

TRAINING NOTES



State of Maryland

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Department of Public Safety and Correctional Services
Stuart O. Simms, Secretary

Police and Correctional Training Commissions

□ Donald G. Hopkins, Executive Director □

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January - February 1998 Volume 25, Number 1

Notes from the Executive Director

With its completion only weeks away, I am pleased to report that the Driver Training Facility, Phase I of the Public Safety Training Center, will soon be open to serve the driver training needs of Maryland police and correctional officers. Although we have run into some unusual hurdles during construction (notably, discovery of artifacts of archeological interest, necessitating delays in work), most of the major hurdles have now been surmounted. We are in the "fine tuning" stage for the driving facility, making necessary adjustments to provide greater safety and value for drivers and instructors alike, and ordering equipment and supplies for the classrooms.

We are grateful to the Maryland State Police for allowing us to contract the services of Lt. Al Liebno, who will coordinate the development of operational procedures and program development implementation for the Driver Training Facility. Al comes to us with fourteen years of experience as the emergency vehicle operations instructor for the Maryland State Police, as well as having served as Chairman of the Vehicle Operations sub-committee of the Training Directors' Association for several years. His insightful recommendations regarding design and safety of the driving courses have already proved invaluable. Working in conjunction with members of the Driver Train-

ing Facility Advisory Committee, Al is developing training program curricula while preparing the Operations/Classroom Building and Vehicle Maintenance Shop for occupancy this winter. The Advisory Committee, comprised of EVOC instructors from across the state, will continue to provide expert input into the design of training programs after the Driver Training Facility is operational.

Concurrent with construction of the driving facility, a preliminary design schematic of the Firearms Training Facility has been developed by Whitman, Requardt and Associates, reflecting input from two Firearms User Group meetings. The design is currently under review by the Training Commissions and the Department of General Services. If all goes well, the design could be completed and approved during Spring, 1998, with construction beginning later in the year.

The Training Commissions are also very pleased to have received another award from the International Association of Correctional Training Personnel (IACTP). The Commissions received IACTP's prestigious "Award of Excellence for a Training System" for the consistently high quality of training provided police and correctional executives through the Commissions' Executive Development Institute and its Administrator, Ms. Terry Satterfield. This is the third time in the past four years that IACTP has given the Commissions an Award of Excellence. Previously, the Commissions received the award for Innovative Approaches for development of the CMI/CATS computerized records system, and the award for Specialized Topic for the Leadership Challenge program, also administered through the Executive Development Institute. Congratulations to all for a job well done!

The Commissions and Staff look forward to working with all of you in the coming year. Let's make it a safe and productive year.

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

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EXECUTIVE DEVELOPMENT INSTITUTE
UPCOMING PROGRAMS

by: Terry Satterfield, Administrator

LEADERSHIP CHALLENGE VII

Session 3 - Economic Development was held on December 16, 1997. This session was packed with information on Maryland's present economic condition. Session IV - Technology will be held on January 20, 1998.

LEADERSHIP CHALLENGE VIII

Leadership Challenge VIII will begin in September, 1998. Nomination forms will be mailed the first part of April, 1998 and are due by May 30, 1998. Only those above the rank of first line administrator, as designated by the agency, will be eligible. The cost will be approximately \$225.00.

EXECUTIVE SEMINARS

Plans are being made to present additional offerings of the three day Leadership School and other executive seminars in the near future. The costs will vary from no charge to \$200.

If possible, additional L.E.O.B.R. and Internal Investigator Schools will be held. The cost will be approximately \$25.00. The presentation of these schools are dependent upon availability of instructors.

EXECUTIVE OFFICER PROGRAMS

Planning is underway for the Executive Officer Programs for Law Enforcement and Corrections. Only the top two executives of an agency are eligible for these programs.

The nine day Law Enforcement Executive Officer Program is tentatively being scheduled for April 5-7, April 19-21 and April 26, 1998, at a cost of approximately \$250.00 per participant.

The six day Correctional Executive Officer Program is tentatively being scheduled for May 3-5 and May 17-20, 1998, at a cost of approximately \$200.00.

More information will be forthcoming.

Driver Training Facility Seeks EVOC Instructors

Beginning early January 1998, we will be soliciting applications for certified EVOC instructors for the new Law Enforcement Driver Training Facility in Sykesville, Maryland. Anyone interested may forward an application and resume to Lt. Al Liebno at the Training Commissions or telephone him for additional information at (410) 203-1000.

