



STATE OF MARYLAND  
MARTIN O'MALLEY, GOVERNOR  
ANTHONY G. BROWN, LT. GOVERNOR  
DEPARTMENT OF PUBLIC SAFETY  
AND CORRECTIONAL SERVICES  
GARY D. MAYNARD, SECRETARY  
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Maryland Police and Correctional Training Commissions  
Patrick L. Bradley, Executive Director

CATALOGUE OF TRAINING COURSES  
AND SCHEDULE

2009



**Maryland Police and Correctional Training Commissions**  
**CATALOGUE OF TRAINING COURSES**  
**AND SCHEDULE**  
**January – December 2009**

The Maryland Police Training Commission and the Maryland Correctional Training Commission are authorized by law to conduct, as well as regulate training. As reflected in our Mission Statement, this Agency provides critical training programs, while assisting our client police departments and correctional institutions to fulfill their training obligations:

*Consistent with the Acts of Maryland, it is the Mission of the Police and Correctional Training Commissions to ensure the quality of law enforcement and correctional services through the establishment and enforcement of standards and the facilitation and delivery of training, education and prevention programs.*

This catalogue is designed to serve as a general guide to training courses and tentative schedules. The very nature of training will result in changes to these predictions. Please continue to refer to **Training Notes** as a primary resource for schedule changes and announcements of additional courses. The respective training coordinators will also respond to any questions you may have.

Patrick L. Bradley  
Executive Director

# Maryland Police and Correctional Training Commissions

## CATALOGUE OF TRAINING COURSES

### AND SCHEDULE

2009

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# EXECUTIVE DEVELOPMENT INSTITUTE

410-875-3574

## GETTING IDEAS ACROSS

This course is designed to sharpen leadership skills of communicating essential information, especially in critical situations. Participants will be able to identify how getting their ideas across relates to their effectiveness as leaders, describe obstacles related to getting ideas across, and successfully demonstrate critical communication skills. Topics include: purpose and main point, checking for understanding, handling reactions. Complete the [registration form](#) and return with a check made payable to MPCTC or submit [credit card form](#) to Terry Satterfield, Administrator.

## LEADERSHIP CHALLENGE PROGRAM

This program offers public safety executives the opportunity to interact with prominent authorities in diverse fields such as business and industry, health, education, human services, technology and others. This nine-month program (September through June) consists of an overnight retreat, a one-day session per month and a formal graduation ceremony.

## EXECUTIVE OFFICER PROGRAMS

These programs were developed to assist top executives in managing their respective public safety agencies. The Police Executive Officer Program is nine days in length and the Correctional Executive Officer Program is six days in length.

The topics are specific to Maryland requirements and include presentations on the Training Commissions, Performance Management, Ethics, Liability Issues, Media Relations, Standards, Policies and Procedures and others.

## MID MANAGEMENT PROGRAMS

Patterned after the Executive Officer Programs, the topics are geared towards and relate to the job responsibilities of correctional and/or police mid managers. Two to three days in length.

# EXECUTIVE DEVELOPMENT INSTITUTE

410-875-3574

## INSIGHT INTO CORRECTIONAL CULTURE: SITUATIONAL LEADERSHIP

This program is designed to enhance the responsiveness of supervisors and administrators to important issues in correctional culture to include situational leadership. This program will give individuals new tools to help confront and solve problems relating to such issues as Cross Gender Supervision, Mentally Ill Offenders, Sexual Misconduct and Gangs. Two days in length.

## LEADERSHIP SCHOOL (3 Days) - \$210.00

April 7-10, 2009	Sykesville	October 6-8, 2009	Sykesville
June 9-11, 2009	Sykesville	November 10-12, 2009	Sykesville
August 11-13, 2009	Sykesville		

## POLICE PATROL ALLOCATION AND WORKLOAD ANALYSIS

### (2 Days)- \$275.00 (Calculators Needed)

November 24-25, 2009	Sykesville
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## MANAGING THE MARGINAL EMPLOYEE (2 Days) - \$140.00

May 17-18, 2009	Sykesville
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## ADVANCED PROBLEM SOLVING & NEGOTIATIONS (2 DAYS) - \$150.00

July 28-29, 2009	Sykesville
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## WOMEN LEADERS IN PUBLIC SAFETY SERIES (1 DAY) - \$50.00 (Mandated)

### \$75.00 (Non-Mandated)

Delegating Down the Chain of Command	March 20, 2009	Westminster
Assessing My Promotability	May 1, 2009	Westminster

## CRIME & MANGEMENT ANALYSIS & EVALUATION FOR POLICE MANAGERS

### (2 DAYS) – 150.00

May 12-13, 2009	Sykesville
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**EXECUTIVE DEVELOPMENT INSTITUTE**

**410-875-3574**

**FOR POLICE MANAGERS: SOLVING COMMUNITY CRIME PROBLEMS**

**(2 DAYS) - \$275.00 (Calculators needed)**

September 15-16, 2009

Sykesville

# EXECUTIVE DEVELOPMENT INSTITUTE

410-875-3574

## EXECUTIVE SEMINARS (1 DAY) - \$50.00 (Mandated) \$75.00 (Non-Mandated)

Managing Generation Y	January 9, 2009	Westminster
Workplace Violence	January 15, 2009	Baltimore
Managing Critical Incidents	January 23, 2009	Westminster
Supervisory Liabilities	January 30, 2009	Baltimore
Preparing to Assume a Management Position	February 6, 2009	Westminster
Managing Change	February 12, 2009	Baltimore
A Guide to Eliminating Procrastination	February 13, 2009	Westminster
Transitioning from Officer to Supervisor	February 19, 2009	Baltimore
Conducting Internal Investigations – Law Enforcement	February 27, 2009	Baltimore
Internal Investigations – Correctional Officers	March 6, 2009	Baltimore
Adjudication Misconduct Cases – Law Enforcement	March 13, 2009	Baltimore
Supervisors Role in Critical Incidents	March 24, 2009	Baltimore
Effective Leadership	March 27, 2009	Westminster
Multicultural Sensitivity	April 16, 2009	Baltimore
Creative Problem Solving for Leaders	April 17, 2009	Westminster
Managing Change in a Changing Environment	April 24, 2009	Westminster
Strategic Planning	April 30, 2009	Baltimore
Being a Supervisor & Building a Team	May 7, 2009	Baltimore
Communicating with Confidence	May 8, 2009	Westminster
Managing Conflicts in the Workplace	May 15, 2009	Baltimore
Project Management	June 5, 2009	Baltimore
Progressive Discipline	June 12, 2009	Westminster
Avoiding Pitfalls of Supervision	June 25, 2009	Baltimore
Assertiveness Training for Managers	June 26, 2009	Westminster

**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 410-875-3574. *On-line registration is now available on [www.mdle.net](http://www.mdle.net).*

# EMERGENCY VEHICLE OPERATIONS

410-549-5732

## INSTRUCTOR COURSE

A ten-day (75 hour) course of instruction will focus on all areas of training officers to safely operate a police vehicle. Liability, policy and legal issues will be discussed. Instructional techniques, styles and course development plus course layouts are presented. Vehicle dynamics, defensive, skill, skid control, and emergency/pursuit operations are discussed. Each student is required to demonstrate their proficiency while operating a vehicle in each of the above areas. To successfully complete this course a minimum of 85% is required in all skill areas and 70% in academic presentations. This course satisfies the requirements for a portion of MPCTC EVOG Instructor Certification.

**\*\*\*Pre-qualification test required, contact Dan Dazzo at 410-549-5732\*\*\***

May 4-15, 2009	MPCTC-DTF, Sykesville
November 2-13, 2009	MPCTC-DTF, Sykesville

## IN-SERVICE COURSE

A two-day (16 hours) course designed for police officers with prior emergency vehicle operations training. Instruction will focus on all areas of safely operating an emergency vehicle. Vehicle dynamics, skill, skid control and emergency/pursuit operations and in-depth discussions in the classroom. Each student must demonstrate their proficiency while operating a police vehicle in each of the above areas.

