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# TRAINING NOTES



State of Maryland

Robert L. Ehrlich, Jr., Governor, Michael S. Steele, Lt. Governor  
Department of Public Safety and Correctional Services  
Mary Ann Saar, Secretary, Mary L. Livers Ph.D., Deputy Secretary

## Maryland Police and Correctional Training Commissions

Patrick L. Bradley, Executive Director

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V/TTYVIA(MARYLANDRELAYSERVICE)

May - June 2004 Volume 31, Number 3

### From the Office of the Executive Director

## ON THE CUTTING EDGE OF CHANGE

One of the benefits of having been involved in criminal justice for nearly thirty-five years is the opportunity to reflect on past experiences, and see how they connect to current circumstances. Most recently that has occurred when I consider the role of the Police and Correctional Training Commissions today, and how criminal justice has evolved over the last several decades.

In the mid-1980's as Community Policing emerged as a billboard slogan for modern law enforcement, there was much debate among criminal justice leaders as to whether officers were public servants or law enforcers; whether officers have an extended role in enhancing the quality of life in the community or whether they were there strictly to prevent crime, make arrests and prosecute criminals. It soon became clear that law enforcement was but one of the services the community expected of its police officers, and that police were capable of much more than law and order. The same is true for the correctional counterpart.

We have come to appreciate that correctional officers are more than security guards with a duty to keep order and prevent escapes. The uniformed correctional officer has a role in the character change that is essential if incarcerated offenders are going to make successful transitions once they are released and return to their community. Not just responsible for custody, correctional officers have a role on the treatment team, if only by exemplifying integrity, work ethic and other professional characteristics.

Strict, limiting, narrowly defined roles are not applicable in today's criminal justice disciplines. Nor are they suitable for the Police and Correctional Training Commissions. By original design and statute, the Commissions were charged with the responsibility to set criteria for certification of individuals, programs, instructors, academies, etc., and to collaborate with other proscribed entities in setting these standards. The role of the Agency has since emerged into something much different and far greater.

Several years ago, the focus of the Commissions began to shift from certification and enforcement of standards, to training and the facilitation of professional development. There are numerous benchmarks that have marked the way; from the establishment of the Community Crime Prevention Institute and state-wide coordination of D.A.R.E., to the creation of the Professional Development Institute, and the initiation of the Annual Certified Instructor Training Conference. Each of these and many others have departed from the certification of mandated criminal justice personnel and practices to deliver a broader service to Maryland's law enforcement and correctional agencies.

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# MARYLAND POLICE AND CORRECTIONAL TRAINING COMMISSIONS

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## TRAINING NOTES

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

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# EXECUTIVE DEVELOPMENT INSTITUTE UPDATE

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*by: Theresa Satterfield, Administrator*

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## LEADERSHIP CHALLENGE XIII

The February session, on Maryland Government, gave the participants an opportunity to have an open and frank discussion on leadership issues for agencies dealing with politics and Maryland Government. The March session took place at Camp Fretterd, home to the Maryland Emergency Operations Center, where participants gained insight into emergency preparedness. The April session was on Labor Relations.

## LEADERSHIP CHALLENGE XIV

Staff is gearing up for Leadership Challenge XIV to begin in September 2004. Participation in this program is for those above the rank of First Line Administrator. Nomination forms have been mailed out. Please note that payment will not be required until after July 1, 2004.

## 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

This two-day, no cost program held April 28 & 29, 2004 in Hanover Maryland received excellent reviews. Plans are in the works to schedule another program in 2005.

## WORKLOAD ANALYSIS AND RESOURCE ALLOCATION

The next program is scheduled for Nov. 2004.

## MANAGING THE MARGINAL EMPLOYEE

See the Institute's 2004 Program listings for specific dates.

## QUARTERLY TRAINING

The Training Committee of the Maryland Chiefs of Police Association is looking for suggestions for topics for the upcoming year. Please notify a member of the Committee with any suggestions.

The Training Committee of the Maryland Correctional

Administrators Association will be scheduling its next seminar on Strategic Planning in May. If you have suggestions for future topics please contact the Executive Development Institute.

## WOMEN LEADERS IN PUBLIC SAFETY SERIES

The new executive series for Women in Public Safety is up and running and has been well received. Additional topics have been added. See the Institute's Program listings on page 10.

## PRACTICAL MANAGEMENT FOR POLICE

Dates and instructors are being finalized. More information will be forthcoming.

## INSIGHT INTO CORRECTIONAL CULTURE: SITUATIONAL LEADERSHIP

The March 24 & 25 program was held in Bowie Maryland and was well received. Additional programs are planned for May 19 & 20 in the Western Region, June 16 & 17 in the Central region and Aug. 25 & 26 if funding is still available. Space will be limited. Program announcements will be mailed shortly.

*Note: The EDI Calendar onis page 10.*

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*continued from page 1*

# ON THE CUTTING EDGE OF CHANGE

The construction and operation of the Public Safety Education and Training Center, under the direction of the Police and Correctional Training Commissions, is the most recent and most spectacular effort in this regard. The Commissions serve as "custodians" of this instructional campus, conceived and dedicated to enhancing the quality of public safety services to Maryland communities. With little direct connection to the initial rationale for the establishment of the Commissions and this Agency, our *raison d'être* has evolved...and the evolution continues.

As society changes, the role of its public safety servants will continue to change. With dynamic leaders serving on the Commissions, and with enlightened and responsive administrative direction, the Agency will also continue to change and to progress. The Public Safety Education and Training Center will be the laboratory for developing new training programs to address emerging criminal justice issues. Talented and dedicated staff will identify these topics and will design and deliver these programs.

At the same time, our traditional responsibilities remain our utmost priority. We are committed to ensuring the quality of law enforcement and correctional personnel through development, codification and enforcement of certification standards.

## LEGAL NOTES

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

### 4<sup>th</sup> Amendment - warrants - particularity requirement - civil liability.

Federal agent Jeff Groh prepared and signed an application for a warrant to search Joseph Ramirez's ranch. The application specified the search was for certain weapons, explosives, and records, and was supported by Groh's detailed affidavit setting forth his basis for believing these items were on the ranch. The warrant form itself did not identify any of the items Groh intended to seize, and did not incorporate the itemized list from Groh's application. A magistrate signed the warrant, and Groh led a team of officers to the ranch. No illegal weapons or explosives were found, and Groh left with Ramirez a copy of the warrant, but not the application.

Ramirez sued, claiming Groh violated his 4<sup>th</sup> Amendment rights by searching his property with an invalid warrant. The case went through the federal courts, and the U.S. Supreme Court ultimately sided with Ramirez. The 4<sup>th</sup> Amendment clearly requires that a warrant particularly describe the persons or things to be seized. The fact that the application adequately described those things did not save the warrant's failure to include a description, because the person whose property was searched was not given a copy of the application (containing the description), and the application was not incorporated into the warrant. Because the warrant did not describe the items at all, it was so deficient that the search would be treated as warrantless, which is presumptively unreasonable. Groh was not entitled to qualified immunity for the constitutional rights violation, which is available when a constitutional right is not clearly established. Because of the particularity requirement expressly contained in the 4<sup>th</sup> Amendment's text, it should have been clear to Groh that his conduct violated Ramirez's constitutional rights. *Groh v. Ramirez*, \_\_S.Ct.\_\_ (2004) (2004 WL 330057).

### Pre-arrest search - non-custodial interrogation.

David Conboy crashed his van into a ditch while he was under the influence of alcohol. Conboy left the damaged van strewn with alcoholic beverages and construction equipment, but later returned to the scene in a taxi to retrieve items from the van. A trooper was at the scene investigating the accident, and had already run the van's tags and talked with the owner of the van's tags, who thought Conboy might have the tags on his van. The taxi driver acknowledged the trooper, but Conboy never looked at him, although the taxi and the cruiser were the only cars there. The trooper approached the taxi and asked if he was Mr. Conboy, who the trooper had reason to believe had been driving the wrecked van. Conboy, inebriated and reeking of alcohol, said he 'was not David Conboy,' and gave

the name of his stepbrother. The trooper saw a rifle in the taxi's backseat, asked Conboy to step out of the car, and patted him down for weapons. The trooper felt a key in Conboy's pocket, retrieved it, and used it to start the van. The trooper returned to Conboy, and said "it's funny, the key fits." Then Conboy volunteered he was drunk and had been driving the van, and was charged with DUI and other traffic violations.

Conboy filed a motion to suppress the key and his statement, claiming that when the trooper reached into his pocket to get the key, he exceeded the bounds of a *Terry* frisk for weapons, and that he gave the incriminating statement in violation of the 5<sup>th</sup> Amendment. The trial court disagreed, and Conboy appealed. The Court of Special Appeals held the trooper's seizure of the key did not violate the 4<sup>th</sup> Amendment because it was a search incident to lawful arrest, even though the search happened before the actual arrest. The trooper had enough probable cause to arrest Conboy before actually doing so. The formal arrest followed quickly on the heels of the search of Conboy's person, so it was not important that the search preceded the arrest, rather than vice versa. *Miranda* warnings must be given when a suspect is both in custody and under interrogation. Regarding the admissibility of Conboy's statement he was drunk, the court concluded Conboy was not subject to a custodial interrogation because he was not in custody when he admitted being drunk, and because the trooper's comment "it's funny, the key fits" was neither an interrogation nor its functional equivalent. *Conboy v. State*, \_\_Md.App.\_\_ (2004) (2004 WL 377362).

### Division of Correction - diminution of confinement credits

While released on parole, Mark Jones committed felony theft. After he was convicted and sentenced for that crime, the Maryland Parole Commission revoked his parole. Jones served his post-parole sentence in the Wicomico County Detention Center, then returned to Division of Correction (DOC) custody to resume serving the remainder of his pre-parole sentence. Jones petitioned for a writ of *habeas corpus*, complaining DOC refused to credit diminution of confinement credits he accrued before his parole against the remainder of the pre-parole sentences he was then serving.

The Court of Special Appeals ruled that none of the diminution of confinement credits an inmate accrued before being paroled could be used to reduce the term of his incarceration if his parole is revoked for committing a new crime while on parole, even though the inmate is currently serving the remainder of a pre-parole sentence. Corr. Services Art., §3-711. This applies even if he serves his post-parole sentence in a county detention center instead of DOC, because incarceration in a correctional facility operated by DOC, or not, is still "imprisonment" within the meaning of §3-711. *Jones v. Filbert*, \_\_Md.App.\_\_ (2004) (2004 WL 414838).

*Continued from previous page*

### **Reinstatement of employment - writ of mandamus.**

Gail Wilson worked for the Department of Public Safety and Correctional Services as a personnel specialist in the Maryland Pre-Release System and was completing her 26<sup>th</sup> year in State service. When Wilson was told she would be reassigned to the Maryland House of Correction-Annex (MHC-A), she began experiencing nervousness, anxiety, sleeping problems, and chest pains. Wilson did not report at MHC-A on the effective date, remained on sick leave for several months, and submitted monthly sick leave occurrence slips in accord with Department policy. Wilson was ultimately deemed by Department regulation to have resigned without notice - terminated - because she did not report to work at MHC-A despite a State Medical Director's statement she was able to do so.

Wilson filed a grievance objecting to termination of her employment. The Administrative Law Judge (ALJ) who heard the appeal ordered her termination reversed, but did not specifically order back pay, retirement benefits, or sick or vacation leave for the time during which Wilson was separated from employment. The Department reinstated Wilson per the ALJ's order, but did not award back pay, retirement benefits, or sick or vacation leave. Over 1 year later, Wilson filed a petition for writ of mandamus (court order to perform a clear legal duty), claiming she was entitled to those benefits. The circuit court dismissed, and the Courts of Special Appeals and Appeals affirmed. The ALJ's order provided only for Wilson's reinstatement; if she wanted relief from that order, she should have sought timely revision or review of the order. A writ of mandamus is available only when there is no other legal remedy available, so a writ of mandamus was unavailable here. *Wilson v. Simms*, \_\_Md.\_\_ (2004) (2004 WL 445139).

### **Inmate's liberty interest in transfer out of high-security facility.**

Joseph Patrick, an inmate at the Maryland House of Correction Annex (MHC-X), a maximum security prison, was charged with attempted escape. The DOC Commissioner immediately ordered Patrick's transfer to the Maryland Correctional Adjustment Center (MCAC), a supermaximum security prison. Patrick was subsequently adjudicated not guilty of attempted escape, and when he was not transferred back to MHC-X, initiated an inmate grievance procedure, arguing he was entitled to a transfer back. Patrick's administrative and judicial review efforts were unsuccessful, and he appealed to the Court of Special Appeals.

Patrick argued he had a liberty interest under the Due Process Clause of the 14<sup>th</sup> Amendment of the U.S. Constitution in avoiding continued incarceration at MCAC, because of the 'draconian' conditions of confinement at MCAC based on regulations setting the high security level at supermax facilities. Although Patrick did not preserve the issue for review, the Court of Special Ap-

peals decided to comment on what constitutes an inmate's protected liberty interest in view of the U.S. Supreme Court's decision in *Sandin v. Conner*, 515 U.S. 472 (1995) (examining the circumstances under which state prison regulations afford inmates a liberty interest protected by the Due Process Clause).

The Court of Special Appeals held that no statute or DOC regulation presently creates a liberty interest in an inmate's transfer from one institution to another. A transfer from one institution to another, even one that has more burdensome conditions, is typically within the normal limits or range of custody which the conviction authorizes the state to impose. A protected liberty interest is implicated only if the conditions where the inmate is housed are so "atypical" that exposure to them for a significant time imposes a significant hardship on the inmate related to ordinary incidents of prison life. The court noted that numerous cases stand for the proposition that unpleasant, even deplorable, prison conditions do not automatically trigger a protected liberty interest. Patrick pointed to restrictions on visitor contact, worship, recreation, and belongings, plus security measures including handcuffing, strip searches, and pat downs, but the court could not conclude as a matter of law that the conditions implicate a protected liberty interest. The court also rejected Patrick's challenge that he should have been transferred back to MHC-A after being found not guilty of the attempted escape charge, and noting that under governing DOC rules, the DOC Commissioner has complete discretion authorizing the transfer into and out of MCAC. *Patrick v. Secretary, Department of Public Safety and Correctional Services*, \_\_Md.App.\_\_ (2004) (2004 WL 691635).

### **Office of the Maryland Attorney General**

The Office of the Attorney General recently published 2 opinions of interest to law enforcement. One pertains to the appointment of municipal police officers as special deputy sheriffs in Harford County, and those appointees' employment status and scope of authority. 89 Op. Atty. Gen. 66 (2004). The other pertains to the mode of approval of police mutual aid agreements between Montgomery County and the Maryland-National Capital Park and Planning Commission Police. 89 Op. Atty. Gen. 76 (2004). Both opinions are available on the Attorney General's website, [www.oag.state.md.us/opinions](http://www.oag.state.md.us/opinions).