New Police and Correctional Regulations Revisions

by: Francis Manear

Copies of the new regulations were recently mailed to all police and correctional agencies, along with detailed explanations of the significant changes. In addition, training and orientation sessions were held in December at several locations to familiarize all agencies with the newly revised regulations and to introduce some new Commission forms. Current Regulations are always available on the Commissions Web site at www.dpscs.state.md.us/pct/ Some of the additions and changes are highlighted below.

- (1) If an officer has failed to qualify with an authorized firearm within a given calendar, it shall be removed by the employing agency as of January 1 of the following year. The employing agency will not return it until the officer re-qualifies to carry that firearm. This provision includes all authorized firearms.
- (2) If a certified officer leaves an agency and is hired by another agency within three years, the officer must qualify with all firearms authorized by the hiring agency before the officer can be issued a firearm and recertified by the Commission. The hiring agency should submit the firearms scores along with the completed Application for Certification (AFC) to ensure expeditious certification. Note: An AFC form is not yet available for correctional agencies, so please continue to use the Notice of Probationary Appointment (NPA) form.
- (3) All selection standards must be met before the AFC or NPA forms will be accepted by the Commissions. Incomplete or incorrect forms will be returned to the submitting agency. The only exception is for police agencies seeking temporary certification, who may submit the form with everything complete except for national fingerprints.
- (4) Agencies are reminded that it is no longer necessary to send in the AFC or NPA form before an applicant attends training. However, to attend training the applicant must have had at least an NCIC check, completed a physical examination and met any other qualifications set by the training academy. Also, agencies are not required to send in high school or GED diplomas but should keep those forms in their personnel records.
- (5) No persons may be used in a police officer or correctional officer position until they have met all applicable selection standards, completed any required training, and have been certified by the respective Commission.

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(6) If an individual fails to receive the 18 hours of in-service training in a given calendar year, the employing agency must provide the officer any missed training during the following year IN ADDITION TO the 18 hours of in-service training required for that year. If the individual is a police officer who is up for recertification, the missed training must be made up prior to July 1.

(7) Employing agencies have 30 days to inform the Commissions of certain changes in employee status. Changes include promotions, terminations, name changes, and transfer to nonofficer status. However, agencies need to report nonofficer status only if the change prevents the individual from meeting training standards.

Drug Screening Regulations

All police and correctional agencies are reminded that Regulation .18 lists 7 specific substances that must be included in drug screens for new employees. While this was a continuing requirement for police agencies, since 10/20/97 it has applied to Maryland correctional agencies as well. Recent audits of police and correctional agencies have indicated that some agencies test for only 5 substances, most often omitting barbiturates or benzodiazepines. Testing levels for all seven substances required in a drug screen are listed below, in Nanograms per milliliter:

- (a) Amphetamines... 1,000
- (b) Barbiturates... 300
- (c) Cannabis or cannabinoids... 50
- (d) Opiates... 300
- (e) Cocaine or cocaine metabolite... 300
- (f) Phencyclidine... 25
- (g) Benzodiazepines... 300

Agencies may screen for additional substances or adopt more restrictive levels, but all 7 substances listed above must be included. Please note that this standard does not apply to random screening of current employees.

Training Scores Due By 1/31/98

Both the revised police and correctional General Regulations require that all 1997 training scores be submitted to PCTC on or before January 31, 1998. It is important to turn in scores as soon as possible so that PCTC may process the information and contact agencies for corrections in a timely fashion.

If you are using the Training Manager/CATS system, please check your information prior to sending it in to ensure that it is correct. It is especially critical that social security or other identifying numbers are correct. Floppy disks received with missing or incomplete information will be returned for correction. If you are using the Commissions' scanning forms

to report information, please be sure that the "bubbles" are properly filled in and accurately reflect the written information. If you have any problems with the Training Manager system, please contact the Data Services unit for assistance.

Application for Certification (AFC)

The revised regulations specify completion of a new AFC form to replace the old Notice of Probationary Appointment form. The new form is designed to be scanned into PCTC's Training Manager computer system. The police AFC form will be distributed to all police agencies after the December training sessions. The correctional AFC form is still in development, so a current NPA form should be used until the new form is available.

