

# TRAINING NOTES



State of Maryland

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

## Maryland Police and Correctional Training Commissions

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V/TTY VIA (MARYLAND RELAY SERVICE)

September - October 2004 Volume 31, Number 5

*From the Office of the Executive Director*

### "OK, Who Moved My Cheese?"

"Ok, Who Moved My Cheese?" This question does not relate to the title of the popular book on the effects of aging. Rather, it is a verbal caricature of the plaintive questions echoing down the halls of the Public Safety Education and Training Center as staff of the Police and Correctional Training Commissions move into our new homes.

The last Monday in June, Executive Assistant Director Ray Franklin announced "Moving Day!" This herald marked the culmination of nearly two decades of planning, designing, development and construction of this academic and skills training center. For staff, some of whom believed they would never see that day, the move was a dream come true. And it presented yet another challenge. Every unit was asked to cull through its files to ensure, consistent with record retention guidelines, that unnecessary materials were purged prior to transfer from Woodstock to Sykesville. It seemed as though the buildings themselves liter-

ally rose from their foundations as hundreds (thousands...?) of pounds of paper headed for the dumpsters and the shredders. Paper was commingled with broken coffee cups, non-functioning clocks, yellowed posters, dried up pens, outdated reference manuals and a myriad of other accumulated "stuff". Finally, after generating a small mountain of packing boxes, we made the 10 mile trek westward to a bright future in our new home.

Given the scope and scale of the move, this transfer went remarkably smoothly, thanks in large part to the hard work of many dedicated professionals. Heading the list is Ray Franklin who has been the chief designer and engineer for this entire project since its inception almost 20 years ago. His team was spearheaded by Carl Bart who, assisted by our Procurement Officer Cathie Nash, made sure all of the new furnishings and accoutrements were ready to receive us. Maintenance Chief James Lowery and his staff had been working at the new Center following the departure of construction crews to get the property ready, inside and out. Our Knowledge Management Unit worked on hundreds of miles of wiring and thousands of connections to ensure all of the telephone, television and data lines functioned as planned. There are many others who contributed as well, all in their own way adding to this Agency-wide effort.

I would like to take this opportunity to acknowledge the able assistance of the moving team from State Use Industries who worked tirelessly and with great patience with Agency members to make the move as efficient and painless as possible. It was a Herculean effort on everybody's part.

#### Inside ....

COMMISSION MEMBERSHIP AND AGENCY STAFF.....	2
EXECUTIVE DEVELOPMENT INSTITUTE.....	3
LEGAL NOTES.....	4
DIGEST OF CRIMINAL LAWS AVAILABLE.....	6
MCCPI UPDATE.....	6
D.A.R.E. ....	7
PUBLIC SAFETY LESSON PLANS AND TEST.....	7
2004 SPECIAL OLYMPICS CYCLING INVITATIONAL .....	7
THE FOURTH ANNUAL INSTRUCTOR'S CONFERENCE.....	8
MARYLAND TRAINING SCHEDULE .....	9
FIREARMS TRAINING .....	10
EXECUTIVE DEVELOPMENT INSTITUTE CALENDAR .....	11
APPROVED TRAINING - POLICE .....	12
2004 SPECIAL OLYMPICS CYCLING INVITATIONAL FACT SHEET.....	13
APPROVED TRAINING - CORRECTIONS .....	14
WHAT'S NEW AT THE RESOURCE CENTER.....	15
ADVANCED AND SPECIALIZED TRAINING.....	16
POLICE AND CORRECTIONAL TRAINING COMMISSIONS PHONE DIRECTORY LIST .....	17

*Continued on page 3*

# MARYLAND POLICE AND CORRECTIONAL TRAINING COMMISSIONS

## CORRECTIONAL TRAINING COMMISSION

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and Correctional Services  
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## POLICE TRAINING COMMISSION

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Dept. of Public Safety & Correctional Services

### Appointed Members:

Sheriff Charles F. Mades, Vice-Chair  
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Chief Joseph S. Johnson  
Annapolis Police Department

Sheriff R. Hunter Nelms  
Wicomico Co. Sheriff's Office

## AGENCY STAFF

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Assistant Director - Francis L. Manear  
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Fiscal Administrator - Mike Pense  
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See the Police and Correctional  
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list on page 17 for more information.

## TRAINING NOTES

TRAINING NOTES is published bimonthly by the Maryland Police and Correctional Training Commissions and is distributed to all law enforcement and correctional units in the state. Single copies are available by special request. Please include first class postage.

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EDITOR.....JOAN BOURNE  
ART DIRECTOR.....LEWIS PINDELL

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



# EXECUTIVE DEVELOPMENT INSTITUTE UPDATE

By: Theresa Satterfield, Administrator

## LEADERSHIP CHALLENGE XIV

Leadership Challenge XIV will begin with an overnight retreat September 8 and 9, 2004. Participants represent State and local law enforcement, corrections, juvenile justice and education. We are gearing up for another terrific year.

## EXECUTIVE SEMINARS

Several new and repeat one-day leadership/managerial courses have been added. These programs are receiving high marks. The Executive Development Institute's program schedule is in Training Notes. The schedule is updated as necessary. There is a nominal fee and space is limited. Notices are mailed to the Executive Officer of each agency and to the Academy Directors approximately 6 - 8 weeks in advance of the program. **These programs are open to all staff, uniformed and non-uniformed alike, who want to be better leaders and managers.**

## MID MANAGEMENT PROGRAMS

Plans are in the works to schedule three programs in 2005.

## WORKLOAD ANALYSIS AND RESOURCE ALLOCATION

The next program is scheduled for Nov. 2004.

## MANAGING THE MARGINAL EMPLOYEE

See the Institute's 2004-2005 Program listings for specific dates.

## QUARTERLY TRAINING

The Training Committee of the Maryland Chiefs of Police Association training entitled, "Multi Agency Response" held on July 14, 2004 received excellent reviews. If you have suggestions for topics for the upcoming year please notify a member of the Committee.

The Training Committee of the Maryland Correctional Administrators Association will be scheduling next year's sessions. If you have suggestions for future topics please contact the Executive Development Institute.

## WOMEN LEADERS IN PUBLIC SAFETY SERIES

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

## PRACTICAL MANAGEMENT FOR POLICE

The first session was held July 28 and 29 in Hanover, Maryland. The program covered topics such as Police Management, Police Ethics, Internal Investigations and Legal Issues. The program was well received. A second program was scheduled for August 25 and 26, 2004 in Central Maryland.

## WOMEN WORKING IN CORRECTIONS AND JUVENILE JUSTICE CONFERENCE

Maryland will be hosting the above Conference October 31 - November 3, 2004 in Baltimore. Registration forms and other pertinent information may be found at [www.womenincorrections.org](http://www.womenincorrections.org).

*Continued from page 1*

## GETTING HERE FROM THERE

Once we arrived at the Center, another task faced the "immigrants" from Woodstock. Unpacking! If putting dozens of years of files, references and materials into boxes was difficult, removing those same files, references and materials onto new shelves, cabinets and drawers was no less difficult. In many cases the new office configurations and furnishings were totally different than "the old place." There are more bookcases but fewer drawers; more offices and more desks, but fewer file cabinets. Storage closets are now available for the first time as well as a genuine file room. In those first days the freshly carpeted hallways were obstacle courses of bulging trans-files and packing cases. Ever so slowly the stacks were transferred to piles of flattened cardboards until they eventually disappeared.

So the Police and Correctional Training Commissions has transferred its offices from Woodstock to the Public Safety Education and Training Center in Sykesville. This simple statement does not tell the whole story. While there is still some minor evidence of the presence of the Commissions at Woodstock, for all intents and purposes the relocation is now complete. The move was a major event and a compliment to the entire PCTC staff who collectively pulled it off without a hitch. We are ready for business as normal, and then some. If I could only find the power cable for my computer. It used to be .....



