



STATE OF MARYLAND  
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DEPARTMENT OF PUBLIC SAFETY  
AND CORRECTIONAL SERVICES  
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Maryland Police and Correctional Training Commissions  
Charles W. Rapp, Executive Director

CATALOGUE OF TRAINING COURSES  
AND SCHEDULE  
2010



**Maryland Police and Correctional Training Commissions**  
**CATALOGUE OF TRAINING COURSES**  
**AND SCHEDULE**  
**January – December 2010**

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.

Executive Director

# Maryland Police and Correctional Training Commissions

## CATALOGUE OF TRAINING COURSES

### AND SCHEDULE

2010

## Table of Contents

<u>Course Descriptions and Calendars</u>	<u>Page</u>
Executive Development Institute	4-6
Emergency Vehicle Operation	7-9
Firearms Training	10-14
Community Crime Prevention Institute	15-16
Drug Abuse Resistance Education	17
Police Entrance Level Training	18
Comparative Compliance Certification Training	
Mandated Police & Correctional Training	19
Instructor Certification Training	20-22
Advanced & Specialized	23-31
Course Registration Information and Contact Numbers	32
Mandated Registration Form	33
Generic Registration Form	34
Credit Card Payment Form	35
2010 Calendars	36-47

# EXECUTIVE DEVELOPMENT INSTITUTE

410-875-3574

## 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 four 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.

## CAREER TRACK CERTIFICATE PROGRAM

This professional development program is specifically designed for public safety professionals who desire to upgrade their leadership skills in their occupational specialty and to enhance their overall performance. It's designed for optimum agency and individual customization. Agencies and/or individuals may select the particular career-track-courses they need. This process enables individuals to learn new skill sets at a personally controlled pace. Participants are offered a new and better way of learning through a structured yet flexible curriculum.

# 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

February 9-11, 2010	Sykesville	August 10-12, 2010	Sykesville
April 6-8, 2010	Sykesville	October 5-7, 2010	Sykesville
June 8-10, 2010	Sykesville	November 16-18, 2010	Sykesville

## POLICE PATROL ALLOCATION AND WORKLOAD ANALYSIS

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

November 30-December 1, 2010                      Sykesville

## MANAGING THE MARGINAL PERFORMER (2 Days) - \$140.00

March 9-10, 2010                                      Sykesville

## WOMEN LEADERS IN PUBLIC SAFETY SERIES (1

### Day) – Sykesville - \$50.00 Mandated \$75.00 Non-Mandated

Coaching & Counseling for the Female Supervisor	February 5, 2010
Managing Critical Incidents	February 12, 2010
Delegating Down the Chain of Command	March 19, 2010
Working Effectively with Subordinates & Supervisors	June 4, 2010

# EXECUTIVE DEVELOPMENT INSTITUTE

410-875-3574

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

Workplace Violence	January 14, 2010	Baltimore
Managing Multiple Generations	January 22, 2010	Sykesville
Supervisory Liabilities	January 29, 2010	Baltimore
Managing Change	February 11, 2010	Baltimore
Preparing to Assume a Management Position	February 19, 2010	Sykesville
Conducting Internal Investigations – Law Enforcement	February 26, 2010	Baltimore
Effective Communication Skills in a Leadership Role	March 4, 2010	Sykesville
Internal Investigations – Correctional Officers	March 5, 2010	Baltimore
Adjudication of Misconduct Cases – Law Enforcement	March 12, 2010	Baltimore
Coaching and Counseling Employees	April 9, 2010	Sykesville
Multicultural Sensitivity	April 16, 2010	Baltimore
Strategic Planning	April 29, 2010	Baltimore
Managing Conflict at Work	April 30, 2010	Sykesville
Being a Supervisor & Building a Team	May 7, 2010	Baltimore
A Manager’s Guide to Interviewing & Interrogating Juveniles	May 14, 2010	Sykesville
Managing Conflicts in the Workplace	May 14, 2009	Baltimore
Successfully Transitioning to Management	May 21, 2010	Sykesville
Project Management	June 4, 2010	Baltimore
Progressive Discipline for Problem Employees	June 18, 2010	Sykesville
Preventing Racial Profiling by Public Safety Professionals	June 25, 2010	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 410-875-3574. *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 or email [dldazzo@dpscs.state.md.us](mailto:dldazzo@dpscs.state.md.us)

May 10-21, 2010

## 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. **Contact Dan Dazzo at 410-549-5732 or email [dldazzo@dpscs.state.md.us](mailto:dldazzo@dpscs.state.md.us)**