*These summaries are not intended to substitute for the advice of legal counsel. Please use due care, and consult federal, state and local laws, legal advisors, and agency policy and procedure, before relying on these or other cases.*

**MARYLAND COMMUNITY CRIME  
PREVENTION INSTITUTE**

**MCCPI UPDATE:**

*by Patricia L. Sill, Administrator*



**MCCPI TRAINING PROGRAMS:**

Spaces are still available for MCCPI's Residential Crime Prevention Training Program set for June 21-24, 2004 at the Kennedy Krieger Institute in Baltimore City.

A Commercial Crime Prevention Training Program will take place on September 27-October 1, 2004 in Charles County. This training replaces the Residential one originally scheduled for September 27-30 in Carroll County and is being offered to meet the increased demand by departments for more Commercial training.

A Training on the Guidelines and Use of the McGruff and Scruff Costumes is scheduled for June 3, 2004 in Woodstock, Maryland.

For more information on or to register for any of the above-mentioned programs, please call Mr. Leo French or Mr. Bruce Miller at 1-800-303-8802 or 410-750-6593.

**MCCPI STEERING COMMITTEE:**

MCCPI is pleased to welcome the Kennedy Krieger Institute to its roster of Steering Committee members. Kennedy Krieger recently submitted their formal application for membership, which was unanimously approved at the Steering Committee's March 24 meeting.

If your agency is interested in joining the Steering Committee or would like further information on it, contact the MCCPI Office at 1-800-303-8802.

**2004 ANNUAL GOVERNOR'S CRIME PREVENTION AWARDS APPLICATIONS:**

The 25th Annual Governor's Crime Prevention Awards applications are currently being prepared. These contain eligibility information, criteria to be considered, and directions on how to apply for each of the awards. The six categories of awards include Law Enforcement Agencies, Officers, Community Groups/Organizations/Citizens, Proactive Crime Prevention Programs, Crime Prevention Achievers Award (for the performance of security surveys) and Outstanding Comprehensive Community-Based Anti-Crime Strategies in Maryland. Each of the six categories is exclusive from the other, and agencies may apply in one, several, or all categories. The awards are presented once a year and their purpose is to recognize outstanding contributions to the furtherance of crime prevention. Deadline for submission of award nominations is July 31, 2004.

In August, the 2004 Governor's Crime Prevention Awards Subcommittee will review nominations, select recipients, and assist in preparations for the Awards Ceremony, which is generally held in the fall. The Subcommittee is selected from members of the MCCPI Steering Committee and is regionally representative of Maryland.

For more information on the Awards Program, call the MCCPI Office at 1-800-303-8802. MCCPI encourages all law enforcement departments/criminal justice agencies to submit nominations for this program.

**MARK YOUR  
CALENDAR!**

The Maryland Police and Correctional Training Commissions has scheduled its Fourth Annual Trainer's Conference for October 6, 2004. The Conference will be held at Martin's West, Security Boulevard and the Baltimore Beltway. The theme for this year's Conference is:

**"FOCUS ON THE STUDENT"**

On-line and mail-in registration will be available as soon as the training sessions are confirmed. A formal announcement, that will include a list of the training sessions available, will be mailed to all certified trainers in late spring.

Registration fees will be the same as last year - \$35.

## **PUBLIC SAFETY LESSON PLANS & TESTS: DEVELOPMENT & PREPARATION**

*by John Fuller, Curriculum Researcher*

This is Part I of a three-part series on lesson plan development. It should be beneficial for police, correctional and other public safety trainers in preparing realistic and comprehensive training units for both entry-level and in-service programs. Parts II and III will continue serially in forthcoming bi-monthly issues of Training Notes.

It's not easy. Writing lesson plans and tests can be a difficult challenge for even the most experienced and proficient instructor. In the course of audits and inspections, many state public safety regulatory agencies have found that the quality of lesson plans and test materials used by public safety training academies can vary from excellent to quite mediocre. The obvious presumption is that bad lesson plans equate to bad training and that bad testing merely compounds flawed instruction.

The principal factors responsible for shoddy lesson plans are deemed to be a general inability or unwillingness among training personnel to:

- Understand the importance of postulating precise learning goals and objectives for their lesson plans.
- Adequately incorporate the state regulatory agency's mandated training objectives into their lesson plans and testing materials.
- Conduct comprehensive, in-depth research of training course topics prior to preparing lesson plans .
- Prepare challenging and demanding tests. Too many tests are entirely too easy and many questions are just simple-minded.
- Carefully analyze the content validity of testing systems. Test content should reflect the subject matter of the lesson plan in proper proportion.

There seems to be a widespread perception among public safety trainers that instructor expertise and data delivery-“just get the information out”-is all that really matters in an adult occupational environment and that a documented lesson plan is not all that important or even relevant.

“I've got my lesson plan in my head,” is not an uncommon insight among professional trainers. Unfortunately, this can be a serious misapprehension that can lead to all kinds of administrative and legal problems-for the instructor, the trainee, the overall training program-and ultimately for the host agency.

Legally, a documented and inclusive lesson plan should be capable of withstanding scrutiny in a judicial process in the event that allegations of failure to train are charged against both an agency and its training program. If your agency is not using systematic lesson plans, you the trainer, your trainees and your agency are neglecting an important administrative, educational and legal resource.

## **OPERATION LIFE SAVER**

If railroad tracks run through your community, the potential exists for you, or your officers to become involved in a specialized highway-rail grade crossing collision investigation.

The Howard County Sheriff's Office, in conjunction with Operation Lifesaver, CSX, and the Federal Railroad Association, is presenting:

### **GRADE CROSSING COLLISION INVESTIGATION**

This two-day training course to be held **MAY 11-12, 2004** from **8:00 AM-4:00 PM** each day. Operation Lifesaver is a national nonprofit public education program dedicated to ending collisions, deaths, and injuries that result from highway-rail grade crossings and railroad right-of-ways.

The training was developed for the North American law enforcement community with the cooperation of the International Association of Chiefs and the National Sheriff's Association. This program is presented **FREE OF CHARGE**, but class size is limited to 25 participants.

#### **Course Topics Include:**

- Video presentation
- Classroom discussion
- Threat assessment: statistics, causation, speed, and carrier weight as it impacts stopping distance
- Information as a tool for conducting investigations
- Orientation to railroad operations: locomotives and railcars; active & passive traffic control devices; event recorders; freight & passenger trains; railroad personnel, their duties & responsibilities
- Highway-rail grade crossing signs & signals
- Confronting the added threat presented by hazardous material carriers including: recognition; assessment; and appropriate emergency response
- Review of Maryland motor vehicle codes pertaining to highway-rail grade crossing safety and railroad trespass prevention
- Presentation of case law pertaining to grade crossing collisions

*To register*

#### **Contact/Presenter:**

Carroll Roles, Sergeant  
Howard County Sheriff's Office  
8360 Court Avenue  
Ellicott City, MD 21043  
(410) 313-4157 phone  
(410) 313-4155 fax  
[CRoles@co.ho.md.us](mailto:CRoles@co.ho.md.us)

#### **Location of Training:**

Room #303, Gateway Center  
6751 Columbia Gateway Drive  
Columbia, MD 21046

**Directions:** Interstate 95 to exit #41. Proceed west on MD Rt. 175 to Columbia Gateway Drive exit ramp. Follow Columbia Gateway Drive approximately 1/2 mile. Building #6751 is on the left.





# 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.

## POLICE AND CORRECTIONAL INSTRUCTOR TRAINING

### ENHANCED INSTRUCTOR TRAINING

May 3-7, & 10-11, 2004 Community College of Baltimore County  
 \*June 1-4, & 7-9, 2004 Community College of Baltimore County  
 July 5-9, & 12-13, 2004 Community College of Baltimore County  
**August 16-24, 2004 (formerly Basic) Frostburg University Center @ Hagerstown**  
 \*September 7-10, & 13-15, 2004 Community College of Baltimore County  
**September 16-24, 2004 (formerly Basic) Southern MD Criminal Justice Academy**  
**October 28 & 29, November 1-5, 2004 (formerly Basic) Harford Co. Sheriff's Acad**  
 December 6-10, & 13-14, 2004 Community College of Baltimore County

\*Tuesday start date

### ADVANCED INSTRUCTOR TRAINING

May 17 -21, 2004 Community College of Baltimore County (Limit 16)  
 Nov 29-Dec 3, 2004 Community College of Baltimore County (Limit 16)

## POLICE SUPERVISOR & ADMINISTRATOR TRAINING

### POLICE SUPERVISOR TRAINING

May 24-28, 2004 Community College of Baltimore County  
 June 14-18, 2004 Community College of Baltimore County  
 August 9-13, 2004 Community College of Baltimore County  
 September 27-October 1, 2004 Community College of Baltimore County  
 October 4-8, 2004 Community College of Baltimore County  
 November 8-12, 2004 Community College of Baltimore County (Limit 24)

### POLICE ADMINISTRATOR TRAINING

June 21-25, 2004 Community College of Baltimore County  
 October 11-15, 2004 Community College of Baltimore County  
 November 15-19, 2004 Community College of Baltimore County (Limit 24)

All of the above programs are held at CCBC-Owings Mills Center unless specified otherwise

Maryland Police and Correctional Training Commissions  
 Training Support Unit  
 Woodstock, Maryland  
 410-750-6513  
 Facsimile 410-203-0982

**NOTE: Training locations are tentative**

**INSTRUCTIONS:** For any programs listed above, a **nomination form MUST be completed**, signed by the Agency Head and submitted to Lee Goldman 3085 Hernwood Road Woodstock, MD21163 or fax: 410-203- 0982. For additional information on Police & Correctional Instructor Training, Police Administrator or Police

## FIREARMS TRAINING

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

### FIREARMS INSTRUCTOR SCHOOL - 80 hours

**Fee: \$45.00 per person.** Two-week basic course certifies student to meet minimum MPCTC Standards. Agencies should contact the Firearms Training Facility-MPCTC for course information and nomination forms. Listed are which weapons are being taught per class. (410) 552-6300.

**September 13-24, 2004 - Pistol, Revolver, Shotgun**  
**December 6-17, 2004 - Pistol, Shotgun**

### BERETTA SCHOOL

**Fee: \$200.00 per person.** We are hosting this school. This 4 day school is for Models 92/96 and Cougar pistols. No armorer's kit is needed. Contact: Ray Jones for additional information or the registration form may be obtained online at [www.berettausa.com](http://www.berettausa.com)  
**May 3-6, 2004**

### SIMUNITIONS SCHOOL

**Fee: \$550.00 per person.** We are hosting this school. This 30 hour school is approved for annual inservice credit. It is designed for law enforcement personnel with the design and implementation of firearms training force on force judgmental training using the non-lethal FX marking cartridge training ammunition.

Contact: Mike Mullin for additional information or register online at [www.simunition.com](http://www.simunition.com)  
**May 17-21, 2004**

### SMITH & WESSON ARMORER SCHOOL

**Fee: \$475.00 per person.** If armorers tool kit is needed, add an additional \$265.00. We are hosting this school. Contact: Mark Canton for additional information.  
**July 7-9, 2004**

### REMINGTON Armorer School

**Fee: \$400.00 per person.** We are hosting this school. Call for registration form. Contact: Paul Kelley for additional dates.  
**August 14-16, 2004**  
**August 16-18, 2004**

For more information visit our webpage  
<http://www.dpscs.state.md.us/pct/pstc/firearms.htm>



# APPROVED TRAINING

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

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.

## EXECUTIVE DEVELOPMENT INSTITUTE PROGRAMS

**LEADERSHIP SCHOOL (3 Days) - \$210.00**  
August 17-19, 2004     Annapolis

**PATROL WORKLOAD ANALYSIS AND RESOURCE ALLOCATION (2 Days)- \$275.00**  
November 30-December 1, 2004     Baltimore

**MANAGING THE MARGINAL EMPLOYEE (2 Days) - \$140.00**  
May 11-12, 2004     Baltimore  
July 20-21, 2004     Prince George's Co.  
September 14-15, 2004     Frederick  
November 09-10, 2004     Baltimore

**INTERVIEWING AND INTERROGATION (2 Days) - \$100.00**  
TBA

**A MANAGERS GUIDE FOR DEVELOPING WORK TEAMS (2 DAYS) - \$100.00**  
May 03-04, 2004     Westminster

**A MANAGER'S GUIDE TO PUBLIC SPEAKING (2 DAYS) - \$100.00**  
TBA

**PRESENTATION SKILLS (2 DAYS) - \$100.00**  
September 16-17, 2004     Baltimore

**WOMEN LEADERS IN PUBLIC SAFETY SERIES (1 DAY) - \$50.00**  
Empowerment for Women in Leadership  
June 18, 2004     Westminster

**EXECUTIVE SEMINARS (1 DAY) - \$50.00**  
Role of Supervisor & Leadership  
May 07, 2004     Baltimore  
Win-Win Negotiations  
May 14, 2004     Westminster  
Leading Effective Meetings  
May 21, 2004     Baltimore  
Improving Your Basic Communication Skills  
June 04, 2004     Westminster  
The Art of Using Time Wisely  
June 04, 2004     Baltimore  
Effective Stress & Time Management  
June 11, 2004     Westminster  
Coaching, Training & Motivating  
June 18, 2004     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 Satterfield at 410-750-6546.

## ATTENTION LAW ENFORCEMENT OFFICIALS

**BULLETIN:** Be advised that MVA has been issuing a "15-Day Temporary Authority," also called "Temporary Registration," to vehicle owners. DO NOT issue a citation to a vehicle displaying a valid Temporary Authority/Registration EVEN IF the vehicle registration sticker is expired. The Temporary Authority/Registration is a white slip of paper the size of a store receipt. It may be printed in either color or black-and-white. It is placed in the rear window of the vehicle until the owner receives a registration sticker by mail. If it cannot be practically displayed in the vehicle's rear window, the owner should place the Temporary Authority/Registration in the front window. It contains an EXPIRATION DATE and the vehicle Year, Make and Title number. Please go by the EXPIRATION DATE and honor any valid MVA Temporary Authority/Registration.