The Fourth Annual  
Instructor's  
Conference

**FOCUS ON THE STUDENT**  
Wednesday - October 6, 2004

Martin's West - Baltimore Beltway  
and Security Boulevard

See Page 8 for more information

## LEGAL NOTES

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



U.S. SUPREME COURT

**Two-step interrogation violated *Miranda*.** Patrice Seibert's son was afflicted with cerebral palsy, and died in his sleep. Fearing charges of neglect because her son had bedsores, Seibert was part of a plan to burn the family's mobile home to conceal the circumstances of his death. The plan included leaving Donald, an unrelated mentally ill 18-year-old living with the family, to die in the fire, in order to avoid the appearance that Seibert's son had been unattended. Donald died in the fire that was set by Seibert's co-conspirators. Five days later, Seibert was arrested. Although police did not give her *Miranda* warnings, they questioned her for 30-40 minutes, during which she confessed she was part of the plan that included Donald dying in the fire. After a 20-minute break, police gave Seibert her *Miranda* warnings, resumed questioning, and got her to repeat her previous unwarned confession. The trial court suppressed the prewarning, but not the postwarning, statement, and Seibert was convicted of 2<sup>nd</sup> degree murder. The state supreme court reversed, holding that because the entire interrogation was nearly continuous, the 2<sup>nd</sup> statement, which was the product of the unwarned 1<sup>st</sup> statement, should have been suppressed.

The Supreme Court agreed, noting that the failure to give *Miranda* warnings and obtain a waiver before custodial questioning generally requires exclusion of any statements obtained. The question-first interrogation practice is designed to get a confession the suspect would not make if she understood her rights at the outset. It is unlikely that any warnings withheld until after the first interrogation and confession will be effective in preparing a suspect for the second interrogation, particularly when it is close in time and similar in content to the first. Warnings inserted in the middle of a coordinated and continuing interrogation are likely to mislead and deprive a defendant of knowledge necessary for her to understand her rights and the consequences of waiving them. *Missouri v. Seibert*, 124 S.Ct.2601 (2004).

***Miranda* - no suppression of physical fruits of suspect's unwarned but voluntary statements.** Police investigating Patane for suspected violation of a temporary restraining order (illegally possessing a pistol) went to Patane's home, where they arrested him. When the police tried to advise Patane of his *Miranda* rights, he interrupted and said he knew his rights. Police then asked about the pistol, and retrieved and seized it. At his trial for felony firearms possession, the lower court granted his motion to suppress the pistol, but the Supreme Court reversed. *Miranda* is intended to protect against compelled self-incrimination at trial, and police do not violate a suspect's constitutional rights, or *Miranda*, by negligent or even deliberate failures to provide full *Miranda* warnings, or by taking unwarned though voluntary statements. Potential violations occur only upon the admission of unwarned statements into evidence at trial. The physical fruit of actually coerced statements must be excluded, but statements taken without sufficient *Miranda* warnings are treated as coerced only when necessary to protect the suspect's privilege against self-incrimination. *U.S. v. Patane*, 124 S.Ct. 2620 (2004).

**"Stop & identify" - 4<sup>th</sup> & 5<sup>th</sup> Amendments.** Hiibel was arrested and convicted in Nevada for refusing to identify himself to a police officer during an investigative stop involving a reported assault. Nevada's "stop and identify" law requires someone detained by police under suspicious circumstances to identify himself by giving his name. Hiibel challenged his conviction as a violation of his 4<sup>th</sup> and 5<sup>th</sup> Amendment rights.

The Supreme Court upheld Hiibel's conviction under both the 4<sup>th</sup> and 5<sup>th</sup> Amendments. The Nevada law required only that a suspect give his name, not to produce any specific documentation. The initial stop was based on reasonable suspicion, so it was reasonable under the 4<sup>th</sup> Amendment and *Terry*. The Court specifically held that *Terry* permits states to require a suspect to disclose his name during a *Terry* stop, because an identity request is related to the purpose of a *Terry* stop. But the Court cautioned police against arresting a suspect for failing to identify himself if the identification request is not reasonably related to the circumstances justifying the stop. The Court also held that Hiibel's 5<sup>th</sup> Amendment rights against self-incrimination were not violated, because the 5<sup>th</sup> Amendment prohibits only compelled self-incriminating testimony that is used in a criminal prosecution. Apparently, Hiibel refused to identify himself simply because he thought his name was none of the officer's business, and this was not a good enough reason for the Court. Although the Court allowed for the possibility of circumstances where someone could incriminate themselves by furnishing their identity at the time of a stop, but it did not address that issue. *Hiibel v. Sixth Judicial District Court of Nevada, Humboldt County*, 124 S.Ct. 2451 (2004). *Note: Maryland does not have a 'stop & identify' law exactly like Nevada's.*

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**MARYLAND**

**Police Training Commission certification does not affect LEOBR probationary status.** Andrew Mohan was appointed as a Trooper Candidate with the Maryland State Police (“MSP”), subject to a 24-month probationary employment status. The Police Training Commission (“PTC”) granted Mohan permanent appointment (full certification) at MSP. While Mohan was still in probationary employment status, MSP disciplined him without affording him any rights under the Law Enforcement Officers Bill of Rights (LEOBR) (Public Safety Art., §§3-101 - 3-113). The LEOBR provides that non-probationary police officers are generally entitled to certain rights if they are subjected to disciplinary action. Mohan appealed, arguing that because he’d been granted permanent PTC certification he was no longer in a probationary employment status, and therefore should have been given LEOBR rights before discipline was imposed. The Court of Special Appeals disagreed, and held that as a probationary police employee, Mohan was not covered by the LEOBR, despite PTC’s permanent appointment. *Mohan v. Norris, et al., \_\_Md.App.\_\_ (2004)(2004 WL 1586659)*. *NOTE: This case formally answers a question PTC staff is frequently asked, and is consistent with the response that PTC has provided since the PTC was created. Indeed, COMAR 12.04.01.01.B(13)(b) provides: “probationary period does not relate to or restrict a probationary period that may be imposed by the hiring agency.”*

**LEOBR - notification of nature of investigation.** Sgt. Dale Marshall apprehended a bank robber, and then received a written notice from his department that he was under investigation with respect to his “actions prior to and after the capture.” Marshall appeared for two scheduled interrogations, but would not answer questions because the police department refused to give him additional information about the nature of the complaint. Ultimately, he was disciplined with suspension of sixty-four hours without pay. Marshall appealed to court, arguing he should not have been disciplined because the notice did not meet the LEOBR’s requirements that a law enforcement officer under investigation shall be informed in writing of the nature of the investigation before an interrogation.

The circuit court agreed that the notice was insufficient, and that the resulting discipline violated the LEOBR. Noting this was a case of first impression in Maryland, the Court of Special Appeals held the notification was legally insufficient, and ruled that the question of what constitutes sufficient notice must be determined case by case. Although the law does not necessarily require disclosure of all known details or the exact charges, the notice must advise the officer of more than just the existence of an investigation. Here, the notice was defective because it did not indicate when, where, or how the conduct occurred, whether it was on- or -off-duty, or criminal, non-criminal, or administrative, or anything else about the circumstances. *Ocean City Police Dept. v. Marshall, \_\_Md.App.\_\_ (2004)(2004 WL 1592612)*.



**FEDERAL LAW UPDATE**

**H.R. 218 - Law Enforcement Officers Safety Act.** On July 22, 2004, President Bush signed into a law a bill that exempts qualified current and retired law enforcement officers from state laws prohibiting the carrying of concealed firearms. Relevant to training qualification, current officers must have an ID that shows they meet their agency’s firearms qualification standards. And retired officers must have *either* a photo ID issued by the agency from which the individual retired that indicates the individual has, within the last year, “been tested or otherwise found by the agency to meet the standards established by the agency for training and qualification for active law enforcement officers....”, *or* have a photo ID issued by the agency from which the individual retired, *plus* a certification issued by the state where the individual resides, that indicates that within the last year, the individual “has been tested or otherwise found by the State to meet the standards established by the State for training and qualification for active law enforcement officers to carry a firearm....” The law also contains other non-training qualification requirements for both current and retired officers. 18 U.S.C. §§ 926B and 926C.

As of press time, the State of Maryland does not have a procedure in place to provide certification to qualified retired law enforcement officers. Please be patient. Although the federal law is in place, Maryland and other states need time to implement its provisions. As decisions are made at the State level, they will be communicated to the law enforcement community.

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



**MARYLAND STATE'S ATTORNEY'S ASSOCIATION (MSAA)**

(www.mdsaa.org)  
Visit the MSAA web site.