January 19-20, 2010

March 2-3, 2010

May 20-21, 2010

July 27-28, 2010

September 29-30, 2010

*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 VEHICLE OPERATIONS

410-549-5732

## EMERGENCY RESPONSE IN-SERVICE

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

January 19-20, 2010

March 2-3, 2010

May 20-21, 2010

July 27-28, 2010

September 29-30, 2010

## EMERGENCY RESPONSE/PURSUIT IN-SERVICE

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

January 19-20, 2010

March 2-3, 2010

May 20-21, 2010

July 27-28, 2010

September 29-30, 2010

# EMERGENCY VEHICLE OPERATIONS

410-549-5732

## 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. **Contact Dan Dazzo at 410-549-5732 or email [dldazzo@dpscs.state.md.us](mailto:dldazzo@dpscs.state.md.us)**

# 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). Class size is limited to 12 students. **Contact FTF for registration forms at (410) 552 – 6300.**

March 8-19, 2010

April 5-16, 2010

June 14-25, 2010

September 13-24, 2010

October 18-29, 2010

December 6-17, 2010

## TYPE 3 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. Class size limited to eight (8) students. **Contact the FTF for registration forms at 410-552-6300.**

February 22-26, 2010

November 15-19, 2010

## FIREARMS TRAINING

410-552-6300

### TYPE 1 & 2 (SCOPED) RIFLE SCHOOL \$150.00 – 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. Class size is limited to 8 students. **Contact the FTF for registration forms at 410-552-6300.**

July 8-9 then 12-16, 2010

August 19-20 then 23-27, 2010

### COLT ARMORER SCHOOL FOR M16/AR15 Rifles \$350.00 per person (made payable to COLT DEFENSE, LLC). - Hosted by FTF

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 three year factory 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 26-28, 2010

### GLOCK ARMORER COURSE (1 day program) \$150.00 per person (includes lunch-make payable to GLOCK)- Hosted by FTF

This course covers design, theory, compatibility, disassembly, assembly, maintenance and troubleshooting for the Glock pistol. Register online at [www.glocktraining.com](http://www.glocktraining.com) or **contact FTF for details at 410-552-6300**

March 24, 2010

## FIREARMS TRAINING

410-552-6300

### **SIG SAUER ARMORER \$395.00 per person – Hosted by FTF**

This is a hands on two day 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 30-31, 2010

### **ENHANCED SHOTGUN TRAINING \$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. Class size limited to 10 students. **Contact FTF for registration forms at 410-552-6300**

October 6-7, 2010

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

#### **\$400.00 per person – Hosted by FTF**

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

May 24-25, 2010 (must be filled before applications will be accepted for May 27-28 class)

May 27-28, 2010

## FIREARMS TRAINING

410-552-6300

### **SIMUNITION SCHOOL \$550.00 per person – Hosted by FTF**

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

April 27-29, 2010

### **REMINGTON 700 RIFLE ARMORERE (1 day program) \$200.00 per person**

The FTF will be hosting this factory school which is a one day course open to law enforcement and correctional officers. The course covers design, theory, compatibility, disassembly, assembly, maintenance and troubleshooting for the Remington 700 rifle. Each student needs to bring a Model 700 Rifle to the class. To register for the course go to : [www.remingtononle.com/training/fcregistration.htm](http://www.remingtononle.com/training/fcregistration.htm) Registration forms must be sent to BOTH Remington and FTF. Fax @Remington 315-895-3661, Fax @ FTF 410-552-4615.

May 26, 2010

### **KINETIC ENERGY IMPACT PROJECTILE COURSE \$30.00 client agencies, \$40.00 non-client agencies**

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. Participant will be required to bring 15 rounds of 12 gauge bean bag ammunition. Participants may also bring their agencies bean bag shotgun or elect to use FTF's shotguns. Class size limited to 20 students. Contact the FTF for registration forms 410-552-6300

March 3-4, 2010

*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/personnel 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. **Contact Joyce Gary at 410-875-3425**

March 15-18, 2010 – Sykesville, MD

April 12-15, 2010 – Castle in the Sand Hotel – Ocean City, MD

## 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/personnel 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). **Contact Joyce Gary at 410-875-3425**

TBD

## 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, workplace violence, human trafficking and hospital security. **Contact Joyce Gary at 410-875-3425**

TBD

# MARYLAND COMMUNITY CRIME PREVENTION INSTITUTE

410-875-3421

## 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. **Contact Joyce Gary at 410-875-3425**

The Current Trends training is for sworn law enforcement officers only.

Current Trends V: Human Trafficking: Modern Day Slavery

April 21-22, 2010 – PSETC

June 23-24, 2010 - Cumberland

## 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, over the counter drug abuse, and abuse in nursing homes. MCCPI also assists in planning the one day Annual State Triad/SALT Conference, which is hosted by a different jurisdiction each year. **Contact Joyce Gary at 410-875-3425**

March 16, 2010

June 15, 2010

September 14, 2010

December 14, 2010

*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. **Contact Joyce Gary at 410-875-3425**

TBD

## 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. 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. 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. **Contact Joyce Gary at 410-875-3425**

