

# Maryland Police & Correctional Training Commissions



## Annual Report Fiscal Year 2023



# TABLE OF CONTENTS

Mission & Vision	2
Message from the Executive Director	3
Professional Development Units	4-9
Correctional Training Unit	4
Law Enforcement Training Unit	6
Leadership Development Institute	8
Support Services	10-11
Fiscal Operations	10
Guest Services	11
Information Technology	11
Certification Unit	12
Compliance Unit	13
Policy, Process, and Grants Unit	14

# Mission

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The Maryland Police and Correctional Training Commissions (MPCTC) provide training and regulatory services to Maryland's certified police and correctional professionals through the recommendation and implementation of standards. MPCTC staff supports the Police Training and Standards Commission and Correctional Training Commission and manages and operates the Public Safety Education and Training Center (PSETC).

# Vision

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MPCTC will be the premiere training agency developing law enforcement and correctional professionals to promote a safer Maryland.



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# MESSAGE FROM THE EXECUTIVE DIRECTOR

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Fiscal Year 2023 was a year of coming out of the Pandemic. While many activities and events returned to in person delivery some remained in virtual formats developed during the Pandemic. Regardless of the presentation format the Maryland Police and Correctional Training Commissions (MPCTC) staff worked diligently to ensure that the MPCTC's strategic plan continued to be carried out and that the mission, vision, and goals that are in place were followed. As an employee of MPCTC for over two and half decades, serving in four different supervisory and administrative roles, I know firsthand the commitment our employees contribute to the Agency's mission each and every day. MPCTC employees' commitment is second to none.

MPCTC vision statement is as follows: "MPCTC will be the premiere training agency developing law enforcement and correctional professionals to promote a safer Maryland."

I am proud to say that it is truly amazing how our staff continually and many times frequently, make adjustments and modifications to our training solely for the benefit of their students. During FY23 the Department of Public Safety and Correctional Services (DPSCS) continued to expand its recruiting efforts for correctional officers, presenting increased numbers of correctional officer recruits. Even with challenges that the larger numbers of students presented for the Correctional Training Unit, instructors continued to implement new and innovative training methods ensuring successful training was completed.

The Police Reform Legislation that was passed in 2021 was a tremendous load on the Police Training Unit, which took on the responsibility of training twenty-four of the Maryland's twenty-five Administrative Charging Committee (ACC) members. Training in the appropriate aspects for conducting Police Trial Board actions was provided to all of Maryland's current Administrative Law Judges and numerous Civilians who volunteered to be on a list of prospective Trial Board members.

Training for the ACC members included a new training concept involving "Virtual Training Simulators". This Virtual Training concept was also extended into the Police Recruit Academy. As we progress with this type of training platform it is anticipated that it will be expanded to include correctional officer and parole and probation agent training.

The staff at MPCTC look forward to meeting and exceeding the expectations of our client agencies we proudly serve in FY24.

Albert L. Liebno, Jr.  
Executive Director

# Correctional Training Unit

The Correctional Training Unit consists of the following:

- Correctional Entrance Level Training Program;
- Correctional Field Training;
- Correctional In-Service Training;
- Firearms Training;
- DPSCS Certification and Compliance; and
- Parole and Probation Training.

Number of Academies	Location
11	Sykesville
6	Hagerstown
Total Graduated	345

Pre-service training is a mandatory 40-hour online training program managed by staff of the Correctional Training Unit.

## DPSCS Certification and Compliance

The Certification and Compliance segment of the Correctional Training Unit is responsible for ensuring that Correctional Training Commission and American Correctional Association requirements are met by the Department's approximate 6,000 employees who work tirelessly inside of the 22 institutions across the state. These employee classifications are responsible for the Care, Custody and Control of the state's confined incarcerated individual/offender population.

## Special Projects

Special projects in FY23 included:

- Crisis De-escalation Training: Institutional trainings were conducted by certified trainers throughout DPSCS facilities.
- Hosted international training with partners from the US State Department/INL.
- Provided Fire Safety Classes to correctional facilities throughout the State for mandated Fire Safety Officers.