New Police Transitional Firearms Regulations Approved

At its December 1997 meeting, the Police Training Commission approved for final adoption a change to Regulation .13 of the Police Firearms Training and Instructor Certification Regulations. This change details the training requirements for agencies when switching from one firearm to another within the same handgun type (i.e. pistol to pistol or revolver to revolver). If there is a significant difference in cylinder rotation direction, magazine release, safety mechanism or other operational function between the old and new firearm, the training must include a minimum of 3 hours of classroom instruction and range firing of a minimum of 200 rounds. If the training is approved and includes reduced light firing, this training may be used to meet annual firearms qualification requirements.

The new regulation is expected to take effect early in 1998, so all transitional firearms courses to be held in 1998 or beyond should include the new training requirements. Please contact PCTC's Training section if you have any questions on this revised regulation.

Sexual Offense Training Required in 1998

Police agencies are reminded that in 1998 all police officers must receive at least one hour of in-service training on the care and handling of a victim of rape or other sexual offenses, including sexual abuse of children. In-service training for 1998 will not be credited unless the officer has received the required sexual offense training. Officers completing entrance level training in 1998 will automatically receive the required training as part of their academy program.

1997 Digest Available

Over four hundred 1997 Digest of Criminal Laws are still available at \$2.00 each on a first come first served basis to order, contact Debbie Kelly at 410-203-1000

Maryland Community Crime Prevention Institute

MCCPI UPDATE

by: Patricia Sill, Administrator

Upcoming Training Programs:

The Maryland Community Crime Prevention Institute has one five-day Commercial and three four-day Residential Crime Prevention Training Programs planned for 1998. Tentative dates and sites are as follows:

Residential Programs: Late February or early March in Charles County; June in Annapolis; November 9, 10, 11, and 12, 1998 in Frederick.

Commercial Program: April 27, 28, 29, 30, and May 1, 1998 in Ocean City.

Once dates and locations are finalized, notices will be sent to heads of law enforcement agencies state-wide. Class size for each of the training programs is limited to 40.

For more information about MCCPI training programs, please call Mr. Larry Hartman at the MCCPI Office at (410) 203-1006 or 800-303-8802.

Training of Volunteers:

MCCPI staff recently assisted the Frederick County Sheriff's Office in training their volunteer officers to do residential security surveys. A similar training is planned for volunteers in Montgomery County in January, 1998.

Anyone interested in information on such training for their volunteers should call either Mr. Larry Hartman or Mr. Leo French at the MCCPI Office.

MCCPI Steering Committee Meeting:

The next meeting of the MCCPI Steering Committee has been set for Tuesday, January 20, 1998 at the Baltimore Gas and Electric Company, Electric Operations Building, 7309 Windsor Mill Road in Baltimore County starting at 10:00 a.m. All meetings of the Steering Committee are open to the public and provide an excellent forum for the exchange of crime prevention information.

If you wish to attend the January meeting, please contact Mrs. Joyce Gary at the MCCPI Office.

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 activities in Maryland. It is the collective voice of crime prevention practitioners throughout the state and an organization of police, sheriff, correctional, and security professionals, 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 \$25 per year for Active members, \$30 for Associate members, and \$60 for Commercial members. Membership is renewable annually (January to December) and members may attend the training programs at a discounted cost.

For more information on the MCPA or to obtain a membership application, please call Ms. Alice Branham, Executive Secretary of the Association, at (410) 837-5529.

DRUG ABUSE RESISTANCE EDUCATION (D.A.R.E.) PROGRAM UPDATE:

Project D.A.R.E. 1996-1997 Annual Report:

The Maryland D.A.R.E. Coordinator's Office has completed its 1996-1997 Annual Report on the results of a year long evaluation of the State-wide D.A.R.E. Project. The statistical data and findings of the evaluative process for last school year are very encouraging. D.A.R.E. Programs were available in all 23 counties across the state, reaching over 69,000 children and providing them with information to help them make healthy, responsible decisions and supplying them with the necessary life skills to reinforce those decisions.

The findings of the report revealed that the overall average of student testing showed an average increase of 20%, from 61% correct on the pre-test to 81% on the post test, indicative of an increase in knowledge base.

Two evaluative tools were utilized with every D.A.R.E. Program presented. School administrators participated in an appraisal process and indicated an overall satisfaction rating of 96.57% with the programs on their campuses. A total of 1,196 instructor appraisals were completed by classroom teachers who rated the officers and their program at 97.9% as being Effective, Highly Effective, or Outstanding.

