

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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May - June 1998 Volume 25, Number 3

Notes from the Executive Director

We are very pleased to announce the addition of a new position to our agency staff, that of an Assistant Attorney General to come onboard in October of this year. Although the Maryland legislature's session is over for this year and all details have yet to be finalized, we are very grateful for the legislature's support in providing funding for this very important staff position.

With the recent opening of our Driver Training Facility in Sykesville and with the Firearms Training Facility in the critical development stages, we foresaw the need for expert legal guidance in the operations of both these facilities, as well as the general operation of the Public Safety Education and Training Center. The new staff member will provide continuing advice and counsel on these and other issues relating to classroom training for officers in the areas of courtroom testimony, use of force, custody of evidence, search and seizure, and numerous other subjects as needed.

The Assistant Attorney General will also serve as advisor to both Training Commissions, ensuring timely and competent counsel in regard to hiring and training issues, development of policies, promulgation of regulations, and investigatory procedures.

This addition to our professional staff is part of our commitment to continuous quality improvement in law enforcement and correctional training in Maryland.

POLICE AND CORRECTIONAL CERTIFICATION NEWS

by: Christine Melville, Certification Officer

ENTRANCE LEVEL TRAINING WAIVERS

Individuals being appointed to law enforcement or 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 Regulation 10 of both Commissions' General Regulations). In order to determine if the out-of-state training is equal to the Commissions' standards, a copy of the program syllabus and a document to verify successful completion must be sent to the Commissions' staff for evaluation. It is recommended that agencies submit the out-of-state programs for evaluation as early in the employment process as possible in order to schedule the individual for appropriate required training.

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MARYLAND POLICE AND CORRECTIONAL TRAINING COMMISSIONS

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Dept. of Public Safety & Correctional Services

Appointed Members:

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Salisbury Police Department

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

Chief Joseph S. Johnson

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DARE Educational Advisor - Elisabeth Westbrook

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Correctional Entrance Level Training Program
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TRAINING NOTES

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

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CERTIFICATION NEWS

Please call the Certification Unit if you have any questions in relating to waiver procedures.

LAW ENFORCEMENT NEWS

Certification Renewal

This year police officers with birth months of January through April are scheduled for renewal. In accordance with Article 41, Section 4-201, Annotated Code of Maryland, the Training Commissions' staff have distributed 4,219 police officer certification renewals to eligible officers during the month of March. The new certification expiration date is June 30, 2001. In order to be eligible for certification renewal, an officer is required to be in compliance with annual in-service training and firearms qualification standards. We will continue to update our records as information is provided for those officers with a certification expiration date of June 30, 1998. Failure to establish compliance with mandated training standards will cause an officer's certification to automatically lapse on June 30th at which time the officer will not legally be authorized to enforce the general criminal laws of Maryland.

Application for Certification

Since all law enforcement agencies have begun using the new Police Training Commission's Application for Police Officer Certification (AFC) form, we have noticed several areas of the form that agencies frequently do not complete or complete incorrectly.

We request that agencies refer to the completion guidelines when completing the AFC form. Please call the Certification Unit if you need additional copies of the completion guidelines or if you have questions about completing the form. Since an officer is not eligible for certification until all selection standards are met, AFC forms should be submitted only after the background investigation is documented and the information required on the AFC is complete.

In order to speed up the certification process, remember to complete the form using a #2 lead pencil - **do not use ink and do not fold or staple the AFC**. The scanner will not "read" a form that has been folded, thereby, causing the certification process to be delayed.

The applicant's date of birth is required on page one of the AFC form. Shade the oval next to the birth month, shade two ovals for day, and shade four ovals for the year. Please note on page 3 of the AFC that the applicant's name and certification number (social security number) are required at the top of the form.

Reappointments

Police Training Commission Regulation 07 addresses the requirements for recertification as a police officer. When an officer is reappointed to a second or successive law enforcement unit within three years of the date of separation from the former law enforcement agency, the officer is required to be in compliance with training standards as well as selection standards before recertification with the new unit is granted. Regulation 07 requires that the "officer shall requalify with each firearm that the officer is authorized to carry or use, if applicable, before recertification and issuance of the firearm to the officer". It is recommended that the firearms qualification report be sent along with the AFC form in order to process the application for a quick turn-around of the certification card.

You may contact the Certification Unit with questions regarding an officer's certification status.