## Firearms Training

The Firearms training program consists of entry level and in-service training and certification in all Departmental-issued weapons. This training is conducted at the agencies' four regional ranges: Cumberland, Hagerstown, Jessup, and Eastern Correctional Institution. The entry level course is comprised of 97.5 total hours of instruction/practical application. The annual in-service course is comprised of 26.5 total hours of instruction/practical application that reinforces the entry level training. Pistol and shotgun certification is renewed annually while the rifle qualification is semi-annual.

## **Entrance Level Training Program**

New employees who will have care, custody, and control of incarcerated individuals are required to successfully complete an Entrance Level Training Program within one year of their hire date. The Correctional Training Unit oversees the operations of four academies throughout Maryland. The training academies are located in Sykesville, Hagerstown, Cumberland and on the Eastern Shore at Wor-Wic Community College. DPSCS personnel operate and train in all of the academies except the Eastern Shore. The Eastern Shore location is operated by Wor-Wic Community College. Each academy provides a 6-week program designed to prepare new hires for their positions. In FY23, 345 recruits graduated from the Entrance Level Training Program.



## **Parole and Probation Training**

In FY23, the unit successfully conducted 92 virtual learning sessions, plus 24 in person courses (includes Criminal History, Traumatic Brain Injury, Pathfinders, Graduated Responses, Emotional Intelligence, Motivational Interviewing, and Positive Psychology), which enabled Parole and Probation personnel to obtain their required yearly training hours. In addition, the unit successfully completed four (4) Parole and Probation Entry Level Training Agent Academies, and three (3) Drinking Driving Monitor Academies, as well as mandated Sexual Harassment training.

## **Correctional Field Training**

A unique aspect of correctional training is the diversity of positions for the approximately 6,000 employees who work in mandated positions. Mandated means there are standards for hiring and continued employment established in the Correctional Services Article and COMAR. New hires, who are in uniform, are required to receive 200 hours of field training. A minimum of 80 hours of field training is required for non-uniformed personnel. The Correctional Training Unit oversees field training for these mandated employees.

## **Annual In-Service Training**

Mandated employees must attend and successfully complete all the elements of an approved annual in-service program. The Commissions requires all uniform and non-uniform mandated employees to successfully complete at least 18 hours of annual in-service. However, the Department requires all employees to attend 40 hours of annual in-service in order to be compliant with standards set by the American Correctional Association and meet all mandated training classes required by the Department.



# Law Enforcement Training Unit

## Entrance Level Training

Class 37 began with 14 recruits representing 7 agencies in FY23. The 1,080 hour program consists of classroom instruction, firearms training, emergency vehicle operations, defensive tactics and physical fitness training. The program is based on scenario based learning principles, allowing recruits to demonstrate leadership, decision-making, and comprehension. The program incorporates state-of-the art technology to support key objectives and includes APEX virtual reality simulator, SMART board technology and drone technology. The program incorporated the requirements in the Police Reform and Accountability Act of 2021. In partnership with the Community College of Baltimore County, graduating recruits receive 52 credits towards a degree.

**Comparative Compliance** is an abbreviated entrance-level mandated training program for officers who are transferring laterally from another state or who are returning to service after an absence of 3-5 years. Five officers from 4 agencies completed the 200 hour program in FY23.

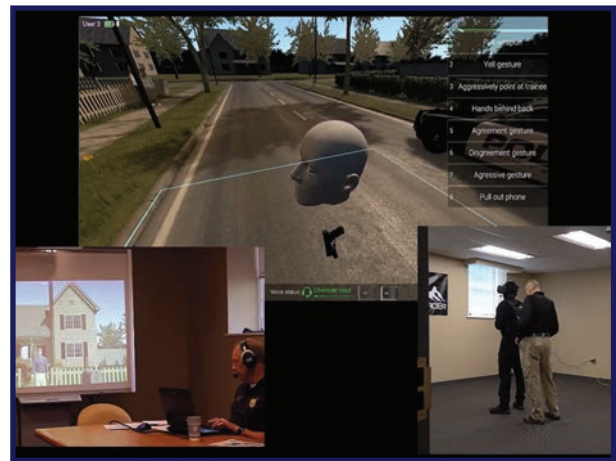
Programs (Number Conducted)	Attendees
Instructor Training Program (12)	197
Field Training Officer Program (16)	315
Additional Training (9)	92
Adjunct Additional Training (7)	118

## Additional Training

In FY23, the LETU developed and hosted new classes for law enforcement officers including Radar Lidar Operator Course, SFST Refresher and Officer-Community Interaction (Virtual Reality). The LETU also hosted a 2 day Current Trends program in addition to a 1 day SFST Refresher in Western Maryland. In partnership with adjunct instructors, the LETU offered several unique courses including Domestic Terrorism, False Documents, Interview and Interrogation, MLEO Conference, and Unmanned Aviation.