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**MARYLAND COMMUNITY CRIME  
PREVENTION INSTITUTE  
MCCPI UPDATE:**

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*by Patricia L. Sill, Administrator*

**WELCOME TO NEW MCCPI/D.A.R.E. STAFF:**

The Maryland Community Crime Prevention Institute is pleased to announce that two new staff members have joined the MCCPI/D.A.R.E. Unit as of August 2, 2004.

Laura Phelps has been hired as the D.A.R.E. (Drug Abuse Resistance Education) Regional Coordinator and she will be working with the State D.A.R.E. Coordinator's Office.



Bruce Lohr will be filling the position of MCCPI's Youth Crime Prevention Specialist.



Laura comes to us from the Baltimore County Police Department and Bruce from the Howard County Police Department and McDaniel College.

We look forward to working with both of them!

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**CRIME PREVENTION MONTH:**

October 2004 has been established as National Crime Prevention Month by the Crime Prevention Coalition of America, a group of federal and state agencies, state crime prevention organizations, and national associations representing millions of Americans joined together to reduce crime and fear of crime.

In recognition of this event, the Police and Correctional Training Commissions, the Maryland Community Crime Prevention Institute, and the Maryland Crime Prevention Association are encouraging state and local law enforcement to participate with interested citizens in special crime prevention activities throughout October. To aid in this effort, a Crime Prevention Month Action Kit has been developed by the National Crime Prevention Council and one free copy will be mailed by MCCPI to law enforcement agencies statewide. The theme of the kit is "Celebrating 25 Years of Crime Prevention with McGruff the Crime Dog". The kit contains reproducible brochures on topics such as Neighborhood Watch, Safer Seniors, Bicycle Safety, and Online Auction Fraud. Also available in the kit is information on McGruff licensed products and an extensive listing of crime prevention related websites.

For more information on National Crime Prevention Month, please call the MCCPI Office at 410-875-3425. You may also wish to visit the website of the National Crime Prevention Council at [www.ncpc.org](http://www.ncpc.org) or call them at 202-466-6272.

**MARYLAND CRIME PREVENTION  
ASSOCIATION CONFERENCE:**

The Maryland Crime Prevention Association (MCPA) and MCCPI will present MCPA's Annual Conference on October 19-22, 2004 at the Holiday Inn in Ocean City, Maryland. This year's theme is "Going Beyond Homeland Security and Enhancing Partnerships." The program is designed to assist law enforcement, businesses and communities to better understand the many facets of Homeland Security. Its objectives are to educate and share the current trends, terminologies, and methods to protect our homeland.

The cost for the conference is \$125, and the room rate is \$65 per night. For more information on the conference, contact Detective Paul Ciepiela, Detective Carl Lindhorst, or Ms. Re Ward at the Baltimore County Police Department at 410-887-5901.

If you wish to receive MCPA training announcements and related MCPA information, you can sign up by accessing the MCPA website at [www.mdcrimeprevention.org](http://www.mdcrimeprevention.org). If you do not have an e-mail address but would like to continue to receive the MCPA mailings, please send a letter requesting to receive the flyers and related information to Ms. Carol Over at MCPA, PO Box 42413, Baltimore, MD 21284-2413.

**2004  
Digest of Criminal Laws**

The 2004 Digest will be available in September. The price is again \$4.00 per copy. To order, do one of the following:

(1) Send a check or money order (Made out to "PCTC") or a purchase order (Do not send cash) to:

PCTC, 6852 4th Street, Sykesville, MD 21784, Attention: Debbie Kelly, or

(2) Fax a purchase order to: Debbie Kelly at 410-875-3584 (If you fax a purchase order, do not also mail one).

Please note that our address and fax number have changed. Also, since the Digest sells out every year, send your order in as soon as possible to ensure your supply. Most orders will be mailed or sent UPS. Larger orders will need to be picked up at our new facility in Sykesville (You will be contacted with directions). For questions, call 410-875-3560.

MARYLAND  
DRUG ABUSE RESISTANCE EDUCATION  
COORDINATOR'S OFFICE UPDATE:  
**D.A.R.E.**

By Claude J. Nelson, Jr.

Drug Abuse Resistance Education:

**National Award Comes To Maryland**

D.A.R.E. America at its National Training Conference in Nashville, TN honored Gary N. Chatfield with the 2004 D.A.R.E. Lifetime Achievement Award. This prestigious national recognition culminates Gary's 27 years with the State Police, his 14 years with the Drug Abuse Resistance Education program, and the 12 years he spent at the Commissions as Maryland's State D.A.R.E. Coordinator.

During his career Sgt. Chatfield has distinguished himself in his dedication to D.A.R.E. His efforts demonstrate a commitment to the program beyond the high standard evidenced by others.

Gary retired from service with the State Police in March of this year, and is currently employed with the Wicomico County Office of Emergency Management. We commend Gary for his worthy accomplishment, and know that his guidance is responsible in part for the success of Maryland D.A.R.E.

**Maryland D.A.R.E. Training Center**

The 17th Graduating Class of the Maryland D.A.R.E. Training Center received their certifications on September 3rd. The 80 plus hours of rigorous training included Elementary and Middle School D.A.R.E. Curricula, as well as School Resource Officer training. The class was comprised of officers and deputies from all across Maryland, and several neighboring states.

**2004 Special Olympics  
Cycling Invitational**

**DATE:**

September 25, 2004

**LOCATION:**

Maryland Police  
Training Commission  
Driver Training Facility  
Urban Grid Sykesville, MD

**VOLUNTEERS:**

Volunteers are recruited through the United States Cycling Federation. Volunteers should report for duty between 6:00-8:00am depending upon the functions they are serving.



See the Fact sheet on page 15

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

by John Fuller, Curriculum Researcher

This is Part III of a three-part series on lesson plan development. It should be beneficial for police, correctional and other public safety trainers in preparing realistic and comprehensive training units for both entry-level and in-service programs.

**WRITING AND EDITING**

In developing any type of occupational, job-related training, especially public safety training, it is absolutely vital that instructors who are developing lesson plans fully understand and appreciate how their proposed training will directly relate and affect the actual job-tasks and responsibilities of line personnel.

For starters, list the training objectives you have written in a sequentially-chronological order. They should form a rough outline or blueprint for your lesson plan. You should have already decided on your learning goals.

Prepare a rough outline, emphasis on the "rough." Outlines for lesson plans will change and evolve as the writing project progresses. The first outline should never be the last.

Next, organize the selected research source materials under the main topic areas of the outline. Warning: this can be a tedious, time-consuming task and is probably the most demanding part of preparing a lesson plan.

Now this is critical, ensure that whatever MPCTC regulatory objectives have been specified for your lesson plan topic are fully accounted for in your text.

This means, for instance, that if your lesson plan's topic includes ten MPCTC written-objectives, you must prepare instructional material that adequately covers those ten required objectives. You must also address and explain in your instructional text, the knowledge or proficiency that each regulatory agency objective demands.

Additionally, the instructional material relating to MPCTC written-objectives must be sufficiently extensive to yield adequate test questions to evaluate your trainees' comprehension of the requisite objectives. This means that you should have enough text material to generate at least four test questions for each MPCTC written-objective.

We strongly recommend that you identify any MPCTC objectives where they appear in the written text. You should be able to easily identify where these objectives appear in your lesson plan text, for both audit and testing purposes. We suggest that you type in the text margin the appropriate MPCTC objective, in bold.

Start writing. Read it over, edit, and re-write as many times as necessary.

The toughest part about writing is getting started. Basically, just keep at it until you arrive at a workable product. In writing, there are good days and bad days, the secret is persistence. Remember, you are writing a professional public safety lesson plan, so keep it straightforward, realistic and comprehensive.

## DESIGNING AND WRITING TESTS

In public safety training, there are two types of testing or learning measurement systems: written tests and practical/demonstrable tests.

In written tests, the multiple-choice format is preferred because it's a relatively easy test to prepare and mark. Trainees are usually well-acquainted with the multiple-choice testing method and require little pre-test explanation.

When developing questions for a written test, attention must be given to the passing mark required by the program. If the passing grade is 70 percent, the instructor should develop at least four written questions for each learning and regulatory agency objective being tested. A minimal four-question standard, per objective, will allow a trainee to get three out of four questions correct and still achieve a passing grade.

Testing practical (or demonstrable) objectives involves having the trainee physically demonstrate that he or she can perform the required skill or competency.

Producing practical tests can be more difficult than designing a written test. For practical test exercises, the instructor must first identify, and then write-out the sequential stages of the procedure or technique in the order in which they should be properly performed.

