



# COTTAGE CITY POLICE DEPARTMENT

## GENERAL ORDER

**SUBJECT: IN-SERVICE, ADVANCED, SPECIALIZED AND ROLL CALL TRAINING**

**NEW REVISED RESCINDS**

APPROVED: *GM*  
GEORGIA MILTENBERGER  
ACTING CHIEF OF POLICE

Effective Date 8/22/2018

---

### **I. POLICY**

- A. All officers will complete an annual retraining program (hereinafter referred to as In-Service Training), inclusive of legal updates and firearms re-qualification.
- B. Officers mandated by Maryland Police and Correctional Training Commission regulations, shall receive at least eighteen (18) hours of In- Service Training every calendar year, to maintain their certification as police officers in the State of Maryland.
- C. Officers are encouraged to attend as much training as possible (taking into account minimum staffing requirements), and may exceed the State- mandated eighteen (18) hours.

### **II. IN-SERVICE TRAINING**

Lieutenant and Below

- A. All police officers at or below the rank of Lieutenant shall be provided with an approved in-service training program of 18 hours every calendar year.
- B. In-Service Training is not required during the first calendar year of employment if entrance-level training was received during this time.
- C. In-Service Training is not required during the first calendar year of employment if a Certificate of Comparative Compliance is received during this time.

- D. As part of their In-Service Training these officers shall be required to Qualify with any and all Department approved weapons they carry on and off-duty. At this time, they will also receive training in the Department's Use of Force policies.

### **III. WEAPONS TRAINING**

- A. At least annually, officers will be responsible for attending weapons proficiency training relating to all Department-approved weapons. This proficiency training will be monitored by a MPCTC certified weapons instructor at an approved Range.
- B. Upon completion of weapons proficiency training, the Chief will update Department training records to document the training and the officer's proficiency.
- C. Any officer failing to satisfactorily demonstrate proficiency with a weapon will be required to complete a remedial training program established by the MPCTC Certified weapons instructor.
- D. If the weapon is a firearm, the officer's remedial training will be subject to the provision of the Maryland Police and Correctional Training Commission Regulations.
  - 1. If an officer cannot satisfactorily demonstrate proficiency with the Department-issued firearm after remedial training, the Chief will be notified to determine the need to re-assign the officer to other duties. The officer will not be permitted to carry the weapon until additional training is received and proficiency demonstrated to the PGPD instructor certified on that particular weapon.
  - 2. If the weapon for which an officer cannot demonstrate satisfactory proficiency is not a firearm, the officer will not be permitted to carry the weapon until additional training is received and proficiency demonstrated to the appropriate certified instructor.

### **IV. ADVANCED/SPECIALIZED TRAINING**

- A. All personnel are encouraged to enroll in training of an advanced or specialized nature, either sponsored by this Department or by another agency.

- B. Any member interested in attending advanced training will submit a memorandum to the Chief via his/her chain-of-command, detailing the training and/or attaching the training brochure to the memorandum.
- C. Some of the criteria that may be used to determine attendance at the requested training may include:
  - 1. Budget constraints,
  - 2. Maintaining adequate staffing levels during the requestor's absence.
  - 3. Proficiency displayed by the requestor in that area of advanced training.
  - 4. The need and/or appropriateness for the advanced training,
  - 5. The requestor's suitability for the advanced training,
  - 6. The requestor's prior performance evaluation,
  - 7. The requestor's knowledge/experience of the subject matter, and
  - 8. The requestor's compliance with all applicable PGPDTC requirements.
- D. The following officers are mandated by Maryland Police and Correctional Training Commission (MPCTC) regulations to attend and successfully complete advanced training:
  - 1. First-Line Supervisors,
  - 2. First-Line Administrators,
  - 3. Classroom Instructors,
  - 4. Firearms Instructors,
  - 5. First-Responder Instructors,
  - 6. Radar/Laser Instructors,
  - 7. D.A.R.E. Program Instructors,
  - 8. Police Motorcycle Operators,

9. Police Bicycle Operators,
  10. Accident Reconstructionist,
  11. Truck Inspectors,
  12. Drug Offense Investigators,
  13. NCIC and CJIS Computer Terminal Operators, and
  14. Shift I.D. Officers.
- E. Advanced or specialized training provided to the above-listed officers will include the following:
1. The development and/or enhancement of the skills, knowledge, and abilities particular to the specialization.
  2. Management, administration, supervision, personnel policies, and support services of the function or component.
  3. Supervised on-the-job training

**V. ROLL-CALL TRAINING**

- A. Roll-Call for officers will consist of a pre-shift contact with officers coming off their shift. This form of roll-call will take place just prior to the beginning of every shift, every day of the week.
- B. Roll-Call will be conducted in an informal but orderly manner with the intent of briefing on-coming officers regarding:
1. Daily patrol activities (including contract areas),
  2. Making officers aware of unusual situations and special attention areas,
  3. Informing officers of hazards that other officers have encountered (house checks, etc.),
  4. Making officers aware of directed patrol activities (usually found on the Department Memo Clipboard - required reading daily),

5. Making officers aware of wanted persons or stolen vehicles that may be within our jurisdiction,
  6. Notifying officers of shift schedules or changes in assignment,
  7. Informing officers of new directives, especially of operational type directives, i.e. pursuit, deadly force issues (new policies placed in officer's individual mailbox),
  8. Providing officers with selective roll-call training (video, legal updates, training notes).
- C. Roll-Call should be conducted in such a manner that officers can exchange information with officers from the on-coming shift so that communication, coordination, and cooperation exist among all Department personnel including communications personnel.