You are encouraged to review the contents of the report and to utilize it in supporting local programs. Please call Sgt. Gary Chatfield, State Coordinator, at (410) 203-1006 or 800-303-8802 to request a copy.

TRAINING TIPS AND TECHNIQUES

The tips and techniques featured here were suggested by our training staff and, while not specifically endorsed by the Training Commissions, may be used at the discretion of our readers.

In the last issue of Training Tips and Techniques we looked at ways to manage stage fright when you make a presentation in front of an audience. Experienced trainers know how to vary their rate of speech in order to fill in the allotted time they have. But less experienced trainers may either rush through their presentations or talk too slowly, either way losing the interest and attention of the class.

Practice is the key to modulating the rate of speech, and the best way to practice is to time yourself while rehearsing in front of a mirror. When you think you have your timing down properly, ask another trainer to observe and time your presentation. How was your delivery rate? Was it too fast? Too slow?

With practice you'll be able to properly time your presentation. But if you still think your delivery rate is too fast, take heart! Studies have produced some surprising findings:

- In general, listeners can pick up audio signals 4 times faster than you talk, so don't be afraid to speak a little faster.
- In general, listeners prefer a 25% faster rate of speech than you might think, around 157 words per minute.
- People think that trainers who speak faster are brighter!
- People think that trainers who speak faster are more persuasive. (Consider the speakers in televised infomercials!)
- Trainers who speak faster receive higher audience ratings for the qualities of trust and knowledge.
- Trainers who speak faster seem to project more energy and enthusiasm.

Despite the suggestions above, don't forget to include pauses in your presentation. A well-timed pause provides the opportunity to refresh yourself, and allows you and the class participants time to think. A pause can also be a good transitional device to the next area of study.

PG County Municipal Police Training Academy Offers Comparative Compliance Training

A five-week (184 hour) Comparative Compliance Training Program for entrance level police officers will be offered from March 2 to April 3, 1998 at Prince George's County Community College, 301 Largo Road, Largo, Maryland. The program, which has been approved by the Police Training Commission, will include First Responder training but will NOT include Firearms Qualification or Emergency Vehicle Operations. Spaces are limited, so reservations should be made as soon as possible with the Academy. Please contact William Sahaydak, Deputy Director, at (301) 322-0175 for more information.

C.O.P.S. UPDATE

by: Lee Goldman, Project Manager

The C.O.P.S. staff has completed the development of 48 training units for the prototype entry-level Police Officer training course. The first actual instruction will begin in March, 1998, when approximately 25 police recruits from various agencies will begin an 18-week training regimen to be conducted at the Maryland State Police facility in Pikesville, MD. This will be a basic police course with a priority focus on Community Policing philosophies and techniques.

Additionally, C.O.P.S. has presented two Police Administrator courses and two Police Supervisor courses, each of one-week duration, at various locations throughout the state. MPCTC contract instructors and C.O.P.S. staffers cooperated as instructor-facilitators. Participants in both courses have uniformly commended the training as well-done and very helpful professionally, particularly with regard to creating an enhanced Community Policing awareness and sensitivity.

CTA NEWS

by: E. Ray Henderson

The Correctional Training Academy at Woodstock has acquired a fog machine to better simulate the smoke-filled environment in a correctional institutional fire. Realistic training under these conditions will better prepare correctional employees for dealing with a real fire emergency, including evacuations or rescues. Much of the fire emergency training is provided by one of the Academy's instructors who is a certified firefighter, Mr. Chris Esser.

The computer laboratory at the Academy has been moved into the classroom to allow students greater accessibility. As a result, there has been a substantial increase in use of the computers containing lesson plans for review and study. The Correctional Training Academy is one of the few training academies in the country to have a computer lab in the classroom.

The Academy staff has been working diligently in the creation of a new set of curriculum tests. This is in conjunction with ongoing development of new and updated lesson plans, outlines and objectives for the Academy's programs. Staff is also working to incorporate more computer-based training aids in instructional delivery systems for the classroom.

WHAT'S NEW

at the Criminal Justice Resource Center

3085 Hernwood Road Woodstock, Maryland 21163 410 203-1007

FILMS, TAPES AND VISUALS-NEW LISTINGS

JANUARY/FEBRUARY 1998

No. 104

LOCKUP USA: Vol. 6, Iss. 8 - Tool and Key Control

VHS, 30:30, Color

The purpose of this program is to stress the importance of maintaining effective control over all security keys and maintenance tools used in a correctional facility. Staff control over all keys and tools at all times in a correctional setting is essential, for if those tools fall into inmates' hands, they become items of assault and/or escape. A training guide, pre- and post-tests are included. Suitable for viewing by all correctional personnel.