These stages then become the "benchmarks," or criteria that the trainee needs to sequentially perform in order to demonstrate competency in that specific training objective. Basically, benchmarks are sequenced guidelines that direct the actions of trainees in properly performing the test.

A modern public safety lesson plan will include both written testing for theory and practical testing to verify trainee proficiencies in executing techniques and procedures. Again, it is very important to identify those test questions that pertain to regulatory agency objectives.

If tests are planned and designed with careful insight into their relevance to the appropriate training objectives, the testing scheme should accurately measure the

This three-part series on lesson plan development is available online at  
<http://www.dpscs.state.md.us/pct/train/>  
See Training notes Volume 31,  
Number 3, 4 and 5.



Presents

# The Fourth Annual Instructor's Conference

## FOCUS ON THE STUDENT

**Wednesday – October 6, 2004**

7:30 a.m. Registration and Continental Breakfast

8:30 a.m. Opening Session

**Martin's West –**

**Baltimore Beltway and Security Boulevard**

\$35 Registration Fee includes Lunch and Refreshments

Participants will select from one of the three listed training tracks when they register for the conference. Each track attempts to address the training needs unique to their trainer's role within their agency.

### Proposed Training Topics \*

#### ■ Administrator Track:

"Managing the Training Environment"  
"Inquiry Based Facilitation –  
Coaching Techniques for Trainers"  
"How to Survive an Audit"  
Panel Discussion

#### ■ Advanced Track:

"Inquiry Based Facilitation –  
Coaching Techniques for Trainers"  
"Crafting Effective Test Items"  
"Identifying Student Learning Styles"  
"Classroom Management"

#### ■ Basic Track:

"How Do You Know When You Are  
Reaching the Student?"  
"Identifying Student Learning Styles"  
"Classroom Management"  
"Mitigating Liability"

\* MPCTC reserves the right to revise the above list of training topics and to substitute a comparable topic in the event that a presenter is unable to appear as scheduled.

Additionally, the Maryland Police and Correctional Training Commissions will recognize those instructors who are selected by their agencies as INSTRUCTORS OF THE YEAR.

Registration forms and more detailed information will soon be available.

This conference is sponsored, in part, by a Maryland Chiefs of Police Association Professional Development Fund grant.

**PLEASE POST THIS ANNOUNCEMENT**



# MARYLAND TRAINING SCHEDULE

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

The dates and locations of training programs listed are subject to change or cancellation without prior notice. Although PCTC will make reasonable efforts to schedule displaced applicants in other training classes, final responsibility for personnel receiving mandated training within the prescribed time period remains with the employing agency. Employing agencies are encouraged to register their personnel in mandated programs as early as possible.

## CORRECTIONAL ENTRANCE LEVEL TRAINING PROGRAM - WOODSTOCK

The below dates are subject to adjustment/cancellation due to the hiring practices and enrollment of those institutions that use this academy. Administrators are advised to schedule their employees for training as early as possible after employment. The classes will have a maximum enrollment of 47. Supplemental Booklets are available to assist Field Training Officers (FTO's) with the new objectives policy.

**For registration information concerning these programs, please contact Rhoney Terry at (410) 875-3512 fax (410) 875-3583. Find us on the World Wide Web: <http://www.dpscs.state.md.us/pct/train/>**

Class #	Beginning Date	14 Day Staff End Date	Graduation Date
05-05	09/01/04	09/21/04	10/08/04
05-06	09/15/04	10/04/04	10/22/04
05-07	09/29/04	10/20/04	11/08/04
05-08	10/13/04	11/01/04	11/19/04
05-09	10/27/04	11/17/04	12/07/04
05-10	11/10/04	12/02/04	12/21/04
05-11	12/01/04	12/21/04	01/10/05
05-12	12/15/04	01/06/05	01/25/05
05-13	01/05/05	01/25/05	02/10/05
05-14	01/19/05	02/07/05	02/24/05
05-15	02/02/05	02/22/05	03/10/05

## ADVANCED AND SPECIALIZED TRAINING CONTINUING EDUCATION CLASSES

<http://www.dpscs.state.md.us/pct/>  
Continuing Education Classes  
MPCTC certified classes are offered throughout Maryland.

Advanced and Specialized Training  
1623 Forest Drive, Suite 203  
Annapolis, Maryland 21403  
Phone: 410-295-1287  
Fax: 410-990-1523  
Email: AST@dpscs.state.md.us

Please watch your mail or e-mail for the specific dates, locations, and registration information for upcoming events.

**Please Help Us**  
Does your team have a best practice or notable accomplishment you would like to share with our readers? You may email your comments to Jennifer Beskid, Regional Coordinator at [jbeskid@dpscs.state.md.us](mailto:jbeskid@dpscs.state.md.us)

## CORRECTIONAL SUPERVISOR AND ADMINISTRATOR TRAINING PROGRAMS

### FIRST LINE CORRECTIONAL SUPERVISOR PROGRAMS

(Limit 24) \*NOTE - EACH PROGRAM IS 5 DAYS IN LENGTH  
FEE: \$150.00 per person - Agencies will be billed.

September 20-24, 2004 Community College-Balto. Co. -Owings Mills  
October 25-29, 2004 Community College-Balto. Co. -Owings Mills

### FIRST LINE CORRECTIONAL ADMINISTRATOR PROGRAMS

(Limit 20) \*NOTE - EACH PROGRAM IS 7 DAYS IN LENGTH  
FEE: \$150.00 per person - Agencies will be billed.  
October 4-7 and 18-20, 2004

Community College-Balto. Co. -Owings Mills

\* Nomination forms for Correctional Programs are to be submitted to Gloria A. Herndon

NOTE: Training location is tentative.  
A "waiting list" is being maintained for "full" programs.



# MARYLAND TRAINING SCHEDULE

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

The dates and locations of training programs listed are subject to change or cancellation without prior notice. Although PCTC will make reasonable effort to schedule displaced applicants in other training classes, final responsibility for personnel receiving mandated training within the prescribed time period remains with the employing agency. Employing agencies are encouraged to register their personnel in mandated programs as early as possible.

## POLICE AND CORRECTIONAL INSTRUCTOR TRAINING

### ENHANCED INSTRUCTOR TRAINING (Limit 20)

\*September 7-10, & 13-15, 2004  
September 20-24 & 27-28, 2004  
October 25-29 & November 1 & 2, 2004  
December 6-10, & 13-14, 2004  
*\*Tuesday start date*

### ADVANCED INSTRUCTOR TRAINING (Limit 16)

November 29-30 & December 1-3, 2004

## POLICE SUPERVISOR & ADMINISTRATOR TRAINING

### POLICE SUPERVISOR TRAINING (Limit 20)

September 27-30 & October 1, 2004  
October 18-22, 2004  
November 8-12, 2004

### POLICE ADMINISTRATOR TRAINING (Limit 20)

September 27-30 & October 1, 2004  
October 18-22, 2004  
November 8-12, 2004

All of the above programs are being held at  
**MPCTC Public Safety Education  
and Training Center**

For registration, lodging information and forms please  
contact Althea Furbay at  
**6852 4th Street, Sykesville, MD 21784**  
Telephone: 410-875-3513, Fax: 410-875-3583  
URL: [www.dpscs.state.md.us/pct](http://www.dpscs.state.md.us/pct)

**INSTRUCTIONS:** For any programs listed above, a nomination form **MUST** be completed, signed by the Agency Head and submitted to Lee Goldman 6852 4th Street, Sykesville, MD 21784 Telephone: 410-875-3513, Fax: 410-875-3583 URL: [www.dpscs.state.md.us/pct](http://www.dpscs.state.md.us/pct) For additional information on Police & Correctional Instructor Training, Police Administrator or Police Supervisor Training Programs, contact Rhonda Hill at 410-875-3516.

**Note:** A "waiting list" is being maintained for all full programs.

## FIREARMS TRAINING

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

### FIREARMS INSTRUCTOR SCHOOL - 80 hours

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

December 6-17, 2004 - Pistol, Shotgun only-FULL

February 7-18, 2005 - Pistol, Shotgun only

March 7-18, 2005 - Pistol, Shotgun only

April 4-15, 2005 - Revolver, Shotgun only

### INSTRUCTOR SCHOOL

#### OC INSTRUCTOR SCHOOL

**Fee: FREE!**

Hosting this school provided by Combined Tactical Systems 8AM-4PM/. For more information, contact Mark Canton 410-552-6300. September 9, 2004

### REMINGTON Armorer School

**Fee: \$400.00 per person.**

We are hosting this school. Call for registration form. Contact: Paul Kelley for dates.