January 28-29, 2009	MPCTC-DTF, Sykesville
June 17-18, 2009	MPCTC-DTF, Sykesville
July 23-24, 2009	MPCTC-DTF, Sykesville
November 24-25, 2009	MPCTC-DTF, Sykesville

*Successful completion of this course requires a minimum of 75% in all areas. This course is approved for mandated in-service credits through MPCTC for Maryland police officers.*

## EMERGENCY RESPONSE IN-SERVICE

Please contact MPCTC Driver Training Facility at 410-549-5732 for registration, fees and further information on this course.

# EMERGENCY VEHICLE OPERATIONS

410-549-5732

## EMERGENCY RESPONSE/PURSUIT IN-SERVICE

Please contact MPCTC Driver Training Facility at 410-549-5732 for registration, fees and further information on this course.

## ENTRY-LEVEL COURSE

A five-day (40 Hr.) Course of Instruction focusing on all areas of training police recruits how to safely operate a police vehicle. This is done through lecture and practical exercise training. Students will practice various exercises designed to give them a greater sense of vehicle control by eliminating the anxiety caused by “unfamiliarity with the machine.” Eliminating this intimidation will allow the student to “manhandle” the car during practice and “be in charge” of every move the car will make. In doing so, they will gain confidence in knowing that they will be able to skillfully execute evasive maneuvers in emergency situations should one arise.

Attitude training is centered around police officer survival. Students are lectured in the hope that they will develop the mind-set that it is just as easy to die in a car wreck as it is to die while involved in any other police situation and that senseless, reckless, high-speed unprofessional driving is just not worth it. Throughout the training, safety, discipline and common sense in the use of a car is stressed at a level equal to that of firearms discipline.

Each student is required to demonstrate their proficiency while operating a vehicle during various practical exercises to successfully complete this course. A minimum score of 75% is required in all skill areas and on a written examination. This course satisfies the requirements for the vehicle operations portion of the mandated Police and Correctional Training Commissions training objectives.

## INSTRUCTOR RE-CERTIFICATION COURSE

A half-day (four hour) course for certified EVOC Course Safety Officers and EVOC Instructors to refresh and update their knowledge and skills. The course content provides updated issues relating to police equipment usage, liability and civil concerns and physical/emotional impacts on the officer during emergency/pursuit situations. This course is open to certified EVOC Instructors only and is mandatory for any Instructor providing training at the Police and Correctional Training Commissions Driver Training Facility.

*Training Schedule is tentative. Contact designated training section for changes, locations, fees, and nomination forms*

# FIREARMS TRAINING

410-552-6300

## FIREARMS INSTRUCTOR SCHOOL \$265.00 – client agencies, \$290.00 non-client agencies

This two week program is a basic firearms program for pistol and shotgun for law enforcement and correctional officers. It meets all minimum standards established by the Maryland Police and Correctional Training Commissions. Students are required to bring: duty belt with an Agency approved pistol with 3 magazines, 1200 rounds of semi automatic pistol ammunition, 25 rounds of 12 gauge shotgun slug ammunition, 75 rounds of 12 gauge shotgun 00 buck (9 pellet), and 25 rounds of 12 gauge #8 bird shot ammunition. (FTF will provide the use of a shotgun). Contact FTF for registration forms at (410) 552 – 6300.

March 16-27, 2009

July 6-17, 2009

September 14-25, 2009

October 5-16, 2009

December 7-18, 2009

## Rifle School \$150.00 – client agencies, \$180.00 non-client agencies

This one week program is for law enforcement and correctional officers. It is designed to instruct the officer in the basic rifle. It meets all minimum standards established by the Maryland Police and Correctional Training Commissions. Students are required to bring: a M16/AR15 Rifle equipped with iron sights and military style web sling with a metal keeper for length adjustment, 700 rounds of .223 Remington rifle and 100 rounds of handgun duty ammunition, duty belt with holster and service pistol. Contact the FTF for registration forms at 410-552-6300.

March 2-6, 2009

November 16-20, 2009

## Scoped Rifle School \$150.0 – client agencies, \$180.00 – non-client agencies

This seven day program is for law enforcement and correctional officers who have successfully completed an Entrance Level Rifle Program. This scoped rifle program meets the minimum Maryland Police and Correctional Training Commissions requirements for Counter Sniper/Scoped Rifle end user. Students are required to bring a scoped, bolt action rifle and 500 rounds of match grade ammunition preferably of the same lot number and type. Contact the FTF for registration forms at 410-552-6300.

April 23-24 & 27-May 1, 2009

August 13-14 & 17-21, 2009

## **COLT ARMORER SCHOOL for M1911 .45 & "O" Frame Pistol - \$350.00 per person**

The FTF will host this two day program. This program was developed to give law enforcement personnel a broad based understanding of specific Colt firearms, their law enforcement application, and the knowledge necessary to keep these weapons operational under all conditions. This 3 year factory certification and enrollment is restricted to military, law enforcement, corrections, security and related agencies. Registration forms available at [www.colt.com/law/armorerschool.asp](http://www.colt.com/law/armorerschool.asp) or the FTF. Forms need to be faxed to FTF at 410-552-4615 AND Colt at 860-244-1352.

January 15-16, 2009

## **COLT ARMORER SCHOOL FOR M16/AR15 Rifles \$400.00 per person (made payable to COLT DEFENSE, LLC).**

The FTF will host this three day program. This program was developed to give law enforcement personnel a broad based understanding of specific Colt firearms, their law enforcement application, and the knowledge necessary to keep these weapons operational under all conditions. This 3 year factor certification and enrollment is restricted to military, law enforcement, corrections, security and related agencies. Registration forms available at [www.colt.com/law/armoreerschool.asp](http://www.colt.com/law/armoreerschool.asp) or the FTF. Forms need to be faxed to FTF at 410-552-4615 AND colt at 860-244-1352

January 12-14, 2009

## **TASER X26 ADVANCED & M26 INSTRUCTOR SCHOOL** **\$45.00 client agencies, \$50.00 non-client agencies.**

This two day course is open to sworn law enforcement and correctional officers. It is designed to certify/recertify personnel in the use of the Taser equipment. Student need to supply, gun belt with Taser holster, Taser unit and 4 Taser cartridges. Contact FTF for registration forms at (410) 552 – 6300.

March 31-April 1, 2009

# FIREARMS TRAINING

410-552-6300

## MOTOR SKILL TO DECISION MAKING (1 day program) \$25.00 per person

This is a one day course to give the instructor the foundation skills to teach motor skills and judgmental / decision training. The objective is to give the instructor knowledge and skills to teach law enforcement to deal with critical incidents. Teaching offers how to deal with critical incidents includes: knowledge, motor skills, cognitive strategies and attitudes. Each student will be given an outline guide for a program for instructing motor skills and decision training. The class includes classroom presentation and live fire. Each participant is required to bring a duty belt, holster, service weapon and 50 rounds of ammunition. The class size is limited to 20 students. Call (410) 552 – 6300

TBD

## FIREARMS INSTRUCTOR REFRESHER COURSE (1 day program)

### \$28.00 per person

This one day course is designed to refresh certified firearms instructors in the methodology of presenting quality firearms training to both entrance level and in-service personnel. Topics will include: fundamentals of marksmanship, instructional methods, drill room procedures and live fire exercises. Participants will be required to bring a gun belt, service weapon and 100 rounds of ammunition. Class size is limited to 20 students. Call (410) 552 – 6300.

TBD

# FIREARMS TRAINING

410-552-6300

## REMINGTON 870 SHOTGUN ARMORER SCHOOL (2 day program)

### \$400.00 per person

The FTF will be hosting this factory school. This factory school is a two day course open to law enforcement and correctional officers. The course covers design, theory, compatibility, disassembly, assembly, maintenance and troubleshooting for the Remington 870 shotgun. Each student needs to bring a Model 870 Police style shotgun to the class. To register for the course go to:

[www.remingtonle.com/training/fcregistratioin.htm](http://www.remingtonle.com/training/fcregistratioin.htm). Registration forms must be sent to BOTH Remington at 315-895-3661 and FTF at 410-552-4615.

