

# BALTIMORE CITY PUBLIC SCHOOLS

## GENERAL ORDER 13-9 SECTION D-4

### IN-SERVICE AND ON-GOING TRAINING Revisions Approved: June 12, 2018

---

This General Order contains the following numbered sections:

- I. Directive
- II. Purpose
- III. Statement of Responsibilities
- IV. On-going Professional Development
- V. Effective Date

#### **I. DIRECTIVE**

It is the policy of the Baltimore City School Police Force (BCSPF) that in accordance with the Maryland Police and Correctional Training Commission (MPCTC) regulations, all sworn personnel, at the rank of Sergeant and below, are required to annually complete a minimum of 18-hours annual in-service training program, as well as firearms requalification. All sworn personnel, at the rank of Lieutenant or above, are required to complete, at a minimum, an annual firearms in-service program.

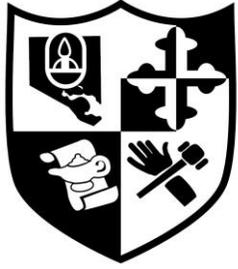
*All sworn personnel should receive legal updates annually during the classroom portion of in-service training. A Law Enforcement Legislative Update should also be issued annually in October, which provides updates on a new laws that have taken effect. Training Bulletins should also be issued, at least quarterly, which includes any pertinent legal updates that need to be disseminated. Both the Law Enforcement Legislative Update and Training Bulletins are a part of the annual in-service retraining program.*

Officers are encouraged to attend as much training as possible (taking into account minimum staffing requirements), and may exceed the State-mandated 18 hours.

The Professional Standards Unit must ensure that officers are provided a robust and relevant slate of on-going professional development opportunities throughout the course of each school year.

#### **II. PURPOSE**

- A. Training is an important responsibility of a law enforcement agency because:
  1. Well trained officers generally will act more decisively and correctly in a broad range of situations;
  2. Training results in greater productivity and effectiveness;
  3. Training fosters cooperation and unity of purpose; and



# BALTIMORE CITY PUBLIC SCHOOLS

## GENERAL ORDER 13-9 SECTION D-4

### IN-SERVICE AND ON-GOING TRAINING Revisions Approved: June 12, 2018

---

4. Training will improve the relationships between officers and the community that they serve.
- B. The purpose of in-service training is to ensure that personnel are kept up to date with new laws, technological improvements, and revisions in agency policy, procedures, rules, and regulations. The mandatory training may also be designed to provide supervisory, management, or specialized training to participants. Training may be used to supplement:
1. Promotional training,
  2. Training prior to assignment to a specialized component, or
  3. Executive development training for higher ranking officers.
- C. The Training Academy the officers attend should be structured in such a way as to meet, or exceed, the minimum in-service training requirements of MPCTC, to motivate experienced officers, and to further the professionalization of the department.

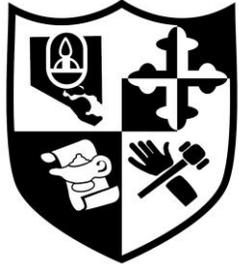
### **III. STATEMENT OF RESPONSIBILITIES**

#### **A. Training Academy**

1. The Training Academy shall have a curriculum for the in-service training program,
2. The Training Academy shall maintain records of this training.
3. The Training Academy shall record the attendance of all sworn personnel at in-service training.
4. The Training Academy shall notify the Baltimore City School Police Training Coordinator of any officer who fails to attend in-service on their scheduled in-service date.

#### **B. Supervisors**

1. Supervisors shall ensure that all sworn personnel under their command are scheduled and notified of their in-service training dates in writing. Any time a transfer of assignment occurs, where a newly assigned officer joins the Unit, supervisor will ensure that the newly assigned officer has been scheduled for in-service, and that no conflict exists due to the transfer.
2. Supervisors shall monitor the need to change their subordinates' in-service dates for pertinent reasons, and will notify, or have the supervisors notify, the Academy of these necessary changes. In instances where an officer is on medical, family, or military leave, the supervisor shall notify the Training Coordinator, who shall notify the Academy of the employee's potential absence at in-service training, and shall ensure that their subordinate



# BALTIMORE CITY PUBLIC SCHOOLS

## GENERAL ORDER 13-9 SECTION D-4

### IN-SERVICE AND ON-GOING TRAINING Revisions Approved: June 12, 2018

---

is scheduled for make-up in-service, upon their return. Supervisors shall keep written documentation that in-service notification of their subordinates has occurred.

#### **C. Sworn Personnel**

Since attendance at and successful completion of in-service training is required by MPCTC in order to be certified as a law enforcement officer in Maryland, the failure or refusal to attend and successfully complete the annual in-service program, when scheduled and duly notified, shall be considered insubordination, and shall subject the affected employee to administrative and/or disciplinary action, except in instances of medical, family, or military leave, or other exigent circumstances that must be reviewed and justified by the employee's supervisor or section commander.

#### **IV. ON-GOING PROFESSIONAL DEVELOPMENT**

The Professional Standards Unit must schedule on-going training throughout each school year to supplement what is covered with the annual in-service training as required by MPCTC. These trainings should occur on multiple days throughout the course of the year, and must total no less than 20 hours combined.

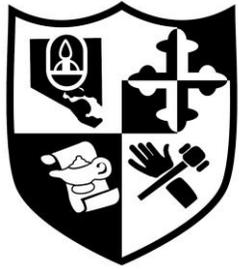
Training can include but is not limited to the following areas:

1. Child abuse and neglect
2. Cultural competency
3. De-escalation tactics
4. Disability awareness, inclusion and trauma
5. Nonviolent crisis intervention
6. Restorative practices
7. School climate
8. Social Emotional Learning (SEL)
9. Youth mental health first aid

#### **V. EFFECTIVE DATE**

This Order shall be effective on the date of publication.

I certify that I have read and fully understand this Order.



**BALTIMORE CITY**  
**PUBLIC SCHOOLS**

**GENERAL ORDER 13-9**  
**SECTION D-4**

**IN-SERVICE AND ON-GOING TRAINING**  
**Revisions Approved: June 12, 2018**



Signature \_\_\_\_\_

Date \_\_\_\_\_