TBD

# POLICE ENTRANCE LEVEL TRAINING

410-875-3451

## POLICE ENTRANCE LEVEL TRAINING

The Police Entrance Level Training Program is a 24-week, 960-hour course of instruction for members of small and medium sized police agencies. It is an interactive program where a maximum of 24 recruits are assigned to 6-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. The schedule is interwoven with practical police patrol problems, 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 1, 2010 – August 14, 2010

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. **Contact Beth Houghtaling at 410-875-3450**

## 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 law enforcement between three 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 justice law and procedures, first aid, Tactical Thinking and Officer Survival principles and constitutional law topics and issues. Attendees must be employed by a Maryland police agency and have received a waiver of entrance level training. **Contact Beth Houghtaling at 410-875-3450**

**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 10-day program is 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 “hands on” approach to supervision. All programs 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. There is a maximum of 12 students from each discipline (police and correctional agencies) and no more than three participants from one agency at a time. **Fee \$150.00 (excluding DPSCS employees) Contact Cheryl Friend at 410-875-3514**

January 25-February 5, 2010

March 15-26, 2010

April 12-23, 2010

May 3-14, 2010

July 12-23, 2010

October 18-29, 2010

November 8-19, 2010

### FIRST LINE ADMINISTRATOR TRAINING PROGRAM

This is a 10 day program required by the Police and Correctional Training Commissions for all police and correctional 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 (excluding DPSCS employees) Contact Cheryl Friend at 410-875-3514**

February 22-March 5, 2010

June 7-18, 2010

September 13-24, 2010

December 6-17, 2010

# 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 forty nine hour training for trainers program is for the individual who is interested in learning the basics of instruction as well as developing some advanced skills. 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 (excluding DPSCS employees) Contact Cheryl Friend at 410-875-3514**

January 19-27, 2010

February 16-24, 2010

March 23-31, 2010

April 13-21, 2010

May 11-19, 2010

June 8-16, 2010

July 6-14, 2010

August 17-25, 2010

September 28-October 6, 2010

October 19-27, 2010

# 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 (dt) 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: pertaining to the 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 and 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 to include: (1) DT Instructor, (2) OC Instructor, and (3) Expandable Baton Instructor. This training is a very intense, handS on and physically demanding course. Be prepared to sweat! **Contact Cheryl Friend at 410-875-3514**

The following pre-requisites must be completed:

### **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 minimum score of 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

March 15-23, 2010

August 9-17, 2010

# 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 pertaining to: 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 and 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, hands on and physically demanding course. Be prepared to sweat! **Contact Cheryl Friend at 410-875-3514**

The following pre-requisites must be completed:

### **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

..... TBD

# ADVANCED AND SPECIALIZED TRAINING

410-875-3514

## OC INSTRUCTOR TRAINING

Focus of the training will be on how to instruct the following topics: OC Use and application on the use of force, History of chemical weapons, why it works. Types of OC products safety, first aid, medical implications, decontamination methods and post treatment care. Spraying methods, situation assessments and deployment of OC. Post-spraying Combative Objectives and assessments. **Fee \$50.00 Contact Cheryl Friend 410-875-3514**

..... May 4, 2010

## FIRE SAFETY OFFICER TRAINING

This seven-hour program is designed for newly assigned institutional fire safety officers it is offered at least once a year at the MPCTC Public Safety Education & Training Center in Sykesville, MD. **Fee \$20.00 Contact Mark Radcliff 410-875-3509**

..... March 29, 2010

## 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. This program will be offered 3 times in 2010 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 8-12, 2010	Sykesville, MD
.....	TBD	Eastern Shore Maryland
.....	TBD	Western Maryland

# ADVANCED AND SPECIALIZED TRAINING

410-875-3514

## GANG INSTRUCTOR – TRAIN THE TRAINER

Presented by the MPCTC, this Gang Instructor Training for Trainers session embodies the training requirements and objectives required by MPCTC beginning January, 2009. **Fee: \$25.00 Contact Mark Radcliff 410-875-3509.**

..... TBD

## OFFICER INVOLVED SHOOTING

Participants will receive information about officer involved shootings. This training will include statistics, survival techniques, and a Prince George's County police officer's first hand account of his response to being involved in two separate on-duty shootings as well as the general stress of post-event shooting, and posttraumatic stress disorder. This training is being presented in partnership with Intelligence Consulting Partners. **Fee: \$25.00 Contact Jennifer Beskid 410-875-3525**

..... March 11, 2010 - Baltimore  
..... July 20, 2010 – Ocean City  
..... October 20, 2010 - Sykesville

## 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 require students to assess the importance of the relationship between public safety professionals and the public. The course will also challenge the 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: 25.00 Contact Jennifer Beskid 410-875-3525.**

..... February 23, 2010 - Baltimore  
..... June 29, 2010 – Sykesville  
..... August 19, 2010 - TBD