May 19-20, 2009 (must be filled before applications will be accepted for May 21-22 class)

May 21-22, 2009

## LOW LIGHT DECISION MAKING (1day program) \$35.00 per person

This is a one day course designed to instructor development in low light decision and shooting. The objective is to give the instructor an outline for the development and implementation of a low light judgmental program. The course consists of classroom and live fire in a low light environment. It is not required but a suggested prerequisite is students attend the Motor Skill to Decision Making class in January. Participants are required to bring a duty belt, holster, service weapon, flashlight and 30 rounds of ammunition. The class size is limited to 20 students. Call (410) 552 – 6300.

TBD

## GLOCK ARMORER (1 day program) \$150.00 per person (includes lunch)

We are hosting this school. This course covers design, theory, compatibility, disassembly, assembly, maintenance and troubleshooting for the Glock pistol. Call (410) 552 – 6300 for details.

TBD

# FIREARMS TRAINING

410-552-6300

## **SIG SAUER ARMORER \$395.00 per person**

The FTF will host this two day program. This is a hands on program that teaches and guides the student through all armorer operations. Visit [www.sigarmsacademy.com](http://www.sigarmsacademy.com) or call Kathleen Randolph at 603-679-2003 to register for the program.

March 10-11, 2009

## **INSTRUCTING THE PROBLEM SHOOTER (1 day program) \$26.00 per person**

This one day course is open to current Firearms Instructors. Program is designed to reinforce instructional skills and techniques needed to assist the problem shooter. The course will be a combination of classroom and live fire exercises, with using state of the art equipment that can assist instructors, with the problem shooter. Participants will be required to bring a gun belt, service weapon and 50 rounds of ammunition. Class size is limited to 20 students. Call (410) 552 – 6300.

TBD

## **SIMUNITION SCHOOL \$550.00 per person**

The FTF will host this three day program. Participants will be training with Simunition equipment, developing training objectives, lesson plans and safety. To register visit [www.simunition.com](http://www.simunition.com).

April 28-30, 2009

## **PRECISION SHOOTING (2 day program) \$110.00 per person**

This two day course is open to current Firearms Instructors that must pass a Pre – Shoot on the NRA National Match Course – 60 rounds, 7 to 50 yards with a minimum score of 575 points. The course is designed to refresh certified firearms instructors in precision shooting. The course will be a combination of classroom and live fire exercises. Topics will include: fundamentals of marksmanship, positional shooting and equipment selections. Participants will be required to bring a gun belt, weapon with open sights capable of keeping all shots inside a 6-inch circle at 50 yards and 750 rounds of ammunition. Class size is limited to 10 students. Call (410) 552 – 6300.

TBD

# FIREARMS TRAINING

410-552-6300

## LESS LETHAL (2 day program) \$30.00 per person

Kinetic Energy Impact Projectile Course

This two day course is open to current Firearms Instructors. The course is designed to provide instruction on developing and implementing a kinetic energy impact projectile program. Course will detail equipment needs, legal considerations and implementation / deployment considerations. Participants will be required to bring 15 rounds of 12 gauge bean bags ammunition. Participants may also bring their agencies bean bag shotgun or elect to use FTF's shotguns. Call (410) 552 – 6300.

TBD

## RUGER ARMORER (2 day program) Free of Charge

We are hosting this school. The course covers design, theory, compatibility, disassembly, assembly, maintenance and troubleshooting. Call (410) 552 – 6300 for further details.

TBD

## ENHANCED SHOTGUN \$80.00 per person, \$90.00 non client agencies

This two day course is open to current Firearms Instructors, to sharpen their shotgun training. The course will be a combination of classroom (detail on shotgun nomenclature, ammunition selection, weapon accessories and slings) and live fire. Participants will be required to bring a gun belt, service weapon and 5 rounds of slug, 10 rounds of 00 buck and 25 rounds of #8 shot for the shotgun and 50 rounds of handgun ammunition. Contact FTF for registration forms at 410-552-6300

May 13-14, 2009

*Training Schedule is tentative. Contact designated training section for changes, locations, fees, and nomination forms.*

# MARYLAND COMMUNITY CRIME PREVENTION INSTITUTE

410-875-3421

## RESIDENTIAL CRIME PREVENTION TRAINING PROGRAM

MCCPI conducts three free Residential Crime Prevention Training Programs annually in different locations around the state. The purpose of the four-day program is to provide instruction in *Residential* crime prevention methodologies and techniques to those officers who are assigned full or part-time to crime prevention and/or community policing. Among the topics covered are: Introduction to Crime Prevention, Residential and Personal Security, Target Hardening, Crime Prevention Issues Facing Seniors, Techniques for Teaching Children, Victim/Witness Issues, and Partnerships & Problem Solving. Trainees are required to demonstrate their comprehension of the training by conducting onsite security surveys on area residences.

March 9-12, 2009 – PSETC, Sykesville, MD

April 6-9, 2009 – Castle in the Sand Hotel, Ocean City, MD

September 28-October 1, 2009 – Washington County

## COMMERCIAL CRIME PREVENTION TRAINING PROGRAM

MCCPI conducts one free Commercial Crime Prevention Training Program annually. The purpose of the five-day program is to provide instruction in *Commercial* crime prevention methodologies and techniques to those officers who are assigned full or part-time to crime prevention and/or community policing. Among the topics covered are: Risk Management, Commercial Target Hardening, Applicant Screening & Hiring, Workplace Violence, Employee Theft, Commercial Armed Robbery, Surveillance Systems, and Crime Prevention through Environmental Design (CPTED). Trainees are required to demonstrate their comprehension of the training by conducting onsite security surveys on area commercial or government establishments. (Completion of the MCCPI Residential Crime Prevention Training Program prior to this training is preferred.)

TBD

# MARYLAND COMMUNITY CRIME PREVENTION INSTITUTE

410-875-3421

## MARYLAND TRIAD/SALT NETWORK MINI TRAINING PROGRAMS

MCCPI secures guest speakers on various crime and safety topics of interest to *senior citizens/service providers*. These mini training programs (generally one hour or less) are presented as part of the quarterly meetings of this group, and are held in the Annapolis area. Past topics have included: Maryland Charitable Organizations, Crime Victim Legal Advocacy, Home Improvement Fraud, and Financial Exploitation of the Elderly. MCCPI also assists in planning the one-day Annual State Triad/SALT Conference, which is hosted by a different jurisdiction each year.

March 18, 2009	Annapolis,
June 17, 2009	Annapolis
September 16, 2009	Annapolis
December 16, 2009	Annapolis

Annual Conference: Date / location to be determined.

## SPECIAL CRIME PREVENTION TRAINING PROGRAMS

Throughout the year, MCCPI plans, co-sponsors, facilitates, and/or conducts training programs on various crime prevention topics to interested groups upon request. These trainings cover the entire spectrum of crime prevention, and can be tailored to meet the needs of the requestor. Examples of training topics are: Personal Safety, Prevention of Gangs, Drug Abuse Prevention, Holiday Safety, Crime Prevention for Children, Crime Prevention for Seniors, Identity Theft, Bullying, Internet Safety, Fraud and Cons, etc. Examples of groups requesting this training include senior centers, schools, Boy and Girl Scout Troops, colleges, businesses, churches, etc.

The Current Trends training is for law enforcement officers and topics include information on Gangs, Drug Trends, Sexual Predators on the Internet, Rape Awareness, Methamphetamine, as well as other areas.

Current Trends IV: More than Locks & Lights:

June 24-25, 2009 Allegany College of Md., Cumberland, Md.

Guidelines on the use of the McGruff/Scruff Costumes:

July 2, 2009 PSETC, Sykesville, Md.

