
	<b>GAITHERSBURG POLICE DEPARTMENT</b>		
	<b>Instructors</b>		
	<b>GENERAL ORDER</b>	<b>404.1</b>	
<b>Effective Date</b>	<b>07/05/2016</b>		<b>33.3.1</b>
<b>Authorized by:</b>	<b>Mark P. Sroka</b> CHIEF OF POLICE	SIGNATURE <i>Mark Sroka</i>	DATE <b>07/05/2016</b>

**I. DEPARTMENT POLICY**

The Department utilizes only those instructors that have a demonstrated expertise in a particular subject matter area.

Members of the Department that teach Department training programs, except roll-call training and similar courses of short duration (three hours or less), receive training in lesson plan development, performance objective development, instructional techniques, testing and evaluation techniques, and resource availability and use.

As used in this directive, the term *member*, refers to all members of the Department, unless otherwise indicated.

**II. SKILLS, KNOWLEDGE, AND ABILITIES REQUIRED OF INSTRUCTORS**

**A. Instructor Selection**

1. Skills - Department members instructing programs are skillful in:
  - a. Demonstrating the equipment that is the subject of the training program,
  - b. Using and applying visual aids in a training environment, and
  - c. Classroom management in a training environment.
2. Knowledge - Department members instructing Department training programs will be knowledgeable in:
  - a. The subject matter being taught,
  - b. Legal ramifications pertaining to the subject matter,
  - c. Practical application/use of any equipment that is the subject of the training program,

- d. Department/City policy(s)/City program(s) relating to the subject matter area,
  - e. MPCTC Regulations relating to the subject matter area,
  - f. Theories of instruction and classroom management, and
  - g. The appropriate use of and concepts for visual aids.
3. Abilities - Department members instructing training programs must have the ability to:
- a. Develop lesson plan(s) from which to conduct the training program,
  - b. Motivate attendees to learn throughout the program's duration,
  - c. Teach various sized groups,
  - d. Teach persons of varying educational/comprehension levels,
  - e. Present the subject matter clearly, concisely, and within the program time constraints, and
  - f. Interact with law enforcement personnel, non-law enforcement personnel, and sworn and non-sworn personnel.

### **III. MPCTC REGULATIONS REGARDING INSTRUCTORS**

#### **A. Teaching in MPTC-Mandated Training**

- 1. MPCTC regulation 12.04.01.15 requires that all individuals who will teach in any MPCTC-mandated police training program shall possess one of the instructor certificates listed herein.

#### **B. Provisional**

- 1. Prior to being certified as a Provisional Instructor, the certificate holder must have successfully completed an MPTC-approved instructor training program which contained the following subject matter areas:
  - a. Introduction to the basic concepts of learning and teaching;

- b. Introduction to the role of training in the criminal justice profession;
  - c. Introduction to classroom management techniques;
  - d. Effective speech techniques;
  - e. Preparation and use of audio visual training aids;
  - f. Development of training objectives;
  - g. Development of lesson plans; and
  - h. Laboratory experience in presentation of mock classroom lesson plans.
2. The Provisional Instructor certification is designed for the individual who has limited experience as an instructor, and is valid for a maximum of one (1) year. The Provisional Instructor certification:
- a. May only be renewed in exceptional circumstances;
  - b. Requires a high school diploma or G.E.D. certificate, or a diploma recognized by the State Board of Education; and
  - c. Requires the certificate holder to be in compliance with all other existing regulations of the MPCTC.
3. Provisional Instructor certification does not authorize an individual to instruct Commission-required firearms training, conduct annual firearms qualifications, instruct or conduct emergency vehicle operations training, or instruct or conduct defensive tactics training in police entrance-level training.

**C. Instructor**

1. Instructor certification is designed for the individual who has satisfactorily met the training and qualification requirements of a Provisional Instructor, and who has extensive training and experience in a particular subject area. Instructor certification is valid for four (4) years. The Instructor certification:
- a. May be renewed;
  - b. Requires a high school diploma or G.E.D. certificate, or a

diploma recognized by the State Board of Education;

- c. Requires the applicant to have a minimum of two (2) years of experience in the public safety community;
  - d. Requires the completion of the approved MPCTC instructor training program; and
  - e. Requires that an evaluation of an applicant for instructor certification be conducted by a certified instructor or Commission-approved subject matter expert in the area that the applicant is applying for instructor certification. The evaluation must be for a minimum of one (1) hour and must be recorded on a form approved by the Commission.
2. Instructor certification does not authorize an individual to instruct Commission-required firearms training, conduct annual firearms qualifications, instruct or conduct emergency vehicle operations training, or instruct or conduct defensive tactics training in police entrance-level training.