CORRECTIONAL NEWS

Annual Training Verification

During the past several months, the Training Commissions' staff have received the 1997 training reports from all of the correctional agencies. Within the next few weeks, all State and local correctional agencies will receive reports, according to information submitted to us, regarding their officers' 1997 in-service training and firearms qualification. Correctional agencies will receive a roster of current mandated employees along with training non-compliance reports. Please review these reports and contact us with information to resolve any discrepancies. Remember that training can be credited only if the social security number is correct!

Reappointments

Correctional Training Commission Regulation 07 addresses the requirements for individuals to be eligible for recertification at another correctional agency. A mandated correctional employee is required to be in compliance with selection and training standards in order to be recertified. It is also recommended that correctional agencies submit required in-service and firearms qualification, if applicable, with the Notice of Probationary Appointment (NPA) form to expedite the individual's recertification.

Please contact the Certification Unit with any questions regarding an officer's certification status.

EXECUTIVE DEVELOPMENT INSTITUTE UPDATE

by: Theresa Satterfield, Administrator

LEADERSHIP CHALLENGE VII

Session VI - Media held on March 17 was quite informative and Session VII - Ethics held on April 14, 1998 was well received. Session VII - Air Transportation will be held on May 18 and Session IX - MD's Problems & Opportunities will be held on June 2, 1998. Leadership Challenge VII participants will graduate on June 16, 1998.

LEADERSHIP CHALLENGE VIII

Leadership Challenge VIII will began in September, 1998. Nomination forms were mailed in April, 1998 and are due by May 31, 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 held in Columbia March 25 through 27, 1998 received high marks. The program continues to be overbooked and due to the tremendous response we are planning several sessions before the end of the year.

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 has been mailed out.

The Substance Abuse Cross Training Initiative Grant has provided training for approximately 100 participants. The focus of the grant will be modified to provide Break the Cycle training.

EXECUTIVE OFFICER PROGRAMS

The nine day Law Enforcement Executive Officer Program held April 5-7, April 19-21 and April 26-28, 1998, had very high ratings. Ten Executive Officers successfully completed this year's program.

The six day Correctional Executive Officer Program is being held May 3-5 and May 17-20, 1998.

DEPARTMENT OF PUBLIC SAFETY & CORRECTIONAL SERVICES TRAINING TASK FORCE

Mr. George Brosan, Special Assistant to Secretary Simms, has established a Training Task Force for the Department of Public Safety and Correctional Services. This initiative, on the part of our new administration, testifies to a committed interest in the quality of public safety training across the state and particularly within our own department. Terry Satterfield and Ray Henderson represent the Commissions in this initiative.

RICHARD HUBERFELD JOINS TRAINING STAFF



The Training Commissions are pleased to welcome Mr. Richard Huberfeld to our full-time instructional staff. Richard has previously worked as the Director of Court Compliance for the Division of Pretrial Detention and Services in Baltimore City and has over 20 years of experience working in the criminal justice system as

a researcher, administrator and trainer in New York City. As a Correctional Standards Review Specialist, he had also served as adjunct faculty with the New York City Correction Academy.

In July, 1996 Richard came to the Training Commissions as a contractual instructor and was certified as an Associate Instructor in July, 1997. Richard will continue his work in providing instructional services to students in the Correctional Entrance Level Training Program in Woodstock.

Richard and his wife Stellamarie live in Baltimore County.

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 American Society for Training & Development's newsletter, *Performance in Practice* (Winter 1997), Heinrich Koenen, director of training for Domino's Pizza, writes of experiments in pizza making. The experiments compared the results of on-the-job training (OJT) facilitated by an experienced trainer with a computer-based training (CBT) program on CD-ROM. The outcomes of those experiments offer trainers some insight into classroom instructional methods.

In the OJT approach to pizza making, trainees received from the trainer an overview of the needed skills as well as the individual steps required to make a pizza crust. Following a demonstration, trainees were asked to perform the task themselves, accompanied by feedback and encouragement from the trainer. The time it took for trainees to receive training and to complete the task was measured, and points were assigned for various units of quality in the final product.

In the CBT approach to pizza making, trainees viewed a short instructional video module on how to make a pizza crust, with each step in the process graphically illustrated in the module. Trainees then were asked to perform the task themselves. The time it took for them to complete the instruction and make the pizza crust was measured, and the same quality points were assigned to the final product as per the OJT approach.

In the first experiment, instructional time for OJT trainees was slightly longer than for CBT trainees but the final product quality score was higher. CBT trainees took less time during the instructional phase but their final product quality score was lower than that for OJT trainees. In a second experiment, the trainer provided less feedback and demonstrated less for OJT trainees, while CBT trainees received feedback from "judges" during the pizza-making process. This time, OJT trainees took less time for training but their quality scores dropped also. And CBT trainees took longer to complete the task but their quality scores increased.