**CO-SPONSORSHIP OF MARYLAND CRIME PREVENTION ASSOCIATION**

**TRAINING PROGRAMS (MCPA)**

MCCPI serves as an Ex-Officio member of the Executive Board of the MCPA and co-sponsors all of its training programs. MCPA offers several one – day training workshops and a multi – day Annual Conference each year. Training topics are based on the needs / requests of MCPA members. Past topics have included: Homeland Security, Identity Theft, Youth Crime Prevention, Gangs, Computer Security, Drug Trends, School Violence, CPTED, Domestic Terrorism and Workplace Violence.

TBD

*Check the Maryland Crime Prevention Association's website at [www.mdcrimeprevention.org](http://www.mdcrimeprevention.org) for information on exact dates, topics, locations and fees of their programs.*

# DRUG ABUSE RESISTANCE EDUCATION (D.A.R.E.)

410-875-3426

## D.A.R.E. IN-SERVICE TRAINING

This training is designed to provide continued subject matter updates, extended training on current topical issues and changing educational concepts and practices, and to disseminate information relative to program operations. This two – day training is always approved for police in-service credits.

April 7-9, 2009      Ocean City, Maryland

## D.A.R.E. OFFICER TRAINING SEMINAR

This seminar is an 80-hour training that is designed to prepare a seasoned police officer to teach the D.A.R.E. Curriculum to the elementary level student in the classroom atmosphere. It is an entry-level training in the D.A.R.E. Program and is required by National Policy and Copyright Law in order to receive certification to present the curriculum.

Date and Location TBA

The seminar is presented by an Accredited Training Center that follows a strict national training model that is also protected by National Policy and Copyright Law.

# POLICE ENTRANCE LEVEL TRAINING

410-875-3451

## POLICE ENTRANCE LEVEL TRAINING

The Police Entrance Level Training Program is a 21-week, 840-hour course of instruction for members of small and medium sized police agencies. It is an interactive program where a maximum of 30 recruits are assigned to 5-person training squads for problem-based instruction. The focus is on student involvement rather than lecture based learning. Incorporating community-policing strategies throughout the training, the course serves officers from municipal police departments, county sheriff's offices, school and campus police, and home detention units. Instruction includes an 80-hour firearms course that emphasizes judgmental shooting in addition to skill development. Two afternoons each week are devoted to practical police problems, labs where students, individually or in teams, can develop skills such as interpersonal communication, leadership, evidence collection, photography, fingerprinting, warrant applications, etc. **Fee \$1500.00 (Does not include Ammo, Clothing or Lodging).**

March 2, 2009 – August 19, 2009 (Dec. 18, 2009)

The academic program is housed at the Maryland Police and Correctional Training Commissions – Public Safety Education and Training Center in Sykesville. Additional training sites includes the Firearms and Driver Training Facilities in Sykesville, as well as trips to a correctional facility, the Medical Examiner's Office and the National Guard training site at Gunpowder State Park.

## COMPARATIVE COMPLIANCE CERTIFICATION TRAINING

The Comparative Compliance Training Course is an abbreviated entrance level program designed for previously certified Maryland police officers who have been out of service between two and five years, and non-Maryland officers who completed an acceptable entrance level in another state or through the federal government. Training topics include Maryland criminal and traffic law, juvenile law and procedures, advanced first aid, and entrance level firearms qualification. Attendees must be employed by a Maryland police agency and have received a waiver of entrance level training.

**Fee: \$600.00 (Does not include Ammo.) Pending # of Applicants/Requests.**

TBA

***\*\*\*Dates shown are tentative and subject to change due to classroom availability and number of registrants. For more information call 410-875-3451.***

**MANDATED TRAINING FOR POLICE & CORRECTIONS  
SUPERVISORS AND ADMINISTRATORS**

**410-875-3514**

**FIRST LINE SUPERVISOR TRAINING PROGRAM**

This program replaces the 35-hour program and incorporates the newly adopted 39 performance objectives. It is a 10-day program suitable for both law enforcement and correctional officers and includes interactive, problem solving exercises focusing on the fundamental skills required of all first line supervisors. The 10 day program offers more topic specific practical exercises, which staff believe will provide a more “hands on” approach to supervision. All programs will fulfill MPCTC mandated requirements. Exercises are tailored to meet the needs and expectations of each class with examples drawn from both disciplines. Since this is a combined law enforcement & corrections program, there will not be separate sessions for police and correction personnel. *All sessions will be held at the Public Safety and Education Training Center* in Sykesville with a maximum capacity of 24 participants, which is split between police and correctional agencies. 12 individual's maximum for both police and correctional agencies and no more than three participants from one agency at a time. **Fee \$150.00**

January 5-16, 2009

March 9-20, 2009

April 6-17, 2009

May 11-22, 2009

July 6-17, 2009

September 14-25, 2009

November 9-20, 2009

**FIRST LINE ADMINISTRATOR TRAINING PROGRAM**

This is a 10 day program required by the Police Training Commissions for all police personnel assigned or promoted into their department's first line administrator rank. In addition to meeting requirements, this program is designed to give students the basic skills they will need to function successfully in their new positions. All sessions will be held at the Public Safety and Education Training Center in Sykesville with a maximum capacity of 24 participants, limited to 12 police and 12 correctional personnel.

(Contact Cheryl Friend 410-875-3514) **Fee \$150.00.**

February 9-20, 2009

June 8-19, 2009

August 24-September 4, 2009

December 7-18, 2009

# INSTRUCTOR CERTIFICATION TRAINING

410-875-3514

The Enhanced Instructor Training program has incorporated the latest adult learning styles, most recent instructional methods and audio-visual technology.

## ENHANCED INSTRUCTOR PROGRAM

The enhanced program is forty-nine hours and geared for the individual who has some experience but has not instructed recently or instructs infrequently. Completion of this course satisfies either the Police Training Commission or the Correctional Training Commission instructor certification-training program. **Location:** PSETC/MPCTC Sykesville. **Fee \$150.00.**

January 26-February 3, 2009

April 20-28, 2009

June 22-30, 2009

September 28-October 6, 2009

February 23-March 3, 2009

May 26-June 3, 2009 \*Tuesday start

July 20-28, 2009

November 30-December 8, 2009

# INSTRUCTOR CERTIFICATION TRAINING

410-875-3514

## POLICE DEFENSIVE TACTICS INSTRUCTOR TRAINING \$375.00 per person

This course will teach candidates the skills needed to teach defensive tactics at the academy and in-service level. The course will address all the objectives as detailed by MPCTC. This two week course will include lectures: History of DT, DT and law-enforcement, Use-of-force issues, transfer of knowledge, safety in training, drill design, and more. The course will concentrate on practical lessons of skills, including: combatives, self-defense techniques, ground fighting, weapon defenses and retention (edged weapon, handguns and long guns), use of "High Gear" suit, expendable baton, and OC. Candidates who successfully complete the course will receive **three** certifications in the following training: DT Instructor, OC Instructor, and Expandable Baton Instructor. This training is a very intense, hand on and physically demanding course. Be prepared to sweat!

This class does require pre-requisites to be completed, please hit the *more information* tab below for a list of these pre-requisites.

