling; "[o]bviously, we're dealing with an educated person." In fact, the court noted that her sentence structure and handwriting were the same for statements made all throughout the 28-hour interrogation. Affirmed. *Whittington v. State*, 2002 WL 31426992 (Oct. 31, 2002).


### Adequacy of medical treatment for detainee at county detention center.

Jose Luis Gonzalez was arrested for driving on a suspended license, and after being unable to make bail, was detained at the Cecil County Detention Center. During standard medical screening, Gonzalez identified himself as a heroin user who would go through symptoms and complications of heroin withdrawal. When Gonzalez arrived at his cell, he told 3 nurses the same information, but was given only twice daily blood pressure medication. Throughout the night and all the next day, Gonzalez was violently ill and progressed to acute pulmonary distress, disease, and pneumonia. He complained to the 3 nurses, but was given no further treatment except Kaopectate. Gonzalez was found

unresponsive in his cell about 17 hours after being detained, and pronounced dead about 20 minutes later at a nearby hospital. Autopsy results showed he died from 'pneumonia, complicating narcotics abuse.'

Gonzalez's widow sued the County, the 3 nurses, the physician on duty and the County sheriff, all of whom filed motions to dismiss. The district court dismissed the claim against the sheriff because he was not sheriff during the relevant time period. Plaintiff brought state constitutional claims against the County, nurses, and doctor, and these defendants moved to dismiss based on plaintiff's failure to comply with the Local Government Tort Claims Act (LGTC). The LGTC has a strict requirement that notice of claims against a county and its employees be sent to the county within 180 days of the alleged harm. Because plaintiff did not comply with the LGTC notice requirement, the court dismissed the state constitutional claims.

Plaintiff also sued the nurses and the county under 42 U.S.C. §1983, claiming they acted with deliberate indifference to Gonzalez's serious medical needs in violation of the U.S. Constitution. Deliberate indifference requires that prison officials actually know of and disregard a serious medical need. The court refused to dismiss the §1983 claims. Plaintiffs alleged sufficient facts to survive the motion to dismiss: Gonzalez described his serious medical need; medical complications of heroin withdrawal are well-known; he actually died from acute symptoms of heroin withdrawal; the County had a policy and procedure of refusing to provide appropriate treatment to prisoners undergoing withdrawal; and heroin addiction was commonplace in the population of incoming detainees. The court noted that rendering inappropriate treatment can be considered deliberate indifference, just as can be rendering no care at all. *Miltier v. Beorn*, 896 F.2d 848 (4th Cir. 1990). The court rejected the nurses' claim that they were entitled to the qualified immunity defense because they acted in conformity with the County's protocol, noting there was no authority for the nurses' argument that they are entitled to qualified immunity if they are 'just following orders.' *Gonzalez v. Cecil County, Maryland*, 221 F.Supp.2d 611 (D.Md. 2002).



**2002-2003**  
**MARYLAND STATE'S ATTORNEY'S**  
**ASSOCIATION (MSAA)**  
**TRAINING SCHEDULE**

<p>February, 2003                      March, 2003                      April, 2003                        May, 2003                      June 17-20, 2003                      September, 2003                      November, 2003</p>	<p>Grand Jury Practice (1 day)*                      Trial Advocacy 101 (3 days)*                      4th Annual Support Staff Training Conference (2-3 days)*                      Death Investigation II (2 days)*                      MSAA Annual Summer Conference Ocean City, MD                      CDS Investigation &amp; Prosecution (2 days)*                      Advanced Cyber Crime Training Conference (2 days)*</p>
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\*Specific Dates and Locations will be announced when finalized.  
[www.mdsaa.org](http://www.mdsaa.org)

***This advisory is not intended to substitute for the advice of legal counsel. Please use due care and consult your state and local laws, legal advisors and agency policy and procedure.***

## TECHNICAL ASSISTANCE UNIT

*By Glen Plutschak, Administrator, TAU and  
Patty Hiesener, Curriculum Developer*

### 400 Participants Attend Summits Hosted by the Technical Assistance Unit

Nearly 400 community policing/community probation staff and supervisors attended three training summits held in Hanover, Frederick and Stevensville during November and December. Other attendees included: prosecutors, detention center staff, community treatment staff, personnel assigned to the Department of Social Services and District of Columbia probation staff. Keynote speakers included Jeremy Travis from the Urban Institute, Dr. Henry Steadman, President of Policy Research Associates, Inc., and Roberta Roper, Executive Director of the Stephanie Roper Foundation and Committee. Joanne McCorkle-Smith, Director of the Employee Development and Training Institute, provided motivational presentations at each summit.

During networking sessions, various community policing/community probation teams were given an opportunity to share their best practices as well as discuss strategies to improve overall team performance. Teams that presented were from Berlin, Brooklyn Heights, Cherry Hill, Federalsburg, Grantsville, Hagerstown, Taneytown and Woodmoor. Topics presented included education, employment linkages, community involvement, conflict resolution and family intervention.

Numerous workshops were offered in topics such as: community conferencing, crime prevention strategies, employment strategies, faith-based partnerships, prostitution intervention, and truancy prevention. Overall evaluations of summit program content, usefulness and quality were extremely positive. Each participant was also given the opportunity to receive training credits from the Maryland Police and Correctional Training Commissions.

The Technical Assistance Unit gives thanks to all who attended, especially each guest speaker and volunteer facilitator who made the summits a great success.



**PCS BRIGHT SPOTS ARCHIVES**  
Proactive Community Supervision  
A Technical Assistance Unit Newsletter

<http://www.dpscs.state.md.us/pct/brightspots.htm>

## STATE D.A.R.E. COORDINATOR'S OFFICE

2001-2002 Annual D.A.R.E. Report: The new Annual Report on the statewide D.A.R.E. program is hot off the press. The report contains statistical data and information from the 2001-2002 school year for every subdivision providing D.A.R.E. to their communities. D.A.R.E. is still the largest prevention education program offered in Maryland by dedicated law enforcement officers in cooperation with public and private schools to help young people make healthy and informed decisions about drugs and destructive behaviors.

Last year 105 officers taught D.A.R.E. curriculums to 56,846 students in classrooms from 19 different counties. The report documents the efforts of these officers, their agencies, and the cooperating teachers in helping students remain drug and violence free. The year-long evaluation process conducted with teachers and school administrators revealed a 99.3% approval rating for the officers' effectiveness, and a 98.5% satisfaction rating with the programs on campus.

