



CHEVY CHASE  
VILLAGE  
POLICE  
DEPARTMENT

Police Chief: John M. Fitzgerald

GENERAL ORDER: 4-22 IN-SERVICE, ADVANCED AND  
SPECIALIZED TRAINING

DATE: 04/26/2018 Pages: 2 ◇ New ◇ Amended ◆ Revised—4-22

DISTRIBUTION: Sworn Personnel

**I. POLICY**

- A. All officers will complete an annual in-service training (IST), inclusive of legal updates and firearms re-qualification.
- B. In accord with current Maryland Police Training Commission (MPTC) regulations, sworn officers shall receive at least eighteen (18) hours of IST every calendar year to maintain their certification as police officers in the State of Maryland.
- C. All employees are encouraged to identify and attend job-relevant training (beyond any minimum mandated training) to enhance their knowledge and skills. The Department will support relevant training subject to budget, staffing, employee performance/disciplinary history, and other relevant concerns.

**II. IN-SERVICE TRAINING—SWORN PERSONNEL**

- A. All police officers at or below the rank of first-line supervisor shall attend an approved IST program of 18 hours every calendar year. Some of the training may be completed online, and some may classroom-based or scenario-based. By agreement with the Montgomery County Police Department (MCPD), Village officers will attend MCPD's IST program.
- B. IST is not required during the first calendar year of employment if entrance-level training was received during this time.
- C. IST is not required during the first calendar year of employment if a Certificate of Comparative Compliance is received during this time.
- D. As part of IST, and consistent with MPTC periodic refresher training requirements, officers shall be required to qualify with any and all Department approved issued protective instruments (expandable baton, pepper spray) they carry on and off-duty. At this time, they will also receive training in the Department's Use of Force policies.

**III. PROTECTIVE INSTRUMENT AND FIREARMS TRAINING**

- A. At least annually, officers will be responsible for attending refresher training, and for demonstrating proficiency relating to all Department-issued protective instruments. This training shall be supervised by an MPTC-certified instructor.
- B. Officers are required to demonstrate proficiency and to qualify with Department-issued firearms twice per year (the MPTC only requires one annual qualification). This training shall be supervised by an MPTC certified firearms instructor.
- C. Upon completion of protective instrument or firearms proficiency training, the Lieutenant will update Department training records to document the training and the officer's proficiency.
- D. Any officer failing to satisfactorily demonstrate proficiency with a protective instrument or firearm after being given ample opportunity will be required to complete a remedial training program established by a certified instructor and approved by the Chief of Police or his/her designee.
  - 1. Officers shall immediately turn over the protective instrument or firearm and will not be permitted to carry or use the item weapon until additional training is received and proficiency demonstrated to the appropriate certified instructor.
  - 2. If the weapon is a firearm, the officer's remedial training shall comply with MPTC regulations.
  - 3. If an officer cannot satisfactorily demonstrate proficiency with the Department-issued firearm or protective instrument after remedial training, the Chief will be notified to determine next steps; a personnel action may be warranted.

**IV. ADVANCED/SPECIALIZED TRAINING**

- A. All personnel are encouraged to identify and attend advanced or specialized job-relevant training sponsored by this Department or by another agency.

- B. Any member interested in attending advanced training will submit a memorandum to the Chief via his/her chain-of-command. The memo must include the costs associated with attendance (registration/travel/lodging/meals/mileage), and it must describe how the training relates to the employee's position.
- C. Some of the criteria that may be used to determine attendance at the requested training may include:
1. Budget constraints,
  2. Maintaining adequate staffing levels during the requestor's absence,
  3. Proficiency displayed by the requestor in that area of advanced training,
  4. The need and/or appropriateness for the advanced training,
  5. The requestor's suitability for the advanced training,
  6. The requestor's prior performance evaluations, recent performance and disciplinary history,
  7. The requestor's knowledge/experience of the subject matter, and
  8. The requestor's compliance with all applicable MPCTC requirements.
- D. Officers who are assigned to perform the below duties/functions are mandated by MPCTC regulations to attend and successfully complete advanced training:
1. First-Line Supervisors, (see MPCTC Regulation 13)
  2. First-Line Administrators, (see MPCTC Regulation 13)
  3. Firearms Instructors, (see MPCTC Regulation 14)
  4. Radar/Laser Instructors, (see MPCTC Regulation 14)
  5. Police Bicycle Operators.

This directive voids the previous version dated 8/12/2011