### **Pre-Requisites:**

Candidates interested in taking the DT Instructors course must have the following:

- Have attended and passed Instructors School (train the trainer).
- Have basic understanding of defensive tactics, i.e., previous martial arts experience, extensive DT background, or equivalent.
- Must be able to pass the Cooper's Fitness Assessment with a score no lower than 50 percent (The assessment will be administered the first day of the course).
- Students should not have any physical or other limitations that will affect their abilities to participate and complete any of the skills taught.
- Students must complete and forward to MPCTC (attn: PTC, Richard Harding) the following forms:
  - PAR-Q (Physical Activity Readiness Questionnaire)
  - DT experience questionnaire
  - Signed copy of the DT/PT Training safety rules form.
- Students should bring with them the following protective gear:
  - Mouth guard
  - Wrist wraps
  - Half-finger (MMA-Type) gloves
  - Groin protection
  - Shin protection pads (recommended)
  - Duty belts
  - Sweats and/or gym gear
  - Cross trainer type shoes

August 10-21, 2009

# INSTRUCTOR CERTIFICATION TRAINING

410-875-3514

## CORRECTIONAL DEFENSIVE TACTICS INSTRUCTOR TRAINING \$150.00 per person

This course will teach candidates the skills needed to teach defensive tactics at the academy and in-service level. The course will address all the objectives as detailed by MPCTC. This Five day course will include lectures: History of DT, DT and corrections, Use-of-force issues, transfer of knowledge, safety in training, drill design, and more. The course will concentrate on practical lessons of skills, including: combatives, self-defense techniques, ground fighting, weapon defenses and retention (edged weapon, handguns and long guns), Candidates who successfully complete the course will receive a Defensive Tactics Instructor certification. This training is a very intense, hand on and physically demanding course. Be prepared to sweat!

This class does require pre-requisites to be completed, please hit the *more information* tab below for a list of these pre-requisites.

### **Pre-Requisites:**

Candidates interested in taking the Correctional DT Instructors course must have the following:

- Have attended and passed Instructors School (train the trainer).
- Have basic understanding of defensive tactics, i.e., previous martial arts experience, extensive DT background, or equivalent.
- Must be able to pass the Cooper's Fitness Assessment with a score no lower than 50 percent (The assessment will be administered the first day of the course).
- Students should not have any physical or other limitations that will affect their abilities to participate and complete any of the skills taught.
- Students must complete and forward to MPCTC (attn: PTC, Richard Harding) the following forms:
  - PAR-Q (Physical Activity Readiness Questionnaire)
  - DT experience questionnaire
  - Signed copy of the DT/PT Training safety rules form.
- Students should bring with them the following protective gear:
  - Mouth guard
  - Wrist wraps
  - Half-finger (MMA-Type) gloves
  - Groin protection
  - Shin protection pads (recommended)
  - Duty belts
  - Sweats and/or gym gear
  - Cross trainer type shoes

June 8-12, 2009

# ADVANCED AND SPECIALIZED TRAINING

410-875-3514

## CULTURAL DIVERSITY TRAINING FOR TRAINERS

A 35-hour seminar designed to assist correctional and police trainers identify and understand diverse cultures, and prepare them to instruct others in this subject. The program is offered at least once a year at the Maryland Police and Correctional Training Commissions Public Safety Education & Training Center. **Fee: \$75.00**

Contact Norm Ringgold 410-875-3537

..... TBA

## FIRE SAFETY OFFICER TRAINING

A seven-hour program designed for newly assigned institutional fire safety officers is offered at least once a year and is usually held at the Maryland Police & Correctional Training Commissions Public Safety Education & Training Center in Sykesville, Md. Instructors are provided by The State Fire Marshall's Office. **Fee \$20.00.**

Contact Mark Radcliff 410-875-3509

..... March 10, 2009 Sykesville, MD

## ETHICS TRAINING

The ethics course is designed to acquaint law enforcement officers with some of the most difficult issues in policing. Police officers are trained with the knowledge and skills to play the complex roles of order maintenance, problem solving and enforcement. Unfortunately, very little training effort is expended to assist officers in handling the issues involving discretionary decisions and the ethical concerns that are part of that role. The course content assists officers in making ethical decisions rather than telling them what to do or what not to do. The skills an officer can develop as a result of taking this course should help him or her to police and open society based on the rule of law and democratic values. It is through this kind of course that law enforcement officers can step back and ponder the ethical landscape of which they walk. **Fee \$15.00 Contact**

**Norm Ringgold 410-875-3537**

..... TBA

# ADVANCED AND SPECIALIZED TRAINING

410-875-3514

## EXCELLENCE IN PROFESSIONALISM

A three day seminar in leadership training for line and staff personnel. The behaviors of professionalism will be learned, in relationship to the skilled individual in the art of management. The participant will be able to understand and apply the behaviors to the basic skills of effective management. Each participant will do a self assessment of his or her management style. Participants will learn proven methods for enhancing their human, conceptual, and technical skills. **Fee: \$35.00. Contact Norm Ringgold at 410-875-3537.**

..... TBA

## MANAGING THE AGING OFFENDER

From 1990 to 2000, the Maryland Division of Corrections (DOC) saw a 137% increase in numbers of prisoners over age 50. The physical and psychological aspects of aging offenders present a myriad of problems for institutions. This seminar will focus on ways to improve the care and security of this aging population. **Fee: \$20.00. Contact Norm Ringgold at 410-875-3537.**

..... TBA

## STRESS MANAGEMENT

The stress management seminar is designed to help you manage your stress before it manages you. Understand the brain/body functions when subjected to stress. Understand the relationship of health issues and prolonged stress. **Fee: \$15.00 Contact Norm Ringgold at 410-875-3537.**

..... TBA

## ANNUAL TRAINER'S CONFERENCE

This is an annual conference sponsored by MPCTC that is designed to introduce and update police and correctional trainers as to the latest technology, methodology and philosophy in the training arena. **Fee: \$50.00. Contact Diane Mello at 410-875-3601.**

Thursday, October 29, 2009

MPCTC (PSETC) - Sykesville

# ADVANCED AND SPECIALIZED TRAINING

410-875-3514

## FINDING WORDS/CHILD FIRST

Finding Words/Child First is an intensive, interactive, 5-day course combining lecture and hands-on experience in forensic interviewing. The target audience is law enforcement officers, prosecutors and child abuse professionals. These programs are scheduled for 2009 with a maximum of 40 students each. Students will participate in an educational program that provides information about the manner in which children experience sexual abuse. At the culmination of the educational segment of the training students will conduct a 30-minute interview with an actor playing the role of an abused child. Students will also interview a child about a non-abusive event. Both interviews will be critiqued by the Finding Words/Child First faculty. **Fee: \$200.00 per person. Contact Charles Lewis 410-875-3534**

.....

March 9-13, 2009

Sykesville, MD

## NEW EMERGIN TRENDS IN CORRECTIONS SERIES: THE VANCELL

Presented by the Maryland Police & Correctional Training Commissions, we will have a demonstration of the VANCELL by the Bob Barker Company. The VANCELL is a prisoner transport system in which you can transport and segregate different types of inmates such as males, females and juveniles all in the same vehicle. We will have a fully functioning vehicle on site for hands on inspection. **Fee: FREE Contact Mark Radcliff 410-875-3509**

.....

March 25, 2009

Sykesville, MD

## OFFICER INVOLVED SHOOTING

Participants will receive information about officer involved shootings. This training will include statistics, survival techniques, a Prince George's County police officer's first hand account of his response to being involved in a shooting as well as the general stress of post-event shooting, and posttraumatic stress disorder. This training is being presented in partnership with J. Stewart Gray & Associates. **Fee: FREE Contact Jennifer Beskid 410-875-3525**

.....