All of the above programs are being held at  
**MPCTC - FIREARMS TRAINING FACILITY**  
7320 Slacks Road, Sykesville, MD 21784

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



# APPROVED TRAINING

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

These are training programs which the Commission has approved for delivery. Provided that proper arrangements with the offering agencies have been made, these programs may be used by other agencies without prior Commission approval. Check with these agencies regarding dates, fees, and the like.

## EXECUTIVE DEVELOPMENT INSTITUTE PROGRAMS

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

October 12-14, 2004 Prince George's Co.

### PATROL WORKLOAD ANALYSIS AND RESOURCE AL

**LOCATION (2 Days)- \$275.00**  
November 30-December 1, 2004 Baltimore

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

September 14-15, 2004 Frederick  
November 09-10, 2004 Baltimore

### INTERVIEWING AND INTERROGATION (2 Days) - \$100.00

November 8 & 9, 2004 Westminster

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

October 18 & 19, 2004 Westminster

### EFFECTIVE FACILITATION SKILLS FOR LEADERS (2 DAYS) - \$100.00

October 28 & 29, 2004 Westminster

### PRESENTATION SKILLS (2 DAYS) - \$100.00

September 16-17, 2004 Baltimore

### EXECUTIVE SEMINARS (1 DAY) - \$50.00

Strategic Planning for Managers	Sept. 17, 2004	Westminster
Preparing to Assume a Management Position	Sept. 24, 200	Westminster
Interview & Interrogation Training	Oct. 07, 2004	Baltimore
Creating a Mentoring Program	Oct. 08, 2004	Westminster
Building Collaborative Relationships With Colleagues	Oct. 14, 2004	Baltimore
Organizational Development: Planning for Your Organization's Staffing Future	Nov. 05, 2004	Westminster
How to be an Effective Coach	Nov. 19, 2004	Westminster
How to Lead and When to Follow	Dec. 09, 2004	Baltimore
The Art of Using Time Wisely	Jan. 06, 2005	Baltimore
Leading Effective Meetings	Jan. 13, 2005	Baltimore
Career Self-Reliance for Managers	Feb. 03, 2005	Baltimore
The On-Purpose Manager	Feb. 10, 2005	Baltimore
Resolving "Issues" in Teams	Mar. 03, 2005	Baltimore
Positive Office Politics	Mar. 10, 2005	Baltimore
Selecting and Hiring Top Performers	Apr. 07, 2005	Baltimore
Performance Evaluation & Conducting Meetings	May05, 2005	Baltimore
Documentation and Discipline	May 12, 2005	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 410-875-3575 or go to [www.mdle.net](http://www.mdle.net) Executive Development Institute.

## EXECUTIVE DEVELOPMENT INSTITUTE

The more than 1,000 executives of Maryland's public safety community face many of the same issues and problems as their counterparts in the private sectors — recruitment and retention of quality employees, liability, doing more with fewer resources, decision making in a rapidly changing environment, the impact of technology, interaction with elected officials, and media. The Maryland Police and Correctional Training Commissions' approach to establishing an executive development program is unique. Staffing needs were originally met by the Maryland Executive Fellows Program which places experienced executives from the private sector in high level assignments with State government, full-time for one year. The Commissions' first Executive Fellow reported for duty on July 1, 1987 and began work on the Executive Development Institute.

An Advisory Board, whose members include representatives from state and local public safety agencies, private industry, education, and staff, assists the Program Administrator in developing and facilitating programs.

To accomplish the goals of the Institute, a variety of programs and initiatives are developed, designed to stand alone or be utilized as part of a career ladder development process.

The Institute has formed numerous partnerships with institutions of higher learning, as well as with public and private industry, to make its programs both available and affordable for our customers.

The Institute has allowed public safety executives the opportunity to:

- Participate in a number of quality programs at little or no cost.
- Shape the future of their organizations by understanding how changes in the external environment will effect them while developing strategies for quality management in these changing times.
- Develop a network of resources and contacts in the public and private sectors. It has also helped to enhance participants' self-esteem and public image.

All programs sponsored and/or co-sponsored by the Executive Development Institute are evaluated by the participants. The average rating for our programs is 92% and the number of participants has increased.

Across the country, commanders of State and local public safety agencies request information on the Institute. Through the continuous improvement of these professionals they are better able to provide for the health, welfare, and safety of Maryland's citizens.



# APPROVED TRAINING - POLICE

TRAINING PROGRAMS APPROVED BY THE POLICE AND CORRECTIONAL TRAINING COMMISSIONS

These are training programs which the Commission has approved for delivery. Provided that proper arrangements with the offering agencies have been made, these programs may be used by other agencies without prior Commission approval. Check with these agencies regarding dates, fees, and the like.

