CODE OF MARYLAND REGULATIONS (COMAR)

Title 12 DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES

Subtitle 04 POLICE TRAINING AND STANDARDS COMMISSION

Chapter 12 Special Police Officer and Security Guard Training

Authority: Public Safety Article, §§3-207 and 3-208, Annotated Code of Maryland

Compiled from Division of State Documents October 28, 2026

Table of Contents

12.04.12.01 Purpose. 1

12.04.12.02 Definitions. 1

12.04.12.03 Training Requirements. 1

12.04.12.04 Training Provider Approval. 2

12.04.12.05 Training Course Approval. 2

12.04.12.06 Training Environment Requirements. 3

12.04.12.07 Instructor Certification. 3

12.04.12.08 Training Course Records and Audit Requirements. 3

12.04.12.09 Training Course Revocation. 3

12.04.12.01 Purpose.

The purpose of this chapter is to establish requirements for the approval, facilitation, and oversight of special police officer and security guard training providers and training courses.

12.04.12.02 Definitions.

A. In this chapter, the following terms have the meanings indicated.

B. Terms Defined.

(1) “Agency identifier” means a unique alphanumeric code assigned by Police and Correctional Training Commissions staff to an organization approved to conduct special police officer and security guard training.

(2) “Deputy Director” means the Deputy Director of the Police and Correctional Training Commissions.

(3) “Commission” means the Police Training and Standards Commission or a representative authorized to act on behalf of the Commission.

(4) “Training provider” means an organization, business, or other entity that provides training to special police officers or security guards.

12.04.12.03 Training Requirements.

A. A training provider shall obtain Commission approval before conducting a special police officer or security guard training course.

B. A training course shall:

(1) Be approved by the Commission;

(2) Include training objectives developed by the Commission; and

(3) Be conducted by a Commission approved instructor.

C. An approved course is subject to audit by the Commission.

12.04.12.04 Training Provider Approval.

A. A training provider shall be:

(1) Physically located in the State; and

(2) Registered and in good standing with the Maryland Department of Assessments and Taxation.

B. Using a format provided by the Commission, a training provider shall request an agency identifier.

C. The Commission shall issue an agency identifier to a Commission-approved training provider.

12.04.12.05 Training Course Approval.

A. Using a format provided by the Commission, a training provider shall request approval for each training course.

B. Self-paced learning, e-learning, and non-instructor-led courses are ineligible for Commission approval.

C. A request for course approval shall include:

(1) The training provider's contact information;

(2) The location where training will be conducted;

(3) Instructor names;

(4) Student ratio, not to exceed 20 students per instructor; and

(5) A lesson plan.

D. A lesson plan shall include:

(1) A course description;

(2) Required materials;

(3) Instructor notes;

(4) Testing methodology; and

(5) A list indicating where each training objective is taught and tested.

E. The Commission shall issue an approval number to a training provider for each approved course.

F. A course approval number is:

(1) Valid for 1 year from date of issuance; and

(2) Not transferable and shall only be used by the approved training provider.

12.04.12.06 Training Environment Requirements.

A. A training provider shall ensure a training environment meets local, State, and federal health and safety requirements.

B. A training provider shall provide an atmosphere supportive of learning by ensuring adequate:

(1) Acoustics;

(2) Lighting;

(3) Ventilation;

(4) Desk space;

(5) Work tables; and

(6) Seating.

12.04.12.07 Instructor Certification.

A. Using a format provided by the Commission, a training provider shall request Commission approval for each individual instructor conducting training.

B. An individual shall have successfully completed a Commission-approved basic instructor course prior to conducting training.

12.04.12.08 Training Course Records and Audit Requirements.

A. For each completed course, a training provider shall maintain:

(1) A lesson plan;

(2) Course materials;

(3) An instructor roster;

(4) A student roster;

(5) Attendance records;

(6) A class schedule;

(7) Administered tests;

(8) Test answer keys; and

(9) Test scores.

B. For auditing purposes, a training provider shall:

(1) Maintain supporting documentation verifying the requirements of this chapter for a minimum of 3 years; and

(2) Provide supporting documentation to Commission staff when requested.

12.04.12.09 Training Course Revocation.

A. Commission staff may revoke the approval of a course if a training provider fails to comply with the requirements of this chapter.

B. A training provider may appeal a revocation decision to the Deputy Director.

C. The Commission may reinstate the approval of a training course when a training provider meets the requirements of this chapter.