**D. Provisional Emergency Vehicle Operator Instructor**

1. The Provisional EVOC Instructor Certification is designed for the individual with limited driver training experience and is valid for one (1) year. The Provisional Emergency Vehicle Operator Instructor certification:
  - a. May only be renewed in exceptional circumstances;
  - b. Requires a high school diploma or a G.E.D. certificate or diploma recognized by the State Board of Education;
  - c. Requires the certificate holder to have two (2) or more years experience in an occupation requiring operation of an emergency vehicle;
  - d. Does not authorize an individual to teach topics other than emergency vehicle operations;
  - e. Does not authorize the instructor to teach the classroom or practical skills portion of emergency vehicle operations, special maneuvers, and emergency vehicle skills without a Commission-certified emergency vehicle operations instructor present;

- f. Requires the applicant to be in compliance with all other existing MPCTC regulations; and
- g. Requires that an evaluation of an applicant for instructor certification be conducted by a certified instructor or Commission-approved subject matter expert in the area that the applicant is applying for instructor certification for a minimum of one (1) hour and recorded on a form approved by the Commission.

**E. Emergency Vehicle Course Safety Officer Instructor**

- 1. The Emergency Vehicle Course Safety Officer Instructor certification is designed for the individual who has extensive training and experience in the area of emergency vehicle operations, and is valid for four (4) years. The Emergency Vehicle Course Safety Officer Instructor certification:
  - a. May be renewed;
  - b. Requires a high school diploma or a G.E.D. certificate or diploma recognized by the State Board of Education;
  - c. Requires the applicant to have a minimum of three (3) years in an occupation requiring operation of an emergency vehicle;
  - d. Authorizes an individual to conduct the practical skills exercise portion of emergency vehicle operations training;
  - e. Does not authorize the individual to teach topics other than emergency vehicle operations, or the classroom portion of emergency vehicle operations training, without a Commission-certified emergency vehicle operations instructor present;
  - f. Requires the individual to have been previously Commission-certified as a Provisional Emergency Vehicle Operations Instructor;
  - g. Requires the applicant to be in compliance with all other MPCTC Regulations; and
  - h. Requires that the applicant be evaluated a minimum of two separate times while conducting emergency vehicle operations practical skills exercise training.

**F. Emergency Vehicle Operations Instructor**

1. The Emergency Vehicle Operations certification is designed for the individual who has extensive training and experience in the area of emergency vehicle operations certification, and is valid for four (4) years. The Emergency Vehicle Operations Instructor certification:
  - a. May be renewed;
  - b. Requires a high school diploma or G.E.D. certificate or diploma which is recognized by the State Board of Education;
  - c. Requires the holder to have a minimum of three (3) years experience in an occupation requiring the operation of a emergency vehicle;
  - d. Requires the applicant to have successfully completed an Emergency Vehicle Operations Commission-approved Instructor course which meets or exceeds the minimum standards of an Emergency Vehicle Operations Instructor's School approved by MPCTC;
  - e. Authorizes an individual to teach Commission-approved emergency vehicle operations training for both the classroom and practical skills exercises portions of the training;
  - f. Does not authorize an individual to teach subjects in areas other than emergency vehicle operations;
  - g. Requires that the individual has been certified as a Provisional Emergency Vehicle Operations Instructor;
  - h. Requires the applicant to be in compliance with all other existing MPCTC Regulations; and
  - i. Requires that the applicant be evaluated a minimum of two separate times while conducting both practical skills exercises training and emergency vehicle operations classroom instruction teaching.