AGENCY	PROG. APPR#		TYPE	HOURS	APPROVED	EXPIRES
Anne Arundel Co Sheriff	P9906	Use of Force/Deadly Force	Inservice	16.0	7/27/2004	7/27/2007
Baltimore City School Police	P9894	In-Service Training	Inservice	19.0	7/23/2004	7/23/2007
Baltimore Co Police Training Acad	P9880	Baltimore County Police Academy #118	Entry Level	1,080.0	7/05/2004	7/05/2005
Baltimore Co Police	P9870	New Instructor Training	Instructor	49.0	6/14/2004	6/14/2007
Cecil Co Sheriff	P9903	New World Systems Software	Inservice	4.0	7/26/2004	7/26/2007
Cecil Co Sheriff	P9868	Report Writing	Inservice	4.0	6/14/2004	6/14/2007
Cecil Co Sheriff	P9892	Victims of Sexual Assaults	Inservice	2.0	7/20/2004	7/20/2007
Crisfield Police	P9865	Police K-9 Handler Certification Course	Inservice	135.0	6/11/2004	6/11/2007
Dept Of State Police	P9878	Forensic Epidemiology	Inservice	8.0	6/17/2004	6/17/2007
Dept Of State Police	P9883	Train the Trainer	Instructor	40.0	7/09/2004	7/09/2007
Dept Of State Police	P9867	UCR for Representatives & Coders	Inservice	21.0	6/14/2004	6/14/2007
Eastern Shore Criminal Justice Acad	P9857	Crimes Scene & Evidence Procedure for Patrol Ofcr	Inservice	21.0	6/07/2004	6/07/2007
Eastern Shore Criminal Justice Acad	P9863	ESCJA - Comparative Compliance I and IV	Entry Level	204.0	6/10/2004	6/10/2005
Eastern Shore Criminal Justice Acad	P9864	ESCJA - Comparative Compliance II	Entry Level	40.0	6/10/2004	6/10/2005
Eastern Shore Criminal Justice Acad	P9862	ESCJA Police Entrance Level Training	Entry Level	875.0	6/08/2004	6/08/2005
Frederick City Police	P9869	E.V.O.C. In-Service Period III	Inservice	8.0	6/07/2004	6/07/2007
Frederick Co Sheriff	P9908	Comparative Compliance	Inservice	140.0	7/27/2004	7/27/2007
Frostburg State University Police	P9904	Bloodborne Pathogens	Inservice	1.0	7/26/2004	7/26/2007
Fruitland Police	P9900	Bloodborne Pathogens	Inservice	4.0	7/26/2004	7/26/2007
Fruitland Police	P9898	Care & Handling - Victims of Rape & Sexual Assault	Inservice	2.0	7/26/2004	7/26/2007
Fruitland Police	P9899	Hazardous Materials	Inservice	4.0	7/26/2004	7/26/2007
Fruitland Police	P9897	Incident Response to Terrorist Bombings/Awareness	Inservice	4.0	7/26/2004	7/26/2007
Garrett Co Sheriff	P9895	LTI Laser Radar Certification	Inservice	8.0	7/26/2004	7/26/2007
Garrett Co Sheriff	P9896	Outlaw Motorcycle Gang Identification	Inservice	3.0	7/26/2004	7/26/2007
Howard Co Police	P9884	CINT In-Service - Part 1	Inservice	3.0	7/13/2004	7/13/2007
Howard Co Police	P9885	CINT In-Service - Part II	Inservice	4.5	7/13/2004	7/13/2007
Hyattsville Police	P9693	Firearms - Annual Day - Pistol	Firearms	2.0	6/16/2004	6/16/2007
Hyattsville Police	P9694	Firearms - Annual Reduced Light - Pistol	Firearms	0.0	6/16/2004	6/16/2007
Hyattsville Police	P9695	Firearms - Annual Shotgun - 10 Round Course	Firearms	0.0	6/16/2004	6/16/2007
Hyattsville Police	P9696	Firearms - Annual Shotgun - 30 Round Course	Firearms	0.0	6/16/2004	6/16/2007
Hyattsville Police	P9697	Firearms - Semi Annual Carbine Qualification	Firearms	0.0	6/16/2004	6/16/2007
In The Line Of Duty	P9910	Edged Weapons Trng: Passenger Side Approach	Inservice	1.0	7/27/2004	7/27/2007
Law Enforcement Television Network	P9828	Calibre Press Presents: Roll Call Off-Duty Survival	Inservice	1.0	6/07/2004	6/07/2007
Law Enforcement Television Network	P9831	Clandestine Drug Labs, Part 2	Inservice	1.0	6/07/2004	6/07/2007
Law Enforcement Television Network	P9826	Criminal Profiling, Part 1	Inservice	1.0	6/07/2004	6/07/2007
Law Enforcement Television Network	P9827	Decontamination: Lesson Learned	Inservice	1.0	6/07/2004	6/07/2007
Law Enforcement Television Network	P9833	Get Out of Dodge	Inservice	1.0	6/07/2004	6/07/2007
Law Enforcement Television Network	P9832	Insurance Fraud, Pt. 2: Bodily Injury Fraud	Inservice	1.0	6/07/2004	6/07/2007
Law Enforcement Television Network	P9829	Less-Lethal Force, Pt.1, OC-Pepper Spray Updates	Inservice	1.0	6/07/2004	6/07/2007
Law Enforcement Television Network	P9825	Principles & Features of the Incident Comm. System	Inservice	1.0	6/07/2004	6/07/2007
Law Enforcement Television Network	P9824	Protection of Potential & Actual Crime Scenes, Pt.1	Inservice	1.0	6/07/2004	6/07/2007
Law Enforcement Television Network	P9830	Tactical Patrol: Aggressive Patrol & Maint. Pol. Pt.1	Inservice	1.0	6/07/2004	6/07/2007
Md State Fire Marshal	P9912	2004 State Fire Code Update	Inservice	24.0	8/04/2004	8/04/2007
Md Transportation Authority Police	P9854	Commercial Collision Reconstruction	Inservice	8.0	6/07/2004	6/07/2007
Miscellaneous Agency	P9879	Before Disaster Strikes: Adults w/Special Needs	Inservice	7.0	6/22/2004	6/22/2007
Miscellaneous Agency	P9890	P.A.S.T. Police and Seniors Together	Inservice	5.0	7/20/2004	7/20/2007
Miscellaneous Agency	P9889	Sexual Assault Coordinated Response Training	Inservice	4.0	7/20/2004	7/20/2007
Miscellaneous/One Time Training	P9909	Document I.D. & Deception	Inservice	4.0	7/27/2004	7/27/2007
Miscellaneous/One Time Training	P9859	MLEO Semi-Annual Conference	Inservice	5.5	6/07/2004	6/07/2005
MNCPD-Montgomery Co Division	P9858	Dealing With Trauma	Inservice	4.0	6/07/2004	6/07/2007
Montgomery Co Police Academy	P9882	Montgomery County Police Academy	Entry Level	1,000.0	7/08/2004	7/08/2005
Montgomery Co Police	P9893	Defensive Driving/EVOC Instructor's Course	Instructor	60.0	7/16/2004	7/16/2007
Montgomery Co Sheriff	P9886	NCIC Recertification	Inservice	4.0	6/08/2004	6/08/2007
PG Co. P.D. Community Policing Institute	P9877	Prince George's Co. Police Acad. 102	Entry Level	1,052.0	6/16/2004	6/16/2005
Prince Georges Co Public Schools	P9901	Annual School Security & SRO In-Service	Inservice	13.0	7/26/2004	7/26/2007
Prince Georges Co Public Schools	P9902	School Juvenile Gang Training	Inservice	7.0	7/26/2004	7/26/2007
Prince Georges Co Sheriff	P9855	Defensive Tactics In-Service	Inservice	7.0	6/07/2004	6/07/2007
Ridgely Police	P9860	Seat Belt & Occupant Protection	Inservice	8.0	6/07/2004	6/07/2007
Rockville Police	P9914	Control Tactics	Inservice	4.0	7/27/2004	7/27/2007
Rockville Police	P9866	Customer Service	Inservice	1.0	6/14/2004	6/14/2007
Rockville Police	P9856	Gang Recognition	Inservice	2.0	6/07/2004	6/07/2007
Rockville Police	P9913	Officer Safety & Survival	Inservice	8.0	7/01/2004	7/01/2007
Somerset Co Detention Center	C6077	Firearms - Annual Day - Pistol	Firearms	2.0	6/07/2004	6/07/2007
Somerset Co Detention Center	C6078	Firearms - Annual Reduced Light - Pistol	Firearms	0.0	6/07/2004	6/07/2007
Somerset Co Detention Center	C6076	Firearms - Entrancy Level - Pistol	Firearms	35.0	6/07/2004	6/07/2007
Sykesville Police	P9692	Firearms - Annual - Off Duty	Firearms	0.0	6/10/2004	6/10/2007
Sykesville Police	P9691	Firearms - Annual - Shotgun	Firearms	0.0	6/10/2004	6/10/2007
Sykesville Police	P9689	Firearms - Annual Day - Pistol	Firearms	2.0	6/10/2004	6/10/2007
Sykesville Police	P9690	Firearms - Annual Reduced Light - Pistol	Firearms	0.0	6/10/2004	6/10/2007
Sykesville Police	P9688	Firearms - Modified Transition - Pistol to Pistol	Firearms	3.0	6/10/2004	6/10/2007
U Of Md Baltimore Police	P9907	In-Service Training	Inservice	4.0	7/27/2004	7/27/2007



# APPROVED TRAINING - POLICE

TRAINING PROGRAMS APPROVED BY THE POLICE AND CORRECTIONAL TRAINING COMMISSIONS

These are training programs which the Commission has approved for delivery. Provided that proper arrangements with the offering agencies have been made, these programs may be used by other agencies without prior Commission approval. Check with these agencies regarding dates, fees, and the like.

AGENCY	PROG. APPR#		TYPE	HOURS	APPROVED	EXPIRES
U Of Md College Park Police	P9887	2004 In-Service Program	Inservice	10.0	7/08/2004	7/08/2007
U Of Md College Park Police	P9853	Advanced Crime Scene Investigation	Inservice	40.0	6/07/2004	6/07/2007
U Of Md College Park Police	P9706	Firearms - Annual Day - Pistol	Firearms	2.0	7/12/2004	7/12/2007
U Of Md College Park Police	P9707	Firearms - Annual Reduced Light - Pistol	Firearms	0.0	7/12/2004	7/12/2007
U Of Md College Park Police	P9888	First Responder Recertification	Inservice	10.0	7/08/2004	7/08/2007
U Of Md College Park Police	P9891	Regional Homeland Security for Higher Education	Inservice	8.0	7/19/2004	7/19/2007
Washington Metro Transit Academy	P9861	Washington Metro Transit Police Comparative Compl.	Entry Level	168.0	6/08/2004	6/08/2005
Westminster Police	P9549	Firearms - Quarterly Counter Sniper Qualification	Firearms	0.0	6/21/2004	6/21/2007

## IN-SERVICE TRAINING REMINDER

All in-service training programs for 2004 must contain at least one hour of training addressing the care and handling of victims of rape and other sex offenses, including the sexual abuse of children. This training session may be approved as part of a longer in-service program or as a stand-alone topic.

## 2004 Special Olympics Cycling Invitational FACT SHEET

**DATE:** September 25, 2004

**LOCATION:** Maryland Police Training Commissions'  
Driver Training Facility, Urban Grid  
Sykesville, MD

**EVENT FORMAT:** This one-day competition in cycling for Special Olympics athletes is a registered USA Cycling Event. Opening, Closing and Awards Ceremonies celebrate the athletes' accomplishments. Additionally, Family activities and clinics provide a forum for family and friends of the competitors to meet.