Copies of the complete report have been mailed to all agency heads, D.A.R.E. supervisors, school officials, and governmental offices. Any other persons interested in obtaining a copy of the published report can make the request by calling the State D.A.R.E. Coordinator's Office at (800) 303-8802 or (410) 750-6593.

### The Maryland Police and Correctional Training Commissions Recommended Web Sites

<http://www.iadlest.org/>



<http://www.mccpi.com>



<http://www.mdle.net/>



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**MARYLAND COMMUNITY CRIME  
PREVENTION INSTITUTE  
MCCPI UPDATE:**

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*by Patricia L. Sill, Administrator*

**RESIDENTIAL AND COMMERCIAL CRIME  
PREVENTION TRAINING:**

MCCPI offers one five-day Commercial and three four-day Residential Training Programs per year. Tentative dates for 2003 are as follows:

Commercial Program: March 3-7, 2003 at the Charles County Career and Technology Center

Residential Programs: April 2003 (Eastern Shore); June 2003 (Central/Western Maryland); September 29-October 2, 2003 (Kennedy Krieger, Greenspring Campus, Baltimore)

Once all of the dates and locations are finalized, notices will be sent to law enforcement agencies statewide. Both the Commercial and Residential Training Programs are approved for in-service credit through the Police Training Commission.

During 2002, training was provided in Residential and Commercial Crime Prevention to 103 students from 35 agencies. Those attending represented all regions of Maryland and included municipal, county, and State Police agencies, sheriffs' offices, federal/military installations, colleges and universities, and security departments. The evaluations of the training programs have always been very good to excellent.

For more information on MCCPI's training programs, call Mr. Leo French or Mr. Bruce Miller at 1-800-303-8802 or 410-750-6593.

**MARYLAND CRIME  
PREVENTION ASSOCIATION:**

The Maryland Crime Prevention Association (MCPA) is a professional organization that provides a forum for the promotion and advancement of crime prevention in Maryland. It is the collective voice of crime prevention practitioners throughout the state and an organization of police, sheriff, correctional, and security officers, business people, community leaders, and interested individuals.

MCPA provides assistance to MCCPI and together they co-sponsor several training programs throughout the year. Membership in the Association is \$35 per year for Active members, \$40 for Associate members, \$75 for Commercial members, and \$50 for Departmental/Agency members. Membership is renewable annually (January-December) and members may attend the training programs at a discounted cost.

MCPA and MCCPI co-sponsor approximately four one-day training programs annually in different locations around the state. They also sponsor a three-day conference in October in Ocean City. Tentative dates for the 2003 training programs are March 20, May 13, September 18, October 21-25 (Annual Conference) and November 13, topics to be announced. An additional one-day workshop is being planned for March 12 at Goucher College on the topic of Hate Crimes. This is being co-sponsored by MAGLOCLEN, the FBI, and the Baltimore County Police Department.

For more information on MCPA or to obtain a membership application, please call Detective John Reginaldi of the Baltimore County Police Department, who is the President of MCPA, at 410-887-5901 or visit their web site at [www.mdcrimeprevention.org](http://www.mdcrimeprevention.org)

**SPECIAL CRIME PREVENTION TRAINING/  
EDUCATIONAL PROGRAMS AVAILABLE:**

Throughout the year, MCCPI plans, develops, provides, and/or co-sponsors a number of training/educational presentations on various crime prevention topics upon request from both the public and private sector. Generally, several of these programs are conducted each month, in various locations throughout the state, based on need and staff availability. Topics presented have included Personal Safety (for children, adults, and senior citizens), Campus Security, Frauds and Cons, Club Drugs, Holiday Safety, Neighborhood Watch, and Safety in the Workplace. Also, some presentations for children have included McGruff appearances. Requests for specialized training have come from senior centers, schools, colleges, universities, faith-based organizations, private businesses, community associations, etc.

To the extent possible, MCCPI will tailor the training/topics to the needs of the requester, including provision of on-site technical assistance with security surveys.

For more information on this service, contact MCCPI at 1-800-303-8802.

**RESOURCES**

The Institute serves as a resource center for crime prevention information in Maryland. Reference materials and audio-visuals are available for loan upon request. Ask for a copy of the MCCPI Resource Catalog which describes many of the resources available. FREE crime prevention brochures are also available in limited quantities. A few of the most popular brochures are now online:

- What to do Before the Burglar Comes.
- What You Should Know About Commercial Armed Robbery.
- Neighborhood Watch.
- Outsmarting Crime.
- Sexual Assault.
- Sexual Assault Prevention Tips for Individuals, Parents and Communities.
- Sexual Assault Prevention Resources.
- Senior Citizens Against Crime

<http://www.mccpi.com>





# MARYLAND TRAINING SCHEDULE

Training Notes is available online at <http://www.dpscs.state.md.us/pct/train/>

The dates and locations of training programs listed are subject to change or cancellation without prior notice. Although PCTC will make reasonable effort to schedule displaced applicants in other training classes, final responsibility for personnel receiving mandated training within the prescribed time period remains with the employing agency. Employing agencies are encouraged to register their personnel in mandated programs as early as possible.

## CORRECTIONAL ENTRANCE LEVEL TRAINING PROGRAM - WOODSTOCK

The below dates are subject to adjustment/cancellation due to the hiring practices and enrollment of those institutions that use this academy. Administrators are advised to schedule their employees for training as early as possible after employment. The classes will have a maximum enrollment of 47. Supplemental Booklets are available to assist Field Training Officers (FTO's) with new objective policy.