Conclusions drawn from the studies were that good on-the-job training provided by a good trainer was

the best choice when teaching specialized skills such as pizza making. The second best choice was computer-based training used in conjunction with feedback and follow-up.

The implication for trainers is that the best learning occurs when an experienced and enthusiastic trainer uses a "hands on" approach to training, minimizing lectures and including various skills activities to provide practice for students. The good trainer provides encouragement and feedback for students during class, and follows up with an evaluation to measure students' performance as well as that of the trainer. And the really good trainer finds, with each class, that both students and trainer have learned something useful.

ROCK 'N ROLL CONCERT BOMBS

Imagine a Rock 'n Roll concert in the District of Columbia's RFK Stadium, attended by thousands of screaming fans. Security is tight because a bomb threat was received just before the concert started. But the decision was made to go ahead with the concert anyway, when the unthinkable happens.... An explosive device containing a deadly blistering agent detonates near the stage, contaminating everything and everyone in the area.

Would you be prepared to handle a scenario like this? To help you be prepared for a terrorist incident involving nuclear, biological, or chemical (NBC) weapons of mass destruction, the D.C. Office of Emergency Preparedness in cooperation with the U.S. Department of Defense is preparing a full-scale mock exercise for September 22, 1998 in RFK Stadium. This exercise is open to all agencies who might respond to such an incident, from law enforcement first-responders, to fire departments and HAZMAT crews, to ambulance drivers and medical services personnel.

Of course, not all emergency personnel in all states will be able to attend this exercise. But the event sponsors encourage all agencies to plan and execute a similar exercise in their own regions on the same

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CONCERT BOMBS

day. Emphasis will be on coordination, integration of capabilities, problem identification, and resolution. Participants will respond to the situation presented based upon expert knowledge of response procedures, current plans and protocols in place in their agencies. It would also be a good idea to videotape the exercise for later analysis.

Beginning in late April, a series of planning meetings will be held in the District of Columbia to receive input from agencies with various emergency responsibilities in the event of a terrorist incident. Everyone is invited to be part of the planning process. On June 23, 1998, there will be a "tabletop" exercise in preparation for the September event.

For more information on the scheduled event, or for help in planning your own exercise, contact Mr. Jim Woodward at the D.C. Office of Emergency Preparedness by calling (202) 673-7643 Ext. 3014.

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.dpsecs.state.md.us/pct/train/>

MCCPI Update

by: Patricia Sill, Administrator

New Brochures Available

The Maryland Community Crime Prevention Institute (MCCPI) recently obtained three new brochures as follows:

- **Teen Alert! We Need You.**
- **Will you Help Out?**
- **Cybersafety for Kids Online: A Parents' Guide**
- **Community Based Policing**

Limited quantities of these brochures, as well as a variety of other brochures, are available free from MCCPI. For additional information, contact Mrs. Joyce Gary at (410) 203-1006 or (800) 303-8802.

Upcoming Workshops

The Maryland Crime Prevention Association (MCPA) and the Maryland Community Crime Prevention Institute are pleased to announce the following workshops for 1998:

July 15, 1998 - Drug Update - Current

Trends

University of Baltimore, Business Center Auditorium, Baltimore, MD.

October 19-21, 1998 - MCPA Annual Conference - Youth Crime Prevention: Proven Programs and Partnerships
Sheraton Inn and Conference Center, Ocean City, MD.

December 1, 1998 - Mental Disorders (Knowledge, Definitions/Examples for the First Responder)
University of Baltimore, Business Center Auditorium, Baltimore, MD.

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The registration costs for the June, July, and December Workshops are each \$5.00 for members or \$20.00 for non-members. The registration cost for the MCPA Annual Conference is \$100 for members and \$125 for non-members. Overnight accommodations are \$65.00 per night, single or double. For more information, contact Ms. Alice Branham, Executive Secretary for MCPA, at (410) 837-5529.

MCCPI also currently has spaces available for its Residential Crime Prevention Training Course scheduled for November 9, 10, 11, and 12, 1998 at the Frederick County Sheriff's Office in Frederick, MD. If you are interested in registering for this training, contact Mrs. Joyce Gary, MCCPI, (410) 203-1006 or (800) 303-8802.

MARYLAND D.A.R.E. News

1998 D.A.R.E. IN-SERVICE

The 1998 State In-service Training for D.A.R.E. Officers and Educators was held at the Ramada Inn and Convention Center in Hagerstown on April 7-9, 1998. There were 166 officers and educators from around the state in attendance. The training event was a huge success and the attendees received workshops that will help them in their classroom as well as their personal lives.