## ADVANCED AND SPECIALIZED TRAINING

410-875-3514

### PROMOTING POSITIVE INTERPERSONAL COMMUNICATION FOR PUBLIC SAFETY PROFESSIONALS

Uniforms are meant to be worn with pride (law enforcement, corrections, military), yet they also sometimes turn the wearer's into targets. One of the ways in which professionals in uniforms become targets is the belief that the general public holds that an officer will speak to individuals in a manner that is considered demeaning or disparaging. Consider the officer who has just issued a citation to someone who was doing 60 MPH in an active school zone. The officer may have dispersed a stern warning to go along with the citation and 10 minutes later the officer's supervisor receives a phone call from the recipient of the citation stating that the officer was unprofessional. Consider the corrections officer who stops contraband from being brought into a facility through a diaper and the complaints of the child's guardian about the "nerve of that officer for looking in the child's diaper." Every now and then we can use a refresher in interpersonal relations. Consider this six-hour course to be the litmus test for measuring your interpersonal skills. **Fee: \$25.00 Contact Jennifer Beskid 410-875-3525**

February 25, 2010 - Sykesville

May 20, 2010 - Baltimore

August 3, 2010 - Ocean City

November 8, 2010 - Sykesville

### GENERATIONAL DIFFERENCES IN THE WORKPLACE

This six-hour course will identify prejudices and stereotypes people have about each of the generations. Participants will review various learning styles utilizing the Learning Type Measure ©. They will also explore generational issues that impact the workforce in staff-staff relations, staff-supervisor relations and supervisor-supervisor relations. This 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: \$25.00 Contact Jennifer Beskid 410-875-3525**

February 18, 2010 - Sykesville

May 6, 2010 - Sykesville

September 16, 2010 - Baltimore

# ADVANCED AND SPECIALIZED TRAINING

410-875-3514

## SOCIAL NETWORKING AND YOUR DEPARTMENT

This six-hour class is for staff and supervisors who are interested in the impact of social networking in the current work environment. Participants will review the various social networking sites and explore features of these sites. They will also review and discuss various agency policies pertaining to use of these sites by staff both on and off duty. **Fee: \$25.00 Contact Jennifer Beskid 410-875-3525.**

..... March 9, 2010 - Millersville  
..... June 10, 2010 - Ocean City  
..... September 21, 2010 - Sykesville

## LESSON PLANS – DESIGNING OBJECTIVES AND ASSESSMENT TECHNIQUES

This four-hour course is for instructor candidates as well as those instructors who find themselves designing and/revising lesson plans. The course will focus on creating objectives and quantifiable assessment techniques that measure learning. **Fee: FREE Contact Jennifer Beskid 410-875-3525.**

April 7, 2010 - Sykesville  
July 15, 2010 - Sykesville  
October 26, 2010 - Sykesville

## WMD RADIOLOGICAL/NUCLEAR AWARENESS TRAIN THE TRAINER (AWR 141)

This course is designed to prepare trainers to deliver a 6-hour Radiation Awareness Course using a prepared lesson plan. Each participant learns the basics of platform presentation and classroom discussion and presents a portion of the Radiation Awareness course as part of his/her training. The course consists of classroom instruction. Upon completion of this train-the-trainer course, participants are eligible to conduct (indirect) courses for their agency and surrounding jurisdictions. **Fee: FREE Contact Russ Sharpe 410-875-3528.**

..... March 16, 2010

# ADVANCED AND SPECIALIZED TRAINING

410-875-3514

## 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: \$25.00 Contact Jeannette Marxen 410-875-3515.**

March 17, 2010

June 16, 2010

September 15, 2010

December 1, 2010

## STUN-CUFF OFFICER TRAINING

Brad Myers of Myers Enterprises, Inc. manufacture of non-lethal stun-cuff wireless prisoner control devices such as the Stun-Cuff Magnum, Stun-Cuff Magnum Plus with DataPort System, Stun-Cuff Patrol Car Unit, the Multi-Cuff Transmitter and the DataPort Reader Kit. This all new Stun-Cuff Officer Training Program presented by the manufacture embodies the new training requirements as required by MPCTC beginning January 2010 to be an ECD Instructor on these models. This class is multidisciplinary in nature and is open to all members of public safety in Maryland and surrounding states including Law Enforcement, Corrections, Department of Parole & Probation and Department of Juvenile Services. **Fee: \$30.00 Contact Cheryl Friend 410-875-3514.**

..... February 19, 2010

# ADVANCED AND SPECIALIZED TRAINING

410-875-3514

## ENHANCED THREAT AND RISK ASSESSMENT (MGT-315)

This course, funded by the Training and Exercise Integration Division (TEI) within DHS' National Preparedness Directorate, enhances the basic Threat and Risk Assessment course (MGT-310) by teaching participants how to apply all phases of the DHS and FEMA risk management processes to critical infrastructure and key resources. Through lectures, discussions and classroom activities students learn methods to identify and prioritize risks from all hazards, assess vulnerabilities, estimate consequences, and use equipment, training and exercises to mitigate risk. Multidisciplinary student teams visit and assess facilities selected by the host jurisdiction, determining risks, vulnerabilities, consequences and mitigation options specific to their assigned site. Teams then document their findings using a software assessment tool, develop an action plan and present their results to the class. **Fee: Free. Contact Russ Sharp at 410-875-3528.**