**Note: Each class will have the initial two weeks of training conducted on the Essex Campus of the Community College of Baltimore County.**

<p><b>How to get to CCBC Essex:</b>                  Business and Management Center-Lower Level                  7201 Rossville Boulevard                  Baltimore, Maryland 21237  <a href="http://www.ccbc.cc.md.us/essex/home.html">http://www.ccbc.cc.md.us/essex/home.html</a></p>	<p>CCBC Essex is located off Baltimore Beltway (695) Exit 34 (Rosedale). At Exit 34, turn onto Maryland Route 7 (Philadelphia Road) heading towards Rossville. Proceed one-quarter mile and turn left onto Rossville Boulevard. The campus is approximately one mile on the right.</p>
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Begin Academy	14 Day Staff Completion	Graduation	Begin Academy	14 Day Staff Completion	Graduation
12/31/02	01/21/03	02/06/03	04/07/03	04/24/03	04/25/03
02/03/03	02/21/03	02/24/03	04/22/03	05/09/03	05/12/03
02/19/03	03/10/03	03/11/03	05/07/03	05/27/03	05/28/03
03/06/03	03/25/03	03/26/03	05/22/03	06/11/03	06/12/03
03/21/03	04/09/03	04/10/03	06/09/03	06/26/03	06/27/03
			06/24/03	07/14/03	07/30/03

For registration information concerning these programs, please contact Rhoney Williams at (410) 750-6592 fax (410) 203-2101. Find us on the World Wide Web: <http://www.dpscs.state.md.us/pct/train/>

## CORRECTIONAL SUPERVISOR AND ADMINISTRATOR TRAINING PROGRAMS

### FIRST LINE CORRECTIONAL SUPERVISOR PROGRAMS

(Limit 24)NOTE - 5 PROGRAMS - EACH 5 DAYS - LIMIT 24 PARTICIPANTS  
 FEE: \$150.00 per person - Agencies will be billed.

January 13-17, 2003	Community College-Balto. Co.-Owings Mills
February 10-14, 2003	Community College-Balto. Co.-Owings Mills
March 10-14, 2003	Community College-Balto. Co.-Owings Mills
May 19-23, 2003	**Frederick - TBA
June 9-13, 2003	Community College-Balto. Co. -Owings Mills
September 22-26, 2003	Community College-Balto. Co. -Owings Mills
October 6-10, 2003	Community College-Balto. Co. -Owings Mills
November 17-21, 2003	Community College-Balto. Co. -Owings Mills

### FIRST LINE CORRECTIONAL ADMINISTRATOR PROGRAMS

(Limit 20) \*NOTE - EACH PROGRAM IS 7 DAYS IN LENGTH  
 FEE: \$150.00 per person - Agencies will be billed.

February 3-6 and 18-20, 2003	Community College-Balto. Co. -Owings Mills
October 14-17 and 27-29, 2003	Community College-Balto. Co. -Owings Mills

**NOTE: Training location is tentative.**  
**A "waiting list" is being maintained for "full" programs.**

**INSTRUCTIONS: A Nomination Form MUST be completed for each person, signed by the Agency Head & submitted to Gloria Herndon. For additional information on Correctional Supervisor, Administrator and Specialized programs, contact Gloria Herndon at (410) 750-6545.**



# MARYLAND TRAINING SCHEDULE

Training Notes is available online at <http://www.dpscs.state.md.us/pct/train/>

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## INSTRUCTOR TRAINING

### BASIC INSTRUCTOR TRAINING (\$150.00)

March 31-April 4, 2003	Ocean City Police Department
August 18-22, 2003	Hagerstown Police at Frostburg Univ. Center,
September 8-12, 2003	Southern Maryland Criminal Justice Academy
November 3-7, 2002	Harford County Sheriff's Office at Harford Comm. College

### ENHANCED INSTRUCTOR TRAINING (\$150.00)

January 6-10, & 13-14, 2003	CCBC – Owings Mills Center
February 3-7, & 10-11, 2003	CCBC – Owings Mills Center
March 3-7, & 10-11, 2003	CCBC – Owings Mills Center
April 22-25, & 28-30, 2003	CCBC – Owings Mills Center
May 5-9, & 12-13, 2003	CCBC – Owings Mills Center
June 2-6, & 9-10, 2003	CCBC – Owings Mills Center
July 7-11, & 14-15, 2003	CCBC – Owings Mills Center
July 21-25, & 28-29, 2003	CCBC – Owings Mills Center
August 4-8, & 11-12, 2003	CCBC – Owings Mills Center
September 22-26, & 29-30, 2003	CCBC – Owings Mills Center
October 6-10, & 13-14, 2003	CCBC – Owings Mills Center
December 1-5, & 8-9, 2003	CCBC – Owings Mills Center

### ADVANCED INSTRUCTOR TRAINING (\$150.00)

April 14-18, 2003	CCBC – Owings Mills Center
September 15-19, 2003	CCBC – Owings Mills Center

## POLICE SUPERVISOR & ADMINISTRATOR TRAINING

### POLICE SUPERVISOR TRAINING (\$150.00)

January 27-31, 2003 (full)	CCBC – Owings Mills Center
March 17-21, 2003 (full)	CCBC – Owings Mills Center
May 19-23, 2003	FOP Lodge, Chester MD, Limit 20
June 16-20, 2003	CCBC – Owings Mills Center
October 20-24, 2003	CCBC – Owings Mills Center
December 15-19, 2003	CCBC – Owings Mills Center

### POLICE ADMINISTRATOR TRAINING (\$150.00)

February 24-28, 2003	CCBC – Owings Mills Center
April 7-11, 2003	CCBC – Owings Mills Center
June 23-27, 2003	CCBC – Owings Mills Center
November 17-21, 2003	CCBC – Owings Mills Center

Note: A "waiting list" is being maintained for all full programs.

### POLICE SPECIALIZED PROGRAMS (\$50.00)

Three-day Field Training Workshop Frederick Co. Sheriff Academy	February 11-13, 2003
Three-day Field Training Workshop TBA	April 15-17, 2003
Three-day Field Training Workshop TBA	June 17-19, 2003
Three-day Field Training Workshop Southern MD Criminal Justice Academy	September 16-18, 2003

INSTRUCTIONS: For any programs listed above, a nomination form MUST be completed for each person, signed by the Agency Head and submitted to Lee Goldman. For additional information on Police & Correctional Instructor Training, Police Administrator or Police Supervisor Training Programs, contact Rhonda Hill 410-750-6513 Facsimile 410-203-0982 or Lee Goldman at 410-750-6518.

## FIREARMS TRAINING FACILITY

7320 Slacks Road, Sykesville, MD 21784 (410) 552-6300 Facsimile (410) 552-4615

### **Note to all Range Users - Night Fire:**

For 2003, we are scheduling night fire in the months of January-February-March. All requests must be submitted on the Request for Training form.