February 13, 2009

Sykesville, MD

# ADVANCED AND SPECIALIZED TRAINING

410-875-3514

## OFFSITE SUPERVISION: HOW TO MANAGE STAFF WHEN YOU DON'T SEE THEM EVERYDAY

This six hour course will illustrate the challenges faced by supervisors from a diverse public safety background to include law enforcement and corrections as well as adult and juvenile probation. It will also require students to assess the importance of the relationship between public safety professionals and the public. The course will also challenge student to examine how the quality of the supervisor's relationship with his/her subordinate impacts the relationship between the law enforcement agency and the public and to define his/her role as a supervisor. **Fee: \$50.00 per person Contact Jennifer Beskid 410-875-3525.**

.....	April 16, 2009	Sykesville, MD
.....	October 6, 2009	Sykesville, MD

## GENERATIONS AS LEARNERS AND STAFF

This six hour course will identify prejudices and stereotypes people have about each of the generations. Students will learn about individual learning styles utilizing the Learning Type Measure©. They will also explore generational issues that impact the work force in staff-staff relations, staff to supervisor relations and supervisor to supervisor relations. The course will provide an overview of adult learning, highlighting the ways in which persons from various generations learn. It will also provide some tips for improving working relationships between employees from different generations. **Fee: \$50.00 per person Contact Jennifer Beskid 410-875-3525**

May 21, 2009	Sykesville, MD
October 22, 2009	Sykesville, MD

# ADVANCED AND SPECIALIZED TRAINING

410-875-3514

## IDENTITY THEFT

This training is a joint partnership with the Federal Trade Commission, Office of the United States Attorney, Maryland Crime Victim's Resource Center, Harford County Sheriff's Office, and the Motor Vehicle Administration. The presenters will be discussing the role law enforcement officers play in responding to identity theft as well as presenting resources to assist officer's who are investigating identity theft crimes. **Fee: FREE Contact Jennifer Beskid 410-875-3525.**

.....	April 10, 2009	Bel Air, MD
.....	May 8, 2009	Location TBA
.....	June 12, 2009	Location TBA
.....	July 17, 2009	Location TBA

## GANG INSTRUCTOR – TRAIN THE TRAINER

Presented by the Maryland Police & Correctional Training Commissions, this all new Gang Instructor T4T session embodies the new training requirements and objective required by MPCTC beginning January, 2009. **Fee: FREE Contact Mark Radcliff 410-875-3509.**

..... TBD

## AUDIO VISUAL FOR AMATEURS

Do you ever feel like your computer is out to get you? Does your Murphy's Law state that whenever you are responsible for training, there will be the need for a video and you won't have sound? For those individuals who refer to flash drives as "thing-a-ma-jingies" and PowerPoint as the "great evil," this is the class for you. Students will learn how to use and operate an LCD projector, external drives, and audio equipment. In addition to learning how to use the equipment students will be able to bring laptops, flash drives and additional portable equipment to the class to receive first hand instruction in the use and operation of this equipment. This is a good class to take for anyone considering an instructor training for trainer's class. **Fee: FREE Contact Jennifer Beskid 410-875-3525.**

March 11, 2009	Sykesville, MD	September 9, 2009	Sykesville, MD
June 10, 2009	Sykesville, MD	December 9, 2009	Sykesville, MD

# ADVANCED AND SPECIALIZED TRAINING

410-875-3514

## TRAINING COORDINATOR'S REVIEW

Frequently training responsibilities shift within departments. If you have recently found yourself to be responsible for the administrative end of maintaining training records to meet Commissions' standards, this is the training for you. You are not required to be a training coordinator. This informal training will review the required documents for certification of instructors, submitting program approvals and mandated training requirements. Participants will receive a manual to guide them through Commission processes and documents while having an opportunity to get their questions answered. All reviews will be held from 10:00 a.m. – 12:00 p.m. **Fee: FREE Contact Jeannette Marxen 410-875-3515**

February 25, 2009	Sykesville, MD	July 22, 2009	Sykesville, MD
March 25, 2009	Sykesville, MD	August 26, 2009	Sykesville, MD
April 22, 2009	Sykesville, MD	September 23, 2009	Sykesville, MD
May 27, 2009	Sykesville, MD	October 26, 2009	Sykesville, MD
June 24, 2009	Sykesville, MD	November 25, 2009	Sykesville, MD

# ADVANCED AND SPECIALIZED TRAINING

410-875-3514

## FIELD TRAINING AND EVALUATION PROGRAM

The transition from an entry – level academy to the “real” world is an essential step in any type of field training program. In the past, the training option that has primarily been available is San Jose model. With the advent of community policing, the problem solving policing model of field training was introduced. The Field Training Program that is being introduced by the staff of MPCTC does not advocate either model. Instead it incorporates the best of both models in a manner that is realistic and applicable to the current environment.

**Fee: \$75.00 per person. Contact Cheryl Friend (410) 875 – 3514.**

Initially, the program examines the roles of the field training officer – specifically, the fact that the field training officer functions as the “supervisor” of a field trainee. The program also focuses on the fact that an FTO needs to possess and demonstrate skills in leadership and delegation. Additional components of the program instruct to the following:

- Fundamentals of effective communication;
- Counseling;
- The FTO as a trainer;
- The FTO as an evaluator; and,
- Training liability and legal issues.

The program is a combination of classroom instructor and practical application. During the daily practical applications, students will

- Apply leadership traits and principles to an FTEP Program / training situation;
- Introduce trainee to FTEP expectations and standards;
- Rehearse counseling skills;
- Prepare a remedial training plan for a specific problem; and,
- Review evaluation instruments.

March 23-27, 2009

May 4-8, 2009

October 12-16, 2009

## COURSE REGISTRATION INFORMATION AND CONTACT NUMBERS

**Important:** *\*\*\*Please notify the appropriate training unit to cancel a registration. Otherwise, the nominating agency will be billed accordingly for the reserved slot(s). Your cooperation is appreciated, thank you. \*\*\**

*Additional information is available at MPCTC Training Notes Website [www.mdle.net](http://www.mdle.net).*

**Attention:** Lodging is now available at the PSETC, Sykesville (contact Ms. Joanne Cunningham, Registrar at 410-875-3402).

<u>Course Contact Person ....</u>	<u>Telephone/FAX</u>	<u>E-Mail</u>
Executive Development Institute Terry Satterfield, Administrator JeanneChenoweth, Coordinator	410-875-3574 410-875-3575 F#410-875-3584	<a href="mailto:tsatterfield@dpscs.state.md.us">tsatterfield@dpscs.state.md.us</a> <a href="mailto:jchenoweth@dpscs.state.md.us">jchenoweth@dpscs.state.md.us</a>
Emergency Vehicle Operation Dan Dazzo, Administrator Tanisha Davis, Secretary	410-549-5732 F#410-549-5710	<a href="mailto:Dazzo@dpscs.state.md.us">Dazzo@dpscs.state.md.us</a> tdavis2@dpscs.state.md.us
Firearms Training Unit Shannon Bohrer, Range Master Michael Mullin, Assistant Range Master Debbie Kowalski, Administrative Assistant	410-552-6300 F#410-552-4615	<a href="mailto:sbohrer@dpscs.state.md.us">sbohrer@dpscs.state.md.us</a> <a href="mailto:mmullin@dpscs.state.md.us">mmullin@dpscs.state.md.us</a> <a href="mailto:djkowalski@dpscs.state.md.us">djkowalski@dpscs.state.md.us</a>
Community Crime Prevention Institute Ms. Pat Sill Administrator Joyce Gary, Administrative Assistant	410-875-3421 410-875-3425 F#410-875-3420	<a href="mailto:psill@dpscs.state.md.us">psill@dpscs.state.md.us</a> <a href="mailto:jgary@dpscs.state.md.us">jgary@dpscs.state.md.us</a>
Drug Abuse Resistance Education Mr. Claude J. Nelson, Jr. State Coordinator .....	410-875-3426 F#410-875-3420	<a href="mailto:cjnelson@dpscs.state.md.us">cjnelson@dpscs.state.md.us</a>
Police Entrance Level Training Eric Waldt, Program Director Beth Houghtaling, Secretary	410-875-3451 410-875-3450 F#410-875-3582	<a href="mailto:ewaldt@dpscs.state.md.us">ewaldt@dpscs.state.md.us</a> <a href="mailto:bhoughtaling@dpscs.state.md.us">bhoughtaling@dpscs.state.md.us</a>
Mandated Correctional & Specialized Training Jane Sachs, Administrator Mark Radcliff, Coordinator Cheryl Friend, Secretary	410-875-3537 410-875-3514 F#410-875-3511	mjssachs@dpscs.state.md.us mwradcliff@dpscs.state.md.us <a href="mailto:cfriend@dpscs.state.md.us">cfriend@dpscs.state.md.us</a>
Instructor Certification, Mandated & Specialized Training, Police Program Approval Jennifer Beskid, Curriculum Development Specialist Jeannette Marxen, Secretary	410-875-3525 410-875-3515 F#410-875-3511	<a href="mailto:jabeskid@pdscs.state.md.us">jabeskid@pdscs.state.md.us</a> <a href="mailto:jmarxen@dpscs.state.md.us">jmarxen@dpscs.state.md.us</a>
Advanced & Specialized Training Adam Starr, Coordinator Peggy Jennings, Secretary	410-295-1287 410-295-1287 F#410-990-1523	<a href="mailto:astarr@dpscs.state.md.us">astarr@dpscs.state.md.us</a> mmjennings@dpscs.state.md.us

