

# 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

## Police and Correctional Training Commissions

□ Donald G. Hopkins, Executive Director □

3085 Hernwood Road Woodstock, Maryland 21163 410 203-1000 TTY FOR THE DEAF 800 735-2258

March-April 1998 Volume 25, Number 2

### Notes from the Executive Director

Following a very successful year in 1997, we are looking forward to continuing our work on the Public Safety Education and Training Center, while working with our partners in criminal justice and academic agencies to develop new and innovative training programs for Maryland's law enforcement and correctional officers.

Last year we made great strides in designing and funding portions of the new Training Center being constructed in Sykesville, with the Driver Training Facility due to begin routine operations in early Spring 1998. Design of the Firearms Training Facility, another part of the Training Center, began in 1997 with completion of construction targeted for Spring 1999. In addition, schematic design has started for the Center's administrative and academic complex.



The Driver Training Facility's Operations Building in Sykesville.

With new developments in law, procedure, technology, officer survival, crime prevention, and policing methodology arising almost daily, it is critical that criminal justice professionals remain current in their skills and knowledge. When finished, the Public Safety Education and Training Center will have a major impact on meeting those needs for training resources and information.

Completion of the Training Center may take as long as ten years. With continuing support and encouragement from the many associations and agencies who will benefit from the project, the Maryland legislature will seek funding alternatives to accelerate the completion schedule. As trustees of the project, the Police and Correctional Training Commissions are working hard to realize that very worthwhile goal.

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# MARYLAND POLICE AND CORRECTIONAL TRAINING COMMISSIONS

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Sheriff Charles F. Mades  
Washington Co. Sheriff's Office

Chief Joseph S. Johnson  
Annapolis Police Department

## AGENCY STAFF

410-203-1000 Fax 410-203-1010  
**Office of the Executive Director**  
Executive Director - Donald G. Hopkins  
Management Associate - Maria Koenig

**Executive Development Institute**  
Administrator - Theresa M. Satterfield

**Maryland Community Crime Prevention Institute**  
410-203-1006 800-303-8802  
Administrator - Patricia Sill  
Program Assistant - Joyce Gary  
Community Crime Prev Specialist - Leo E. French

**Drug Abuse Resistance Education (D.A.R.E.)**  
State D.A.R.E. Coordinator - Sgt. Gary Chatfield  
Regional D.A.R.E. Coordinator - Claude Nelson  
DARE Educational Advisor - Elisabeth Westbrook

**Education & Training Section**  
Deputy Director - Patrick L. Bradley  
Administrative Assistant - Janet Finch  
Administrator, Police Trng - Carl L. Bart, Jr.  
Police Program Coord - Patrick O. Smith  
Administrator, Correctional Trng - Gloria A. Herndon  
Administrator, Recruit Police Training - Lee Goldman  
Clerical Support - Deborah Onheiser  
Clerical Support - Dee Pedersen

**Academy**  
410-461-7256  
Manager - E. Ray Henderson  
Instructor - E. Ron Eckels  
Instructor - Christopher P. Esser  
Instructor - Ronald Rose  
Instructor - C. Eraina Exum  
Instructor - David Showalter  
Instructor - Richard Huberfeld  
Instructor - Lori Carroll  
Registrar - Rhonda Hill

**Data Services**  
Data Services Manager - Carl L. Bart, Jr  
Information Resources Coordinator - Richard Browne

**Administrative Services Section**  
Assistant Director - Francis L. Manear  
Certification Officer - Chris Melville  
Fiscal Specialist - Debbie A. Kelly  
Certification Specialist - Ann Kochanski

**Support Services Section**  
Assistant Director - Raymond A. Franklin  
Librarian - Linda Bowen  
Film Reservations (410-203-1007)  
Audiovisual Supervisor - Lewis Pindell  
Maintenance Supervisor - James Lowery  
Senior Mechanic - Ed Thompson  
Information Access Specialist - Deborah Kowalski  
Web Specialist - Stephen Arthur

**Driver Training Facility**  
7310 Slacks Road Sykesville MD 21784  
Phone: 410-549-5732 Fax: 410-549-5710  
Administrator - Lt. Al Liebno  
Assistant to Administrator - Linda Ellison  
Automotive Supervisor - Jim George  
Automotive Mechanic - Ken Boyd  
Instructor - Dan Dazzo  
Instructor - Steven Lurz