# APPROVED TRAINING - POLICE

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                     | P9357       | Armed Confrontation                                | Inservice   | 16.0     | 3/12/2004 3/12/2007 |
| Aberdeen Police                     | P9360       | Crime Scene Security and Processing                | Inservice   | 8.0      | 3/15/2004 3/15/2007 |
| Aberdeen Police                     | P9358       | Cultural Diversity                                 | Inservice   | 4.0      | 3/12/2004 3/12/2007 |
| Aberdeen Police                     | P9359       | Response to Sex Offense Crimes                     | Inservice   | 4.0      | 3/15/2004 3/15/2007 |
| Annapolis Police                    | P8856       | Firearms - Modified Transition                     | Firearms    | 3.0      | 2/19/2004 2/19/2007 |
| Anne Arundel Co Police              | P8869       | Firearms - Automatic Rifle - Basic School          | Firearms    | 6.0      | 2/20/2004 2/20/2007 |
| Anne Arundel Co Police              | P8872       | Firearms - Quarterly Counter Sniper Qual.          | Firearms    | 0.0      | 2/20/2004 2/20/2007 |
| Anne Arundel Co Police              | P8871       | Firearms - Semi Annual - Automatic Rifle Qual.     | Firearms    | 0.0      | 2/20/2004 2/20/2007 |
| Anne Arundel Co Police              | P8870       | Firearms - Semi Annual - SMG Qual.                 | Firearms    | 0.0      | 2/20/2004 2/20/2007 |
| Anne Arundel Co Police              | P9221       | In Service Training -Sworn Personnel (Sgts.&Ofcr.) | Inservice   | 7.0      | 2/06/2004 2/06/2007 |
| Anne Arundel Co Police              | P9267       | In-Service Firearms for Captains and Above         | Inservice   | 2.0      | 2/06/2004 2/06/2007 |
| Anne Arundel Co Police              | P9223       | In-Service for Lieutenants                         | Inservice   | 5.0      | 2/06/2004 2/06/2007 |
| Anne Arundel Co Police              | P9222       | In-Service Training-Sworn Personnel (Sgt.&Ofcr)    | Inservice   | 4.0      | 2/06/2004 2/06/2007 |
| Anne Arundel Co Sheriff             | P9290       | Magnetometer and Object X-Ray Training             | Inservice   | 6.0      | 2/27/2004 2/27/2007 |
| Anne Arundel Co Sheriff             | P9289       | Report Writing (Methods & Procedures)              | Inservice   | 2.0      | 2/27/2004 2/27/2007 |
| Baltimore City Police Academy       | P9238       | Baltimore City Police Academy 203-04               | Entry Level | 986.5    | 2/10/2004 2/10/2005 |
| Baltimore City Police               | P9577       | Aviation Unit In-Service Program                   | Inservice   | 29.0     | 4/07/2004 4/07/2007 |
| Baltimore City Police               | P9264       | Baltimore County Police Department BEST Officer    | Inservice   | 24.0     | 2/12/2004 2/12/2007 |
| Baltimore City Police               | P8873       | QRT Basic School                                   | Firearms    | 120.0    | 2/23/2004 2/23/2007 |
| Baltimore City Police               | P9266       | Special Operations Unit In-Service Program         | Inservice   | 22.5     | 2/13/2004 2/13/2007 |
| Baltimore Co Police Training Acad   | P9236       | Baltimore County Police Academy #117               | Entry Level | 1,080.0  | 2/10/2004 2/10/2005 |
| Baltimore Co Police                 | P9439       | Police Supervisor School                           | Supervisor  | 35.0     | 3/23/2004 3/23/2007 |
| Bel Air Police                      | P9354       | Deadly Effects                                     | Inservice   | 2.0      | 3/11/2004 3/11/2007 |
| Bel Air Police                      | P9353       | Edged Weapon Attacks                               | Inservice   | 2.0      | 3/11/2004 3/11/2007 |
| Bel Air Police                      | P8883       | Firearms - Annual Day - Pistol                     | Firearms    | 2.0      | 2/26/2004 2/26/2007 |
| Bel Air Police                      | P8887       | Firearms - Annual Off Duty - 5 shot Revolver       | Firearms    | 0.0      | 2/26/2004 2/26/2007 |
| Bel Air Police                      | P8886       | Firearms - Annual Off Duty - 6 shot Revolver       | Firearms    | 0.0      | 2/26/2004 2/26/2007 |
| Bel Air Police                      | P8884       | Firearms - Annual Reduced Light - Pistol           | Firearms    | 0.0      | 2/26/2004 2/26/2007 |
| Bel Air Police                      | P8885       | Firearms - Annual Shotgun                          | Firearms    | 0.0      | 2/26/2004 2/26/2007 |
| Bel Air Police                      | P8882       | Firearms - Entrance Level                          | Firearms    | 35.0     | 2/26/2004 2/26/2007 |
| Bel Air Police                      | P9352       | Sex Assault Crimes - Victims                       | Inservice   | 2.0      | 3/11/2004 3/11/2007 |
| Bel Air Police                      | P9355       | Use of Force Review                                | Inservice   | 2.0      | 3/11/2004 3/11/2007 |
| Bladensburg Police                  | P9255       | Complying With TR 25-113                           | Inservice   | 1.5      | 2/11/2004 2/11/2007 |
| Cecil Co Sheriff                    | P9562       | Defensive Tactics Training                         | Inservice   | 8.0      | 3/26/2004 3/26/2007 |
| Cecil Co Sheriff                    | P9292       | Police Response To Terrorism                       | Inservice   | 3.0      | 2/27/2004 2/27/2007 |
| Chestertown Police                  | P9246       | Use of the M-26 Advanced Taser                     | Inservice   | 1.0      | 2/11/2004 2/11/2007 |
| Cumberland Police                   | P9426       | Control & Arrest Techniques                        | Inservice   | 7.0      | 3/22/2004 3/22/2007 |
| Dept Of State Police                | P9262       | Advanced Collision Investigation School            | Inservice   | 80.0     | 2/12/2004 2/12/2007 |
| Dept Of State Police                | P9423       | Automated External Defibrillation                  | Inservice   | 4.0      | 3/22/2004 3/22/2007 |
| Dept Of State Police                | P9572       | Basic Anti-Terrorism Training for Law Enforcement  | Inservice   | 20.0     | 4/02/2004 4/02/2007 |
| Dept Of State Police                | P9424       | Crash Data Recorder User Training School           | Inservice   | 32.0     | 3/22/2004 3/22/2007 |
| Dept Of State Police                | P9573       | EVOC Refresher/Testing Program                     | Inservice   | 8.0      | 4/05/2004 4/05/2007 |
| Dept Of State Police                | P8876       | Firearms - F.A.S.T. Training                       | Firearms    | 1.0      | 2/24/2004 2/24/2007 |
| Dept Of State Police                | P8877       | Firearms Instructor School                         | Inservice   | 80.0     | 2/24/2004 2/24/2007 |
| Dept Of State Police                | P9341       | First Responder In-Service                         | Inservice   | 8.0      | 3/04/2004 3/04/2007 |
| Eastern Shore Criminal Justice Acad | P9307       | Judgemental Shooting Firearms Trng. Sim. (FATS)    | Inservice   | 2.0      | 2/27/2004 2/27/2007 |
| Eastern Shore Criminal Justice Acad | P9338       | Missing & Abducted Children: A Surv. Prog. for 1st | Inservice   | 8.0      | 3/01/2004 3/01/2007 |
| Frederick City Police               | P9551       | General In-Service Period II                       | Inservice   | 9.5      | 3/23/2004 3/23/2007 |
| Frederick Co Sheriff                | P9333       | 2004 In-Service                                    | Inservice   | 30.0     | 3/01/2004 3/01/2007 |
| Frederick Co Sheriff                | P9434       | Accreditation Process                              | Inservice   | 1.0      | 3/22/2004 3/22/2007 |
| Frederick Co Sheriff                | P9560       | Courthouse Security                                | Inservice   | 35.0     | 3/26/2004 3/26/2007 |
| Frederick Co Sheriff                | P9428       | O.C. Spray   | Inservice   | 8.0      | 3/22/2004 3/22/2007 |
| Frostburg State University Police   | P9410       | 3D Training  | L.E.T.N.    | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police   | P9364       | Alabama "Suicide by Cop"                           | L.E.T.N.    | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police   | P9406       | Backfire: DWI Enforcement Pt. 2                    | L.E.T.N.    | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police   | P9235       | Close Encounter Fighting                           | Inservice   | 0.5      | 2/06/2004 2/06/2007 |
| Frostburg State University Police   | P9411       | Confiscated Weapons in Jails                       | L.E.T.N.    | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police   | P9234       | Core Monitoring Learning Principles                | Inservice   | 0.5      | 2/06/2004 2/06/2007 |
| Frostburg State University Police   | P9393       | Courtroom Tactics w/ F. Lee Bailey                 | L.E.T.N.    | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police   | P9369       | Crime Scene Photography I                          | L.E.T.N.    | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police   | P9390       | Crime Scene Photography II                         | L.E.T.N.    | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police   | P9416       | Cross Examination in Drug Cases                    | L.E.T.N.    | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police   | P9389       | Death Investigations                               | L.E.T.N.    | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police   | P9388       | Defining Modus Operandi                            | L.E.T.N.    | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police   | P9400       | Direct Examination in Drug Cases                   | L.E.T.N.    | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police   | P9233       | Domestic Violence Interviewing Children            | Inservice   | 0.5      | 2/06/2004 2/06/2007 |
| Frostburg State University Police   | P9232       | Domestic Violence Response                         | Inservice   | 0.5      | 2/06/2004 2/06/2007 |
| Frostburg State University Police   | P9405       | Drug ID The Rave Wave                              | L.E.T.N.    | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police   | P9383       | E-Commerce Crime Part 4                            | L.E.T.N.    | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police   | P9414       | Ground Defense Shooting Tech.                      | L.E.T.N.    | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police   | P9231       | Handgun Retention                                  | Inservice   | 0.5      | 2/06/2004 2/06/2007 |



# APPROVED TRAINING - POLICE

TRAINING PROGRAMS APPROVED BY THE POLICE AND CORRECTIONAL TRAINING COMMISSIONS

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| AGENCY                            | PROG. APPR# | TYPE  | HOURS          | APPROVED | EXPIRES             |
|-----------------------------------|-------------|---|----------------|----------|---------------------|
| Frostburg State University Police | P9396       | Handling Drug Evidence                            | L.E.T.N.       | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police | P9229       | Hazmat:Priorities for the 1st Responders          | Inservice      | 0.5      | 2/06/2004 2/06/2007 |
| Frostburg State University Police | P9228       | Infectious Diseases                               | Inservice      | 0.5      | 2/06/2004 2/06/2007 |
| Frostburg State University Police | P9227       | Insurance Fraud Pt. 1, Staged Auto Accidents      | Inservice      | 0.5      | 6/20/2004 6/20/2007 |
| Frostburg State University Police | P9361       | Insurance Fraud, Part 3                           | L.E.T.N.       | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police | P9387       | Interviewing Child Victim                         | L.E.T.N.       | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police | P9404       | Interviewing the Child Witness                    | L.E.T.N.       | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police | P9394       | Legal Issues of Information Release               | L.E.T.N.       | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police | P9413       | Less Lethal Technology                            | L.E.T.N.       | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police | P9399       | Methamphetamine: Clandestine Labs Part 2          | L.E.T.N.       | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police | P9240       | MIEMMS 1st Responder Recertification Course       | Inservice      | 12.0     | 2/10/2004 2/10/2007 |
| Frostburg State University Police | P9226       | Modern Warrior II:Endurance Trng. & Full Contact  | Inservice      | 0.5      | 2/06/2004 2/06/2007 |
| Frostburg State University Police | P9225       | Officer Ambushes                                  | Inservice      | 0.5      | 2/06/2004 2/06/2007 |
| Frostburg State University Police | P9371       | Officer Involved Shooting                         | L.E.T.N.       | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police | P9366       | Patrol: Insurance Fraud, Part 2                   | L.E.T.N.       | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police | P9367       | Patrol: Risk Thermostat                           | L.E.T.N.       | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police | P9365       | Patrol: Visual System Dominance                   | L.E.T.N.       | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police | P9230       | Pressure Points                                   | Inservice      | 0.5      | 2/06/2004 2/06/2007 |
| Frostburg State University Police | P9415       | Reloading Techniques for the Pistol               | L.E.T.N.       | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police | P9362       | Responding to Child Abuse Incidents: Phys. Abuse  | L.E.T.N.       | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police | P9385       | Robbery Investigations                            | L.E.T.N.       | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police | P9392       | Scientific Interrogation Part 1                   | L.E.T.N.       | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police | P9386       | Scientific Interrogations II                      | L.E.T.N.       | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police | P9391       | Self-Defense Shooting                             | L.E.T.N.       | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police | P9363       | Street Beat: Tactical Thinking Vehicle Stop       | L.E.T.N.       | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police | P9395       | Street Drug ID: Pt. 1 Cocain Hydrochloride        | L.E.T.N.       | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police | P9397       | Street Drug ID: Pt. 2 Crack Cocaine               | L.E.T.N.       | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police | P9402       | Street Drug ID: Pt. 3 Herion                      | L.E.T.N.       | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police | P9398       | Street Drug ID: Pt. 4 Methamphetamine             | L.E.T.N.       | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police | P9417       | Street Level Drug Enforcement                     | L.E.T.N.       | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police | P9384       | Suicide Investigations                            | L.E.T.N.       | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police | P9408       | Tactical Driving I: Basic Survival Training       | L.E.T.N.       | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police | P9401       | Tactical Thinking Building Searches               | L.E.T.N.       | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police | P9407       | Tactical Thinking High Risk Stops                 | L.E.T.N.       | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police | P9224       | Terrorism & the Municipal Police Dept.            | Inservice      | 0.5      | 2/06/2004 2/06/2007 |
| Frostburg State University Police | P9403       | Trap Houses                                       | L.E.T.N.       | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police | P9412       | Trap Vehicles                                     | L.E.T.N.       | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police | P9368       | Use of Force Decisions II                         | L.E.T.N.       | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police | P9409       | Vehicle Stops 3: Critique                         | L.E.T.N.       | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police | P9370       | Vehicle Stops: Legal Issues                       | L.E.T.N.       | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police | P9382       | Violent Offenders: Dangerousness                  | L.E.T.N.       | 0.5      | 3/16/2004 3/16/2007 |
| Frostburg State University Police | P9372       | When Seconds Count: Officer Involved Shooting     | L.E.T.N.       | 0.5      | 3/16/2004 3/16/2007 |
| Garrett Co Sheriff                | P9559       | Care of Sexual Assault Victims                    | Inservice      | 2.0      | 3/26/2004 3/26/2007 |
| Garrett Co Sheriff                | P9310       | Designer Drug Awareness                           | Inservice      | 2.0      | 2/27/2004 2/27/2007 |
| Garrett Co Sheriff                | P9340       | Driver Awareness                                  | Inservice      | 2.0      | 3/03/2004 3/03/2007 |
| Garrett Co Sheriff                | P8889       | Firearms - Annual Classroom                       | Firearms       | 2.0      | 3/03/2004 3/03/2007 |
| Garrett Co Sheriff                | P8890       | Firearms - Annual Day - Pistol                    | Firearms       | 2.0      | 3/03/2004 3/03/2007 |
| Garrett Co Sheriff                | P8891       | Firearms - Annual Reduced Light - Pistol          | Firearms       | 0.0      | 3/03/2004 3/03/2007 |
| Garrett Co Sheriff                | P8892       | Firearms - Annual Shotgun                         | Firearms       | 0.0      | 3/03/2004 3/03/2007 |
| Garrett Co Sheriff                | P8893       | Firearms - Assault Rifle - Semi Annual            | Firearms       | 0.0      | 3/03/2004 3/03/2007 |
| Garrett Co Sheriff                | P9309       | Meth, Heroin, and Cocaine Identification          | Inservice      | 2.0      | 2/27/2004 2/27/2007 |
| Garrett Co Sheriff                | P9574       | Officer Awareness & Safety                        | Inservice      | 2.0      | 4/05/2004 4/05/2007 |
| Garrett Co Sheriff                | P9563       | Seat Belt Safety Course                           | Inservice      | 2.0      | 3/26/2004 3/26/2007 |
| Greenbelt Police                  | P9334       | Distraction Device Refresher                      | Inservice      | 1.0      | 3/01/2004 3/01/2007 |
| Greenbelt Police                  | P9335       | Distraction Devices                               | Inservice      | 4.0      | 3/01/2004 3/01/2007 |
| Hagerstown Police                 | P9566       | 2004 Legislative & Case Law Updates               | Inservice      | 0.5      | 3/30/2004 3/30/2007 |
| Hagerstown Police                 | P9332       | Protester Device Training                         | Inservice      | 22.5     | 3/01/2004 3/01/2007 |
| Hagerstown Police                 | P9214       | Workman's Comp. Policies, Procedures, Regulations | Inservice      | 1.0      | 2/06/2004 2/06/2007 |
| Harford Co Sheriff                | P9580       | ASP Certification                                 | Instructor     | 8.0      | 4/12/2004 4/12/2007 |
| Harford Co Sheriff                | P8855       | Firearms - Entry Level Shotgun                    | Field Training | 6.0      | 2/03/2004 2/03/2007 |
| Harford Co Sheriff                | P9590       | First Line Administrator Training                 | Administrator  | 56.0     | 4/14/2004 4/14/2007 |
| Harford Co Sheriff                | P9581       | MIEMSS First Responder                            | Inservice      | 12.0     | 4/12/2004 4/12/2007 |
| Howard Co Police                  | P9381       | 2004 One-Day In Service Program                   | Inservice      | 10.0     | 3/16/2004 3/16/2007 |
| Howard Co Police                  | P9379       | Accreditation Maintenance                         | Inservice      | 2.0      | 3/16/2004 3/16/2007 |
| Howard Co Police                  | P9327       | Animal Control Functions                          | Inservice      | 2.0      | 3/01/2004 3/01/2007 |
| Howard Co Police                  | P9257       | ASP Baton Recertification                         | Inservice      | 1.0      | 2/11/2004 2/11/2007 |
| Howard Co Police                  | P9380       | Basic Gang Investigation                          | Inservice      | 2.5      | 3/16/2004 3/16/2007 |
| Howard Co Police                  | P9328       | Conducting Searches - Practices & Policy          | Inservice      | 2.0      | 3/01/2004 3/01/2007 |
| Howard Co Police                  | P9329       | Counter-Terrorism Interdiction                    | Inservice      | 2.0      | 3/01/2004 3/01/2007 |
| Howard Co Police                  | P9263       | Experienced Officers Lateral Class                | Inservice      | 78.0     | 2/12/2004 2/12/2007 |
| Howard Co Police                  | P9256       | First Responder Recertification                   | Inservice      | 14.0     | 2/11/2004 2/11/2007 |
| Howard Co Police                  | P9561       | Homeland Security                                 | Inservice      | 2.0      | 3/26/2004 3/26/2007 |