**PARTICIPANTS:** 54 athletes (Approximate numbers)  
22 coaches  
20 volunteers

### TENTATIVE SCHEDULE:

8:00-8:45 am Registration  
8:45 am Opening Ceremonies  
9:15 am Bike Inspection  
9:30 am 10-Kilometer Road Race & 1-Kilometer Time Trial  
11:00 am 5-Kilometer Road Race  
12:15 am 500-Meter Time Trial



**VOLUNTEERS:** Volunteers are recruited through the United States Cycling Federation. Volunteers should report for duty between 6:00-8:00am depending upon the functions they are serving.

**DIRECTIONS:** From Baltimore/Western Maryland: Take I-70 to Route 32 (Sykesville Road) exit #80. Go north for 4 miles to Raincliffe Road (2nd traffic light). Turn right onto Raincliffe Road and proceed 1 mile to Slacks Road. Turn left onto Slacks Road. The Driver Training Facility is located approximately ¼ mile on the left. The competition will take place on the section of the Driver Training Facility referred to as the Urban Grid.



# APPROVED TRAINING - CORRECTIONS

TRAINING PROGRAMS APPROVED BY THE POLICE AND CORRECTIONAL TRAINING COMMISSIONS

These are training programs which the Commission has approved for delivery. Provided that proper arrangements with the offering agencies have been made, these programs may be used by other agencies without prior Commission approval. Check with these agencies regarding dates, fees, and the like.

AGENCY	PROG. APPR#		TYPE	HOURS	APPROVED
<b>EXPIRES</b>					
Baltimore Co Bureau Of Corrections	C6187	Baltimore County Detention Center CELTP	Entry Level	208.0	7/07/2004 7/07/2005
Baltimore Co Bureau Of Corrections	C6198	Direct Supervision	Inservice	24.0	7/26/2004 7/26/2007
Caroline Co Detention Center	C6163	Being Aware of Inmate Con Games	Inservice	1.5	6/08/2004 6/08/2007
Caroline Co Detention Center	C6162	Fire Safety in a Correctional Facility	Inservice	1.5	6/08/2004 6/08/2007
Caroline Co Detention Center	C6160	High Risk Transports	Inservice	1.5	6/08/2004 6/08/2007
Caroline Co Detention Center	C6165	Inmates Rights and Responsibilities	Inservice	1.5	6/08/2004 6/08/2007
Caroline Co Detention Center	C6166	Problems Faced By the Line Officer	Inservice	1.0	6/08/2004 6/08/2007
Caroline Co Detention Center	C6159	Report Writing	Inservice	2.0	6/08/2004 6/08/2007
Caroline Co Detention Center	C6158	Staff Teamwork in Corrections	Inservice	1.5	6/08/2004 6/08/2007
Caroline Co Detention Center	C6161	Suicide Prevention	Inservice	2.0	6/08/2004 6/08/2007
Caroline Co Detention Center	C6164	Use of Physical Force	Inservice	2.0	6/08/2004 6/08/2007
Carroll Co Detention Center	C6199	Corrections Inservice 2004-Phase II	Inservice	8.0	7/26/2004 7/26/2007
Carroll Co Detention Center	C6205	Field Training Officer Orientation	Inservice	8.0	8/02/2004 8/02/2007
Eastern Shore Criminal Justice Acad	C5234	ESCJA - Corr. Entrance Level Trng. ISS	Entry Level	131.0	6/08/2004 6/08/2005
Eastern Shore Criminal Justice Acad	C5233	ESCJA - Correctional Entrance Level Trng.	Entry Level	240.0	6/08/2004 6/08/2005
Harford Co Detention Center	C6189	New Employee Orientation	Inservice	40.0	6/24/2004 6/24/2007
Harford Co Detention Center	C6171	Pepperball Certification & Recertification	Inservice	8.0	6/18/2004 6/18/2007
Harford Co Detention Center	C6172	SAGE Certification and Recertification	Inservice	8.0	6/18/2004 6/18/2007
Harford Co Detention Center	C6170	X26 Taser Certification Course	Inservice	8.0	6/08/2004 6/08/2007
Md Dept Of Juvenile Services	C6196	Becoming a Responsible Teen	Inservice	15.0	7/19/2004 7/19/2007
Md Dept Of Juvenile Services	C6173	Feng Shui	Inservice	2.0	6/22/2004 6/22/2007
Md Dept Of Juvenile Services	C6194	Gang Awareness	Inservice	6.5	8/02/2004 8/02/2007
Md Dept Of Juvenile Services	C6181	Guided Imagery	Inservice	2.0	6/14/2004 6/14/2007
Md Dept Of Juvenile Services	C6183	Meditation	Inservice	0.0	6/14/2004 6/14/2007
Md Dept Of Juvenile Services	C6174	Movement & Breathing Techniques	Inservice	3.5	6/23/2004 6/23/2007
Md Dept Of Juvenile Services	C6182	QiGong	Inservice	3.5	6/14/2004 6/14/2007
Md Dept Of Juvenile Services	C6186	Recog. and Reporting Child Abuse and Neglect	Inservice	4.0	6/20/2004 7/01/2004
Md Dept Of Juvenile Services	C6180	Self-Care Techniques	Inservice	2.0	6/14/2004 6/14/2007
Md Dept Of Juvenile Services	C6185	Urinalysis Testing Procedures-CD Rom	Inservice	0.0	6/10/2004 6/10/2007
Md Dept Of Juvenile Services	C6184	Your Body 101	Inservice	3.5	6/14/2004 6/14/2007
Md Dept Of Public Safety & Corr Svc	C6206	Access I Training	Inservice	5.0	8/02/2004 8/02/2007
MD Division of Correction	C6208	Accident Investigation for Corr. Supervisors	Inservice	3.0	8/05/2004 8/05/2007
MD Division of Correction	C6204	Day Five In Service	Inservice	7.5	7/28/2004 7/28/2007
MD Division of Correction	C6203	Day Four In Service	Inservice	7.5	7/28/2004 7/28/2007
MD Division of Correction	C6200	Day One In Service	Inservice	7.5	7/28/2004 7/28/2007
MD Division of Correction	C6202	Day Three In Service	Inservice	7.0	7/28/2004 7/28/2007
MD Division of Correction	C6201	Day Two In Service	Inservice	7.5	7/28/2004 7/28/2007
MD Division of Correction	C5529	Facility Incident Reporting Manual	Inservice	4.0	7/08/2004 7/08/2007
MD Division of Correction	C4824	Firearms - Annual Day - Revolver	Firearms	2.0	6/15/2004 6/15/2007
MD Division of Correction	C6207	Introduction to Critical Incident Stress	Inservice	1.0	8/05/2004 8/05/2007
MD Division of Correction	C6169	Positional/Restraint Related Asphyxia	Inservice	2.0	6/15/2004 6/15/2007
MD Division of Correction	C6209	Team Building: Growing Together Through Teamwork	Inservice	3.5	8/05/2004 8/05/2007
MD Division of Correction	C6168	Thinking for a Change	Inservice	21.0	6/15/2004 6/15/2007
MD Division of Correction	C5527	Understanding and Coping with Youth Offenders	Inservice	7.0	6/18/2004 6/18/2007
Md Division Of Parole & Probation	C6167	New Employee Orientation	Inservice	12.0	6/08/2004 6/08/2007
Patuxent Institution	C6175	Adult Cpr	Inservice	4.0	6/23/2004 6/23/2007
Patuxent Institution	C6178	Emergency Procedures Review	Inservice	1.0	6/23/2004 6/23/2007
Patuxent Institution	C6176	Report Writing Review-Self Learning Packet	Inservice	1.0	6/23/2004 6/23/2007
Patuxent Institution	C6177	Security Inmate Counts-Self Learning Packet	Inservice	0.5	6/23/2004 6/23/2007
Prince Georges Co Detention Center	C6193	ERT Basic Training Course	Inservice	56.0	7/16/2004 7/16/2007
Prince Georges Co Detention Center	C6197	Handicapped Vehicle Training	Inservice	2.0	7/26/2004 7/26/2007
Prince Georges Co Detention Center	C6188	Housing Unit Toxic/Caustic Chemicals Forms	Inservice	2.0	6/30/2004 6/30/2007
Prince Georges Co Detention Center	C6191	Pressure Point Control Tactics-Train the Trainer	Inservice	40.0	7/12/2004 7/12/2007
Prince Georges Co Detention Center	C6190	Prince George's County CELTP	Entry Level	233.0	7/08/2004 7/08/2005
Prince Georges Co Detention Center	C6192	Prince George's County CELTP	Entry Level	412.0	7/15/2004 7/15/2005
Southern Md Criminal Justice Acad	C6195	SMCJA - Correctional Entrance Level Academy	Entry Level	293.0	7/19/2004 7/19/2005

# WHAT'S NEW

## at the Criminal Justice Resource Center

6852 4th Street, Sykesville, Maryland 21784 410-875-3544

### What's New at the Resource Center?

(Please call to reserve videos or have them mailed to you.)