**Community Oriented Policing Services**  
Fax 410-203-0982  
Project Director - Melanie Hoelster  
Curriculum Specialist - John Fuller  
Curriculum Specialist - Kathleen Coursey  
Administrative Assistant - Josh Foster

## 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/>

ASST DIRECTOR SUPPORT SVCS      RAY FRANKLIN  
EDITOR                                      LINDA BOWEN  
ART DIRECTOR                              LEWIS PINDELL



## **EXECUTIVE DEVELOPMENT INSTITUTE UPDATE**

*by: Theresa Satterfield, Administrator*

### **LEADERSHIP CHALLENGE VII**

Session IV - Technology was held on January 20, 1998 at the Higher Education Applied Technology Center in Harford County. The speakers provided us with valuable information. Session V - Maryland Government was held in Annapolis on February 17 and the speakers gave insight into the legislative process. Session VI - Media will be held on March 17, and Session VII - Ethics will be held April 14, 1998.

### **LEADERSHIP CHALLENGE VIII**

Leadership Challenge VIII will begin in September, 1998. Nomination forms will be mailed in 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**

The three day Leadership School will be held in Columbia March 25 through 27, 1998. The cost of the program is \$180.00 and space is limited. This program has been approved for In-Service credit.

A Public and Media Relations Seminar, provided by the National Institute of Corrections Academy Partnership Program, will be held August, 1998 in Frederick. Registration information will be mailed out.

### **EXECUTIVE OFFICER PROGRAMS**

The nine day Law Enforcement Executive Officer Program is scheduled for April 5-7, April 19-21 and April 26-28, 1998. Only the top two executives of an agency are eligible for this program. Registration information has been mailed.

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 NEWS**

*by: Lt. Al Liebno, Facility Administrator*

The Driver Training Facility is moving towards conducting its first training program. Information relating to specific programs will be forwarded to the various police academies in the next few weeks.

The Driver Training Facility staff has increased with the selection of Mr. James E. George for the position of Mechanic Supervisor. Mr. George comes to us with a vast amount of expertise working with automobile dealerships in the Baltimore area. Additionally, Jim spent 10 years as a maintenance supervisor in the military.

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### **Information relating to specific programs will be forwarded to the various police academies in the next few weeks.**

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Mr. Kenneth G. Boyd has been selected to fill the position of Mechanic for the Driver Training Facility maintenance shop. In addition to Mr. Boyd's extensive experience as a mechanic, he also owned his own maintenance shop.

Two full-time contractual EVOC Instructor positions have been filled. Mr. Steven M. Lurz recently retired from the Baltimore City Police Department as an EVOC Instructor in the Police Academy, and Mr. Dan L. Dazzo comes to us from the Metropolitan Police Department of Washington, D.C. Mr. Dazzo also works part-time with the Bill Scott Racing School located in Summit Point, WV.

#### **Driver Training Facility**

7310 Slacks Road

Sykesville MD 21784

Phone: 410-549-5732 Fax: 410-549-5710

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Instructor - Dan Dazzo

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## C.O.P.S. UPDATE

by: Lee Goldman, Project Manager

The Community Oriented Policing Services (COPS) unit within PCTC has been charged with the task of rewriting and updating training materials for police entry-level and advanced training programs with a focus on community policing concepts. In the past year the COPS staff developed a:

- Police Executive training program for both new and established police command-level officers, designed as a community policing problem-solving module.
- Police Administrator training program for new police administrators, introducing contemporary and modern management theories and techniques.
- Police Supervisor training program for new police supervisors, presenting traditional as well as modern supervisory theories supplemented with practical leadership simulations.
- Police Civilian Orientation program designed to acquaint new and current police civilian support and professional staff with the Community Policing concept and their unique role in their agency's COP mission.

In March the COPS staff will conduct the first of several prototype police entry-level programs in Maryland. The upcoming program, to be held at the Maryland State Police training facility in Pikesville, will take an anticipated 25 police recruits through an intensive 18-week training program with an emphasis on community policing and problem solving concepts. Upon completion, the COPS staff will review and evaluate curricula, training materials, and quality of instruction and implement any necessary changes. The next program is scheduled to begin in August.