# APPROVED TRAINING - POLICE

TRAINING PROGRAMS APPROVED BY THE POLICE AND CORRECTIONAL TRAINING COMMISSIONS

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| AGENCY                                 | PROG. APPR# |  | TYPE           | HOURS | APPROVED  | EXPIRES   |
|--|-------------|--|----------------|-------|-----------|-----------|
| Howard Co Police                       | P9378       | Incident Command System for Supervisors            | Inservice      | 2.0   | 3/16/2004 | 3/16/2007 |
| Howard Co Police                       | P9324       | Inspection Issues for Supervisors                  | Inservice      | 2.0   | 3/01/2004 | 3/01/2007 |
| Howard Co Police                       | P9377       | LASER Operators Course                             | Inservice      | 10.0  | 3/16/2004 | 3/16/2007 |
| Howard Co Police                       | P9564       | Less-Lethal Pepper Ball Qual.                      | Inservice      | 1.0   | 3/26/2004 | 3/26/2007 |
| Howard Co Police                       | P9325       | Media Relations                                    | Inservice      | 2.5   | 3/01/2004 | 3/01/2007 |
| Howard Co Police                       | P9376       | RADAR Operators Course                             | Inservice      | 34.0  | 3/16/2004 | 3/16/2007 |
| Howard Co Police                       | P9326       | Recognizing & Responding to Stress in Employees    | Inservice      | 2.0   | 3/01/2004 | 3/01/2007 |
| Howard Co Police                       | P9419       | Response to Long Weapon Threats                    | Inservice      | 2.0   | 3/17/2004 | 3/17/2007 |
| Howard Co Sheriff                      | P9259       | CPR/AED  | Inservice      | 4.0   | 2/12/2004 | 2/12/2007 |
| Howard Co Sheriff                      | P9258       | Introduction & Usage of AED                        | Inservice      | 2.0   | 2/12/2004 | 2/12/2007 |
| In The Line Of Duty                    | P9440       | Jason Schechterle: Iron will to Survive            | Inservice      | 1.0   | 3/23/2004 | 3/23/2007 |
| In The Line Of Duty                    | P9342       | Weapon Retention Training                          | Inservice      | 1.0   | 3/05/2004 | 3/05/2007 |
| Law Enforcement Television Network     | P9294       | Airline Secu.,Pt.1: A Hist. of Aviation Disasters  | L.E.T.N.       | 0.5   | 2/27/2004 | 2/27/2007 |
| Law Enforcement Television Network     | P9593       | Airline Security, Pt 3:Cockpit Persp./Hijacking    | L.E.T.N.       | 1.0   | 4/14/2004 | 4/14/2007 |
| Law Enforcement Television Network     | P9591       | Awareness Course XII: Critical Infrastructure Prot | L.E.T.N.       | 1.0   | 4/14/2004 | 4/14/2007 |
| Law Enforcement Television Network     | P9297       | Calibre Press Presents: Roll Call - Body Armor     | L.E.T.N.       | 0.5   | 2/27/2004 | 2/27/2007 |
| Law Enforcement Television Network     | P9594       | Calibre Press Roll Call: Approach Emot. Disturbed  | L.E.T.N.       | 1.0   | 4/14/2004 | 4/14/2007 |
| Law Enforcement Television Network     | P9599       | CSI: Bullet Ricochet Phenomena, Pt. 2              | L.E.T.N.       | 1.0   | 4/14/2004 | 4/14/2007 |
| Law Enforcement Television Network     | P9601       | Drug Analysis Unit                                 | L.E.T.N.       | 1.0   | 4/14/2004 | 4/14/2007 |
| Law Enforcement Television Network     | P9600       | Empowering Patrol:Rapid Resp./Active Shooter Incid | L.E.T.N.       | 1.0   | 4/14/2004 | 4/14/2007 |
| Law Enforcement Television Network     | P9302       | Go for the Green:The Secrets of Grant Success,Pt.2 | L.E.T.N.       | 0.5   | 2/27/2004 | 2/27/2007 |
| Law Enforcement Television Network     | P9597       | Legal Update: U.S. vs. Drayton: Consent Searches   | L.E.T.N.       | 1.0   | 4/14/2004 | 4/14/2007 |
| Law Enforcement Television Network     | P9298       | Mot.Veh.Theft, Pt.1:Detecting Stolen Motor Vehicle | L.E.T.N.       | 0.5   | 2/27/2004 | 2/27/2007 |
| Law Enforcement Television Network     | P9598       | Motor Vehicle Theft, Part 3                        | L.E.T.N.       | 1.0   | 4/14/2004 | 4/14/2007 |
| Law Enforcement Television Network     | P9295       | Nuclear Plant Security                             | L.E.T.N.       | 0.5   | 2/27/2004 | 2/27/2007 |
| Law Enforcement Television Network     | P9299       | Peak Performance                                   | L.E.T.N.       | 0.5   | 2/27/2004 | 2/27/2007 |
| Law Enforcement Television Network     | P9592       | Post-Blast Investigation, Part 2                   | L.E.T.N.       | 1.0   | 4/14/2004 | 4/14/2007 |
| Law Enforcement Television Network     | P9300       | Profiling Criminal Violators                       | L.E.T.N.       | 0.5   | 2/27/2004 | 2/27/2007 |
| Law Enforcement Television Network     | P9293       | Self-Protection Measures for WMD Incidents,Pt.1    | L.E.T.N.       | 0.5   | 2/27/2004 | 2/27/2007 |
| Law Enforcement Television Network     | P9595       | Sex Crimes, Pt. 1: Child Pornography               | L.E.T.N.       | 1.0   | 4/14/2004 | 4/14/2007 |
| Law Enforcement Television Network     | P9596       | Tactical Patrol: Conducting Traffic Stops, Pt. 2   | L.E.T.N.       | 1.0   | 4/14/2004 | 4/14/2007 |
| Law Enforcement Television Network     | P9296       | Vehicle Search, Part 2                             | L.E.T.N.       | 0.5   | 2/27/2004 | 2/27/2007 |
| Law Enforcement Television Network     | P9301       | Violent Off. Anal.,Pt.2: Devil is in the Details   | L.E.T.N.       | 0.5   | 2/27/2004 | 2/27/2007 |
| Maryland Transit Administration Police | P8874       | Firearms - Annual Day - Pistol                     | Firearms       | 2.0   | 2/23/2004 | 2/23/2007 |
| Md Comptroller-Field Enforcemnt Div    | P8879       | Firearms - Annual Day - Pistol                     | Firearms       | 2.0   | 2/25/2004 | 2/25/2007 |
| Md Comptroller-Field Enforcemnt Div    | P8880       | Firearms - Annual Reduced Light - Pistol           | Field Training | 0.0   | 2/25/2004 | 2/25/2007 |
| Md Natural Resources Police            | P9217       | Bowhunting & Fishing Law Enforcement               | Inservice      | 3.0   | 2/06/2004 | 2/06/2007 |
| Md Natural Resources Police            | P9218       | Care and Handling of Victims of Rape               | Inservice      | 3.0   | 2/06/2004 | 2/06/2007 |
| Md Natural Resources Police            | P9219       | Exposure Control Program                           | Inservice      | 2.0   | 2/06/2004 | 2/06/2007 |
| Md Natural Resources Police            | P9239       | MSA Millennium Mask                                | Inservice      | 2.0   | 2/10/2004 | 2/10/2007 |
| Md Natural Resources Police            | P9216       | Stress Management Techniques for Law Enfort        | Inservice      | 3.0   | 2/06/2004 | 2/06/2007 |
| Md Natural Resources Police            | P9215       | Terrorism Training/Recognizing the Threat          | Inservice      | 6.0   | 2/06/2004 | 2/06/2007 |
| Md Natural Resources Police            | P9220       | Waterfowl ID Refresher                             | Inservice      | 3.0   | 2/06/2004 | 2/06/2007 |
| Md State Forest & Park Service         | P9291       | Basic Report Writing                               | Inservice      | 3.0   | 2/27/2004 | 2/27/2007 |
| Md State Forest & Park Service         | P9374       | Review of DNR, Traffic and UC Cit.                 | Inservice      | 2.0   | 3/16/2004 | 3/16/2007 |
| Md State Forest & Park Service         | P9254       | Simunition Training                                | Inservice      | 4.0   | 2/11/2004 | 2/11/2007 |
| Md State Forest & Park Service         | P9375       | Standard Field Sobriety Test                       | Inservice      | 3.0   | 3/16/2004 | 3/16/2007 |
| Md Transportation Authority Police     | P9558       | Basic Criminal Investigation                       | Inservice      | 35.0  | 3/25/2004 | 3/25/2007 |
| Md Transportation Authority Police     | P9585       | Conducting the Complete Traffic Stop - Classroom   | Inservice      | 8.0   | 4/12/2004 | 4/12/2007 |
| Md Transportation Authority Police     | P9584       | Conducting the Complete Traffic Stop - Field Work  | Inservice      | 8.0   | 4/12/2004 | 4/12/2007 |
| Md Transportation Authority Police     | P9567       | CPR/First Responder                                | Inservice      | 40.0  | 4/01/2004 | 4/01/2007 |
| Md Transportation Authority Police     | P9571       | Extremist Symbols, Logos & Tattoos                 | Inservice      | 1.0   | 4/02/2004 | 4/02/2007 |
| Md Transportation Authority Police     | P9570       | Fraudulent Documents                               | Inservice      | 1.0   | 4/02/2004 | 4/02/2007 |
| Md Transportation Authority Police     | P9273       | Interview & Interrogation Techniques               | Inservice      | 24.0  | 2/24/2004 | 2/24/2007 |
| Md Transportation Authority Police     | P9421       | Inv. of Intell. Prop. Crimes & Trademark Counterf. | Inservice      | 8.0   | 3/17/2004 | 3/17/2007 |
| Miscellaneous Agency                   | P9304       | Adv. Course: Reid Tech.- Interview & Interrogation | Inservice      | 6.0   | 2/27/2004 | 2/27/2007 |
| Miscellaneous Agency                   | P9429       | Character-Based Policing                           | Inservice      | 23.5  | 3/22/2004 | 3/22/2007 |
| Miscellaneous Agency                   | P9557       | Computer Crimes                                    | Inservice      | 7.0   | 3/25/2004 | 3/25/2007 |
| Miscellaneous Agency                   | P9552       | Crime Prevention Through Environmental Design      | Inservice      | 8.0   | 3/23/2004 | 3/23/2007 |
| Miscellaneous Agency                   | P9555       | Criminal Investigation                             | Inservice      | 7.0   | 3/25/2004 | 3/25/2007 |
| Miscellaneous Agency                   | P9321       | Current Trends in Domestic Violence                | Inservice      | 3.0   | 2/27/2004 | 2/27/2007 |
| Miscellaneous Agency                   | P9579       | Current Trends in Domestic Violence                | Inservice      | 6.0   | 4/12/2004 | 4/12/2007 |
| Miscellaneous Agency                   | P9271       | Executive Protection Training                      | Inservice      | 72.0  | 2/24/2004 | 2/24/2007 |
| Miscellaneous Agency                   | P9418       | Finding Words                                      | Inservice      | 40.0  | 3/16/2004 | 3/16/2007 |
| Miscellaneous Agency                   | P9252       | Identifying Deceptive Behavior                     | Inservice      | 32.0  | 2/11/2004 | 2/11/2007 |
| Miscellaneous Agency                   | P9420       | Interview & Interrogation                          | Inservice      | 7.0   | 3/17/2004 | 3/17/2007 |
| Miscellaneous Agency                   | P9320       | Report Writing: Impacting Convictions              | Inservice      | 3.0   | 2/27/2004 | 2/27/2007 |
| Miscellaneous Agency                   | P9556       | Survival Spanish for Law Enforcement Officers      | Inservice      | 18.0  | 3/25/2004 | 3/25/2007 |
| Miscellaneous Agency                   | P9303       | The Reid Tech.:Invest. Interview-Child Abuse Inve. | Inservice      | 18.0  | 2/27/2004 | 2/27/2007 |
| Miscellaneous Agency                   | P9305       | The Reid Technique of Interview & Interrogation    | Inservice      | 18.0  | 2/27/2004 | 2/27/2007 |
| Miscellaneous Agency                   | P9578       | Traditional Policing v. Community Policing         | Inservice      | 4.0   | 4/08/2004 | 4/08/2007 |
| Miscellaneous Agency                   | P9565       | WMD Incident Management/Unified Command            | Inservice      | 20.0  | 3/29/2004 | 3/29/2007 |