Maryland Police & Correctional Training Commissions – Nomination Form\*  
\*for use with Enhanced Instructor, First Line Supervisor or Administrator, OR Field Training Office only



Circle the program below you are nominating a candidate for:

Enhanced Instructor    First Line Supervisor    First Line Administrator    Field Training

Program Date: \_\_\_\_\_ Alternate Date: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Agency Contact: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Nominee: \_\_\_\_\_ Certification Number: \_\_\_\_\_

Rank/Position: \_\_\_\_\_ Promotion Date: \_\_\_\_\_  
(Required for First Line Programs)

Emergency Contact Number for Nominee\*: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

\*Will only be used if the course is being cancelled within 72 hours of the scheduled date.

I certify that the above information is true and correct.

Signature Department/Agency Head    Printed Name    Date

Overnight accommodations will be required (Circle One): Yes    No  
To reserve overnight accommodations, please call Joanne Cunningham at 410-875-3402. Submission of this Nomination Form will not result in a reservation. If the class is cancelled or rescheduled, you will need to contact Ms. Cunningham to cancel your room.

NON-REFUNDABLE Registration Fee: \$ \_\_\_\_\_ (Refer to program announcement or contact MPCTC)

R\*STARS transfers for STATE Agencies codes: Q00, PCA 27119 AOBJ 0302, TC 430

You must include: Document Date \_\_\_\_\_ & Document Number \_\_\_\_\_

Purchase Order Number (attach copy): \_\_\_\_\_

Check/Money Order – payable to MPCTC

Credit Card – A separate form, available at [www.mdle.net](http://www.mdle.net), is required for submission to MPCTC Accounting Division.

MAIL OR FAX ORIGINAL TO: Maryland Police & Correctional Training Commissions

Attn.: Training Unit  
6852 4<sup>th</sup> Street  
Sykesville, MD 21784  
FAX (410) 875-3511



Maryland Police and Correctional Training Commissions Registration Form

PROGRAM NAME: \_\_\_\_\_

PROGRAM DATE: \_\_\_\_\_

REGISTRATION INFORMATION: PLEASE PRINT OR TYPE ALL INFORMATION

AGENCY NAME: \_\_\_\_\_

AGENCY ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

AGENCY CONTACT: \_\_\_\_\_ DATE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

The following individual(s) from my agency is being nominated to attend the above referenced training.

NAME (print)	CERTIFICATION #	RANK/POSITION
--------------	-----------------	---------------

PROMOTION DATE TO CURRENT RANK: \_\_\_\_\_ (For Certification Office Use)

I certify that the above information is true and correct.

_____ Signature of Dept./Agency Head	_____ Please Print/Type Name	_____ Date
---	---------------------------------	---------------

PAYMENT INFORMATION: Registration Fee- \$ \_\_\_\_\_ NON-REFUNDABLE. Refer to training announcement or contact MPCTC for program fees.

Check or Money Order  Purchase Order Number: \_\_\_\_\_ (attach copy)

Payable to *MPCTC*

R\*STARS transfers for STATE agencies codes: Q00, PCA 27119 or 27113, AOBJ 0302, TC 430. *YOU MUST INCLUDE DOCUMENT DATE \_\_\_\_\_ & DOCUMENT NUMBER \_\_\_\_\_ FOR R\*STARS*

Credit Card: Type  VISA  MASTERCARD  AMERICAN EXPRESS

\*\*\*A separate form is required for submission to MPCTC Accounting Division\*\*\*

MAIL ORIGINAL OR FAX TO: Maryland Police & Correctional Training Commissions

MPCTC-PSETC  
6852 4<sup>th</sup> Street  
Sykesville, MD 21784  
(410) 875-3514  
Fax: (410) 875-3511

Attn: Training Unit  
MPCTC-FTF  
7320 Slacks Road  
Sykesville, MD 21784  
(410) 552-6300  
Fax: (410) 552-4615

MPCTC-DTF  
7320 Slacks Road  
Sykesville, MD 21784  
(410) 549-5732  
Fax: (410) 549-5710

NOMINATION FORM SHOULD BE RECEIVED 30 DAYS PRIOR TO START OF PROGRAM



# Department of Public Safety and Correctional Services

Police and Correctional Training Commissions  
6852 4th STREET • SYKESVILLE, MARYLAND 21784 • www.pctc.state.md.us  
(410) 875-3400 • V/TTY (800) 735-2258 • E-MAIL: mailbox@mpctc.net

## Credit Card Payment Information

Charge my:  Visa  
(CHECK ONE)  
 Master Card

Card Type:  Personal  
(CHECK ONE)  
 Corporate\*

Purpose:  Registration  
(CHECK ONE)

Program Name: \_\_\_\_\_  
Program Date: \_\_\_\_\_  
Attendee(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Lodging  
 Digest of Criminal Laws  
 Other

Name of Card Holder: \_\_\_\_\_  
PLEASE PRINT CLEARLY

Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Amount: \_\_\_\_\_  
MM/YY

Statement Zip Code: \_\_\_\_\_ State: \_\_\_\_\_

Card Holders Signature: \_\_\_\_\_

Card Holders  
Phone Number: \_\_\_\_\_

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

If receipt is requested, please provide fax number \_\_\_\_\_

**\*NOTE: State Agencies must process RSTARS transfer. Credit card form not accepted.**

# January 2009

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
			1	2
5	6	7	8	9
Police and Corrections Supervisor Training ▶				
				Managing Generation Y
12	13	14	15	16
Police and Corrections Supervisor Training				
			Colt Armorer M1911 .45 & "O" Frame Pistol	
Colt Armorer M16/AR15 Rifles			Workplace Violence	
19	20	21	22	23
Police Defensive Tactics Instructor Training ▶				
				Managing Critical Incidents
26	27	28	29	30
Enhanced Instructor Training				
		Emergency Vehicle Operations In-Service Course		Supervisory Liabilities
Police Defensive Tactics Instructor Training				

# February 2009

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
2 Enhanced Instructor Training	3	4	5	6 Preparing to Assume a Management Position
Correctional Defensive Tactics Instructor Training				
9	10	11	12 Managing Change	13 Officer Involved Shooting A Guide to Eliminating Procrastination
Police & Corrections Administrator Training ►				
16	17	18	19 Transitioning from Officer to Supervisor	20
Police & Corrections Administrator Training ►				
23	24	25 Training Coordinator's Review	26	27 Conducting Internal Investigations – Law Enforcement
Enhanced Instructor Training				

# March 2009

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
2 Enhanced Instructor Training	3	4	5	6 Internal Investigations – Correctional Officers
Rifle School				
9	10 Fire Safety Officer	11 AV for Amateurs	12	13
Police and Corrections Supervisor Program ▶				
SIG SAUER Armorer School		Finding Words/Child First Residential Crime Prevention Training Program		
				Adjudication Misconduct Cases – Law Enforcement
16	17	18	19	20
Police and Corrections Supervisor Program ▶				
Firearms Instructor School				
Managing the Marginal Employee		Delegating Down the Chain of Command		
		Maryland Triad/Salt Network Mini Training Programs		
23	24 Supervisors Role in Critical Incidents	25 New Emerging Trends in Corrections Series: The VANCELL	26	27 Effective Leadership
Firearms Instructor School				
Police and Correctional Field Training Program				
		Training Coordinator's Review		
30	31 Taser X26 Advanced & M26 Instructor School			