## LEE GOLDMAN JOINS PCTC STAFF



The Training Commissions are pleased to welcome Mr. Lee Goldman to our staff. Lee has worked with the Baltimore City and Howard County Police Departments in the areas of patrol and traffic duties as well as training and development of entry level and inservice programs. As a private consultant, he has also provided specialized training to agencies of the Carroll and Washington County governments and to various police departments in Colorado.

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**Lee will administer all aspects of entry level police academies with regard to program review and approval, and training curriculum research and development.**

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In September 1996 Lee came to the Training Commissions as Project Manager of the grant-funded Community Oriented Policing Services (COPS) unit. He will continue to oversee the research and curriculum development activities of that group as well as other law enforcement grant and special projects for the Training Commissions. In addition, Lee will administer all aspects of entry level police academies with regard to program review and approval, and training curriculum research and development.

Lee and his wife Sue and two children live in Howard County.

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## POLICE DISPATCHER TRAINING GUIDE

The Criminal Justice Resource Center would like to compile a training guide to share with Maryland police agencies who train their own dispatchers. If you would like to share your current training curricula with others, please forward a copy to Linda Bowen at the Training Commissions. Any printed materials we receive will be compiled into a training guide for loan to Maryland police agencies, who may then use the sample curricula in developing or revising their own dispatcher training. The training guide will be announced in a future issue of Training Notes when completed.

**MD Community Crime Prevention Institute**

**MCCPI UPDATE**

*by: Patricia Sill, Administrator*

**Upcoming Workshops**

The Maryland Community Crime Prevention Institute, in conjunction with the Maryland Crime Prevention Association (MCPA) and Western Maryland College, will co-sponsor a workshop entitled "Safety on the Go." This will be held on Wednesday, April 8, 1998 at Western Maryland College in Westminster, Maryland.

Topics to be covered include Personal Safety in the Workplace, Vacation/Travel Tips, Rape Aggression Defense, International Travel, and Executive Protection. Cost for the workshop is \$5.00 for MCPA members and \$20.00 for non-members.

For further information or to request a registration form for the "Safety on the Go" workshop, contact PO III Sandra Redmon, Montgomery County Police Department, at (301) 840-2585.

The Institute and the Crime Prevention Association have other workshops tentatively planned for 1998, as follows: "Internet - Use and Abuse", May 28, 1998 in Charles County; "Drugs - Update on Current Trends", mid-July, 1998 in Bowie; "Mental Disorders - Knowledge, Definitions - Examples for the First Responder", December 2, 1998 at the University of Baltimore.

MCPA's Annual Conference is tentatively set for October, 1998 in Ocean City and the topic is youth and crime prevention.

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

**D.A.R.E. In-Service Training**

The 1998 Maryland D.A.R.E. In-Service Training is being presented by the Maryland Community Crime Prevention Institute. This training is provided to maintain the certification of the D.A.R.E. Officers in the State and will provide police in-service hours.

It will take place on April 7-9, 1998 at the Ramada Inn in Hagerstown, Maryland.

This year, in an attempt to enhance the partnership with education, the State D.A.R.E. Office is attempting to obtain Maryland State Department of Education Approved Workshop Credits for all educators in attendance. Due to funding, each county is limited to a maximum of five classroom teachers and/or administrators.

Topics for the in-service include "D.A.R.E. to Make A Difference", a motivational workshop by Eddie Slowikowski and Mike Billish which will cover such areas as attitude change, personality types, values systems, setting yourself up for success, and multimedia; "All In the Name of Rock and Roll", a presentation by Dan Frazell of the Bangor Police Department which will take a hard look at some of today's top music and the effects it can have on children; "Putting It All Together Without Falling Apart", a workshop to be presented by Step Mika of Cecil County Schools and Beth Westbrook, D.A.R.E. Educational Advisor, which will take all previously presented concepts and build practical classroom uses/activities that correlate with the D.A.R.E. curriculum.