# APPROVED TRAINING - POLICE

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| AGENCY                                   | PROG. APPR# |  | TYPE           | HOURS   | APPROVED  | EXPIRES   |
|--|-------------|--|----------------|---------|-----------|-----------|
| Miscellaneous/One Time Training          | P9437       | Advanced Interview Techniques                      | Inservice      | 8.0     | 3/23/2004 | 3/23/2007 |
| Miscellaneous/One Time Training          | P9285       | Civil Liabilities                                  | Inservice      | 8.0     | 2/27/2004 | 2/27/2007 |
| Miscellaneous/One Time Training          | P9284       | Club Drugs   | Inservice      | 8.0     | 2/27/2004 | 2/27/2007 |
| Miscellaneous/One Time Training          | P9283       | Gang Training                                      | Inservice      | 8.0     | 2/27/2004 | 2/27/2007 |
| Miscellaneous/One Time Training          | P9282       | Informant Development                              | Inservice      | 8.0     | 2/27/2004 | 2/27/2007 |
| Miscellaneous/One Time Training          | P9268       | MML Police Executive Association 2004 Training     | Inservice      | 18.5    | 2/19/2004 | 2/19/2007 |
| Miscellaneous/One Time Training          | P9351       | Racial Profiling                                   | Inservice      | 1.0     | 3/11/2004 | 3/11/2007 |
| Miscellaneous/One Time Training          | P9436       | Respiratory Compliance                             | Inservice      | 2.0     | 3/23/2004 | 3/23/2005 |
| Miscellaneous/One Time Training          | P9287       | Suicide By Cop                                     | Inservice      | 8.0     | 2/27/2004 | 2/27/2007 |
| Miscellaneous/One Time Training          | P9438       | Vice for Patrol                                    | Inservice      | 2.0     | 3/23/2004 | 3/23/2007 |
| Miscellaneous/One Time Training          | P9286       | Weapons of Mass Destruction                        | Inservice      | 10.0    | 2/27/2004 | 2/27/2007 |
| MNCP-PP-Montgomery Co Division           | P9274       | Expandable Baton (ASP) Recertification             | Inservice      | 1.0     | 2/24/2004 | 2/24/2007 |
| MNCP-PP-Montgomery Co Division           | P9275       | OC Spray Recertification                           | Inservice      | 0.0     | 2/24/2004 | 2/24/2007 |
| MNCP-PP-Montgomery Co Division           | P9425       | Spring In-Service 2004                             | Inservice      | 9.0     | 3/22/2004 | 3/22/2007 |
| Montgomery Co Police Academy             | P9237       | Montgomery County Police Academy #44               | Entry Level    | 1,000.0 | 2/10/2004 | 2/10/2005 |
| Montgomery Co Police                     | P9250       | Adult and Child CPR                                | Inservice      | 4.0     | 2/11/2004 | 2/11/2007 |
| Montgomery Co Police                     | P9261       | Adv. Motor Veh. Coll. Investigation & Scene Analys | Inservice      | 70.0    | 2/12/2004 | 2/12/2007 |
| Montgomery Co Police                     | P9586       | Advanced Air Taser - M26, X26                      | Inservice      | 5.0     | 4/12/2004 | 4/12/2007 |
| Montgomery Co Police                     | P9249       | Basic First Aid & CPR                              | Inservice      | 8.0     | 2/11/2004 | 2/11/2007 |
| Montgomery Co Police                     | P9248       | Basic Investigator School                          | Inservice      | 35.0    | 2/11/2004 | 2/11/2007 |
| Montgomery Co Police                     | P9260       | Basic Vehicle Collision Investigation & Scene Anal | Inservice      | 35.0    | 2/12/2004 | 2/12/2007 |
| Montgomery Co Police                     | P9247       | Pediatric Basic Life Support                       | Inservice      | 8.0     | 2/11/2004 | 2/11/2007 |
| Montgomery Co Police                     | P9251       | Spanish for Police Officers                        | Inservice      | 24.0    | 2/11/2004 | 2/11/2007 |
| Ocean City Police                        | P9431       | Noise Enforcement                                  | Inservice      | 2.0     | 3/22/2004 | 3/22/2007 |
| Ocean City Police                        | P9432       | Pedestrian Enforcement                             | Inservice      | 2.0     | 3/22/2004 | 3/22/2007 |
| Ocean City Police                        | P9433       | Search and Seizure Update                          | Inservice      | 1.0     | 3/22/2004 | 3/22/2007 |
| Ocean City Police                        | P9582       | Stops Sticks                                       | Inservice      | 3.0     | 4/12/2004 | 4/12/2007 |
| Ocean City Police                        | P9430       | Traffic Stops                                      | Inservice      | 10.0    | 3/22/2004 | 3/22/2007 |
| PG Co. P.D. Community Policing Institute | P9265       | PPCT Defensive Tactics School                      | Instructor     | 40.0    | 2/13/2004 | 2/13/2007 |
| PG Municipal Police Academy              | P9345       | Prince George's Municipal Acad.                    | Entry Level    | 749.0   | 3/11/2004 | 3/11/2005 |
| PG Municipal Police Academy              | P9269       | Year 2004 Police In-Service Training               | Inservice      | 21.0    | 3/15/2004 | 3/15/2007 |
| Pocomoke City Police                     | P9270       | Domestic Violence                                  | Inservice      | 16.0    | 2/23/2004 | 2/23/2007 |
| Prince Georges Co Detention Center       | P8895       | Firearms - Annual Reduced Light                    | Firearms       | 0.0     | 3/04/2004 | 3/04/2007 |
| Prince Georges Co Police                 | P8894       | Firearms - Basic Sniper School                     | Firearms       | 120.0   | 3/04/2004 | 3/04/2007 |
| Prince Georges Co Police                 | P9323       | Forged Temporary/Altered Tag ID                    | Inservice      | 1.0     | 3/01/2004 | 3/01/2007 |
| Prince Georges Co Police                 | P9331       | General In-Service Training, Supervisor            | Inservice      | 25.0    | 3/01/2004 | 3/01/2007 |
| Prince Georges Co Police                 | P9330       | General In-Service, Corporal and Below             | Inservice      | 24.0    | 3/01/2004 | 3/01/2007 |
| Prince Georges Co Sheriff                | P9242       | Advanced Taser M-26 User Certification Course      | Inservice      | 4.0     | 2/11/2004 | 2/11/2007 |
| Prince Georges Co Sheriff                | P9308       | Court Facil. Evacuation & Emergency Response Plans | Inservice      | 2.0     | 2/27/2004 | 2/27/2007 |
| Prince Georges Co Sheriff                | P9245       | CPR-Heartsaver (A.H.A)                             | Inservice      | 4.0     | 2/11/2004 | 2/11/2007 |
| Prince Georges Co Sheriff                | P9435       | Domestic Violence                                  | Inservice      | 2.0     | 3/22/2004 | 3/22/2007 |
| Prince Georges Co Sheriff                | P9241       | Force on Force Training:Concepts & Safety Protocol | Inservice      | 2.0     | 2/11/2004 | 2/11/2007 |
| Prince Georges Co Sheriff                | P9244       | The Care & Handling of Victims of Sexual Assault   | Inservice      | 1.0     | 2/11/2004 | 2/11/2007 |
| Prince Georges Co Sheriff                | P9243       | Vehicle Based Officer Safety                       | Inservice      | 6.0     | 2/11/2004 | 2/11/2007 |
| Queen Annes Co Sheriff                   | P9322       | 2004 General In-Service                            | Inservice      | 18.0    | 3/04/2004 | 3/01/2007 |
| Queen Annes Co Sheriff                   | P8878       | Less Lethal - Bean Bag                             | Inservice      | 4.0     | 2/25/2004 | 2/25/2007 |
| Queen Annes Co Sheriff                   | P9427       | Terrorism Indicators                               | Inservice      | 1.0     | 3/22/2004 | 3/22/2007 |
| Rockville Police                         | P9311       | Advanced Taser M26                                 | Inservice      | 4.0     | 2/27/2004 | 2/27/2007 |
| Rockville Police                         | P9318       | Annual O.C. Spray Recertification                  | Inservice      | 1.0     | 2/27/2004 | 2/27/2007 |
| Rockville Police                         | P9317       | Confrontational Simulations                        | Inservice      | 2.0     | 2/27/2004 | 2/27/2007 |
| Rockville Police                         | P9312       | First Aid and CPR                                  | Inservice      | 8.0     | 2/27/2004 | 2/27/2007 |
| Rockville Police                         | P9313       | In Car Camera System                               | Inservice      | 1.0     | 2/27/2004 | 2/27/2007 |
| Rockville Police                         | P9314       | Laser Speed Detection                              | Inservice      | 8.0     | 2/27/2004 | 2/27/2007 |
| Rockville Police                         | P9315       | Legal Updates                                      | Inservice      | 2.0     | 2/27/2004 | 2/27/2007 |
| Rockville Police                         | P9316       | Tactical Baton Annual Recertification              | Inservice      | 1.0     | 2/27/2004 | 2/27/2007 |
| Rockville Police                         | P9319       | Use of Force Policy & Procedures                   | Inservice      | 1.0     | 2/27/2004 | 2/27/2007 |
| Southern Md Criminal Justice Acad        | P9343       | Supervisory Investigations                         | Inservice      | 14.0    | 3/09/2004 | 3/09/2007 |
| St Marys Co Sheriff                      | P8862       | Firearms - Annual Carbine                          | Firearms       | 0.0     | 2/19/2004 | 2/19/2007 |
| St Marys Co Sheriff                      | P8857       | Firearms - Annual Day                              | Firearms       | 2.0     | 2/19/2004 | 2/19/2007 |
| St Marys Co Sheriff                      | P8861       | Firearms - Annual Off Duty Pistol                  | Firearms       | 0.0     | 2/19/2004 | 2/19/2007 |
| St Marys Co Sheriff                      | P8868       | Firearms - Annual Off Duty Revolver                | Firearms       | 0.0     | 2/19/2004 | 2/19/2007 |
| St Marys Co Sheriff                      | P8860       | Firearms - Annual Shotgun - 00 Buck                | Firearms       | 0.0     | 2/19/2004 | 2/19/2007 |
| St Marys Co Sheriff                      | P8859       | Firearms - Annual Shotgun - 00 Buck & Slug         | Firearms       | 0.0     | 2/19/2004 | 2/19/2007 |
| St Marys Co Sheriff                      | P8866       | Firearms - Assault Rifle - Basic School            | Field Training | 16.0    | 2/19/2004 | 2/19/2007 |
| St Marys Co Sheriff                      | P8865       | Firearms - Carbine - Basic School                  | Firearms       | 8.0     | 2/19/2004 | 2/19/2007 |
| St Marys Co Sheriff                      | P8864       | Firearms - Quarterly - Counter Sniper Qual.        | Firearms       | 0.0     | 2/19/2004 | 2/19/2007 |
| St Marys Co Sheriff                      | P8858       | Firearms - Reduced Light                           | Firearms       | 0.0     | 2/19/2004 | 2/19/2007 |
| St Marys Co Sheriff                      | P8863       | Firearms - Semi Annual Assault Rifle Qual.         | Field Training | 0.0     | 2/19/2004 | 2/19/2007 |
| St Marys Co Sheriff                      | P8867       | Firearms - SMG - Basic School                      | Firearms       | 16.0    | 2/19/2004 | 2/19/2007 |
| Takoma Park Police                       | P9336       | Basic Bicycle Patrol Techniques                    | Inservice      | 36.0    | 3/01/2004 | 3/01/2007 |
| Takoma Park Police                       | P9339       | Ethics "4" Everyone                                | Inservice      | 3.0     | 3/02/2004 | 3/02/2007 |
| U Of Md Baltimore Police                 | P9356       | Annual In-Service                                  | Inservice      | 8.0     | 3/11/2004 | 3/11/2007 |



# APPROVED TRAINING - CORRECTIONS

TRAINING PROGRAMS APPROVED BY THE POLICE AND CORRECTIONAL TRAINING COMMISSIONS

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| AGENCY                           | PROG. APPR# |   | TYPE        | HOURS | APPROVED  | EXPIRES   |
|----------------------------------|-------------|---|-------------|-------|-----------|-----------|
| U Of Md Baltimore Police         | P9276       | Annual In-Service Training                    | Inservice   | 7.0   | 2/24/2004 | 2/24/2007 |
| U Of Md Baltimore Police         | P9277       | Annual In-Service Training                    | Inservice   | 8.0   | 2/24/2004 | 2/24/2007 |
| U Of Md Baltimore Police         | P9280       | Annual In-service training                    | Inservice   | 7.0   | 2/24/2004 | 2/24/2007 |
| U Of Md Baltimore Police         | P9279       | Defensive Tactics                             | Inservice   | 8.0   | 2/24/2004 | 2/24/2007 |
| U Of Md Baltimore Police         | P9278       | Simunitions Training                          | Inservice   | 8.0   | 2/24/2004 | 2/24/2007 |
| U Of Md College Park Police      | P9589       | I.P.M.B.A. Police Cyclist Class               | Inservice   | 40.0  | 4/12/2004 | 4/12/2007 |
| U Of Md College Park Police      | P9588       | Metal-Tec 1400 Metal Detector                 | Inservice   | 1.0   | 4/12/2004 | 4/12/2007 |
| U Of Md Police Academy           | P9344       | University of Md, College Park Police Academy | Entry Level | 680.0 | 3/10/2004 | 3/10/2005 |
| Washington Co Sheriff            | P8875       | Firearms - Assault Rifle - Basic School       | Firearms    | 6.0   | 2/23/2004 | 2/23/2007 |
| Washington Co Sheriff            | P9288       | Legal Updates                                 | Inservice   | 1.0   | 2/27/2004 | 2/27/2007 |
| Washington Metro Transit Police  | P9576       | CID Legal                                     | Inservice   | 5.0   | 4/05/2004 | 4/05/2007 |
| Washington Metro Transit Police  | P9575       | Statement Analysis                            | Inservice   | 8.0   | 4/05/2004 | 4/05/2007 |
| Western Maryland Hospital Center | P9587       | Legal Issues and The Elderly                  | Inservice   | 6.0   | 4/12/2004 | 4/12/2007 |
| Westminster Police               | P9373       | ASP Basic Certification                       | Inservice   | 7.0   | 3/16/2004 | 3/16/2007 |
| Wicomico Co Sheriff              | P9281       | Entry Level Drill Academy 02                  | Inservice   | 50.0  | 2/25/2004 | 2/25/2007 |

Vist us online at <http://www.dpscs.state.md.us/pct/>

**MARYLAND**  
POLICE AND CORRECTIONAL TRAINING COMMISSIONS

## Maryland Police and Correctional Training Commissions

April 19, 2004

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**Executive Director: Patrick L. Bradley**  
 Assistant Director, Support Services: Raymond A. Franklin  
 Assistant Director, Administrative Services: Francis L. Manear

With the support of many professional law enforcement organizations in Maryland, the 1966 Maryland General Assembly established the Police Training Commission. Its composition, authority and responsibilities are set forth in Ann. Code of Md., Art. 41, §4-201. In 1971, following the police lead, correctional organizations encouraged the creation of a Correctional Training Commission. Ann. Code of Md., Correctional Services Article, 66-301 et seq. Although they are separate entities under the Department of Public Safety and Correctional Services, both Commissions are served by a single Executive Director and Agency staff.