## Virtual Training

The Law Enforcement Training Unit (LETU) has instituted virtual training to meet the mandated training requirements in both entry level and in-service programs. This style of training has been instrumental in continuing meeting client agency training needs. The LETU continues to research and develop proactive training methods to further the educational needs for public safety.



## Mandated Training

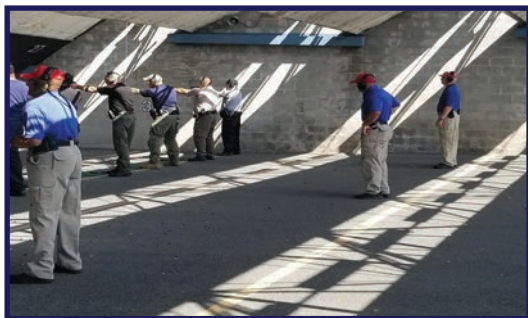
Instructor Training Programs are offered as 5 day and 8 day programs. The 8 day program offers the student the experience of writing a full lesson plan for those who will be engaged in that endeavor. Field Training Programs highlight the concepts and philosophies that are essential to the role of the field training officer. The refresher is required every 4 years.

## Skills Training

Within the LETU are the Driver Training Facility, Firearms Training Facility, and Physical Training Facility. The instructors in each of these facilities have dual roles as they provide entrance-level and in-service training to professionals from both law enforcement and corrections.

### Firearms Training Facility

Program	# Sessions	# Students
Firearms Instructor School (70 hours)	4	69
Entrance-level Firearms (80 hours)	2	31
Schools (Revolver 14 hours, Patrol Rifle 35 hours, Armorer 8-16 hours)	9	85
Law Enforcement Officer Safety Act Sessions (3.5 hours)	89	793
Orientation Programs (4 hours)	6	28
User Agency Firearms Training	686	5,000+



In FY23, funds were provided to the Driver Training Facility for a total rehabilitation of the training surfaces. Due to the ongoing construction, 59 classes were either rescheduled to FY24 or cancelled. Despite this reduction, 1,018 students and officers received training at the facility.



The Physical Training Facility, which includes the gymnasium, practical venues, outdoor track, weight room, scenario room, new training tank and classroom, served 23 different agencies in FY23. 734 training sessions were held in the gym, defensive tactics room and the physical fitness track totaling 3,370 hours. 126 training sessions were held in the practical venues totaling 840 hours.

### Driver Training Facility

Program	#	#
Entrance-level Program (EVO 40 hours, Traffic Stops 40 hours, LIDAR Certification)	60	587
Emergency Vehicle Operations Instructor Certification (80 hours)	2	14
In-Service (8 hour and 16 hour programs + Motorcycle 8 hours)	46	353





# Leadership Development Institute

The Leadership Development Institute (LDI) staff, coordinates, develops, and provides leadership and professional development training by facilitating the exchange of information amongst public safety professionals. The development and transition to virtual classes proved to be beneficial for students and agencies, providing greater flexibility in scheduling and minimizing cost. The added training platforms continue to serve the needs of our client agencies. LDI is continually seeking to identify emerging leadership training issues and topics to enhance critical leadership skills. Based on new legislation and current trends in policing and polices, LDI offered additional training in the area of Implicit Bias, Servant Leadership & Equitable Decision Making, Diversity Cultural Awareness, Ethics and Accountability. In FY23 the LDI staff provided training to 1,479 public safety practitioners.