..... February 24-25, 2010

## ADVANCED INCIDENT MANAGEMENT/UNIFIED COMMAND (MGT-344)

The Advanced IM/UC course trains emergency response supervisors and mid-to-upper-level managers in the skills necessary to effectively plan for and manage a large-scale incident by applying and implementing an all-hazards, multi-disciplinary, command and management team approach as described in the National Incident Management System's (NIMS) Incident Command System (ICS), Multi-agency Coordination Systems, and Public Information Systems, with specific emphasis on the incident planning and resource management processes. The course concludes with a practical application, role-play exercise that is customized to the community in which the course is delivered. **Fee: Free. Contact Russ Sharp at 410-875-3528.**

..... March 9-10, 2010

# ADVANCED AND SPECIALIZED TRAINING

410-875-3514

## INITIAL LAW ENFORCEMENT RESPONSE TO SUICIDE BOMBING ATTACKS

### (ILERSBA)

ILERSBA was designed to provide front line law enforcement officers with the skills and knowledge to effectively interdict and respond to an imminent person-borne suicide bombing attack or an attack involving a vehicle-borne IED. Effective response to a suicide bombing attack requires a multitude of immediate decisions on the part of law enforcement officers. These decisions include safety and legal considerations. The needs assessment for this course indicates a significant training gap in this area. ILERSBA is intended to meet those needs and deal specifically with immediate decisions and actions in face to face encounters of person-borne and vehicle borne IED attacks. The uncertain nature of a suicide bombing threat is a fundamental challenge in the design of initial law enforcement response. Experience has shown that terrorists exploit this uncertainty by altering their behaviors, tactics, and strategies. To reflect the multi-dimensional aspects of a suicide bombing attack, course designers created nearly 40 scenarios that are used with the course participants. These scenarios simulate the numerous instantaneous assessments that law enforcement officers must make during the initial response to an attack. The reflect safety considerations, legal issues, identification of suspicious devices, and knowledge of explosive materials. **Fee: Free. Contact Russ Sharp at 410-875-3528.**

..... January 26, 2010

## 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 Cheryl Friend at 410-875-33514.**

..... October 14, 2010

MPCTC (PSETC) - Sykesville

# ADVANCED AND SPECIALIZED TRAINING

410-875-3514

## WMD RADIOLOGICAL/NUCLEAR RESPONDER OPERATIONS (PER 240)

This course is delivered throughout the nation to jurisdictions approved by the DHS/NPD and the Centralized Scheduling and Information Desk (CSID). The Cadre conducts a site survey in advance of training to coordinate with local sponsors to identify and schedule classroom and urban training facilities for the practical hands-on training. The course prepares emergency response personnel to respond to an incident involving a radiological or nuclear weapon of mass destruction (WMD), such as a radiological dispersal device (RDD, “dirty bomb”) or an improvised nuclear device (IND). The course begins by giving hands-on experience with radiation fields while learning the basic operation of radiation detectors and dosimeters. Participants are taught to conduct radiological surveys of personnel, vehicles, facilities, and outdoor areas. Hands-on activities blend cognitive knowledge of radiation and instruments with survey techniques used in detecting the presence of radiation, locating radioactive material, and measuring levels of radiation and radiological contamination. Once individual and small team skills are mastered, participants are taught operational considerations when responding to a radiological WMD incident. Participants form operational teams that deal with cadre-evaluated realistic drills involving likely terrorist use of radiological material. The course culminates with an evaluation exercise requiring participant teams, under a unified command, to respond to a scenario in which terrorists attack a facility or public transportation system, discharging radiological material. Air-purifying respirators may be worn (for training purposes only) during the final exercise for those certified by their organization to wear respirators (bring documentation to the course). **Fee: Free. Contact Russ Sharp at 410-875-3528.**

..... March 17-18, 2010 – 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 the 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 offered 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.

April 26-30, 2010

November 15-19, 2010

## 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).

**Course Contact Person ....**

**Telephone/FAX**

**E-Mail**

Executive Development Institute Terry Satterfield, Administrator Jeanne Chenoweth, 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 Secretary	410-549-5732 F#410-549-5710	<a href="mailto:dldazzo@dpscs.state.md.us">dldazzo@dpscs.state.md.us</a>
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 John Wisniewski, Program Director Beth Houghtaling, Secretary	410-875-3451 410-875-3450 F#410-875-3582	<a href="mailto:jwisniewski@dpscs.state.md.us">jwisniewski@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	<a href="mailto:jssachs@dpscs.state.md.us">jssachs@dpscs.state.md.us</a> <a href="mailto:mwradcliff@dpscs.state.md.us">mwradcliff@dpscs.state.md.us</a> <a href="mailto:cfriend@dpscs.state.md.us">cfriend@dpscs.state.md.us</a>
Training, Research and Development Unit Jennifer Beskid, Administrator Jeannette Marxen, Secretary	410-875-3525 410-875-3515 F#410-875-3511	<a href="mailto:jbeskid@dpscs.state.md.us">jbeskid@dpscs.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> <a href="mailto:mmjennings@dpscs.state.md.us">mmjennings@dpscs.state.md.us</a>