**The Maryland Police and Correctional Training Commissions** are vested with the authority to set standards of initial selection and training for all governmental law enforcement, correctional and parole and probation and juvenile justice officers in the State of Maryland, and to otherwise upgrade the professionalism of these officers.

Maryland was the 23rd state in the Union to adopt some type of legislation to provide training on a statewide basis. It was the 6th state to make compliance with minimum standards mandatory. It was the 1st state to require correctional standards on a statewide basis.

In addition, the Commissions are the primary providers of correctional entrance level, and mandated police and correctional administrator, supervisor and instructor training in Maryland.



# APPROVED TRAINING - CORRECTIONS

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    |
|--|-------|--|-------------|-------|------------|------------|
| Anne Arundel Co Dept. Of Det. Fac.     | C5946 | Anne Arundel County Correctional Academy           | Inservice   | 160.0 | 3/04/2004  | 3/04/2005  |
| Baltimore Co Bureau Of Corrections     | C6006 | Suicide Prevention & Awareness                     | Inservice   | 4.0   | 4/01/2004  | 4/01/2007  |
| Carroll Co Detention Center            | C5953 | Corrections Inservice-Phase I                      | Inservice   | 8.0   | 3/22/2004  | 3/22/2007  |
| Cecil Co Detention Center              | C5718 | CPR Recertification                                | Inservice   | 4.0   | 2/24/2004  | 2/24/2007  |
| Cecil Co Detention Center              | C5684 | Crime Scene Preservation for Corrections           | Inservice   | 2.0   | 2/06/2004  | 2/06/2007  |
| Cecil Co Detention Center              | C5682 | Inmate Search and Cell Search                      | Inservice   | 3.0   | 2/06/2004  | 2/06/2007  |
| Cecil Co Detention Center              | C5681 | Report Writing                                     | Inservice   | 4.0   | 2/06/2004  | 2/06/2007  |
| Cecil Co Detention Center              | C5683 | Using Verbal Skills to Defuse Angry People         | Inservice   | 2.0   | 2/06/2004  | 2/06/2007  |
| Command and Control Videotape Training | C5941 | Crime Scene: Death in the Facility                 | Inservice   | 1.0   | 3/03/2004  | 3/03/2007  |
| Command and Control Videotape Training | C5942 | Looking For Trouble: Warning Signs                 | Inservice   | 1.0   | 3/03/2004  | 3/03/2007  |
| Command and Control Videotape Training | C5940 | Training the Supervisor                            | Inservice   | 1.0   | 3/03/2004  | 3/03/2007  |
| Frederick Co Criminal Justice Acad     | C5944 | Correctional Entrance Level Training               | Entry Level | 300.0 | 3/02/2004  | 3/02/2005  |
| Frederick Co Criminal Justice Acad     | C5945 | Correctional Entrance Level Training - ISS         | Entry Level | 187.5 | 3/02/2004  | 3/02/2005  |
| Garrett Co Detention Center            | C5954 | Bloodborne Pathogens                               | Inservice   | 2.0   | 3/24/2004  | 3/24/2007  |
| Garrett Co Detention Center            | C5693 | Handling/Dispensing Medication                     | Inservice   | 1.0   | 2/12/2004  | 2/12/2007  |
| Garrett Co Detention Center            | C5719 | Introduction To Pharmacology                       | Inservice   | 15.0  | 2/27/2004  | 2/27/2007  |
| Howard Co Department Of Corrections    | C5635 | Alarm Systems Overview                             | Inservice   | 1.0   | 12/27/2003 | 12/27/2006 |
| Howard Co Department Of Corrections    | C5647 | Bloodborne Pathogens                               | Inservice   | 2.0   | 12/27/2003 | 12/27/2006 |
| Howard Co Department Of Corrections    | C5645 | CPR  | Inservice   | 4.0   | 12/27/2003 | 12/27/2006 |
| Howard Co Department Of Corrections    | C5658 | Defensive Tactics                                  | Inservice   | 2.0   | 12/27/2003 | 12/27/2006 |
| Howard Co Department Of Corrections    | C5637 | Electric Doors: Manual Override                    | Inservice   | 2.0   | 12/27/2003 | 12/27/2006 |
| Howard Co Department Of Corrections    | C5657 | Emergency Response                                 | Inservice   | 2.0   | 12/27/2003 | 12/27/2006 |
| Howard Co Department Of Corrections    | C5692 | Field Training Program                             | Inservice   | 16.0  | 2/12/2004  | 2/12/2007  |
| Howard Co Department Of Corrections    | C5660 | Fire Safety  | Inservice   | 4.0   | 12/27/2003 | 12/27/2006 |
| Howard Co Department Of Corrections    | C5644 | First Aid  | Inservice   | 4.0   | 12/27/2003 | 12/27/2006 |
| Howard Co Department Of Corrections    | C5655 | Food Safety and Sanitation                         | Inservice   | 2.0   | 12/27/2003 | 12/27/2006 |
| Howard Co Department Of Corrections    | C5640 | Forced Cell Extractions                            | Inservice   | 4.0   | 12/27/2003 | 12/27/2006 |
| Howard Co Department Of Corrections    | C5648 | Hazard Communication Standard                      | Inservice   | 2.0   | 12/27/2003 | 12/27/2006 |
| Howard Co Department Of Corrections    | C5651 | Inmate/Staff Relations                             | Inservice   | 4.0   | 12/27/2003 | 12/27/2006 |
| Howard Co Department Of Corrections    | C5639 | Intake/Discharge Operations                        | Inservice   | 4.0   | 12/27/2003 | 12/27/2006 |
| Howard Co Department Of Corrections    | C5646 | OC Spray   | Inservice   | 2.0   | 12/27/2003 | 12/27/2006 |
| Howard Co Department Of Corrections    | C5649 | Policy and Procedure                               | Inservice   | 4.0   | 12/27/2003 | 12/27/2006 |
| Howard Co Department Of Corrections    | C5652 | Report Writing                                     | Inservice   | 4.0   | 12/27/2003 | 12/27/2006 |
| Howard Co Department Of Corrections    | C5643 | Respirator Fit Testing                             | Inservice   | 2.0   | 12/27/2003 | 12/27/2006 |
| Howard Co Department Of Corrections    | C5656 | S.C.B.A  | Inservice   | 4.0   | 12/27/2003 | 12/27/2006 |
| Howard Co Department Of Corrections    | C5634 | Sprinkler Systems                                  | Inservice   | 1.0   | 12/27/2003 | 12/27/2006 |
| Howard Co Department Of Corrections    | C5659 | Staff Orientation                                  | Inservice   | 8.0   | 12/27/2003 | 12/27/2006 |
| Howard Co Department Of Corrections    | C5654 | Suicide Prevention                                 | Inservice   | 3.0   | 12/27/2003 | 12/27/2006 |
| Howard Co Department Of Corrections    | C5642 | Supervision & Escort of Inmate Workers             | Inservice   | 4.0   | 12/27/2003 | 12/27/2006 |
| Howard Co Department Of Corrections    | C5650 | Terrorism  | Inservice   | 3.0   | 12/27/2003 | 12/27/2006 |
| Howard Co Department Of Corrections    | C5641 | Tuberculosis                                       | Inservice   | 2.0   | 12/27/2003 | 12/27/2006 |
| Howard Co Department Of Corrections    | C5638 | Understanding & Managing Inmates w/ Mental Illness | Inservice   | 4.0   | 12/27/2003 | 12/27/2006 |
| Howard Co Department Of Corrections    | C5948 | Urinalysis Training                                | Inservice   | 4.0   | 12/27/2003 | 12/27/2006 |
| Howard Co Department Of Corrections    | C5653 | Use of Restraints                                  | Inservice   | 2.0   | 12/27/2003 | 12/27/2006 |
| Howard Co Department Of Corrections    | C5636 | Videotaping Significant Events                     | Inservice   | 2.0   | 12/27/2003 | 12/27/2006 |
| Md Dept Of Juvenile Services           | C5714 | A Child's Journey Through Grief                    | Inservice   | 7.0   | 2/02/2004  | 2/02/2007  |
| Md Dept Of Juvenile Services           | C5947 | Classification and Placement Training              | Inservice   | 7.5   | 3/09/2004  | 3/09/2007  |
| Md Dept Of Juvenile Services           | C5716 | Cognitive Behavior Interventions                   | Inservice   | 7.0   | 2/18/2004  | 2/18/2007  |
| Md Dept Of Juvenile Services           | C6008 | Core Curriculum for Detention Line                 | Inservice   | 15.0  | 4/08/2004  | 4/08/2007  |
| Md Dept Of Juvenile Services           | C5344 | DJJ Entrance Level Training-Youth Supervisors      | Entry Level | 195.0 | 1/22/2003  | 1/22/2004  |
| Md Dept Of Juvenile Services           | C5720 | Elt Training Program Review Session XVI            | Entry Level | 15.0  | 2/13/2004  | 2/13/2005  |
| Md Dept Of Juvenile Services           | C5717 | Intermediate Counseling Skills                     | Inservice   | 7.0   | 2/18/2004  | 2/18/2007  |
| Md Dept Of Juvenile Services           | C5713 | Mood Disorders                                     | Inservice   | 7.0   | 1/21/2004  | 1/21/2007  |
| Md Dept Of Juvenile Services           | C5715 | Understanding Anger                                | Inservice   | 3.5   | 2/18/2004  | 2/18/2007  |
| Md Dept Of Juvenile Services           | C5955 | Wraparound Services Training                       | Inservice   | 4.5   | 3/29/2004  | 3/29/2007  |
| MD Division of Correction              | C5691 | Basic Instructor Training Program                  | Instructor  | 40.0  | 2/10/2004  | 2/10/2007  |
| MD Division of Correction              | C5670 | Dealing with Challenging Colleagues                | Inservice   | 3.5   | 2/05/2004  | 2/05/2007  |
| MD Division of Correction              | C5677 | Do's Don'ts and donuts: Rewarding Employees        | Inservice   | 3.5   | 2/05/2004  | 2/05/2007  |
| MD Division of Correction              | C5671 | Gender Differences: He Said She Said               | Inservice   | 3.5   | 2/05/2004  | 2/05/2007  |
| MD Division of Correction              | C5678 | Learning Styles                                    | Inservice   | 3.5   | 2/05/2004  | 2/05/2007  |
| MD Division of Correction              | C5668 | Lockout/Tagout-Self Learning Packet                | Inservice   | 0.5   | 2/05/2004  | 2/05/2007  |
| MD Division of Correction              | C5679 | Management Tools: Personnel Issues III             | Inservice   | 3.5   | 2/05/2004  | 2/05/2007  |
| MD Division of Correction              | C5676 | Org. Culture: We've Always Done it that Way        | Inservice   | 7.0   | 2/05/2004  | 2/05/2007  |
| MD Division of Correction              | C5687 | Org. Culture: We've Always Done It That Way        | Inservice   | 3.5   | 2/10/2004  | 2/10/2007  |
| MD Division of Correction              | C5672 | Resource Management/Goal Setting                   | Inservice   | 3.5   | 2/05/2004  | 2/05/2007  |
| MD Division of Correction              | C5675 | Self Motivation                                    | Inservice   | 3.5   | 2/05/2004  | 2/05/2007  |
| MD Division of Correction              | C6009 | Staffing Analysis & Overtime Management            | Inservice   | 4.0   | 4/09/2004  | 4/09/2007  |
| MD Division of Correction              | C5680 | Stress Management: Part II                         | Inservice   | 2.0   | 2/05/2004  | 2/05/2007  |
| MD Division of Correction              | C5689 | Supplemental Inservice: Program Services           | Inservice   | 24.5  | 2/10/2004  | 2/10/2007  |
| MD Division of Correction              | C5690 | Supplemental Inservice: Supervisors                | Inservice   | 24.5  | 2/10/2004  | 2/10/2007  |
| MD Division of Correction              | C5688 | Supplemental Inservice: Support Services           | Inservice   | 16.0  | 2/10/2004  | 2/10/2007  |