A special feature of the 1998 in-service is the "Lauren Vision Concert". This is a multi-media interactive concert featuring Lauren Stalnecker which contains an anti-drug, anti-violence message. It will be attended by the participants and several hundred local D.A.R.E. students from Washington County Schools.

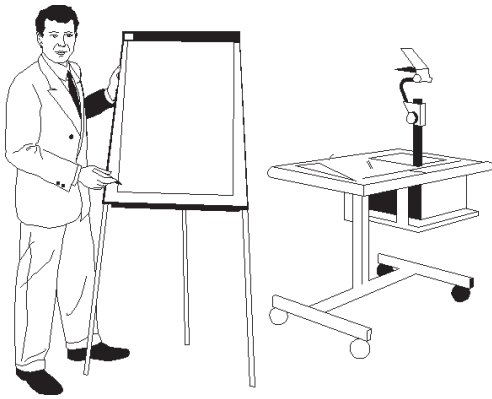
For more information on the D.A.R.E. In-Service Training, contact the State D.A.R.E. Coordinator's Office at (410) 203-1006 or 800-303-8802.

**D.A.R.E. Officer Training**

The Maryland Community Crime Prevention Institute has scheduled a D.A.R.E. Officer Training for June 14-26, 1998 at St. Mary's College of Maryland in St. Mary's County, Maryland.

If you wish to reserve a slot for this training or if you have any questions regarding it, please contact the State D.A.R.E. Coordinator's Office at (410) 203-1006 or 800-303-8802.

## 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.*

Today's trainer has a number of visual tools to build a sound presentation. Selecting the proper presentation media based on need can be difficult. Here are tips to help make your choice easier.

- **Printed materials-** supply information prior to presentation, underscores points, reduces notetaking, supplies technical information, provides future reference.
- **Chalk or Marker Boards-** inexpensive, informal, saves times, add interest to presentation by using colored chalks or pens and bold, heavy strokes.
- **Flip charts -** To display simple charts and graphs. Pages can be saved: information can be prepared in advance. No erasing, instead you flip the pages.
- **Overhead Transparencies -** You can face the audience while making notes on the transparency; easy to use, conservative, flexible.

■ **35mm slides-** To create an elegant display of a device or process. Easy to reproduce, realistic color, detail, compact, formal.

■ **Videotape-** As an adjunct training aid for the classroom. Easy to use, full color, repeatable; pace is preset, audio can be dubbed in.

■ **Computer-**To build a professional quality sound and image presentation for use in a classroom, or other training environment. Presentations can be prepared ahead of time, stored on a diskette, and transported to another site for use. Many graphical image software programs are available on the market today, providing an almost limitless choice of images. Presentation may be quickly and easily developed or revised, even during the presentation.

### HELP US GET THE WORD OUT

Your assistance in helping us keep your supervisory and training people abreast of important training matters by making sure they get to see Training Notes will be greatly appreciated. An effective way of doing this is to copy and distribute portions of Training Notes, as appropriate. Such information dissemination is particularly vital with respect to ensuring the timely enrollment of your people in essential training programs. Find us on the World Wide Web:

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

# WHAT'S NEW

at the Criminal Justice Resource Center

3085 Hernwood Road Woodstock, Maryland 21163 410 203-1007

## FILMS, TAPES AND VISUALS - NEW LISTINGS

MARCH/APRIL 1998

No. 105

### CORRECTIONAL OFFICER: Inmate Tricks

VHS, 18:00, Color

Using realistic scenarios followed by discussion questions from the accompanying study guide, this program examines typical and not-so-typical tricks used by inmates to escape or to hide contraband within a correctional institution. Suitable for viewing by all correctional personnel. Related VHS video titles: **Con Games Behind Bars, Inmate Weapons Manufacture, LOCKUP USA: Vol. 2 Iss. 1--Contraband Control, LOCKUP USA: Vol. 2 Iss. 5--Being Aware of the Con Game, LOCKUP USA: Vol. 4 Iss. 1--Contraband Control Pt.2, LOCKUP USA: Vol. 4 Iss. 10--The Inmate's Cookbook, LOCKUP USA: Vol. 5 Iss. 1--The Inmate's Visit, LOCKUP USA: Vol. 5 Iss. 8--The Inmate's Cookbook Part 2**