### **Firearms Instructor School (Limit 20) - 80 hours P5178**

Fee: \$45.00 per person. Two-week basic school for Revolver, Pistol and Pump Shotgun. Course certifies student to meet minimum MPCTC Standards. Agencies should contact the Firearms Training Facility-MPCTC for course information and nomination forms. (410) 552-6300.

**April 28-May 9, 2003**  
**June 2-June 13, 2003**  
**October 27-November 7, 2003**  
**December 1-December 12, 2003**

### **GLOCK Armorer School (Limit 20) - (P#7411)**

**January 23, 2003**  
 Firearms Training Facility, Sykesville  
 Fee: \$85.00 per person. Submit written request for registration form to Glock, Inc Training Department, 6000 Highlands Parkway, Smyrna, GA 30082 or FAX request to Jean Johnson/GLOCK at (770)437-4712.

### **SMITH & WESSON Armorer School**

**May 13-15, 2003**  
 Firearms Training Facility, Sykesville  
 Fee: \$475.00 per person. (Addtl \$265.00 for Tool Kit.)  
 Call us for registration form.

### **SIMUNITIONS School**

**May 27-30, 2003**  
 Firearms Training Facility, Sykesville  
 Additional information forthcoming.



# MARYLAND TRAINING SCHEDULE

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## EXECUTIVE DEVELOPMENT INSTITUTE PROGRAMS

*continued from page 4*

### CALENDAR YEAR 2003

#### LEADERSHIP SCHOOL (3 Days)

March	18-20, 2003	TBA
April	15-17, 2003	TBA
June	24-26, 2003	TBA
August	19-21, 2003	TBA
October	07-09, 2003	TBA
November	18-20, 2003	TBA

#### PATROL WORKLOAD ANALYSIS AND RESOURCE ALLOCATION (2 Days)

December	2-3, 2003	Baltimore
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#### MANAGING THE MARGINAL EMPLOYEE (2 Days)

May	13-14, 2003	TBA
July	08-09, 2003	TBA
September	16-17, 2003	TBA
November	04-05, 2003	TBA

#### INTERVIEWING AND INTERROGATION (2 Days) - \$100.00

March	17-18, 2003	Westminster
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#### A MANAGERS GUIDE FOR DEVELOPING WORK TEAMS (2 DAYS) - \$100.00

May	19-20, 2003	Westminster
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#### EXECUTIVE SEMINARS (1 DAY)

Presentation Skills	Jan. 10, 2003	Baltimore
Creative Problem Solving for Leaders	Jan. 10, 2003	Westminster
Empowerment for the 21st Century Mgr.	Jan. 17, 2003	Westminster
Coaching, Counseling & Discipline	Jan. 24, 2003	Baltimore
Coaching & Counseling Employees	Jan. 31, 2003	Westminster
Managing Marginal Employees	Feb. 07, 2003	Baltimore
Win-Win Negotiations	Feb. 07, 2003	Westminster
Business Communication Skills	Feb. 25, 2003	Baltimore
Effective Stress & Time Management	Mar. 07, 2003	Westminster
Change Management	Mar. 11, 2003	Baltimore
Leadership Styles and Strategies	Mar. 14, 2003	Baltimore
Progressive Discipline	Mar. 14, 2003	Westminster
Evaluating Employee Performance	Mar. 21, 2003	Baltimore
Goal Setting for Managers	Mar. 28, 2003	Westminster
Mentoring for Managers	Apr. 01, 2003	Baltimore
A Guide to Eliminating Procrastination	Apr. 04, 2003	Westminster
Getting More Done Through Delegation	Apr. 11, 2003	Westminster
Managing Multiple Priorities	Apr. 25, 2003	Baltimore
Handling Stress in the Workplace	Apr. 25, 2003	Westminster
Team Building: Creating a Collaborative Workplace	May 02, 2003	Baltimore
Conflict Management	May 06, 2003	Baltimore
Dealing with Difficult Employees	May 09, 2003	Westminster
Interviewing Techniques	May 30, 2003	Westminster
Managing Diversity	June 03, 2003	Baltimore
Assertiveness Training for Managers	June 06, 2003	Westminster
The Balancing Act: Managing Stress in Turbulent Times	June 17, 2003	Baltimore
Assessing Employee Performance Indicators	June 20, 2003	Westminster
Hiring for Success	June 27, 2003	Baltimore
Presentation Skills	July 15, 2003	Baltimore
Project Management Basics	July 25, 2003	Baltimore

Please Note: There is a charge for all of the above programs. Further information, to include costs and locations, will be provided in future issues. For additional information, contact Ms. Terry Saterfield at 410-750-6546



## APPROVED TRAINING

TRAINING PROGRAMS APPROVED BY THE POLICE AND CORRECTIONAL TRAINING COMMISSIONS

These are training programs which the Commission has approved for delivery. Provided that proper arrangements with the offering agencies have been made, these programs may be used by other agencies without prior Commission approval. Check with these agencies regarding dates, fees, and the like.

AGENCY	PROG.	APPR#	TYPE	HOURS	APPROVED	EXPIRES
Aberdeen Police	P7751	Annual Off Duty 5 Shot	Firearms	0.0	10/01/2002	10/01/2005
Aberdeen Police	P7750	Annual Off Duty 6 shot	Firearms	0.0	10/01/2002	10/01/2005
Aberdeen Police	P7749	Semi Annual Carbine Rifle	Firearms	0.0	10/01/2002	10/01/2005
Anne Arundel Co Police Academy	P7886	Anne Arundel Co. PELTP 60th Class	Entry Level	1,024.0	10/01/2002	10/01/2003
Anne Arundel Co Police	P7779	Semi Annual assault Rifle	Firearms	0.0	11/01/2002	11/01/2005
Anne Arundel Co Sheriff	P7253	Supervisory Investigations	Inservice	10.0	2/13/2002	2/13/2005
Baltimore City Police	P7746	Annual Day Fire - Off Duty Revolver	Firearms	0.0	10/01/2002	10/01/2005
Baltimore City Police	P7744	Annual Day Fire - Revolver	Firearms	2.0	10/01/2002	10/01/2005
Baltimore City Police	P7745	Annual Reduced Light Revolver	Firearms	0.0	10/01/2002	10/01/2005
Baltimore City Police	P7748	Annual Shotgun	Firearms	0.0	10/01/2002	10/01/2005
Baltimore City Police	P7912	Homicide Section In-Service (Homicide Detective)	Inservice	26.0	10/21/2002	10/21/2005
Baltimore City Police	P7747	Reduced Light Off-Duty Revolver	Firearms	0.0	10/01/2002	10/01/2005
Baltimore City Sheriff	P7784	Annual Day Pistom	Firearms	2.0	11/12/2002	11/12/2005
Baltimore Co Police	P7910	New Administrator's School	Administrator	35.0	10/15/2002	10/15/2005
Bel Air Police	P7924	Emergency Protective Clothing	Inservice	2.0	11/06/2002	11/06/2005
Bel Air Police	P7752	Practical Skills Course	Firearms	8.0	10/02/2002	10/02/2005
Bel Air Police	P7778	Semi Annual Sub Machine Gun	Firearms	0.0	10/22/2002	10/22/2005
Bel Air Police	P7777	Special Weapons Basic Class - Sub Machine Gun	Firearms	16.0	10/22/2002	10/22/2005
Cambridge Police	P7925	Race Based Traffic Stops	Inservice	1.0	11/08/2002	11/08/2005