Each police officer in attendance had the ability to receive 15 hours of police in-service credit through the Police and Correctional Training Commissions. In addition, the educators were eligible for 15 workshop credit hours which is equal to one Continuing Professional Development Credit through the State Department of Education. This is the first time that credits have ever been offered to educators by the Police and Correctional Training Commissions.

1998 D.A.R.E. OFFICER TRAINING

The 1998 D.A.R.E. Officer Training for entry level D.A.R.E. Officers is scheduled for June 15-26, 1998 at St. Mary's College of Maryland in St. Mary's County. This is an 80 hour

residential training session to prepare police officers to teach elementary children the D.A.R.E. curriculum.

At this time the class is full; however, if there is sufficient demand for more training a second class may be scheduled late summer early fall. If anyone is interested or if you have any questions, please contact the State Coordinator's Office at 410-203-1006 or 800-303-8802.

MARYLAND D.A.R.E. OFFICERS' ASSOCIATION

The Maryland D.A.R.E. Officers' Association announced the recipient of the 1998 Sam Walker Lifetime Achievement Award and presented the award to Officer Hazel Beauchamp of the Salisbury City Police at the D.A.R.E. Officer In-service in Hagerstown. Officer Beauchamp was recognized for her outstanding contribution to the Salisbury D.A.R.E. Program and her community. Officer Beauchamp is a seven year veteran of the Wicomico County D.A.R.E. Program.

The Maryland D.A.R.E. Officers' Association recognizes one officer or educator each year for the award and selections of the winner are based on nominations by their agency, fellow officers or members of the Association. Congratulations and thank you Hazel !

SPECIAL FEATURE

Occasionally we like to highlight unusual classes certified and offered to police or correctional officers in Maryland. The following is one such class. Please bear in mind that PCTC is not responsible for the content and delivery of training programs sponsored by other agencies. Programs listed in Training Notes are listed as a service to readers and do not imply endorsement by the Police and Correctional Training Commissions.

Wilderness Survival Training

by: Carl Marshall, MSP

Consider the following scenarios:

...Picture yourself alone in your vehicle, stranded on a closed highway during a winter storm. You thought you could make it to your destination in the heavy snow. But now, the snow is drifting over your car, your gas gauge is getting low, you're worried about running your car because of carbon monoxide, the cell phone is not hitting a tower...What do you do? Many people die each year in such a predicament.

"People don't plan to fail; they just fail to plan."

...A policeman is working night shift during a winter ice storm trying to deliver medicine to a sick person on a back country road. He rounds a turn, hits an icy spot, loses control and goes through a previously damaged guard rail into a ravine. No one will notice that another car went through the same damaged rail. The car turns over several times and lands on its top. He has a badly broken ankle, pain in the lower back, a radio that doesn't work...a bad situation. Ice continues to build, after several hours it turns to snow...the beginning of a record setting snow storm.

...A planned family vacation ends up in a crashed airplane in a mountainous area. Many passengers are dead, many are injured. You return to consciousness in the darkness, smelling jet fuel and blood, hearing people crying and the moans of those injured or dying. Are you prepared to make the best of this situation, can you keep calm, determine your pri-

orities, and save your life, your family's life, and maybe the lives of others with you?

Almost unlimited scenarios can be imagined, from an accident, an act of violence, or just plain bad luck. A life-threatening event could happen in the mountains, along the shore, or somewhere in between. This class is titled Wilderness Survival, and it's about surviving a bad situation in a cold mountainous terrain or under other adverse conditions. Survival training is like life insurance, you may never need it--until suddenly you really need it. Then you're glad you paid all those premiums. Just like life insurance, you need to pay your premiums toward survival, and those premiums are training and preparation. After all, life insurance doesn't guarantee that you will live longer, but almost certainly survival training will. In the final analysis, "People don't plan to fail; they just fail to plan."

Through the Maryland State Police, basic and advanced Wilderness Survival classes are offered each Fall, usually held in Allegheny County at the Aaron Strauss National Guard Camp. These classes have been approved by the Police Training Commission for inservice training credits. The 16-hour basic course is mostly classroom instruction and covers psychology of survival; prior preparation and survival kits; cold injuries; fire craft; strategies for food, shelter, and water; signaling; and land navigation. The 20-hour advanced course builds on the basic course and offers additional instruction in survival medicine, wild edibles, and trap & snare strategies.

The dates for upcoming Wilderness Survival classes will be announced in the next issue of Training Notes. For more information, contact Carl Marshall at the MSP Aviation Division in Frederick, Maryland by calling (301) 663-0244.