Program	# of Students
First Line Supervisor (35 hours)	545
First Line Administrator (35 hours)	205
Civilian Supervisor (21 hours)	87
Leadership & CCBC Professional Development Seminars (Various hours)	642

*“The greatest contribution of a leader is to make other leaders.”*

*Simon Sinek*

## Mandated Programs: First Line Supervisor & First Line Administrator

The mandatory programs provide newly promoted first line supervisors and administrators the basic skills, tools and leadership principles needed to function successfully as supervisors/administrators. The programs includes interactive problem solving exercises focusing on the fundamental skills required of a first line supervisor / administrator. Class exercises are tailored to give the students experience in identifying problems they face in the workplace and to provide tools to plan, implement and evaluate solutions for positive change. The program facilitates the understanding of effective management and leadership.

**Leadership / Professional Development** The first 10-week Northwestern University School of Police Staff and Command was held at PSETC since 2018; LDI staff facilitated Northwestern staff to bring this course back to Maryland. This course exposed 43 students from departments throughout the state to fundamental principles required for a successful leadership journey. In addition, a 5-day Leadership for Woman in Law Enforcement was presented by FLETC and two (2) 4-day Leadership courses were developed by LDI personnel for NSA Supervisors and Administrators. LDI in conjunction with CCBC continues to provide exceptional professional development seminars, covering a range of topics relevant to current trends and issues encountered by today’s public safety professionals, expanding job knowledge and skills.



## MD Community Policing Institute (MCPI)

The Maryland Community Policing Institute (MCPI) oversees the Crime Prevention, Community Policing, and Drug Abuse Resistance Education (DARE) programs. During FY-2023, MCPI staff distributed over 12,000 pieces of resource materials and literature. MCPI staff provided community policing feedback to 100 law enforcement agencies who submitted their mandated Annual Community Policing Reports for review in accordance to Public Safety Article 3-517. The Annual Community Policing Reports are a police agency's plan to meet specific needs of their community. MCPI provided valuable guidance and suggestions to agencies, enhancing their Community Policing programs. A 2-Day Residential & Commercial Crime Prevention course was developed as a residential and commercial crime prevention only course. Four sessions were conducted for 78 participants. Community Policing Improving Police Efficacy and Building Trust was held with 32 participants. The Annual DARE In-Service Conference 2023 was an in-person training held in Ocean City, MD. There were 83 in attendance. As part of the Community Outreach Project, MCPI staff provided DARE curriculum lessons in two schools (two counties) to 304 students. Classes were conducted in-person. One 80-hour DARE Officer Training course was conducted for Maryland Police Agencies, and one out of state agency certifying 27 new DARE Instructors and a forty-hour DARE Mentor training was held February 2023 which yielded 18 new mentor officers.



Program	# of Students
Crime Prevention (56 hours)	78
Community Policing (18 hours)	32
DARE Officer Training (80 hours)	27
DARE In-Service (48 hours)	83
DARE Mentor Officer (40 hours)	18
Community Outreach Education for Youth/Adults = 6,985 Citizens Contacted/Trained	





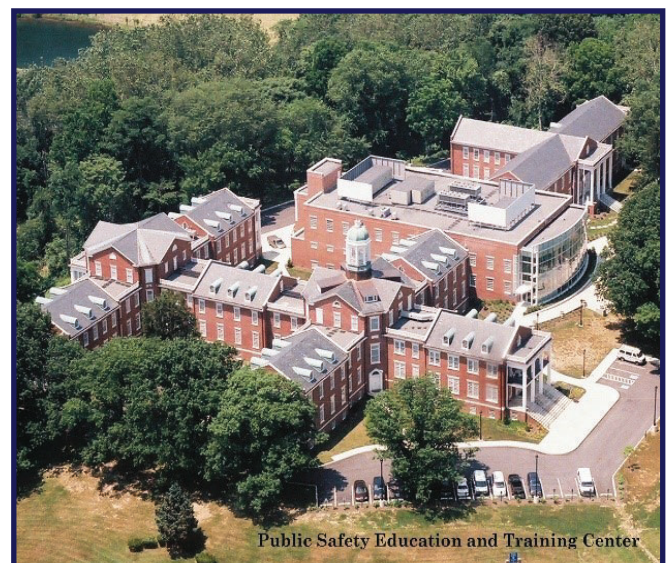
# Support Services Division

The Support Services Division is responsible for the operation and management of services to support the Public Safety Education and Training Center (PSETC). The Center is comprised of 11 buildings encompassing 855 acres of land.

