



*Office Of The Sheriff*  
**Allegany County**  
*Maryland*

GENERAL ORDER NO: **8-000.00**

TO: All Patrol and Judicial Personnel

RE: **CAREER DEVELOPMENT AND HIGHER EDUCATION**

**PURPOSE:** To improve skills, knowledge, and abilities within job specialties. To enhance growth within specialties along with job satisfaction. To encourage academic advancement as well as training in specific law enforcement areas that will result in growth of the law enforcement career.

EFFECTIVE DATE: 2004

REVISION DATE: 3/1/2016

**8-001.00      Career Development Practices and Procedures**

.01 It is a goal of the Sheriff ' s Office to improve the skills, knowledge, and abilities of personnel within their career specialties. The aim of career development through such improvements is to foster growth at all levels along with improved job performance and job satisfaction. Improvements rely mainly upon training and education to include, but not limited to:

A.      In-Service Training covering a broad spectrum of law enforcement activities. Such training includes:

1.      Completion of an entrance level academy approved by the Maryland Police Training Commission before certification as a law enforcement officer is granted by the Commission. Academies must present a curriculum approved by the Commission which covers a broad range of topics from Patrol Procedures, Criminal Investigation, Accident Investigation, Range Training, First Aid, and much more.

2. Annual In-Service Training given by the office to all sworn personnel. This training may cover a wide range of law enforcement topics and must be approved by the Training Commission. Agency personnel will not be given In-Service Training that does not apply to their responsibilities.

B. Career Specialty Training: Training covering a specific topic within the law enforcement field, or in a field which can be applied to the agency mission. Such training may be identified and mandated by the office to improve or enhance job performance, or may be training identified and requested by the employee. Training will be requested in accordance with General Order No: 8-100.00. Employees requesting training must show that the training is relevant to their job description or to the agency mission. Career specialties and some related topics include, but are not limited to:

1. Uniformed Patrol
  - a. Survival techniques
  - b. Interviewing/interrogating
  - c. Pursuit driving
  - d. Self defense tactics
  - e. Accident investigation
  - f. Critical tactical incidents
  - g. High risk warrant service
  - h. Conflict resolution
- I. Patrol procedures
- j. Crime Scene processing
- k. Narcotics interdiction

2.      Criminal Investigation
  - a.      Advanced crime scene processing
  - b.      Specialized investigation topics
    - (1)     Homicide investigation
    - (2)     Sex Crimes investigation
    - (3)     White Collar crime
    - (4)     Detection of deception
    - (5)     Interviewing/interrogation
    - (6)     Computer crimes
    - (7)     Crime Scene processing
    - (8)     Internal investigations
3.      Narcotics Task Force
4.      Crime Prevention Deputy
5.      K-9 Deputy
6.      Judicial Deputy
  - a.      Maryland legal documents and service
  - b.      Court security
  - c.      Prisoner transport
  - d.      Civil foreclosures

7. Training/Recruitment/Selection

- a. Training instructor
- b. Program formulation and management
- c. Field Training Officer
- d. Records Keeping
- e. Equal opportunity/affirmative action training

8. Supervision/Management

- a. Training Commission Supervisor School
- b. Leadership
- c. Goals and objectives formulation
- d. Computer technology
- e. Press liaison
- f. Budget formulation
- g. Fiscal management
- h. Strategic planning

- .02 Employees are encouraged to identify and request training that would improve their ability to perform their job duties. The office, within budgetary restrictions, will grant requested training to employees in accordance with General Order No: 8-100.00.
- .03 The office will ensure that appropriate training is provided to personnel within their specialty positions.
- .04 The career development program will be evaluated annually and revised, if necessary.
- .05 The authority and responsibility for administering the career development program will fall to the Training Coordinator.

- .06 Within one year of promotion to the rank of Corporal or above, personnel will be required to attend the First Line Supervisor training administered by the Maryland Police Training Commission.
- .07 Within one year of promotion to the rank of First Sergeant or above, personnel will be required to attend the First Line Administrator training administered by the Maryland Police Training Commission.
- .08 The Training Coordinator will maintain a record of all training received by agency personnel.
- .09 Educational Leave:
  - A. The Office will try to conduct training on an employee ' s duty time.
  - B. Requested training, approved by the office, and totally subsidized out of the agency budget, will be considered as the employee ' s duty time.

By Order Of:

Craig A. Robertson, Sheriff