Drug Influence Overview

VHS, Parts I and II, Color

Excerpted from the Drug Influence Telecourse sponsored by California POST, this two-part program is good as a review or when used in conjunction with a basic drug education course for police. The programs cover simple field tests that police may perform to help identify the category of drugs producing symptoms or behaviors displayed by a suspect. Using graphic scenarios, Part I (18:12 minutes) covers the physical symptoms associated with use of opiates, stimulants and marijuana, while Part II (18:17 minutes) covers the symptoms of an individual under the influence of a depressant, a hallucinogen, and PCP. Suitable for viewing by all law enforcement officers.

Security Awareness in the Courthouse

VHS, 12:49, Color

This program is a good overview of the various issues involved in courthouse security, including perimeter security, video surveillance, control of entrances, courtroom searches, managing the media, and handling threats against judges or other court personnel. Suitable for viewing by court security personnel.

Methamphetamine: Trail of Violence

VHS, 18:00, Color

Called by street names such as Crank, Speed, Glass, or Crystal Meth, methamphetamine is a highly addictive drug which can cause its users to become violent. This program looks at growing problems associated with methamphetamine use, manufacture, and distribution in the United States. Although the specific symptoms or behaviors associated with use of this drug are not shown, this program uses live video footage taken by police or hospital personnel to demonstrate the dangers of amphetamine use. This program, which is suitable for use in community drug prevention programs, would work well in conjunction with Drug Influence Overview, Parts I and II from California POST for police classroom training. Suitable for viewing by all law enforcement personnel as well as community drug prevention groups.

Youth After school Programs and the Role of Law Enforcement

VHS, 60:00, Color

Based on a survey jointly sponsored by the National Institute of Justice and the Carnegie Corporation of New York, this videotaped lecture by Dr. Marcia Chaiken presents survey findings including the components of several successful youth programs around the country. Suitable for viewing by community leaders and police officers from community services units, especially those involved with youth programs.

Tactical Driver Training: Part I - Basic Survival Driving

VHS, 23:00, Color

This first program from LEIN's series on Tactical Driver Training covers vehicle braking dynamics and safe driving techniques for police cars with front wheel drive, rear wheel drive, or all wheel drive, with and without anti-lock braking systems (ABS). Advanced Driving Instructor Brent Hollida discusses hand positions on the steering wheel, proper foot position for pedals, good eye focus while steering, handling brake lockups, and safe braking and steering techniques during various kinds of skids. Driving situations portrayed in this program are ones any driver might encounter. Part II of this series—Pursuit and Emergency Response—covers particular situations police might encounter during a hot pursuit or while responding to an emergency call. Part I is appropriate for viewing by all law enforcement personnel and civilians enrolled in a safe driving course.

Tactical Driver Training: Part II - Pursuit and Emergency Response

VHS, 25:00, Color

In Part 2 of LEIN's series on Tactical Driver Training, Brent Hollida emphasizes police driver safety during situations of hot pursuit or emergency call response. This expert driving instructor points out common errors made by police officers when driving fast and under an "adrenalin rush", and suggests steps the officers might take to control their vehicles and avoid a collision. Situations covered include taking a turn too early or too fast, maintaining a safe distance from a speeding vehicle during pursuit, tight cornering techniques during "s turns", and balancing the limitations of a vehicle's tires and braking system. Suitable for viewing by all law enforcement personnel.

Ready...Set...Winter! Driving Safely on Ice and Snow

VHS, 12:00, Color

During a snow storm, have you ever observed a moving vehicle whose lights are obscured under a pile of snow which the driver neglected to remove? Removing snow from all exposed parts of a car before driving it is one of many safety tips included in this videotape from the AAA Foundation for Traffic Safety and General Motors Corporation. The program consists of three segments: How to prepare the vehicle for winter driving, what to watch out for during adverse weather conditions (for example, black ice on underpasses or overpasses), and steps to take if you encounter trouble such as skids or getting stuck in snow. A Facilitator's Guide is included. Made available through the generosity of AAA of Maryland. Suitable for viewing by all law enforcement personnel and community organizations.



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