
	GAITHERSBURG POLICE DEPARTMENT		
	Recruit Training		
	GENERAL ORDER	405.1	
Effective Date	06/02/2022	33.4.1, 33.4.2, 33.4.3, 33.4.4	
Authorized by: Mark P. Sroka CHIEF OF POLICE		DATE 06/02/2022	

1. POLICY

- 1.1. The Department and the State of Maryland require all newly hired police officers to complete an MPCTC-approved entrance-level training program before being permitted to carry a Department-authorized firearm and discharge the duties of a police officer.

2. TYPES OF TRAINING FOR OFFICERS NEW TO THE DEPARTMENT

2.1. Entry-Level Training

- 2.1.1 All persons hired by the Department as police officers are enrolled in, and must successfully complete, an MPCTC-approved entrance-level training program.
- 2.1.2 This requirement *may* be waived for certain “lateral hire” candidates, who possess current MPCTC certification, or for which prior MPCTC certification can be renewed. Waiver of this requirement is dependent upon a review of the candidate’s training and experience.
- 2.1.3 All new sworn officers shall complete implicit bias training.

2.2. Comparative Compliance Training

- 2.2.1. Sworn members hired as police officers, who have previously received entrance-level training in another state which is recognized by the MPCTC as comparable training, are enrolled in and must successfully complete an MPCTC-approved Comparative Compliance Certification Course. The Comparative Compliance Course includes training in Maryland laws and First Responder certification.
- 2.2.2. All members must complete entrance-level firearms training prior to carrying a firearm in a sworn capacity.

3. RELATIONSHIP OF THE DEPARTMENT TO THE ACADEMY

3.1. Liaison Maintained

- 3.1.1 Prior to a recruit's enrollment in an entrance-level training program, or Comparative Compliance Certification Course, the designated

Training Coordinator, assigned by the Chief of Police, will obtain any and all forms to be completed by the Department and will ensure proper completion and submission of the forms.

3.1.2. Every academy recruit is assigned a liaison officer and mentor while attending the Academy. The Training Coordinator may also fulfill this role.

3.1.3. While a recruit is in training the liaison officer will:

3.1.3.1. Monitor the new member's progress;

3.1.3.2. Periodically check with academy staff concerning the new member's strengths and shortcomings; and

3.1.3.3. Provide guidance, support and assistance, as necessary.

3.2. Academy Assistance and Requirements

3.2.1. Subject to approval by a member of the Command Staff, the Department provides staff assistance and/or other resources to the academy upon request, provided it does not unreasonably deplete staffing and resources.

4. POLICIES AND PROCEDURES TRAINING

4.1. Entrance-Level

4.1.1 Upon hire, whether entry-level or lateral, new personnel are provided access to PowerDMS, which contains the Department's policies, procedures, rules and regulations.

4.1.2. Members are required to understand all GPD policies and procedures, which are reviewed with newly hired personnel and tested during the Field Training Program.

4.1.3. Non-sworn members are provided with City rules and guidelines consistent with their responsibilities, during the mandatory orientation and as a probationary member in training.

5. RECRUIT TRAINING CURRICULUM

5.1. Based on Job Tasks

5.1.1. The entrance-level training program is mandated by State of Maryland (MPCTC) standards and is based on the job tasks of the most frequent assignments of officers who completed recruit training.

5.1.2. The training received by recruits in the academy is in accordance with MPCTC-established training objectives.

5.2. Use of Evaluation Techniques

5.2.1. MPCTC Regulation 12.04.01.09-E-(1) requires academies to conduct testing which indicates the trainee has learned or can perform each of the performance objectives of the program.

5.2.2. One or more objectives may be addressed by relevant, single, or multiple demonstrations or questions.

5.2.3. By Maryland State standard, each trainee must achieve a minimum overall score of at least 70 percent in each subject area.

5.2.4. Each academy must maintain accurate records of all tests and testing procedures.

6. PROBATIONARY PERIOD

6.1. After Academy Graduation

All sworn officers shall serve a two-year probationary period beginning with their date of employment.