**G. Provisional Firearms Instructor**

1. The Provisional Firearms Instructor certification is designed for the

individual who has little or no teaching experience, and is valid for a maximum of one (1) year. The Provisional Firearms Instructor certification:

- a. May be renewed for not more than one (1) additional year;
  - b. Upon expiration of a certificate or after completion of evaluation requirements, an individual may receive a Firearms Instructor certificate or a Line Instructor certificate if the qualifications are met;
  - c. The individual must have a high school diploma, G.E.D. certificate, or diploma recognized by the State Board of Education;
  - d. The applicant must have a minimum of two (2) years employment as a certified law enforcement or correctional officer;
  - e. Must be in compliance with all other existing MPCTC Regulations;
  - f. Must have attended and successfully completed within two (2) years of the date of the original application for Provisional Firearms Instructor certification, a firearms instructor training program from one of the following:
    - i. F.B.I. Firearms Instructor's School,
    - ii. Smith and Wesson Firearms Instructor School,
    - iii. National Rifle Association Firearms Instructor's School,
    - iv. U.S. Secret Service Firearms Instructor School,
    - v. U.S. Army Firearms Instructor's School, or
    - vi. Any other firearms instructor program approved by the MPCTC.
2. The holder of a Provisional Firearms Instructor certification is not authorized to teach subjects in areas other than firearms and is not authorized to conduct the classroom instruction, and firing line instruction portions of the firearms classroom instruction, training, and qualifications, without a certified firearms instructor present.

## **H. Line Instructor**

1. The Line Instructor certification is designed for the individual who has extensive training and experience in the area of firearms, and is valid for four (4) years. The Line Instructor certification:
  - a. May be renewed;
  - b. Requires an applicant to have successfully completed the requirements for the Provisional Instructor certification;
  - c. Requires the completion of at least eight (8) hours of firing line instruction while certified as a Provisional Firearms Instructor;
  - d. Must have conducted a minimum of eight (8) hours of activities during which firearms training and qualification were supervised by a line instructor or firearms instructor;
  - e. Must have a high school diploma, G.E.D. certificate, or diploma recognized by the State Board of Education; and
  - f. The applicant must have a minimum of two (2) years employment as a certified law enforcement or correctional officer.
2. The holder of this certificate is authorized to conduct firearms firing line operations, training, and qualifications.
3. The holder of this certificate cannot conduct his/her own firearms qualification. S(he) may apply for certification as a Firearms Instructor after meeting the requirements of a Firearms Instructor.
4. The individual must be in compliance with all other existing MPCTC Regulations, and:
  - a. Must have had their teaching performance evaluated at least twice during the period of certification as a Provisional Firearms Instructor, by a certified Firearms Instructor; and
  - b. Must qualify with whatever class of weapon they will be teaching with a 90% score or higher.



**I. Firearms Instructor**

1. The Firearms Instructor certification is designed for the individual who has extensive training and experience in the area of firearms, and is valid four (4) years. The Firearms Instructor certification:
  - a. May be renewed;
  - b. The individual must have a high school diploma, G.E.D. certificate, or diploma recognized by the State Board of Education;
  - c. The applicant must have a minimum of two (2) years employment as a certified law enforcement or correctional officer.
  - d. Requires completion of an MPCTC-approved Instructor Training program;
  - e. Requires the completion of at least eight (8) hours of firing line instruction while certified as a Provisional Firearms Instructor;
  - f. Requires the completion of at least four (4) hours of firearms classroom instruction while certified as a Provisional Firearms Instructor; and
  - g. Requires prior certification as a Provisional Firearms Instructor.
2. Firearms Instructors are authorized to conduct firearms classroom instruction, firing line range operations, and training and qualifications.
3. Firearms Instructors may not teach subjects in areas other than firearms, may not conduct his/her own firearms qualification and:
  - a. Must be in compliance with all other existing MPCTC Regulations; and
  - b. Must have had their teaching performance evaluated.

#### **IV. USE OF NON-CERTIFIED INSTRUCTORS**

##### **A. Governed by MPCTC Regulations**

1. Periodically, the Department will utilize instructors that are not MPCTC-certified to teach Department training programs. According to MPCTC Regulations, the following are exceptions to the MPCTC instructor certification process:
  - a. Members of the Bar, medical profession, or other similar professions currently licensed or certified by the State or a nationally recognized certifying body when teaching in the area for which the individual is certified;
  - b. A community college, four-year college, or university faculty member when teaching in the area for which they are currently employed;
  - c. Certified emergency care or advanced first aid instructors;
  - d. Individuals teaching three (3) hours or less in any training program; and/or,
  - e. MPCTC-approved other exceptions.
2. If the Department utilizes a non-MPCTC-certified person to teach a Department training course, it will require the person to provide a copy of their credentials with the lesson plan.
3. The designated Training Coordinator is responsible for maintaining records relating to instructors and lesson plans, and for the preparation and submission of applications for MPTC approval of Department training programs.