
	GAITHERSBURG POLICE DEPARTMENT		
	Training, Training Committee & Career Development		
	GENERAL ORDER	400.1	
	Effective Date	06/06/2016	
Authorized by: Mark P. Sroka CHIEF OF POLICE		SIGNATURE <i>Mark Sroka</i>	DATE 06/06/2016

I. DEPARTMENT POLICY

All members of the department are provided with appropriate training designed to keep them up-to-date with the latest trends and best practices in law enforcement, new technologies, court decisions, and to comply with Maryland Police and Correctional Training Commission (MPCTC) requirements.

Training and career development are closely intertwined and both activities are designed to enhance the skills, knowledge, and abilities of all personnel to enhance efficiencies and effectiveness of duties performed. All personnel have equal access to training and career development opportunities. Focus on training and career development highlights specific opportunities for individual growth at all levels, with the goal of improving overall job satisfaction and performance.

Based on availability, skill development training is provided either before or after a promotion. Bureau Commanders, or trained designees, are responsible for career development of personnel assigned to their respective command, in conjunction with the City's Human Resources Coordinator. Personnel assigned to conduct career development activities are oriented in the following areas:

- **General counseling techniques;**
- **Evaluation techniques;**
- **Training opportunities;**
- **Educational opportunities and incentive programs; and**
- **Record keeping techniques.**

II. TRAINING AND CAREER DEVELOPMENT PROGRAM

A. Program Components

1. Career counseling may be conducted at anytime however it is required as a part of the employee's formal performance evaluation. Counseling should include issues relate to advancement, specialization, and training appropriate for the employee's position and career development.

2. Formal and informal educational opportunities and law enforcement training are provided to improve skills, knowledge and abilities of department members. All personnel are encouraged to explore various opportunities and assignments that they would find rewarding, provide employee growth and increase efficiencies and effectiveness in the delivery of law enforcement services.
3. In-Service training is provided to all employees to enhance current skills, knowledge, and abilities, and to learn new ways to perform tasks. While the MPCTC requires a specific level training, GPD officers receive a significant amount of training over and above the training required by state law. .
4. All eligible Department members who have expressed an interest in participating in a Department promotional process are encouraged to attend, and successfully complete, the Supervisor or Administrator Training Course prior to the taking of the promotional test.

III. TRAINING COMMITTEE AND TRAINING SELECTION

A. Committee Members

1. The Training Committee shall include the Chief of Police, the Training Coordinator, a Bureau Commander and other members as designated by the Chief of Police. Additional members will reflect the diversity of the department and include at least one supervisor and one line officer.

B. Training Selection

1. All training opportunities will be posted for review by all members of the department. All members are eligible to submit a training request or otherwise express an interest in all posted opportunities. Any member interested in receiving the training will, at minimum, notify the Training Coordinator via email of their interest in attending the training. The Training Coordinator will maintain a master list that includes documentation of all training announcements and all expressions of interest in receiving the training.
2. Training requests will be presented to the Training Committee who shall consider all requests and make selections, if any, based on the needs of the agency, career development of the employee and registration and travel costs associated with the training.

3. Each member considered for the training will receive, at minimum, an email response of the Committee's decision. Any member not selected for training will also receive an explanation of how the Committee arrived at the decision and how the member can become a better candidate for similar training at a future time. This information will also be maintained on the Training Coordinator's master list of training opportunities.