# APPROVED TRAINING

TRAINING PROGRAMS APPROVED BY THE POLICE AND CORRECTIONAL TRAINING COMMISSIONS (Additions since June 2000 Training Notes)

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AGENCY	PROG. APPR#		TYPE	HOURS	APPROVED	EXPIRES
Chestertown Police	P7898	Critical Incident Response	Inservice	7.0	10/09/2002	10/09/2005
Chestertown Police	P7899	Victim Witness Response	Inservice	7.0	10/09/2002	10/09/2005
Cumberland Police	P7768	Simunition Training	Firearms	4.0	10/11/2002	10/11/2005
Delmar Police	P7892	The Reid Technique of Interview & Interrogation	Inservice	24.0	10/04/2002	10/04/2005
Denton Police	P7774	Entrance Level Semi Auto Rifle	Firearms	8.0	10/18/2002	10/18/2005
Denton Police	P7919	M26 Taser User Certification	Inservice	4.0	10/31/2002	10/31/2005
Denton Police	P7773	Semi Automatic Rifle Semi Annual Qualification	Firearms	0.0	10/18/2002	10/18/2005
District Heights Police	P7908	Officer Survival in Low Light Operations	Inservice	8.0	10/11/2002	10/11/2005
District Heights Police	P7909	Tactical Folding Knife	Inservice	8.0	10/11/2002	10/11/2005
Eastern Shore Criminal Justice Acad	P7923	Child Passenger Safety Seat Recertification Tech.	Inservice	8.0	11/06/2002	11/06/2005
Eastern Shore Criminal Justice Acad	P7944	ESCJA - Comparative Compliance I & IV	Entry Level	202.0	11/20/2002	11/20/2003
Eastern Shore Criminal Justice Acad	P7942	ESCJA PELTP	Entry Level	880.0	11/12/2002	11/12/2003
Eastern Shore Criminal Justice Acad	P7895	FTO Course	Inservice	21.0	10/09/2002	10/09/2005
Eastern Shore Criminal Justice Acad	P7920	Survival Spanish for Law Enforcement Officers	Inservice	16.0	10/31/2002	10/31/2005
Frederick City Police Academy	P7900	Frederick City 45th Police Academy	Entry Level	1,160.0	10/09/2002	10/09/2003
Frederick Co. Sheriff's Academy	P7775	Entrance Level Pistol and Shotgun	Firearms	14.5	10/10/2002	10/10/2005
Gaithersburg Police	P7887	2002 In-Service Program	Inservice	18.0	10/02/2002	10/02/2005
Gaithersburg Police	P7766	Semi Annual Assault Rifle	Firearms	0.0	10/10/2002	10/10/2005
Gaithersburg Police	P7767	SMG Semi Annual	Firearms	0.0	10/10/2002	10/10/2005
Greenbelt Police	P7921	Race Based Traffic Stops	Inservice	2.0	10/31/2002	10/31/2005
Greenbelt Police	P7905	Talking Hands	Inservice	8.0	10/11/2002	10/11/2005
Hagerstown Police	P7897	Importance of M/V Crash Data	Inservice	0.5	10/09/2002	10/09/2005
Hagerstown Police	P7896	Police Interaction with Individuals w/Brain Injury	Inservice	1.0	10/09/2002	10/09/2005
Hagerstown Police	P7893	Police Interaction: Individ. w/Mobility Impairments	Inservice	1.0	10/04/2002	10/04/2005
In The Line Of Duty	P7903	Vol. 7- Prog.11:Georgia Deputy Groundfight- Pt. 1	Miscellaneous	1.0	10/11/2002	10/11/2005
Laurel Police	P7313	Survival Training	Inservice	2.0	4/04/2002	4/04/2005
Law Enforcement Television Network	P7890	Domestic Terrorism, Part 2	L.E.T.N.	0.5	10/04/2002	10/04/2005
Law Enforcement Television Network	P7916	Medical Detectives: Body of Evidence	L.E.T.N.	0.5	10/31/2002	10/31/2005
Law Enforcement Television Network	P7889	Medical Detectives: Fatal Fall	L.E.T.N.	0.5	10/04/2002	10/04/2005
Law Enforcement Television Network	P7891	Motor Veh. Theft,Pt.2: Identifying the Stolen Veh.	L.E.T.N.	0.5	10/04/2002	10/04/2005
Law Enforcement Television Network	P7918	Motor Vehicle Theft, Part 3	L.E.T.N.	0.5	10/31/2002	10/31/2005
Law Enforcement Television Network	P7917	Principles of Surprise, Part 1	L.E.T.N.	0.5	10/31/2002	10/31/2005
Law Enforcement Television Network	P7888	The Sullivan Case: Violent Abuse of a Child	L.E.T.N.	0.5	10/04/2002	10/04/2005
Md Division Of Parole & Probation	P7756	Annual Firearms Classroom	Firearms	2.0	10/08/2002	10/08/2005
Md Division Of Parole & Probation	P7755	Cover and Concealment	Firearms	1.0	10/08/2002	10/08/2005
Md Division Of Parole & Probation	P7753	Effective Firearms Use Against Animals	Firearms	1.0	10/08/2002	10/08/2005
Md Division Of Parole & Probation	P7754	Weapon Malfunctions	Firearms	1.0	10/08/2002	10/08/2005
Md State Fire Marshal	P7926	Fall In-Service	Inservice	7.0	11/08/2002	11/08/2005
Md State Fire Marshal	P7938	Post Blast Investigation	Inservice	32.0	11/27/2002	11/27/2005
MNCP-Prince Georges Co Division	P7922	In Service Training, 2002	Inservice	5.0	11/01/2002	11/01/2005
MNCP-Prince Georges Co Division	P7780	Simunitions Training In-Service	Firearms	4.0	11/07/2002	11/07/2005
Montgomery Co Police	P7250	Inservice	Inservice	18.0	3/13/2003	3/13/2005
Ocean City Police	P7936	NCIC CN3 Recertification	Inservice	4.0	11/26/2002	11/26/2005
Ocean City Police	P7906	Race Based Traffic Stops	Inservice	4.0	10/11/2002	10/11/2005
PG Municipal Police Academy	P7781	Annual Day Fire	Firearms	2.0	11/08/2002	11/08/2002
PG Municipal Police Academy	P7782	Annual Reduced Light	Firearms	0.0	11/08/2002	11/08/2005
PG Municipal Police Academy	P7783	Entry Level Handgun	Firearms	56.0	11/08/2002	11/08/2005
PG Municipal Police Academy	P7941	Prince George's Co. PELTP 97	Entry Level	1,080.0	11/12/2002	11/12/2003
PG Municipal Police Academy	P7901	Prince George's Municipal Police Academy	Entry Level	749.0	10/09/2002	10/09/2003
Pocomoke City Police	P7776	Annual Shotgun	Firearms	0.0	10/21/2002	10/21/2005
Prince Georges Co Police	P7937	Supervisor Training	Supervisor	35.0	11/21/2002	11/21/2005
Queen Annes Co Sheriff	P7769	Semi Auto Rifle	Firearms	6.0	10/11/2002	10/11/2005
Queen Annes Co Sheriff	P7770	Sub Machine Gun Basic Training	Firearms	6.0	10/11/2002	10/11/2005
Rockville Police	P7772	Entrance Level - Semi Automatic Rifle	Firearms	30.0	10/17/2002	10/17/2005
Rockville Police	P7771	Semi Automatic Rifle - Semi Annual Qualifications	Firearms	0.0	10/17/2002	10/17/2005
Salisbury City Police	P7764	Annual Shotgun	Firearms	0.0	10/10/2002	10/10/2005
Salisbury City Police	P7758	Assault/Semi Automatic Rifle	Firearms	0.0	10/10/2002	10/10/2005
Salisbury City Police	P7763	Handgun Reduced Light	Firearms	0.0	10/10/2002	10/10/2005
Salisbury City Police	P7765	In Service Firearms	Firearms	2.0	10/10/2002	10/10/2005
Salisbury City Police	P7761	Off Duty Handgun	Firearms	0.0	10/10/2002	10/10/2005
Salisbury City Police	P7762	On Duty Handgun	Firearms	2.0	10/10/2002	10/10/2005
Salisbury City Police	P7759	Rifle Scoped C-5	Firearms	0.0	10/10/2002	10/10/2005
Salisbury City Police	P7760	SMG Semi Annual	Firearms	0.0	10/10/2002	10/10/2005
Salisbury University Police	P7757	Annual Firearms Classroom	Firearms	2.0	10/09/2002	10/09/2005
Southern Md Criminal Justice Acad	P7907	Career and Professional Survival	Inservice	7.0	10/11/2002	10/11/2005
U Of Md Baltimore Police	P7904	Annual In-Service	Inservice	5.0	10/11/2002	10/11/2005
Washington Co Sheriff	P7786	Annual Day Pistol	Firearms	2.0	11/12/2002	11/12/2005
Washington Co Sheriff	P7787	Annual Reduced Light	Firearms	0.0	11/12/2002	11/12/2005
Washington Co Sheriff	P7785	Annual Shotgun	Firearms	0.0	11/12/2002	11/12/2005
Washington Co Sheriff	P7788	Off Duty - 6 Shot	Firearms	0.0	11/12/2002	11/12/2005