- Academic and Administration Building: Approximately 122,000 square feet of administrative and training space with 135 offices, 20 classrooms, 35 dormitory rooms, computer labs and a full-service cafeteria with seating for 400.
- Physical Training Center: Four staff offices, a full size gymnasium, weight room, classroom, tactical decision training room, doctor's suite, ¼ mile outdoor running track, and a training tank.
- Firearms Training Facility: Administration building housing classrooms, offices, simulator training rooms, as well as two 50-yard outdoor pistol ranges, two 25-yard outdoor pistol ranges and one 200 yard rifle range.
- Driver Training Facility: Administration building with staff offices and classrooms, a one-mile Highway Response Course, an Urban Grid training course with approximately 1.5 miles of various roadway surfaces, a Skid Pan, Skills Pad and an on-site vehicle maintenance garage responsible for service and repairs of the agency training fleet.
- Dormitories (2): Two separate dormitory buildings with a total of 62 dorm rooms.
- Scenario Training Buildings (4)

## Fiscal Operations

FY23 Annual Budget—\$8.4 million in salaries and operational expenses.



## Guest Services Unit

The Guest Services Unit welcomes visitors and students to the Center. A variety of agencies, including resident partners, State and Federal agencies and other associated public safety organizations, use the Center for training events. The unit is responsible for scheduling classrooms, the Physical Training Center, scenario training venues and residence halls.

The Center has seen a marked increase in training and residence hall use since classes have continued to return to in-person instruction. In the last quarter of the fiscal year, classroom use was up to 79% occupancy, a 13% increase over the corresponding quarter of the previous year. The occupancy rate for the residence hall usage was approximately 60% for both buildings.

In addition to conducting mandated training classes and hosting annual events such as the PCTC Instructor Conference, Fallen Heroes Commemorative Ceremony and DARE Officer Training, some noteworthy specialized training events in FY23 included: DARE Mentor Training, MD Department of Assessments and Taxation training classes, the Northwestern School of Staff and Command and six International Corrections Training classes.

Enhancements to the Center for this year included the Physical Training Center Aquatic Training Tank and Academic Center dedication of the DPSCS Correctional Officers Remembrance Wall.



## Media Communications and Technical Services

PCTC provides a variety of services and support for our training units, operations, Resident Partners, DPSCS Office of the Secretary, our students and many federal, state and local allied agencies.

IT and Technical Services continues to host the following websites:

- MDLE.net—Public information about PCTC and both Commissions it serves, resources for client agencies and the public, as well as training forms, schedules and registration.
- Training.mdle.net—Gathers officer training from using agencies.
- eLearning training sites for 8,111 users:
  - DNA collection;
  - O.C. Spray;
  - Range User Refresher;
  - Leadership Development Institute courses;
  - ADA, Sexual Harassment, Social Media and many other training sessions.



PCTC staff provide onsite media communications services including:

- Preparing printed class manuals and training materials;
- Professional photography for training events, graduations and class photographs;
- Live streaming video production and editing for academy class graduations and award ceremonies;
- Capturing drone video or photography to incorporate into training sessions and evaluations;
- Recording, producing and publishing virtual training and special events;
- Creating informative video and training topics for staff and allied partners.
- Classroom support and technical assistance with classroom technology and hosting virtual or hybrid training sessions.
- Audio set up and support for classrooms and special events.

# Certification Unit

The Certification Unit of the Police and Correctional Training Commissions is tasked with maintaining the certification records of sworn law enforcement and correctional officers. This includes police officers, sheriff's deputies, State and county correctional officers, mandated non-uniformed staff, parole and probation agents, and mandated staff from the Department of Juvenile Services. In FY23, the staff certified 15,849 police officers and 11,005 correctional officers. We also maintained or updated records for instructors across the state, 8,406 of which are Police Instructors and 1,615 Correctional Instructors.

## New Way to Submit Documents to Us!

When employees are hired, promoted, placed on non-officer status, resign or have other changes in their status agencies are required to submit documentation to the Commission. All submissions must be submitted using our fillable PDF forms, online queues and our group email boxes to expedite your requests. **There is no requirement to mail us a second copy of the documents .**

Email and queues are monitored by the Certification team daily.