Maryland Police and Correctional Training Commissions
NOMINATION FORM - MANDATED PROGRAMS

Please check the program you are nominating a candidate for:

Enhanced Instructor First Line Supervisor First Line Administrator

Program Date: Alternate Date:

Nominee: Certification Number:

Agency Name:

Agency Address:

City: County: State: Zip:

Training Coordinator/Designee: Email

Telephone: Fax:

Emergency Contact Number for Nominee\*:

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

Students will be notified of their status (Registered or Wait List) within five business days of the closing date using the email or contact number provided.

By signing below, I certify that the information above is true and correct. I also acknowledge that my agency may be billed for the training in the event that I (or my designee) fail to cancel the participant's training, in writing, within 72 hours of the initial date of the training.

Signature Department/Agency Head\*\* Printed Name Date

\*\*This form must be signed by the Agency Head or his/her designee.

Overnight accommodations will be required (Circle One): Yes No

To reserve overnight accommodations, please contact the Registrar 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 the Registrar to cancel your room.

PAYMENT INFORMATION: Registration Fee - \$ NON-REFUNDABLE

Check or Money Order (Payable to MPCTC)

Purchase Order Number:

Name of Fiscal Officer/Designee Phone

Email

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

Name of Fiscal Officer/Designee Phone

Email

Credit Card: Please include the MPCTC Credit Form with this registration. This form is available at www.mdle.net, under the heading Training Programs and Forms

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

Attn.: Cheryl Friend
6852 4th Street
Sykesville, MD 21784 - FAX (410) 875-3511



# 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 Credit Card  
(CHECK ONE)  
 Business/Corporate Credit Card\*

Purpose:  Registration  
(CHECK ONE)

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

Lodging  
 Digest of Criminal Laws  
 Other

### PLEASE TYPE OR PRINT CLEARLY

Name of Card Holder: \_\_\_\_\_  
(AS IT APPEARS ON CREDIT CARD)

Card # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount \_\_\_\_\_  
16 DIGITS MM/YY

Credit 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 2010

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
				1
4	5	6	7	8
11	12	13	14 <div style="background-color: #f4a460; padding: 2px; text-align: center;">Workplace Violence</div>	15
18	19	20	21	22
	<div style="background-color: #add8e6; padding: 2px;">Enhanced Instructor Training</div>			
	<div style="background-color: #4169e1; padding: 2px;">Police and Corrections Supervisor Training ▶</div>			
	<div style="background-color: #ffff00; padding: 2px;">Emergency Vehicle Operations In-Service Course</div>			<div style="background-color: #f4a460; padding: 2px;">Managing Multiple Generations</div>
	<div style="background-color: #ffff00; padding: 2px;">Emergency Vehicle Operations Emergency Response In-Service</div>			
	<div style="background-color: #ffff00; padding: 2px;">Emergency Vehicle Operations Emergency Response/Pursuit In-Service</div>			
25	26	27	28	29
	<div style="background-color: #4169e1; padding: 2px;">Police and Corrections Supervisor Training ▶</div>			
	<div style="background-color: #add8e6; padding: 2px;">Enhanced Instructor Training</div>			<div style="background-color: #f4a460; padding: 2px;">Supervisory Liabilities</div>
	<div style="background-color: #ff8c00; padding: 2px;">Colt Armorer M16/AR 15 Rifles</div>			
	<div style="background-color: #ffff00; padding: 2px;">Initial Law Enforcement Response to Suicide Bombing Attacks</div>			

# February 2010

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
1	2	3	4	5
Police and Corrections Supervisor Training				Coaching & Counseling for the Female Supervisor
8	9	10	11	12
Leadership School			Managing Change	Managing Critical Incidents
	Social Networking & Your Department			
15	16	17	18	19
Enhanced Instructor Training				Preparing to Assume a Management Position
			Generational Differences in the Workplace	Stun-Cuff Officer Training
22	23	24	25	26
Police & Corrections Administrator Training ▶				Effective Communication Skills in a Leadership Role
Enhanced Instructor Training				
Type 1 & 2 (Scoped) Rifle School				
	Offsite Supervision		Promoting Positive Interpersonal Communication for Public Safety	
			Enhanced Threat and Risk Assessment	