### LOCKUP USA: Vol. 6, Iss. 9 - Inmates Who Pose An Escape Risk

VHS, 25:40, Color

No one likes to be confined involuntarily, and it's a normal human response to want to run from that unpleasant situation. Although all inmates should be considered an escape risk, some pose more of a risk than others. The purpose of this program is to make corrections staff aware of those inmates who pose the greatest escape risk and to suggest ways to prevent their escape. A training guide containing pre-test and final test questions is included. Suitable for viewing by all correctional personnel. Related VHS video titles: **Jail Security and Escape Prevention, LOCKUP USA: Vol. 3 Iss. 9--Escape Prevention**

### Adjusting to Prison Life

VHS, 24:00, Color

Filmed in the Frederick County (Maryland) Detention Center, this program from LEIN Corrections Curriculum series examines different kinds of stress encountered by inmates in the institutional environment, which could result in suicidal or disruptive behaviors. Several suggestions are made for staff regarding ways to reduce or alleviate inmate stress and resulting problem behaviors. Suitable for viewing by all correctional personnel.

Related VHS video titles: **Suicide Prevention Training for Detention and Jail Facilities, LOCKUP USA: Vol. 4 Iss. 6--Dealing with the High Profile/Celebrity Inmate, LOCKUP USA: Vol. 4 Iss. 2--Coping with the Older Inmate, LOCKUP USA: Vol. 5 Iss. 4--Human Behavior, Human Needs**

### Be Prepared to Speak

VHS, 27:00, Color

Some keys to public speaking presentations: Prepare, prepare, prepare! This program from Toastmasters International presents ten steps to effective public speaking, from researching the data for your talk to choosing appropriate audiovisual aids to actual presentation of the program. A study guide is included. Suitable for viewing by a general audience.

**Chemical Time Bombs: Hazards of Clandestine Drug Labs**

VHS, 25:00, Color

Clandestine drug labs, often called "clan labs", are laboratories which may be set up almost anywhere to produce methamphetamine, PCP, LSD, or other illegal drugs. Due to the various household chemicals typically used in clan labs, these labs expose "chemists" and investigators alike to explosion, fire, and toxic or carcinogenic hazards. Furthermore, entrances to clan labs may be boobytrapped or lab workers violently high on their own concoctions. This program from the federal Drug Enforcement Administration will not qualify you to investigate or dismantle a clandestine drug lab. But it does offer clues that investigators should look for in determining whether they have located a clan lab and suggests steps to be taken to insure officer safety and to secure the area. Contains graphic pictures and other violent material. Suitable for viewing by all law enforcement officers.

**Collecting the Evidence: The Responding Officer's Role in a Case of Sexual Assault**

VHS, 9:05, Color

Produced by the Maryland Coalition Against Sexual Assault, Inc., this program shows responding police officers how following proper procedures in evidence collection can affect the outcome in a sexual assault case. This is a good video for role call training. Suitable for viewing by all law enforcement officers.

**Win Against Terrorism**

VHS, 45:00, Color

This excellent program from Total Security Services International (TSSI) helps prepare law enforcement officers as first responders to critical incidents involving explosive devices and nuclear, biological or chemical (NBC) weapons of mass destruction. The video is based in part on a U.S. Department of Defense publication, 10-90 Gold NBC Response Plan. Together, the video and publication offer the latest information for First Responders regarding prevention of critical incidents, recognition of possible boobytraps and other safety precautions at the scene, and coordination requirements when multiple responders converge on the scene of a suspected terrorist attack. Both the video and the publication are available for loan from the Resource Center, in addition to other materials related to terrorism. Suitable for viewing by all law enforcement officers as well medical personnel who may become First Responders at the scene of a critical incident. Related VHS video titles: **Explosives for Patrol Officers; L.E. NET: Vol. 5 Cass. 8--Explosives Awareness; First Responder: Bomb Explosion; First Responder to Explosives Incidents; Introduction to Bomb Threat Management; Letter Bombs; Bomb Threat Procedures; Bomb Threats in County Buildings; Dick and Harry: Rest in Pieces; Dry Ice and Acid Bombs; Molotov Cocktails; LEIN: Vol. 7 Cass.5--(Pt. 1) Action for the First Responder.**



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