# APPROVED TRAINING - CORRECTIONS

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| AGENCY                            | PROG. APPR# |   | TYPE        | HOURS | APPROVED  | EXPIRES   |
|-----------------------------------|-------------|---|-------------|-------|-----------|-----------|
| MD Division of Correction         | C5669       | Tactical Persuasion - Self Learning Packet        | Inservice   | 0.5   | 2/05/2004 | 2/05/2007 |
| MD Division of Correction         | C5674       | Thinking for Solutions(Probelm Solv. Sugg. Box)   | Inservice   | 3.5   | 2/05/2004 | 2/05/2007 |
| MD Division of Correction         | C5673       | You Can't Say That to Me                          | Inservice   | 3.5   | 2/05/2004 | 2/05/2007 |
| Md Division Of Parole & Probation | C5700       | A System Out of Control                           | Inservice   | 6.0   | 2/17/2004 | 2/17/2007 |
| Md Division Of Parole & Probation | C5699       | A Whole Lotta Drugs                               | Inservice   | 6.0   | 2/17/2004 | 2/17/2007 |
| Md Division Of Parole & Probation | C5709       | Assertiveness Training                            | Inservice   | 6.0   | 2/17/2004 | 2/17/2007 |
| Md Division Of Parole & Probation | C5708       | Avoiding Spam                                     | Inservice   | 3.0   | 2/17/2004 | 2/17/2007 |
| Md Division Of Parole & Probation | C5698       | Communication                                     | Inservice   | 3.0   | 2/17/2004 | 2/17/2007 |
| Md Division Of Parole & Probation | C5712       | Crisis Intervention                               | Inservice   | 6.0   | 2/17/2004 | 2/17/2007 |
| Md Division Of Parole & Probation | C5704       | Domestic Drug Production                          | Inservice   | 3.0   | 2/17/2004 | 2/17/2007 |
| Md Division Of Parole & Probation | C5702       | Domestic drug Trafficing Organizations            | Inservice   | 3.0   | 2/17/2004 | 2/17/2007 |
| Md Division Of Parole & Probation | C5706       | Introduction to MS Excel                          | Inservice   | 6.0   | 2/17/2004 | 2/17/2007 |
| Md Division Of Parole & Probation | C6010       | Monitor Entrance Level Academy                    | Entry Level | 138.0 | 4/12/2004 | 4/12/2005 |
| Md Division Of Parole & Probation | C5695       | Motivational Interviewing & Interpersonal Comm.   | Inservice   | 6.0   | 2/17/2004 | 2/17/2007 |
| Md Division Of Parole & Probation | C5707       | OB II - Law Enforcement Access                    | Inservice   | 3.0   | 2/17/2004 | 2/17/2007 |
| Md Division Of Parole & Probation | C5703       | Organized Crime & the Drug Trade                  | Inservice   | 6.0   | 2/17/2004 | 2/17/2007 |
| Md Division Of Parole & Probation | C5711       | Organizing Mail in Outlook                        | Inservice   | 3.0   | 2/17/2004 | 2/17/2007 |
| Md Division Of Parole & Probation | C5705       | Outlook Tips and Tricks                           | Inservice   | 6.0   | 2/17/2004 | 2/17/2007 |
| Md Division Of Parole & Probation | C5697       | Self Help Groups                                  | Inservice   | 3.0   | 2/17/2004 | 2/17/2007 |
| Md Division Of Parole & Probation | C5694       | Staff Safety                                      | Inservice   | 6.0   | 2/17/2004 | 2/17/2007 |
| Md Division Of Parole & Probation | C5710       | Supervising the Angry Offender                    | Inservice   | 6.0   | 2/17/2004 | 2/17/2007 |
| Md Division Of Parole & Probation | C5696       | Terrorism Overview                                | Inservice   | 6.0   | 2/17/2004 | 2/17/2007 |
| Md Division Of Parole & Probation | C5701       | The Female Offender                               | Inservice   | 6.0   | 2/17/2004 | 2/17/2007 |
| Md Police & Corr Trng-Woodstock   | C6007       | Staff Supervision for Correctional Professionals  | Inservice   | 35.0  | 3/15/2004 | 3/15/2007 |
| Miscellaneous/One Time Training   | C6005       | MD Criminal Justice Ass. Conference               | Inservice   | 5.5   | 4/01/2004 | 4/01/2005 |
| Montgomery Co Pre-Release Unit    | C5949       | Correctional Issues                               | Inservice   | 4.0   | 3/10/2004 | 3/10/2007 |
| National Institute of Corrections | C5841       | A Manager's Primer for Ensuring Accountability    | Inservice   | 6.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5922       | Achieving Results as a Cross-functional Team      | Inservice   | 3.0   | 3/05/2004 | 3/05/2007 |
| National Institute of Corrections | C5861       | Achieving Success with the Help of a Mentor       | Inservice   | 3.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5769       | Advanced Presentation Skills                      | Inservice   | 3.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5735       | An Essential Guide to Giving Feedback             | Inservice   | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5925       | Analyzing Workplace War Zones                     | Inservice   | 2.5   | 3/05/2004 | 3/05/2007 |
| National Institute of Corrections | C5851       | Appraising the Performance-oriented Team          | Inservice   | 3.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5722       | Assertive Communication Simulation                | Inservice   | 0.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5723       | Assertiveness From the Inside Out                 | Inservice   | 3.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5827       | Attracting, Developing, & Retaining Generations   | Inservice   | 3.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5795       | Avoiding Harassment Claims: Policies & Procedures | Inservice   | 4.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5876       | Balancing Your Professional Life Simulation       | Inservice   | 0.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5766       | Basic Presentation Structure                      | Inservice   | 3.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5888       | Brainstorming and Promoting Critical Thinking     | Inservice   | 2.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5907       | Building a Healthy System                         | Inservice   | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5913       | Building a High Performance Team                  | Inservice   | 2.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5725       | Building Effective Intercultural Relationships    | Inservice   | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5724       | Building Effective Interfunctional Relationships  | Inservice   | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5726       | Building Effective Intergender Relationships      | Inservice   | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5746       | Building Relationships to Get Results             | Inservice   | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5815       | Building Your Support System                      | Inservice   | 3.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5820       | Challenges of the 21st Century                    | Inservice   | 2.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5852       | Change Leadership                                 | Inservice   | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5869       | Coaching and the People Issues                    | Inservice   | 3.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5870       | Coaching Excellence Chnages You                   | Inservice   | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5931       | Collaboration in Virtual Teams                    | Inservice   | 3.5   | 3/05/2004 | 3/05/2007 |
| National Institute of Corrections | C5881       | Committing to Self                                | Inservice   | 3.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5752       | Communicate to Develop Relationships              | Inservice   | 2.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5807       | Communicating a Shared Vision                     | Inservice   | 4.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5853       | Communicating and Reinforcing Change              | Inservice   | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5810       | Communicating as a Leader                         | Inservice   | 4.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5754       | Communicating Better with Your Team               | Inservice   | 4.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5793       | Communication and Diversity Adoption              | Inservice   | 5.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5865       | Communication Skills and Positive Attitude        | Inservice   | 3.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5760       | Communication Tools                               | Inservice   | 2.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5837       | Competencies for Tomorrow's Managers              | Inservice   | 5.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5785       | Conducting Effective Interviews                   | Inservice   | 1.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5927       | Conquering Conflict Through Communucation         | Inservice   | 3.0   | 3/05/2004 | 3/05/2007 |
| National Institute of Corrections | C5880       | Coping with Stress                                | Inservice   | 3.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5791       | Corporate Culture and Diversity                   | Inservice   | 3.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5786       | Critical Parameters for Evaluating Candidates     | Inservice   | 5.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5831       | Cross-generational Workers in the 21st Century    | Inservice   | 3.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5789       | Culture and Behavior                              | Inservice   | 3.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5835       | Delegation Basics                                 | Inservice   | 2.0   | 3/03/2004 | 3/03/2007 |



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|-----------------------------------|-------------|--|-----------|-------|-----------|-----------|
| National Institute of Corrections | C5848       | Designing Successful Performance-based Appraisals  | Inservice | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5919       | Determine Need and Select the Project Manager      | Inservice | 2.5   | 3/05/2004 | 3/05/2007 |
| National Institute of Corrections | C5884       | Developing Fundamental Critical Thinking Skills    | Inservice | 3.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5764       | Developing Interpersonal Skills in Your People     | Inservice | 2.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5921       | Developing the Cross-functional Team               | Inservice | 3.5   | 3/05/2004 | 3/05/2007 |
| National Institute of Corrections | C5838       | Development Tools for Tomorrow's Managers          | Inservice | 5.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5755       | Difficult People in the Workplace                  | Inservice | 3.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5877       | Discovering Balance                                | Inservice | 4.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5759       | Dynamics of Interpersonal Communication            | Inservice | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5825       | Dynamics of Leadership                             | Inservice | 3.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5738       | E-mail and Organizational Communication            | Inservice | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5739       | E-mail as a Marketing Tool                         | Inservice | 2.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5862       | e-Mentoring  | Inservice | 3.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5730       | Effective Listening Skills Simulation              | Inservice | 0.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5857       | Effective Mentoring                                | Inservice | 3.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5768       | Effective Presentation Delivery                    | Inservice | 3.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5742       | Emotional Intelligence at Work                     | Inservice | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5740       | Emotional Intelligence in the Workplace Simulation | Inservice | 0.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5822       | Energizing and Empowering Employees                | Inservice | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5734       | Enhancing Your Listening Skills                    | Inservice | 3.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5736       | Essentials of Electronic Communication             | Inservice | 1.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5818       | Establish and Maintain Authority                   | Inservice | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5771       | Exploring the New Basics of Business Writing       | Inservice | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5874       | Facilitating Challenging Situations                | Inservice | 5.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5800       | Facilitating Effective Hiring                      | Inservice | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5873       | Facilitating Work Groups and Meetings              | Inservice | 5.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5872       | Facilitative Fundamentals: Techniques and Tools    | Inservice | 5.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5918       | Fixing Broken Teams                                | Inservice | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5867       | Foundations of Coaching                            | Inservice | 3.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5891       | Foundations of Effective Thinking                  | Inservice | 3.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5765       | Foundations of Presentations                       | Inservice | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5892       | Framing the Problem                                | Inservice | 3.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5749       | Gaining Allies, Creating Change                    | Inservice | 30.0  | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5893       | Generating Alternatives in Problem Solving         | Inservice | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5926       | Getting Past Clashes - Valuing Team Diversity      | Inservice | 2.5   | 3/05/2004 | 3/05/2007 |
| National Institute of Corrections | C5751       | Getting Results From the Boss                      | Inservice | 3.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5775       | Getting Results Through Communication              | Inservice | 3.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5794       | Getting Through the Legal Process                  | Inservice | 4.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5805       | Going from Management to Leadership Simulation     | Inservice | 0.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5817       | Groundbreaking: The Paradigm Shift Toward Women    | Inservice | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5914       | Harnessing Collective Knowledge                    | Inservice | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5943       | Honing Your Leadership Skills                      | Inservice | 3.0   | 3/05/2004 | 3/05/2007 |
| National Institute of Corrections | C5804       | Hostile Work Environment Harassment                | Inservice | 2.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5778       | How to Develop Effective Performance Objectives    | Inservice | 2.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5782       | How to Make Your Company Safer                     | Inservice | 3.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5859       | Implementing an Organizationwide Mentoring Program | Inservice | 2.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5894       | Implementing and Evaluating a Decision             | Inservice | 3.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5849       | Implementing Performance-based Appraisals          | Inservice | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5744       | Increasing Your Emotional Intelligence             | Inservice | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5763       | Interpersonal Business Savvy                       | Inservice | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5826       | Introduction to the Work Force Generations         | Inservice | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5882       | Keeping Your Balance                               | Inservice | 2.0   | 3/03/2004 | 3/03/2004 |
| National Institute of Corrections | C5783       | Keeping Your Company out of Legal Trouble          | Inservice | 3.5   | 3/03/2007 | 3/03/2007 |
| National Institute of Corrections | C5864       | Lead and Develop Your Staff                        | Inservice | 6.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5823       | Leadership and the Knowledge Worker                | Inservice | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5748       | Leadership without Authority                       | Inservice | 3.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5824       | Leading Change from the Front Line                 | Inservice | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5728       | Leading Effective Business Meetings                | Inservice | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5819       | Leading from the Front Line Simulation             | Inservice | 0.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5829       | Leading Generations X and Next                     | Inservice | 3.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5828       | Leading Silent Generation & Baby Boom Workers      | Inservice | 3.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5812       | Leading Through Change                             | Inservice | 3.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5934       | Learning Organizations and the Virtual Team        | Inservice | 3.0   | 3/05/2004 | 3/05/2007 |
| National Institute of Corrections | C5732       | Listening for Comprehension                        | Inservice | 5.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5733       | Listening for Higher Purposes                      | Inservice | 3.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5753       | Listening, Influencing & Handling Tough Situations | Inservice | 3.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5917       | Maintaining Project team Peak Performance          | Inservice | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5830       | Making Cross-generational Teams Work               | Inservice | 3.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5923       | Making Teams Work Simulation                       | Inservice | 0.5   | 3/05/2004 | 3/05/2007 |
| National Institute of Corrections | C5879       | Making Time  | Inservice | 2.5   | 3/03/2004 | 3/03/2007 |



# APPROVED TRAINING - CORRECTIONS

TRAINING PROGRAMS APPROVED BY THE POLICE AND CORRECTIONAL TRAINING COMMISSIONS

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| AGENCY                            | PROG. APPR# |  | TYPE       | HOURS | APPROVED  | EXPIRES   |
|-----------------------------------|-------------|--|------------|-------|-----------|-----------|
| National Institute of Corrections | C5792       | Management Skills for the Diverse Work Force       | Inservice  | 5.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5902       | Manager's Performance Guide - Project Management   | Inservice  | 1.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5915       | Managing a Project with Your Team                  | Inservice  | 3.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5787       | Managing Diversity and Inclusiveness Simulation    | Inservice  | 0.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5856       | Mentoring Essentials Simulation                    | Inservice  | 0.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5860       | Mentoring Strategies in the 21st Century           | Inservice  | 3.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5843       | Motivate and Recognize Employees                   | Inservice  | 2.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5799       | Online Recruiting                                  | Inservice  | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5737       | Optimizing E-mail at Work                          | Inservice  | 2.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5821       | Organizational Culture and Leadership              | Inservice  | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5790       | Organizational Inclusion                           | Inservice  | 5.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5886       | Organizational Scope of Critical Thinking          | Inservice  | 3.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5847       | Overcoming Organizational Negativity               | Inservice  | 2.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5854       | Overcoming the Challenge of Change                 | Inservice  | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5729       | Participating Effectively in Business Meetings     | Inservice  | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5850       | Performance-based Appraisal: An Employee View      | Inservice  | 3.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5727       | Planning Effective Business Meetings               | Inservice  | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5816       | Playing the Rules                                  | Inservice  | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5781       | Potential Powder Keg: Identifying & Defusing Them  | Inservice  | 3.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5863       | Prepare for Your New Management Role               | Inservice  | 2.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5770       | Presentation as a Management Tool                  | Inservice  | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5846       | Proactive Approaches to Sto Negativity             | Inservice  | 2.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5895       | Problem Solving and Decision Making in Groups      | Inservice  | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5773       | Producing Letters that Drive Your Business         | Inservice  | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5750       | Professional Assertiveness                         | Inservice  | 3.0   | 3/03/2004 | 3/04/2007 |
| National Institute of Corrections | C5899       | Project Cost and Quality Management                | Inservice  | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5900       | Project Human Resources and Communications         | Inservice  | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5898       | Project Integration, Scope, and Time Management    | Inservice  | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5897       | Project Management Context and Processes           | Inservice  | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5901       | Project Risk and Procurement Management            | Inservice  | 1.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5936       | Project Team Communication Skills                  | Inservice  | 3.0   | 3/05/2004 | 3/05/2007 |
| National Institute of Corrections | C5803       | Quid Pro Quo Harassment                            | Inservice  | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5896       | Rational Problem Solving & Decision-making Simulat | Inservice  | 0.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5797       | Recruiting for the 21st Century: Strategies        | Inservice  | 4.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5796       | Recruiting for the 21st Century: The Market        | Inservice  | 3.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5798       | Recruiting Successfully                            | Inservice  | 3.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5910       | Redesigning Your Organization: Part I              | Inservice  | 3.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5911       | Redesigning Your Organization: Part II             | Inservice  | 3.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5809       | Removing Performance Barrires                      | Inservice  | 4.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5801       | Retention  | Inservice  | 3.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5916       | Revvng Up Your High-performance Project Team       | Inservice  | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5920       | Select, Evaluate, and Fund Cross-functional Teams  | Inservice  | 3.5   | 3/05/2004 | 3/05/2007 |
| National Institute of Corrections | C5878       | Setting a Course                                   | Inservice  | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5779       | Staffing Analysis for Jails                        | Inservice  | 2.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5904       | Strategic Management - Analysis and Choice         | Inservice  | 2.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5905       | Strategic Management - Corporate Implementation    | Inservice  | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5903       | Strategic Management - Planning                    | Inservice  | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5885       | Strategies for Facilitating Critical Thinking      | Inservice  | 4.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5833       | Succession Planning Management                     | Inservice  | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5832       | Succession Planning Overview                       | Inservice  | 2.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5909       | System Archetypes                                  | Inservice  | 3.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5908       | Systems-thinking Models and Thinking Skills        | Inservice  | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5912       | Taking Systems Thinking into Your Personal Life    | Inservice  | 3.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5924       | Team Conflict: The Seeds of Dissent                | Inservice  | 3.5   | 3/05/2004 | 3/05/2007 |
| National Institute of Corrections | C5937       | Team-Building is an Inside Job                     | Inservice  | 3.0   | 3/05/2004 | 3/05/2007 |
| National Institute of Corrections | C5743       | Teamwork and Emotional Intelligence                | Inservice  | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5747       | Teamwork and Results without Authority             | Inservice  | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5731       | The Basics of Listening                            | Inservice  | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5868       | The Coach's Roles                                  | Inservice  | 3.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5866       | The Consummate Coach Simulation                    | Inservice  | 0.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5887       | The Creative Process at Work                       | Inservice  | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5889       | The Effects of Organizational Change               | Instructor | 3.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5745       | The Emotionally Intelligent Leader                 | Inservice  | 2.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5808       | The Enabling Leader                                | Inservice  | 5.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5875       | The Facilitative Leader                            | Inservice  | 5.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5762       | The Interpersonal Side of Conflict                 | Inservice  | 3.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5813       | The Leader as a Model                              | Inservice  | 3.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5839       | The Manager as Coach and Counselor                 | Inservice  | 5.0   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5840       | The Manager as Project Champion                    | Inservice  | 4.5   | 3/03/2004 | 3/03/2007 |
| National Institute of Corrections | C5761       | The Many Faces of Communication                    | Inservice  | 3.0   | 3/03/2004 | 3/03/2007 |