# APPROVED TRAINING

*TRAINING PROGRAMS APPROVED BY THE POLICE AND CORRECTIONAL TRAINING COMMISSIONS*

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AGENCY	PROG. APPR#		TYPE	HOURS	APPROVED	EXPIRES
Anne Arundel Co Dept. Of Det. Fac.	C4642	Fugitives/Extraditions/IAD	Inservice	8.0	11/08/2002	11/08/2005
Anne Arundel Co Dept. Of Det. Fac.	C4643	Gang Identification	Inservice	4.0	11/08/2002	11/08/2005
Anne Arundel Co Dept. Of Det. Fac.	C4644	Group Work Dynamics and Techniques	Inservice	8.0	11/08/2002	11/08/2005
Anne Arundel Co Dept. Of Det. Fac.	C4645	HIV Counseling Techniques	Inservice	8.0	11/08/2002	11/08/2005
Anne Arundel Co Dept. Of Det. Fac.	C4646	Legal Liabilities	Inservice	4.0	11/08/2002	11/08/2005
Anne Arundel Co Dept. Of Det. Fac.	C4640	Microsoft Excel	Inservice	4.0	11/08/2002	11/08/2005
Anne Arundel Co Dept. Of Det. Fac.	C4639	Microsoft PowerPoint	Inservice	8.0	11/08/2002	11/08/2005
Anne Arundel Co Dept. Of Det. Fac.	C4638	Microsoft Word	Inservice	4.0	11/08/2002	11/08/2005
Anne Arundel Co Dept. Of Det. Fac.	C4647	Security Awareness	Inservice	4.0	11/08/2002	11/08/2005
Anne Arundel Co Dept. Of Det. Fac.	C4641	Security Fundamentals	Inservice	8.0	11/08/2002	11/08/2005
Carroll Co Detention Center	C4616	Cell Extraction and Use of Restraints	Inservice	4.0	10/31/2002	10/31/2005
Carroll Co Detention Center	C4613	Cell Searches	Inservice	3.0	10/31/2002	10/31/2005
Carroll Co Detention Center	C4614	Gangs in Corrections	Inservice	4.0	10/31/2002	10/31/2005
Carroll Co Detention Center	C4615	Transportation of Inmates	Inservice	4.0	10/31/2002	10/31/2005
Cecil Co Detention Center	C4237	Correctional Standards	Inservice	4.0	10/15/2002	10/15/2005
Dismas House	C4629	Administration of Medication	Inservice	1.0	11/08/2002	11/08/2005
Dismas House	C4630	Alcomonitor	Inservice	3.0	11/08/2002	11/08/2005
Dismas House	C4631	Emergency Plans	Inservice	2.0	11/08/2002	11/08/2005
Dismas House	C4654	First Aid	Inservice	4.0	11/21/2002	11/21/2005
Dismas House	C4632	Return to Higher Security	Inservice	3.0	11/08/2002	11/08/2005
Dismas House	C4633	Staff/Inmate Relations	Inservice	3.0	11/08/2002	11/08/2005
Eastern Shore Criminal Justice Acad	C4627	Eastern Shore Criminal Justice Academy CELTP 56	Entry Level	216.5	11/06/2002	11/06/2003
Eastern Shore Criminal Justice Acad	C4628	ESCJA CELTP Staff Session 56	Entry Level	108.0	11/06/2002	11/06/2003
Kent Co Detention Center	C4610	Airborne Pathogens & Tuberculosis	Inservice	1.0	10/11/2002	10/11/2005
Kent Co Detention Center	C4609	Blood Borne Pathogens	Inservice	1.5	10/11/2002	10/11/2005
Kent Co Detention Center	C4622	Intake and Release Procedures	Inservice	2.0	10/31/2002	10/31/2005
Kent Co Detention Center	C4611	Lock-Up USA Training Tapes	Inservice	12.0	10/11/2002	10/11/2005
Kent Co Detention Center	C4612	Lock-Up USA Training Tapes	Inservice	12.0	10/11/2002	10/11/2005
Kent Co Detention Center	C4623	Offender Management System	Inservice	3.0	10/31/2002	10/31/2005
Kent Co Detention Center	C4608	PBT Certification	Inservice	4.0	10/11/2002	10/11/2005
Kent Co Detention Center	C4621	Report Writing for Supervisors and Floor Officers	Inservice	1.0	10/31/2002	10/31/2005
Md Dept Of Juvenile Justice	C4648	Case Management Recording System	Inservice	2.0	11/15/2002	11/15/2005
Md Dept Of Juvenile Justice	C4586	Community Detention Intake Placement Program	Inservice	1.5	9/30/2002	9/30/2003
Md Dept Of Juvenile Justice	C4652	DJJ Entrance Level Training-Juvenile Counselor	Entry Level	187.0	11/20/2002	1/31/2003
Md Dept Of Juvenile Justice	C4653	DJJ Entrance Level Training-Support Staff	Entry Level	146.5	11/20/2002	1/31/2003
Md Dept Of Juvenile Justice	C4651	DJJ Entrance Level Training-Youth Supervisor	Entry Level	195.0	11/20/2002	1/31/2003
Md Dept Of Juvenile Justice	C4650	Personnel Evaluation and Planning Process	Inservice	7.5	11/19/2003	11/19/2006