**LOCKUP USA, Vol. 10, Issue 2 Dealing with Abusive Inmates**

**LOCKUP USA, Vol. 10, Issue 3 The Use of Less Lethal Weapons in Corrections**

**LOCKUP USA, Vol. 10, Issue 4 Conducting an Investigation in the Correctional Facility**

**LOCKUP USA, Vol. 10, Issue 5 The Use of Restraint Devices in the Facility**

**LOCKUP USA, Vol. 10, Issue 6 Firearms Training for Corrections**

**LOCKUP USA, Vol. 10, Issue 7 Housing Officer Safety**

### **Managing Inmates in Crowded Conditions (Command & Control) 24 min.**

Teaches officers the indicators of crowding, the problem areas, and steps you can take to prevent crowded conditions from overwhelming the staff and inmates in your facility.

### **Special Needs Inmates (Command & Control) 23 min.**

Reviews procedures to be followed when medication is to be administered, and covers the staffing and equipment requirements needed at your facility for physically or mentally disabled inmates.

### **Crisis Management (Command & Control) 24 min.**

Reviews crisis situations and the use of negotiation to help resolve and manage these situations. Covers various topics including hostage negotiation, equipment used, and the debriefing process.

### **Direct Supervision (A.C.A.)**

The nine principles of direct supervision are:

1. Effective control
2. Being proactive
3. Competent staff
4. Safety of staff and inmates
5. Manageable and cost-effective operation
6. Frequent, formal and informal communication between staff and inmates
7. Classification and orientation
8. Justice and fairness
9. Ownership

### **Gang Management Strategies in Corrections (A.C.A.) 15 min.**

Defines gangs, helps officers identify gangs and their members and lists strategies to manage gangs effectively.

### **Security Levels in Correctional Facilities (A.C.A.)**

Examines the physical or design features that characterize each security level as well as the inmate management procedures associated with every level.

*Continues on the next page*

## **What's New at the Resource Center?**

### **Correctional Workplace Issues (A.C.A.) 3 videos, Leader's Guide**

- Tape 1: Stress Management for Correctional Officers
- Tape 2: Inmate Violence
- Tape 3: Sexual Misconduct

### **Managing Older Offenders (A.C.A.) 3 videos, Leader's Guide**

- Tape 1: An Overview of Managing the Older Offender
- Tape 2: A Profile of the Older Offender
- Tape 3: Dealing with the Older Offender on a Daily Basis – The Role of the Correctional Officer

### **In the Line of Duty (special issues)**

- Animal Abuse, 35 min.**
- Cops and Ethics, 30 min.**
- Dealing with the Media, 38 min.**
- Racial Profiling, 15 min.**
- Street Officer's Do's & Don'ts for Handling Anthrax**
- What Dogs Try to Tell Cops, 24 min.**

## **ADVANCED AND SPECIALIZED TRAINING**

During the past year, there have been changes in police department leadership in both Prince George's and Montgomery Counties. Chief Melvin C. High was appointed Chief of Police in Prince George's County while J. Thomas Manger was appointed Chief in Montgomery County.

Representatives of the Governor's Office of Crime Control and Prevention (GOCCP) and the Advanced and Specialized Training (AST) Unit recently had an opportunity to meet with both chiefs. Supervisors, agents and counselors of the nine Collaborative Supervision and Focused Enforcement (CSAFE) areas, Heightened Enforcement Accountability and Treatment (HEAT) teams also attended.

The meetings provided an opportunity to introduce both chiefs to CSAFE. It also allowed CSAFE representatives to gain insight into how HEAT teams operate within the counties. One highlight from both meetings is the commitment of the chiefs to supporting the HEAT teams. Additionally, both departments are committed to community policing.

A common theme in both meetings included the desire for cross-jurisdictional collaborative efforts. AST looks forward to working with both police departments, sharing information about promising practices, and encouraging partnership among counties and CSAFE areas across the State.

**POLICE AND CORRECTIONAL TRAINING COMMISSIONS**  
**6852 4th Street, Sykesville, Maryland 21784**  
**General Information: 410-875-3400**

**ADMINISTRATION**

Patrick Bradley, Executive Director.....410-875-3403  
Maria Koenig, Administrative Assistant.....410-875-3403  
Raymond Franklin, Executive Ass't. Dir. ....410-875-3606  
Celeste Keim, Administrative Assistant.....410-875-3606  
Lee Goldman, Deputy Director.....410-875-3401  
Janet Finch, Administrative Assistant.....410-875-3401  
Francis Manear, Assistant Director.....410-875-3605  
Terry Weil, Administrative Assistant.....410-875-3607  
Holly Knepper, Ass't. Attorney General.....410-875-3570  
Facsimile: 410-875-3500

**CERTIFICATION UNIT**

Christine Melville, Certification Officer: 410-875-3408  
Facsimile : 410-875-3582

**COMMUNITY CRIME PREVENTION INSTITUTE**

Patricia Sill, Administrator  
General Information: 410-875-3425  
Facsimile : 410-875-3420

**CORRECTIONAL ENTRANCE LEVEL  
TRAINING PROGRAM**

Ray Henderson, Program Director  
General Information: 410-875-3485  
Facsimile : 410-875-3583

**CRIMINAL JUSTICE RESOURCE CENTER**

Joan Bourne, Librarian  
General Information: 410-875-3544  
Facsimile : 410-875-3583

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

Claude Nelson, Administrator  
General Information: 410-875-3426  
Facsimile : 410-875-3420

**EXECUTIVE DEVELOPMENT INSTITUTE**

Terry Satterfield, Administrator  
General Information: 410-875-3575  
Facsimile : 410-875-3584

**FISCAL UNIT**

Mike Pense, Fiscal Officer: 410-875-3564  
Cathie Nash, Procurement: 410-875-3562  
Facsimile: 410-875-3584

**JUVENILE JUSTICE AND CORRECTIONAL  
TRAINING UNIT**

Patrick Smith, Administrator: 410-875-3568  
Nicole Palmore, Coordinator: 410-875-3505  
Gloria Herndon, Coordinator: 410-875-3509  
Facsimile: 410-875-3584

**POLICE ENTRANCE LEVEL  
TRAINING PROGRAM**

William Crabill, Program Supervisor  
General Information: 410-875-3450  
Facsimile: 410-875-3582

**POLICE TRAINING UNIT**

Rhonda Hill, Secretary and Support Coordinator  
General Information: 410-875-3516  
Facsimile: 410-875-3583

**FACILITIES**

**Driver Training**

7310 Slacks Road  
Sykesville, Maryland 21784  
Al Liebno, Administrator  
General Information: 410-549-5732  
Facsimile: 410-549-5710

**Vehicle Stop Data Analysis**

7310 Slacks Road  
Sykesville, Maryland 21784  
James Durner, Administrator  
General Information: 410-552-6927  
Facsimile: 410-549-5710

**Firearms Training**

7320 Slacks Road  
Sykesville, Maryland 21784  
Shannon Bohrer, Range Master  
General Information: 410-552-6300  
Facsimile: 410-552-4615

**Advanced and Specialized Training**

1623 Forest Drive, Suite 203  
Annapolis, Maryland 21403  
Glen Plutschak, Administrator  
General Information: 410-295-1287  
Toll Free : 1-877-411-7547  
Facsimile : 410-990-1523



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# TRAINING NOTES

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Police and Correctional Training Commissions  
6852 4th Street  
Sykesville, Maryland 21784