# March 2010

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
1	2	3	4	5
Police & Corrections Administrator Training ▶				
	Emergency Vehicle Operations In-Service Course		Effective Communication Skills in a Leadership Role	Internal Investigations-Correctional Officers
	Emergency Vehicle Operations Response In-Service			
	Emergency Vehicle Operations Emergency Response/Pursuit In-Service			
Police Entrance Level Training Program				
		Kinetic Energy Impact Projectile Course		
8	9	10	11	12
	Advanced Incident Management/Unified Command		Officer Involved Shooting	Adjudication of Misconduct Cases-Law Enforcement
	Managing the Marginal Performer			
	Finding Words/Child First			
	Police Entrance Level Training Program			
	Firearms Instructor School			
15	16	17	18	19
	WMD Radiological/Nuclear Awareness T4T	AV for Amateurs	WMD Radiological/Nuclear Responder Operations	Delegating Down the Chain of Command
	Triad Network Meeting			
Police and Corrections Supervisor Program ▶				
Police Defensive Tactics Instructor Training				
Police Entrance Level Training Program				
Firearms Instructor School				
MCCPI Residential Crime Prevention Training				
22	23	24	25	26
Police and Corrections Supervisor Program ▶				
Enhanced Instructor Training				
Police Defensive Tactics Instructor Training				
Police Entrance Level Training Program				
		Glock Pistol Armorer Course		
29	30	31		
Enhanced Instructor Training				
Police Entrance Level Training Program				
	SIG SAUER Armorer School			

# April 2010

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
			1	2
			Police Entrance Level Training Program	
5	6	7	8	9
	Leadership School			Coaching & Counseling Employees
Police Entrance Level Training Program				
Firearms Instructor School				
		Lesson Plans		
12	13	14	15	16
Police and Corrections Supervisor Program ▶				
	Enhanced Instructor Program ▶			
MCCPI Residential Crime Prevention Training				Multicultural Sensitivity
Police Entrance Level Training Program				
Firearms Instructor School				
19	20	21	22	23
Police and Corrections Supervisor Program ▶				
Enhanced Instructor Program				
Police Entrance Level Training Program				
		Current Trends V: Human Trafficking; Modern Day Slavery		
26	27	28	29	30
Police and Correctional Field Training Program				
			Strategic Planning	Managing Conflict at Work
Police Entrance Level Training Program				
	Simunitions Instructor School			

# May 2010

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
3	4	5	6	7 <b>Being a Supervisor &amp; Building a Team</b>
<b>Police and Corrections Supervisor Training ▶</b>				
<b>Police Entrance Level Training Program</b>				
	<b>OC Instructor Training</b>		<b>Generational Differences in the Workplace</b>	
10	11	12	13	14
<b>Police and Corrections Supervisor Training</b>				
	<b>Enhanced Instructor Program ▶</b>			
				<b>A Managers Guide to Interviewing &amp; Interrogating Juveniles</b>
				<b>Managing Conflicts in the Workplace</b>
<b>Police Entrance Level Training Program</b>				
<b>Emergency Vehicle Operations Instructor Course ▶</b>				
17	18	19	20 <b>Promoting Positive Interpersonal Communication for Public Safety</b>	21 <b>Successfully Transitioning to Management</b>
<b>Enhanced Instructor Program ▶</b>				
<b>Police Entrance Level Training Program</b>				
<b>Emergency Vehicle Operations Instructor Course ▶</b>				
			<b>Emergency Vehicle Operations In-Service Course</b>	
			<b>Emergency Vehicle Operations Emergency Response In-Service</b>	
			<b>Emergency Vehicle Operations Emergency Response/Pursuit In-Service</b>	
24	25	26	27	28
<b>Police Entrance Level Training Program</b>				
<b>Remington 870 Shotgun Armorer</b>		<b>Remington 700 Rifle Armorer</b>	<b>Remington 870 Shotgun Armorer</b>	
31				
<b>Police Entrance Level Training Program</b>				
<b>Assessing My Promotability</b>				

# June 2010

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
	1	2	3	4 <div style="border: 1px solid black; background-color: #f4a460; padding: 2px; text-align: center;">Working Effectively with Subordinates &amp; Supervisors</div> <div style="border: 1px solid black; background-color: #f4a460; padding: 2px; text-align: center;">Project Management</div>
Police Entrance Level Training Program				
7	8	9	10	11
Police & Corrections Administrator Training ▶				
Enhanced Instructor Training ▶				
Leadership School				
Police Entrance Level Training Program				
			Social Networking & Your Department	
14	15	16	17	18
Police & Corrections Administrator Training ▶				
Enhanced Instructor Training				
Police Entrance Level Training Program				
Firearms Instructor School (Pistol & Shotgun) ▶				
	Triad Network Meeting	AV for Amateurs		Progressive Discipline for Problem Employees
21	22	23	24	25 <div style="border: 1px solid black; background-color: #f4a460; padding: 2px; text-align: center;">Preventing Racial Profiling by Public Safety Professionals</div>
Police Entrance Level Training Program				
Firearms Instructor School (Pistol & Shotgun) ●				
		Current Trends V: Human Trafficking; Modern Day Slavery		
28	29	30		
Police Entrance Level Training Program				
	Offsite Supervision			