# April 2009

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
		1 <div style="border: 1px solid black; background-color: orange; padding: 2px; width: fit-content; margin: 5px auto;">Taser X26 Advanced &amp; M26 Instructor School</div>	2	3
6	7	8	9	10
Residential Crime Prevention Training Program			Identity Theft	
Police & Corrections Supervisor Program ▶				
Leadership School				
13	14	15	16	17
Police & Corrections Supervisor Program				
			Multicultural Sensitivity	Creative Problem Solving for Leaders
			Offsite Supervision	
20	21	22	23	24
Enhanced Instructor Program ▶				
		Training Coordinator's Review	Managing Change in a Changing Environment	
Scoped Rifle School				
27	28	29	30	
Enhanced Instructor Program		Strategic Planning		
Scoped Rifle School				
Simunition Instructor School				

# May 2009

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
				1 <div style="border: 1px solid black; background-color: #f4a460; padding: 2px; text-align: center;">Assessing My Promotability</div>
4	5	6	7	8 <div style="border: 1px solid black; background-color: #d8bfd8; padding: 2px; text-align: center;">Identity Theft</div>
<div style="border: 1px solid black; background-color: #90ee90; padding: 2px;">Police and Correctional Field Training Program</div>				
<div style="border: 1px solid black; background-color: #ffff00; padding: 2px;">Emergency Vehicle Operations Instructor Course ▶</div>				
			<div style="border: 1px solid black; background-color: #f4a460; padding: 2px; text-align: center;">Being a Supervisor &amp; Building a Team</div>	<div style="border: 1px solid black; background-color: #f4a460; padding: 2px; text-align: center;">Communicating with Confidence</div>
11	12	13	14	15
<div style="border: 1px solid black; background-color: #4169e1; padding: 2px;">Police and Corrections Supervisor Training ▶</div>				
<div style="border: 1px solid black; background-color: #ffff00; padding: 2px;">Emergency Vehicle Operations Instructor Course ▶</div>				
	<div style="border: 1px solid black; background-color: #f4a460; padding: 2px; text-align: center;">Crime &amp; Management Analysis &amp; Evaluation for Police Managers</div>			<div style="border: 1px solid black; background-color: #f4a460; padding: 2px; text-align: center;">Managing Conflicts in the Workplace</div>
		<div style="border: 1px solid black; background-color: #ff8c00; padding: 2px; text-align: center;">Enhanced Shotgun Training</div>		
18	19	20	21	22
<div style="border: 1px solid black; background-color: #4169e1; padding: 2px;">Police and Corrections Supervisor Training</div>				
	<div style="border: 1px solid black; background-color: #ff8c00; padding: 2px; text-align: center;">Remington 870 Shotgun Armorer</div>		<div style="border: 1px solid black; background-color: #ff8c00; padding: 2px; text-align: center;">Remington 870 Shotgun Armorer</div>	
			<div style="border: 1px solid black; background-color: #d8bfd8; padding: 2px; text-align: center;">Generations as Learners and Staff</div>	
25	26	27	28	29
		<div style="border: 1px solid black; background-color: #d8bfd8; padding: 2px; text-align: center;">Training Coordinator's Review</div>		
<div style="border: 1px solid black; background-color: #add8e6; padding: 2px;">Enhanced Instructor Program ▶</div>				
30	31			
<div style="border: 1px solid black; background-color: #add8e6; padding: 2px;">Enhanced Instructor Program ▶</div>				

# June 2009

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
1	2	3	4	5 Project Management
8	9	10	11	12
Police & Corrections Administrator Training ▶				
	Leadership School			Progressive Discipline
		AV for Amateurs		Identity Theft
Correctional Defensive Tactics Instructor Training				
15	16	17	18	19
Police & Corrections Administrator Training •				
		Maryland Triad/Salt Network Mini Training Programs		
		Emergency Vehicle Operations In-Service Course		
22	23	24	25	26
Enhanced Instructor Training ▶				
		Training Coordinator's Review	Avoiding Pitfalls of Supervision	Assertiveness Training for Managers
		Current Trends: More than Locks & Lights		
29	30			
Enhanced Instructor Training				

# July 2009

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
		1	2 Guidelines on the use of the McGruff/Scruff Costumes	3
6	7	8	9	10
Police and Corrections Supervisor Training ▶				
Firearms Instructor School (Pistol & Shotgun) ▶				
13	14	15	16	17
Police and Corrections Supervisor Training ▶				
Firearms Instructor School (Pistol & Shotgun) •				
				Identity Theft
20	21	22	23	24
Enhanced Instructor Training ▶				
		Training Coordinator's Review	Emergency Vehicle Operations In-Service Course	
27	28	29	30	31
Enhanced Instructor Training •				
	Advanced Problem Solving & Negotiations			

# August 2009

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
3	4	5	6	7
10	11	12	13	14
		Leadership School		
			Scoped Rifle School	
Police Defensive Tactics Instructor Training				
17	18	19	20	21
Scoped Rifle School				
Police Defensive Tactics Instructor Training				
24	25	26	27	28
Police & Corrections Administrator Training ▶				
		Training Coordinator's Review		
31				
Police & Corrections Administrator Training ▶				

# September 2009

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
	1	2	3	4
	Police & Corrections Administrator Training ▶			
7	8	9	10	11
		AV for Amateurs		
14	15	16	17	18
Police and Corrections Supervisor Training ▶				
	For Police Managers: Solving Community Crime Problems			
	Firearms Instructor School (Pistol & Shotgun) ▶			
21	22	23	24	25
Police and Corrections Supervisor Training				
Firearms Instructor School (Pistol & Shotgun)				
		Maryland Triad/Salt Network Mini Training Programs		
		Training Coordinator's Review		
28	29	30		
Enhanced Instructor Training ▶				

# October 2009

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
			1 <div style="background-color: #ADD8E6; padding: 2px; text-align: center;">Enhanced Instructor Training</div>	2
5 <div style="background-color: #ADD8E6; padding: 2px; text-align: center;">Enhanced Instructor Training</div>	6 <div style="background-color: #DDA0DD; padding: 2px; text-align: center;">Offsite Supervision</div>	7	8	9
<div style="background-color: #FF8C00; padding: 2px;">Firearms Instructor School (Pistol &amp; Shotgun)</div>				
12	13	14	15	16
<div style="background-color: #9ACD32; padding: 2px;">Police and Correctional Field Training Program</div>				
<div style="background-color: #FF8C00; padding: 2px;">Firearms Instructor School (Pistol &amp; Shotgun)</div>				
19	20	21	22 <div style="background-color: #DDA0DD; padding: 2px; text-align: center;">Generations as Learners and Staff</div>	23
26 <div style="background-color: #DDA0DD; padding: 2px; text-align: center;">Training Coordinator's Review</div>	27	28	29 <div style="background-color: #DC143C; padding: 2px; text-align: center;">Annual Instructor Conference</div>	30

# November 2009

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
2	3	4	5	6
Emergency Vehicle Operations Instructor Course ▶				
9	10	11	12	13
Police and Corrections Supervisor Training ▶				
Emergency Vehicle Operations Instructor Course				
	Leadership School			
16	17	18	19	20
Police and Corrections Supervisor Training				
Firearms Rifle School				
23	24	25	26	27
	Police Patrol Allocation & Workload Analysis			
	Emergency Vehicle Operations In-Service Course			
		Training Coordinator's Review		
30	Enhanced Instructor Training ▶			

# December 2009

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
	1	2	3	4
	Enhanced Instructor Training ▶			
7	8	9	10	11
Enhanced Instructor Training		AV for Amateurs		
Police & Corrections Administrator Training ▶				
Firearms Instructor School (Pistol & Shotgun) ▶				
14	15	16	17	18
Police & Corrections Administrator Training				
Firearms Instructor School (Pistol & Shotgun) ▶				
		Md. Triad/Salt Network Mini Training Programs		
21	22	23	24	25
28	29	30	31	