Carl Marshall is a certified wilderness survival instructor and has taught wilderness survival since 1987 to air crews, various Search and Rescue teams, Natural Resources Police, the Civil Air Patrol, S.W.A.T. teams, and other groups. He is a 31-year veteran with the Maryland State Police, having spent 26 of those years as a pilot in the Aviation Division.

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. 106

LOCKUP USA: Vol. 6, Iss. 10 - The Selection & Supervision of Inmate Workers

VHS, 26:50, Color

In many correctional facilities inmate labor is an essential part of the operation and upkeep of the institution. Inmate labor helps keep the facility's operation running smoothly, can save the taxpayers money, and in some situations contribute to+ the welfare of the community regarding beautification projects. This program covers the care necessary in the selection of inmate workers, types of work assigned, and level of supervision required to maintain security and prevent escape. A study guide is included. Suitable for viewing by all correctional officers and staff.

LOCKUP USA: Vol. 6, Iss. 11 - Held Hostage: Surviving the Lucasville Uprising

VHS, 35:15, Color

On April 11, 1993, Easter Sunday, more than 200 inmates at the Lucasville, Ohio maximum security prison rioted, taking eleven Correctional Officers hostage and causing more than \$10 Million in damage during the ensuing 11-day standoff. One Correctional Officer was murdered along with nine inmates. This program consists of an interview with CO Larry Dotson, who breaks his five-year silence and describes for the first time the events which occurred inside the prison when he was held hostage. Others describe the scene outside the prison as police and prison officials worked to free the hostages and settle the uprising. Due to the sensitive nature of the material presented, no study guide is included with this program. Suitable for viewing by all correctional personnel. Related materials: For a very different perspective on the Lucasville (Ohio) and Camp Hill (Pennsylvania) riots, consider the **Public Information Officers Media Guide** and accompanying videos, one titled **Lucasville Riot** and the other **Camp Hill Riot**. All materials are available for loan from the Criminal Justice Resource Center. Additional related VHS video titles: **LOCKUP USA: Vol. 4 Iss. 5--The Lucasville, Ohio Disturbance: Lessons Learned; Death in a Southwest Prison** (New Mexico Prison Riot); **Attica** (New York prison riot); **LOCKUP USA: Vol. 6 Iss. 5--Warning Signs of An Impending Disturbance**.

IN THE LINE OF DUTY: Vol. 1 Progr. 4 - Trooper Coates Shooting

VHS, 32:00, Color

Using live footage recorded by the videocamera in South Carolina Trooper Mark Coates' patrol car, this program vividly demonstrates how a seemingly "routine" traffic stop can suddenly turn deadly. From the beginning of the incident to efforts by other officers to revive the fallen Trooper, the incident is reviewed and lessons drawn which might prevent future tragedies. Suitable for viewing by all law enforcement officers, especially patrol officers. Related VHS video titles: **Never Give Up; Officer Involved Shooting: Beardslee/Rand; Officer Involved Shooting: Craig Junginger; Officer Involved Shooting: Downey P.D., PACE Warehouse; Officer Involved Shooting: Kevin Webb; Dynamics of a Shooting Involving an Officer; Life or Death: The Harwell Incident; Psyche of Survival; 10 Deadly Errors**.

Showdown at Calico

VHS, 17:36, Color

This video from the Anaheim (California) Police Department follows the dramatic 14-hour standoff between police and a shooting suspect holed up at the Calico Motel. Utilizing live footage and interviews, the program offers valuable information regarding tactical response planning, SWAT operations, and officer safety considerations in a potentially deadly barricade situation. Suitable for viewing by all law enforcement officers. Related VHS video titles: **Barricaded Suspect; L.E. NET: Vol. 6 Cass. 2--Forced Entry; Time Is On Our Side.**

OC Chemical Agent Spray

VHS, 7:12, Color

This program from the Los Angeles Police Department reviews the use of oleoresin capsicum (OC), an effective compliance tool that can be used to overcome and control an uncooperative or aggressive suspect. Explains the operation, application, and physical effects of OC spray. Although the video also highlights the LAPD departmental policy on use of OC spray, the points noted, especially liability issues, are instructive for all viewers. Suitable for viewing by all law enforcement and correctional officers. Related VHS video titles: **Defensive Tactics With Chemical Aerosol Sprays; Pepper Mace Training; LOCKUP USA: Vol. 4 Iss. 12--Use of Pepper Spray and Stun Devices; OC Aerosol Use in Law Enforcement; Situational Use of Force Options Chart.**



TRAINING NOTES

Police & Correctional Training Commissions
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