# July 2010

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
			1 Police Entrance Level Training Program	2
5	6 Enhanced Instructor Training ▶ Police Entrance Level Training Program	7	8 Type 1 & 2 (Scoped) Rifle School	9
12	13 Police and Corrections Supervisor Training ▶ Enhanced Instructor Training • Police Entrance Level Training Program	14	15 Lesson Plans	16
19	20 Offsite Supervision	21	22 Police and Corrections Supervisor Training ▶ Police Entrance Level Training Program	23 Officer Involved Shooting
26	27	28	29 Police Entrance Level Training Program Emergency Vehicle Operations In-Service Course Emergency Vehicle Operations Emergency Response In-Service Emergency Vehicle Operations Emergency Response/Pursuit In-Service	30

# August 2010

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
2	3	4	5	6
Police Entrance Level Training Program				
	Promoting Positive Interpersonal Communication for Public Safety			
9	10	11	12	13
Leadership School				
Police Defensive Tactics Instructor Training				
Police Entrance Level Training Program				
16	17	18	19	20
Enhanced Instructor Training ▶				
Police Defensive Tactics Instructor Training				
Police Entrance Level Training Program				
			Type 1 & 2 (Scoped) Rifle School	
23	24	25	26	27
Enhanced Instructor Training ▶				
Police Entrance Level Training Program				
Type 1 & 2 (Scoped) Rifle School				
30	31			
Police Entrance Level Training Program				

# September 2010

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
		1	2	3
		Police Entrance Level Training Program		
6	7	8	9	10
13	14	15	16	17
Police & Corrections Administrator Training ▶				
Firearms Instructor School (Pistol & Shotgun)				
	Triad Network Meeting	AV for Amateurs	Generational Differences in the Workplace	
20	21	22	23	24
Police & Corrections Administrator Training ▶				
Firearms Instructor School (Pistol & Shotgun) ▶				
	Social Networking & Your Department			
27	28	29	30	
	Enhanced Instructor Training ▶			
		Emergency Vehicle Operations In-Service Course		
		Emergency Vehicle Operations Emergency Response In-Service		
		Emergency Vehicle Operations Emergency Response/ Pursuit In-Service		

# October 2010

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
				1 <div style="border: 1px solid black; background-color: #ADD8E6; padding: 2px; display: inline-block;">Enhanced Instructor Training</div>
4	5	6	7	8
<div style="border: 1px solid black; background-color: #ADD8E6; padding: 2px;">Enhanced Instructor Training</div>			<div style="border: 1px solid black; background-color: #FFDAB9; padding: 2px;">Leadership School</div>	
			<div style="border: 1px solid black; background-color: #FF8C00; padding: 2px;">Enhanced Shotgun Training</div>	
11	12	13	14	15
			<div style="border: 1px solid black; background-color: #FF00FF; padding: 2px;">Annual Instructor Conference</div>	
18	19	20	21	22
<div style="border: 1px solid black; background-color: #0000FF; color: white; padding: 2px;">Police and Corrections Supervisor Training ▶</div>				
<div style="border: 1px solid black; background-color: #ADD8E6; padding: 2px;">Enhanced Instructor Training</div>				
<div style="border: 1px solid black; background-color: #FF8C00; padding: 2px;">Firearms Instructor School (Pistol &amp; Shotgun)</div>				
		<div style="border: 1px solid black; background-color: #DDA0DD; padding: 2px;">Officer Involved Shooting</div>		
25	26	27	28	29
<div style="border: 1px solid black; background-color: #0000FF; color: white; padding: 2px;">Police and Corrections Supervisor Training ▶</div>				
<div style="border: 1px solid black; background-color: #ADD8E6; padding: 2px;">Enhanced Instructor Training</div>				
<div style="border: 1px solid black; background-color: #FF8C00; padding: 2px;">Firearms Instructor School (Pistol &amp; Shotgun)</div>				
		<div style="border: 1px solid black; background-color: #DDA0DD; padding: 2px;">Lesson Plans</div>		

# November 2010

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
1	2	3	4	5
8	9	10	11	12
Police and Corrections Supervisor Training ▶				
Promoting Positive Interpersonal Communication for Public Safety				
15	16	17	18	19
Police and Correctional Field Training Program				
Police and Corrections Supervisor Training				
	Leadership School			
Type 3 Rifle School				
22	23	24	25	26
29	30			

# December 2010

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
		1 AV for Amateurs	2	3
6	7	8	9	10
Police & Corrections Administrator Training ▶				
Firearms Instructor School (Pistol & Shotgun) ▶				
13	14	15	16	17
Police & Corrections Administrator Training ▶				
Firearms Instructor School (Pistol & Shotgun) ▶				
	Triad Network Meeting			
20	21	22	23	24
27	28	29	30	31