Md Dept Of Juvenile Justice	C4649	Sensitive Employees Classification Training	Inservice	1.5	11/15/2002	11/15/2005
Md Dept Of Juvenile Justice	C4588	Treatment Service Plans	Inservice	2.0	10/01/2002	10/02/2005
MD Division of Correction	C4592	Coaching and Motivating Staff (People on the Move)	Inservice	4.0	10/04/2002	10/04/2005
MD Division of Correction	C4594	Creating a Winning Team	Inservice	4.0	10/04/2002	10/04/2005
MD Division of Correction	C4593	Dealing with Challenging Employees	Inservice	4.0	10/04/2002	10/04/2005
MD Division of Correction	C4602	Educational Overview	Inservice	1.0	10/04/2002	10/04/2005
MD Division of Correction	C4590	General Expectations	Inservice	8.0	10/04/2002	10/04/2005
MD Division of Correction	C4591	Personnel Issues/Strategy	Inservice	8.0	10/04/2002	10/04/2005
MD Division of Correction	C4601	Pre-Release and Transitional Services Overview	Inservice	1.0	10/04/2002	10/04/2005
MD Division of Correction	C4597	Role of Case Management	Inservice	1.5	10/04/2002	10/04/2005
MD Division of Correction	C4598	Role of Commitment	Inservice	1.5	10/04/2002	10/04/2005
MD Division of Correction	C4600	Role of Mental Health Services	Inservice	1.0	10/04/2002	10/04/2005
MD Division of Correction	C4599	Role of Religious & Volunteer Services	Inservice	1.0	10/04/2002	10/04/2005
MD Division of Correction	C4596	Role of Social Work and Addictions Services	Inservice	1.0	10/04/2002	10/04/2005
MD Division of Correction	C4595	Strategies for a Win/Win Situation	Inservice	4.0	10/04/2002	10/04/2005
MD Division of Correction	C4589	Supervisory Development Training	Inservice	35.0	10/04/2002	10/04/2005
MD Division of Correction	C4625	Testifying In Court	Inservice	3.0	11/06/2002	11/06/2005
MD Division of Correction	C4603	The Basics of Report Writing	Inservice	2.0	10/04/2002	10/04/2005
Md Division Of Parole & Probation	C4637	Critical Incident Stress Mgt. (Update)	Inservice	4.0	11/08/2002	11/08/2005
Md Division Of Parole & Probation	C4626	Mental Health Issues for Div. of P & P Offenders	Inservice	5.0	11/15/2002	11/15/2005
Patuxent Institution	C4636	Key Control Review	Inservice	1.0	11/08/2002	11/08/2005
Patuxent Institution	C4634	Mental Health in Corrections	Inservice	4.0	11/08/2002	11/08/2005
Patuxent Institution	C4635	Tool Control Review	Inservice	1.0	11/08/2002	11/08/2005
Prince Georges Co Detention Center	C4618	Criminal Justice Computer Networks Training	Inservice	4.0	10/31/2002	10/31/2005
Prince Georges Co Detention Center	C4617	Critical Incident Stress Management (CISM)	Inservice	4.0	10/31/2002	10/31/2005
Prince Georges Co Detention Center	C4620	Dealing With Stress	Inservice	2.0	10/31/2002	10/31/2005
Prince Georges Co Detention Center	C4619	Defensive Counter Strikes	Inservice	2.0	10/31/2002	10/31/2005
Prince Georges Co Detention Center	C4624	Mirror,Mirror: Cultural Awareness in the Workplace	Inservice	6.0	10/31/2002	10/31/2006
Queen Annes Co Detention Center	C4201	Annual Day Fire - Revolver	Firearms	0.0	10/18/2002	10/18/2005
Queen Annes Co Detention Center	C4200	Annual Day Fire - Semi Auto Pistol	Firearms	0.0	10/18/2002	10/18/2005
Queen Annes Co Detention Center	C4199	Annual Firearms Classroom	Firearms	2.0	10/18/2002	10/18/2005
Queen Annes Co Detention Center	C4202	Annual Shotgun	Firearms	0.0	10/18/2002	10/18/2005
Queen Annes Co Detention Center	C4204	Entrance Level Firearms - Revolver	Firearms	40.0	10/18/2002	10/18/2005
Queen Annes Co Detention Center	C4203	Entrance Level Firearms - Semi Auto Pistol	Firearms	40.0	10/18/2002	10/18/2005
Talbot Co Detention Center	C4198	Annual Reduced Light	Firearms	0.0	10/02/2002	10/02/2005
Wicomico Co Detention Center	C4605	Searches	Inservice	8.0	10/04/2002	10/04/2005
Wicomico Co Detention Center	C4604	Security Issues I	Inservice	8.0	10/04/2002	10/04/2005
Youth Services International	C4587	Basic Instructor Training Program I	nstructor	40.0	9/20/2002	9/20/2005