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| AGENCY                             | PROG. APPR# |  | TYPE      | HOURS | APPROVED   | EXPIRES    |
|------------------------------------|-------------|--|-----------|-------|------------|------------|
| National Institute of Corrections  | C5806       | The Mark of a Leader                               | Inservice | 4.5   | 3/03/2004  | 3/03/2007  |
| National Institute of Corrections  | C5858       | The Mentoring Manager                              | Inservice | 2.5   | 3/03/2004  | 3/03/2007  |
| National Institute of Corrections  | C5890       | The Paradigm Shift of Change                       | Inservice | 2.5   | 3/03/2004  | 3/03/2007  |
| National Institute of Corrections  | C5845       | The Path from Pessimism to Optimism                | Inservice | 4.0   | 3/03/2004  | 3/03/2007  |
| National Institute of Corrections  | C5928       | The Path to Peace and Harmony                      | Inservice | 2.5   | 3/05/2004  | 3/05/2007  |
| National Institute of Corrections  | C5836       | The Personal Approach in Delegation                | Inservice | 2.5   | 3/03/2004  | 3/03/2007  |
| National Institute of Corrections  | C5784       | The Pre-Interview Process                          | Inservice | 2.0   | 3/03/2004  | 3/03/2007  |
| National Institute of Corrections  | C5939       | The Project Team Star Player                       | Inservice | 3.0   | 3/05/2004  | 3/05/2007  |
| National Institute of Corrections  | C5883       | The Role of Critical Thinking in Organizations     | Inservice | 4.0   | 3/03/2004  | 3/03/2007  |
| National Institute of Corrections  | C5871       | The Role of the Facilitator                        | Inservice | 5.0   | 3/03/2004  | 3/03/2007  |
| National Institute of Corrections  | C5814       | The Secrets of Female Leaders                      | Inservice | 2.5   | 3/03/2004  | 3/03/2007  |
| National Institute of Corrections  | C5935       | The Self-directed Project Team Member              | Inservice | 2.5   | 3/05/2004  | 3/05/2007  |
| National Institute of Corrections  | C5938       | Troubleshooting for Project Teams                  | Inservice | 3.0   | 3/05/2004  | 3/05/2007  |
| National Institute of Corrections  | C5842       | Understand and Confront Performance Problems       | Inservice | 2.0   | 3/03/2004  | 3/03/2007  |
| National Institute of Corrections  | C5834       | Understanding Conflict                             | Inservice | 2.5   | 3/03/2004  | 3/03/2007  |
| National Institute of Corrections  | C5855       | Understanding Technical Professionals              | Inservice | 2.5   | 3/03/2004  | 3/03/2007  |
| National Institute of Corrections  | C5844       | Using Formal Discipline Measures                   | Inservice | 3.0   | 3/03/2004  | 3/03/2007  |
| National Institute of Corrections  | C5774       | Using Good Letters to Deliver Bad News             | Inservice | 2.5   | 3/03/2004  | 3/03/2007  |
| National Institute of Corrections  | C5767       | Using Presentation Equipment Effectively           | Inservice | 3.0   | 3/03/2004  | 3/03/2007  |
| National Institute of Corrections  | C5932       | Virtual Project Management                         | Inservice | 2.0   | 3/05/2004  | 3/05/2007  |
| National Institute of Corrections  | C5929       | Virtual Team Basics                                | Inservice | 3.5   | 3/05/2004  | 3/05/2007  |
| National Institute of Corrections  | C5930       | Virtual Team Communication                         | Inservice | 4.0   | 3/05/2004  | 3/05/2007  |
| National Institute of Corrections  | C5933       | Virtual Team Leadership                            | Inservice | 3.5   | 3/05/2004  | 3/05/2007  |
| National Institute of Corrections  | C5741       | What is Emotional Intelligence?                    | Inservice | 2.5   | 3/03/2004  | 3/03/2007  |
| National Institute of Corrections  | C5802       | What is Sexual Harassment?                         | Inservice | 4.0   | 3/03/2004  | 3/03/2007  |
| National Institute of Corrections  | C5906       | What Is Systems Thinking?                          | Inservice | 2.5   | 3/03/2004  | 3/03/2004  |
| National Institute of Corrections  | C5756       | Working with Aggressive People                     | Inservice | 3.0   | 3/03/2004  | 3/03/2007  |
| National Institute of Corrections  | C5758       | Working With Arrogant & Duplicitous People         | Inservice | 2.0   | 3/03/2004  | 3/03/2007  |
| National Institute of Corrections  | C5757       | Working with Negative People & Procrastinators     | Inservice | 2.0   | 3/03/2004  | 3/03/2007  |
| National Institute of Corrections  | C5780       | Workplace Aggression: The Scope of the Problem     | Inservice | 4.5   | 3/03/2004  | 3/03/2007  |
| National Institute of Corrections  | C5788       | Workplace Diversity                                | Inservice | 4.0   | 3/03/2004  | 3/03/2007  |
| National Institute of Corrections  | C5777       | Writing Effective E-mail Messages                  | Inservice | 2.5   | 3/03/2004  | 3/03/2007  |
| National Institute of Corrections  | C5772       | Writing High-impact Reports and Proposals          | Inservice | 3.5   | 3/03/2004  | 3/03/2007  |
| National Institute of Corrections  | C5776       | Writing: The Art of In-house Memos                 | Inservice | 2.0   | 3/03/2004  | 3/03/2007  |
| Prince Georges Co Detention Center | C5664       | Basic Radio and Telephone                          | Inservice | 2.0   | 2/05/2004  | 2/05/2007  |
| Prince Georges Co Detention Center | C5667       | Classification Training                            | Inservice | 2.0   | 2/05/2004  | 2/05/2007  |
| Prince Georges Co Detention Center | C5956       | Corr Info M'gt Sys: OMS 105-Log Books              | Inservice | 2.0   | 3/30/2004  | 3/30/2007  |
| Prince Georges Co Detention Center | C5957       | Corr Info M'gt Sys: OMS 106-Inmate Incident Report | Inservice | 2.0   | 3/30/2004  | 3/30/2007  |
| Prince Georges Co Detention Center | C5958       | Corr Info M'gt Sys: OMS 107-In'st. Incident Report | Inservice | 2.0   | 3/30/2004  | 3/30/2007  |
| Prince Georges Co Detention Center | C5662       | Cultural Diversity                                 | Inservice | 4.0   | 2/05/2004  | 2/05/2007  |
| Prince Georges Co Detention Center | C5663       | Emotional Intelligence                             | Inservice | 4.0   | 2/05/2004  | 2/05/2007  |
| Prince Georges Co Detention Center | C4800       | Firearms - Annual Reduced Light                    | Firearms  | 0.0   | 3/04/2004  | 3/04/2007  |
| Prince Georges Co Detention Center | C4801       | Firearms - Annual Shotgun                          | Firearms  | 0.0   | 3/04/2004  | 3/04/2007  |
| Prince Georges Co Detention Center | C5661       | Physical Fitness and Wellness                      | Inservice | 3.0   | 2/05/2004  | 2/05/2007  |
| Prince Georges Co Detention Center | C5666       | Women Offenders                                    | Inservice | 3.0   | 2/05/2004  | 2/05/2007  |
| Prince Georges Co Detention Center | C5665       | Workplace Harassment Avoidance Training            | Inservice | 2.0   | 2/05/2004  | 2/05/2007  |
| Talbot Co Detention Center         | C4798       | Firearms - Annual Day - Revolver                   | Firearms  | 2.0   | 3/01/2004  | 3/01/2007  |
| Talbot Co Detention Center         | C4799       | Firearms - Annual Reduced Light - Revolver         | Firearms  | 0.0   | 3/01/2004  | 3/01/2007  |
| Washington Co Detention Center     | C5950       | Bloodborne Pathogens                               | Inservice | 2.0   | 3/14/2004  | 3/17/2007  |
| Washington Co Detention Center     | C5951       | Interpersonal Communications                       | Inservice | 4.0   | 3/17/2004  | 3/17/2007  |
| Washington Co Detention Center     | C5952       | Tuberculosis                                       | Inservice | 2.0   | 3/17/2004  | 3/17/2007  |
| Wicomico Co Detention Center       | C5629       | Bloodborne Pathogens                               | Inservice | 2.0   | 10/01/2003 | 10/01/2006 |
| Wicomico Co Detention Center       | C5685       | Critical Incident Response Training                | Inservice | 8.0   | 2/09/2004  | 2/09/2007  |
| Wicomico Co Detention Center       | C5630       | Legal Issues                                       | Inservice | 3.0   | 10/01/2003 | 10/01/2006 |
| Wicomico Co Detention Center       | C5686       | Mental Illness In Jails                            | Inservice | 4.0   | 2/09/2004  | 2/09/2007  |
| Wicomico Co Detention Center       | C5631       | Special Needs Inmates                              | Inservice | 2.0   | 10/01/2003 | 10/01/2006 |
| Wicomico Co Detention Center       | C5633       | Survival Spanish for Jail Facilities               | Inservice | 16.0  | 5/01/2003  | 5/01/2006  |
| Wicomico Co Detention Center       | C5632       | Use of Force                                       | Inservice | 8.0   | 10/01/2003 | 10/01/2006 |

## Digest of Criminal Law: Available Online



### Digest of Criminal Laws 2003

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.

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

# AGENCY SERVICES

**The Police and Correctional Training Commissions** are the trustees of the Public Safety Education and Training Center (PSETC) for all police and correctional agencies in Maryland. The purpose of the Center is to supplement and improve existing training services. Program construction costs have generally been borne by the Law Enforcement and Correctional Training Fund, which is derived from District Court costs

## **Selection and Training Standards**

Minimum selection and training standards are administrative law established through the Code of Maryland Regulations process.

## **Police Officer Certification**

The Police Training Commission has authorized over 16,000 officers to enforce Maryland public law. Officers must meet Commission selection and training standards, and must be recertified every 3 years.

## **Correctional Officer**

Parole and Probation Agent Certification The Correctional Training Commission has certified over 11,000 correctional and parole and probation personnel who have met selection and training standards.

## **Academy Certification**

The Commissions certify and continuously monitor the operation of all police and correctional training academies.

## **EDUCATION AND TRAINING SERVICES**

### **Entrance Level Training**

The Agency operates a Police Entrance Level Training Program and a Correctional Entrance Level Training Program. Their staffs continuously exchange training strategies and materials with twenty certified police academies and eleven correctional academies.

### **In-Service Training**

Approximately 400 academic training and firearms programs, conducted by individual agencies, are reviewed and approved annually. These programs are continually monitored for compliance with the Commissions' standards.

### **Instructor Training Program for Police and Correctional Personnel**

The Agency conducts programs for new instructors at least monthly. In addition to the Basic (5-day) course, the Commissions offers an Advanced course which focuses on adult learning strategies and participatory training. An Enhanced course, which combines the Basic and Advanced programs, is also available.

### **Advanced / Specialized Training**

The Agency conducts, sponsors and coordinates numerous specialized and advanced training programs, often working in partnership with other departments, colleges and community groups.

### **Supervisor and Administrator Training**

Each Commission requires and provides a training program for newly promoted first-line supervisors and administrators.

### **Executive Development Institute**

The Executive Development Institute coordinates, develops and produces programs for executive level law enforcement and correctional personnel. The nationally recognized Leadership Challenge Program promotes interaction with other professionals within the public and private sectors.

## **Firearms Safety Training**

The Responsible Gun Safety Act of 2000 mandates that persons applying for the purchase, rental, or transfer of a regulated firearm on or after January 1, 2002 must complete a certified Firearms Safety Training Course conducted by the Police Training Commission or one that meets standards established by the Commission. The Commission's courses will be no more than two hours in length and offered at least weekly in all geographic areas of the state after regular business hours, free of charge.

## **Race-Based Vehicle Stop Data Analysis**

In keeping with the Acts of the 2001 General Assembly, a model policy and data collection forms were designed. These ongoing efforts to counter "racial profiling" will be monitored in conjunction with the Maryland Justice Analysis Center of the University of Maryland.

## **Knowledge Management Services**

An ongoing program to protect and efficiently utilize the data, information and knowledge assets of the agency. State of the art information technology is combined with continuous planning, review and analysis to ensure the validity and availability of records, as well as the effectiveness of business methods and processes.

## **Information Management**

The Agency manages selection, academic and firearms training records for police and correctional personnel. To support this effort, an advanced automated data management system has been provided, without cost, to all Maryland agencies.

## **Community Crime Prevention Institute**

The Institute advocates for and develops crime prevention initiatives for Maryland's public and private sectors. Current activities include: Drug Abuse Resistance Education (D.A.R.E.) Program; Citizen crime prevention/training and assistance; Annual Governor's Crime Prevention Awards; Crime Prevention training for law enforcement Vehicle theft prevention awareness materials; and Development and distribution of crime prevention materials.

## **Proactive Community Partnerships - Advanced and Specialized Training**

Composed of specialists from each of the criminal justice disciplines and other professionals, AST provides problem solving, training, applied technology and coordination to law enforcement and correctional agencies statewide.

## **Professional Development Fund**

The Professional Development Fund supports the development and implementation of outstanding training initiatives, research, and program development.

## **Criminal Justice Resource Center**

The Center supports Agency and other departmental training programs by offering a large array of library, audiovisual and electronic services, including an extensive print and video collection available for inter-agency loan.

## **Training Notes**

This bi-monthly newsletter is circulated to all Maryland police

## The Police and Correctional Training Commissions

# ***AGENCY SERVICES***

and correctional agencies, and nationally. It is filled with information about training programs and requirements, management issues and legal updates. Training Notes is also available online.

### **Digest of Criminal Laws**

The Agency compiles and publishes this guide to criminal law and procedure, and distributes it annually to over 16,000 law enforcement officers in Maryland. The Digest is also available online at <http://www.mdle.net/digest/index.htm>.

### **Department of Juvenile Justice Services**

Effective July 1, 2000, the Department of Juvenile Justice

(DJJ) was added to the agencies whose employees must meet the minimum selection and training standards of the Correctional Training Commission. These employees are those whose responsibility is the investigation, custody, control, or supervision of minors, juvenile delinquents, and youthful offenders under the jurisdiction of of the DJJ, and includes those working for non-profit or for-profit vendors under contract with DJJ.



# **TRAINING NOTES**

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