General Certification Requests, FTO Completions, AFCs, NPAs and Profile requests to: [MPCTC.Certifications@maryland.gov](mailto:MPCTC.Certifications@maryland.gov)

All Instructor Applications or Renewals to: [MPCTC.InstructorApplications@maryland.gov](mailto:MPCTC.InstructorApplications@maryland.gov)

All Program Approvals or Inquiries: [MPCTC.ProgramApprovals@maryland.gov](mailto:MPCTC.ProgramApprovals@maryland.gov)



## Fingerprints for Commission Review

When submitting an Application for Certification an agency is required to send an additional set of prints to the Commission using the below identifier and ORI and also must select **“Governmental Licensure”** on the fingerprint machine. If this is not done the prints will not come over to MPCTC.



**Commission Identifier: 1500002464**

**Commission ORI : MD920524Z**

## Program Approvals

All entrance-level and in-service training programs are reviewed by the staff of the Certification Unit. During fiscal year 2023 there were over 150 course modifications and 2,450 new course approvals were processed.

## Special Projects-SPO Commission Training

In FY 2020 the Certification Unit began assisting and supporting those employers with Special Police Commissioned Officers and the Maryland State Police with overseeing their training and instructor authorizations. The unit continues to do this today.



# Compliance Unit

The Compliance Unit partners with the Certification Unit to provide quality assurance for all agencies under the Maryland Police Training & Standards Commission and Correctional Training Commission.

FY 2023 Compliance Audit Stats					
		Police Selection Standards	Correctional Selection Standards	Academies	<i>Totals</i>
<b>Q1</b>	July 1 - September 30	0	4	1	<b>5</b>
<b>Q2</b>	October 1 - December 31	4	0	2	<b>6</b>
<b>Q3</b>	January 1 - March 31	7	3	1	<b>11</b>
<b>Q4</b>	April 1 - June 30	3	0	8	<b>11</b>
<i><b>Totals:</b></i>		<b>14</b>	<b>7</b>	<b>12</b>	<b>33</b>

During FY22 and FY23 the Compliance Unit was able to complete all 158 Police Agency In-Service Audit Reviews. All police and correctional academies continue to be reviewed to ensure compliance with COMAR biannual auditing requirements.

## Virtual Compliance Auditing

In FY2023, the Compliance Unit applied 'Virtual Auditing' to conduct all In-Service Audit Findings. With the completion of all Police agencies, Correctional In-Service Auditing commenced in July of 2023 and is projected to be completed by the end of 2024. Utilizing our electronic database and working with the agency training staff has allowed our team to review a multitude of officers and training programs. Virtual Auditing has provided additional assistance in ensuring all agencies are compliant with COMAR requirements.



## Policy, Process, & Grants Unit

The staff of the Policy, Process, and Grants Unit supports the functions of both the Police Training and Standards Commission and the Correctional Training Commission through the review and support of existing and new legislation and regulations. This is done by collecting mandated data and preparing reports for the General Assembly and the Governor. In FY 2023, the Unit collected and prepared reports on Speed monitoring Systems (speed cameras). A total of 46 agencies now operate systems in Maryland, an increase of three agencies compared to the previous year. The Unit also collected and published data regarding Serious Officer Involved Incidents and a new mandated report, Use of Force Complaints for calendar year 2022. Annually, the Unit also researches new laws that were passed in the General Assembly that impacts law enforcement. The new laws are incorporated into the next edition (2022) of the Maryland Criminal Law Digest, which is used by officers in the field.

Another responsibility of the Unit, is the drafting of regulations on behalf of the Police and Correctional Commissions. A new regulation was drafted outlining a Police Complaint Mediation Program. The regulations, in conjunction with the Police Accountability Act of 2021, establishes a process for complainants and officers to participate in a mediation process to resolve minor non-violent incidents, instead of the formal disciplinary process. Another significant regulation was amended that increases the number of mandated training hours to 850, an increase of 100 hours, for police officers that more accurately reflects the hours needed to master current training objectives.

Staff of the Maryland Police and Correctional Commissions administer a Professional Development Fund (PDF) grant. The intent of the grant is award funds to correctional agencies, police agencies, and professional organizations to provide training opportunities. In FY 2023, nine grants totaling \$45,000 were awarded to various public safety agencies and professional organizations for professional development.