## TRAINING NOTES NEW MAILING LIST

Many of you are reading this issue from our website and have been doing so for years.

Others of you know that each issue and a four year backfile are available at:

<http://www.dpscs.state.md.us/pct/train>.

All of you know that while budgets shrink, the costs of mailing and printing continue to outpace inflation. At this time, it is imperative that we update our mailing list. If you cannot access the newsletter on-line and need to receive a paper copy, you **MUST** fill out the form below and mail or Fax it to me by April 1, 2003. (This announcement will be repeated in the March / April edition). In addition, you must provide a **9 digit zipcode**. The new mailing list will be used for the May / June edition. All commission members will continue to receive paper copies.

Position: \_\_\_\_\_ (warden, director, etc. - NO names)

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City and State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ + \_\_\_\_\_ (all 9 digits)

Please send to:

Joan Bourne  
MPCTC  
3085 Hernwood Road  
Woodstock, MD.  
21163-1099

Or Fax to:

(410) 203-1010

# WHAT'S NEW

at the Criminal Justice Resource Center

3085 Hernwood Road Woodstock, Maryland 21163 410 750-6590

January- February

No. 132

## VHS VIDEO - NEW LISTINGS

**Lockup USA, volume 9, issue 12**  
**The Importance of In-Service Training**  
VHS, color, 21:50 min.

The purpose of this program is to stress to Corrections staff how important it is to keep up on all aspects of training, no matter how experienced the officer may be. Many veteran officers look at in-service training as something they would rather avoid and so they come into it with a less than positive attitude. This program helps to reinforce the importance of in-service training for all staff from the rookie officer to the veteran, as well as non-security staff.

The effects of in-service training are many. For starters, it increases the professionalism of Corrections employees and keeps them adhering to the agency's policies and procedures. Employees who do not get regular training are more likely to stray from accepted policies and perhaps make up their own rules. This can cause problems with both inmates and other staff, especially newer officers, who may be confused about what the actual rules are. In-service training keeps everyone on the same page in this regard.

In-service training also empowers and enables employees to do the best job possible by giving them the information and skills that they need to be firm, fair and consistent at all times.

**Cultural Diversity in a Corrections Setting**  
VHS, color, 19 mins.

This video by "Command and Control" begins with definitions of the terms race (genetic), ethnicity (identification with a group) and culture (attitudes passed through generations). It demonstrates that a correctional population is reflective of the country at large, but the stresses of tight confinement cause many conflicts among groups. The middle section explores some common traits of African Americans, Hispanic Americans, Asian Americans and Native Americans and explores differences in communication and gestures. The last part offers hints to correctional personnel with the acronym: PRIZE.

P = protect

R = respect

I = impartiality

Z = zero tolerance

E = education

**MARYLAND POLICE & CORRECTIONAL  
TRAINING COMMISSIONS**  
3085 HERNWOOD ROAD  
WOODSTOCK, MD 21163  
Phone: 410-750-6500 Fax: 410-203-1010

### Travel Directions

From Route 29: Take Route 29 until it ends & go left on Route 99. Proceed for about 4 miles to Woodstock Road. Go right on Woodstock Road and proceed for about 2 ½ miles to Hernwood Road. Go left on Hernwood Road for 1 mile to the Commissions on the right.

From Route 695 (Baltimore Beltway): Take Randallstown Exit #18 two miles (5 lights) to Old Court Road. Make a left on Old Court Road and proceed for about 5 miles to Hernwood Road. Go right on Hernwood Road for 1 mile to the Commissions on the right.

From Western Maryland: Take Route 40 where Routes 40 & 70 split. When on Route 40 take the first left onto Marriottsville Road. Make a right at the first traffic light onto Frederick Road (Route 99). Proceed for 1 mile to Woodstock Road for 2 ½ miles. Then go left on Woodstock Road. Go left on Hernwood Road for 1 mile to the Commissions on the right.

From Westminster: Take Route 140 East to 97 south. Proceed for approximately 10 miles. Take Exit 26 (Liberty Road). Proceed for approximately 11 miles (past Liberty Reservoir). Turn right at Marriottsville Road (traffic light by Getty & Exxon) and proceed for approximately 1.3 miles. Turn left on Hernwood Road. At fork in road, go to the left, then go about 1 mile and the Police and Correctional Training Commissions will be on the left side of the road. Upon entering the driveway, the Academy will be on the left, and the Administration building will be on the right.

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URL: [www.pctc.state.md.us](http://www.pctc.state.md.us)  
Electronic Mail: [mailbox@mpctc.net](mailto:mailbox@mpctc.net)

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# TRAINING NOTES

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Police & Correctional Training Commissions  
3085 Hernwood Road  
Woodstock, Maryland 21163 - 1099