

MARYLAND POLICE AND CORRECTIONAL TRAINING COMMISSIONS
LEGISLATIVE AND REGULATORY HISTORY
CORRECTIONAL TRAINING COMMISSION
(With Changes Through 5/23/2005)

TABLE OF CONTENTS

Introduction	1
Legislative History	2
History of Correctional Regulations by Category:	
Certification/Probationary Appointment	4
Entrance-Level Training	
General Provisions	7
Correctional Officers	9
Correctional Counselors	10
Institutional Support Staff	11
Juvenile Justice Positions	12
Parole and Probation Agents	13
Training Academies	14
Firearms Training	15
In-Service Training	17
Instructors	18
Selection/Certification Standards	19
Supervisor and Administrator Training	22
Chronological Listing of Correctional Regulations	23

INTRODUCTION

On July 1, 1971, the Correctional Training Commission was created to regulate the training of correctional officers and certify compliance with the standards set by the Commission. This made Maryland the first state to mandate training standards for correctional officers. The Commission sets minimum standards for entrance level and annual training, certifies officers who have successfully completed entrance level training, sets minimum standards for instructors and training academies, certifies instructors and academies which meet those standards, and operates the Correctional Training Academy.

The Police and Correctional Training Commissions, a State agency under an Executive Director, provides administrative support, drafts regulations, facilitates regulatory enforcement, and offers and coordinates training for the Correctional Training Commission, as it also does for the Police Training Commission.

LEGISLATIVE HISTORY OF THE CORRECTIONAL TRAINING COMMISSION

7/1/71 -The Maryland General Assembly created the Correctional Training Commission (Article 41, Section 4-301, Annotated Code of Maryland) - The first such commission in the country. The Commission's mandate was effective 7/1/72. Duties of the Commission include:

(1) Setting standards for approval, and issue certificates of approval, for all training academies;

(2) Prescribing curricula, course of study, attendance requirements, and standards for all training academies;

(3) Establishing minimum qualifications for training instructors, and certify instructors;

(4) Issuing certificates to officers who have completed approved training programs; and

(5) Making such rules and regulations as are necessary to accomplish the purposes and objectives of the law.

7/1/75 - The law was amended to include correctional supervisors and administrators under the Commission's mandate, and authorized the Commission to set standards of promotion and training, effective 7/1/76.

7/1/76 - -The Commission was authorized to conduct and operate approved correctional training schools.

7/1/85 - The Commission was empowered to set standards for approval of schools at which entrance-level and in-service training is conducted.

7/1/90 - A Home Detention Program was authorized providing correctional employees in this program have limited search and arrest powers and are required to complete a training program approved by the Police Training Commission.

7/1/92 - The law was amended to remove the Commissioner of the Baltimore City Jail from membership on the Commission, as this agency came under State control on 7/1/92, reducing the Commission membership to 12.

6/1/92 - A Home Detention program for the Division of Parole and Probation was authorized, mandating that employees of this program receive training approved by the Commission.

10/1/97 - The Commission was authorized to adopt regulations establishing and enforcing standards for prior substance abuse by applicants for certification.

10/1/99 - The Correctional Training Act was reorganized and placed in the new Correctional Services Article (Title 8, Subtitle 2) by the General Assembly. This transfer was procedural only and no changes were made to the law except for rewording of the provisions to reflect current legal language.

7/1/00 - Maryland General Assembly amended the law to:

(1) Add the Department of Juvenile Justice (DJJ) to the list of agencies whose employees are mandated to meet the Commission's standards;

(2) Authorized the Commission to create, develop and implement a training program for DJJ staff, including those employed by private contractors;

(3) Add the Secretary of DJJ and another employee of DJJ to the membership of the Commission;

(4) Named the Secretary of DPSCS was named a member, in the place of the Deputy Secretary, and

(5) Retained the Deputy Secretary of DPSCS, or the Deputy Secretary's representative, as the chairperson of the Commission, but not as a voting member of the Commission.

4/10/01 - The Deputy Secretary of the Department of Public Safety and Correctional Services was removed as the chairman of the Commission. The chairperson is now the Secretary.

7/1/03 - The Act was amended, as part of a larger bill, to change the name of the Department of Juvenile Justice to the Department of Juvenile Services. No other changes were made to the law beyond the name change.

HISTORY OF CORRECTIONAL REGULATIONS BY CATEGORY

CERTIFICATION/PROBATIONARY APPOINTMENT

11/8/82 - Completely revised regulations related to:

(1) Define a correctional officer;

(2) Establish a probationary period in which selection standards are required to be completed; and

(3) Create a format for receipt of personal information within 30 days of hire.

7/13/87 - Amendments to regulations:

(1) Established specific disqualification criteria for correctional officers for certain criminal convictions; and

(2) Required that Notice of Probationary Appointment (NPA) be filed before admittance into entrance-level training.

12/14/87 - Amended reporting requirements to:

(1) Require information to be added to the NPA form concerning whether the officer will carry a firearm;

(2) Mandate a local fingerprint check before admittance into a correctional academy; and

(3) Require written notification from agencies concerning employment status changes including name, social security number, action date, and reason for termination.

2/9/89 - Established requirements for reappointment of previously certified correctional officers to require:

(1) Persons returning to a correctional unit after three years to complete entrance-level training;

(2) Persons returning in less than three years to:

(a) Meet current year in-service requirements,

(b) Qualify with any firearms before being authorized their use, and

(c) Meet Commission defined selection standards.

10/20/97 - Major revision of the chapter included:

(1) Clearer specification that no individual can be used or certified in a mandated correctional position until all selection standards have been met, as specified in the law;

(2) Creation of a new "Application for Certification" form to replace the existing Notice of Probationary Appointment; and

(3) With the approval of the academy, permitting an applicant to be enrolled into an academy without first meeting all selection standards, to allow an agency to place individuals into an academy program while completing the background investigation;

(4) Changes in the reporting requirements to:

(a) Reduce the time allowed for notification of employment status changes from 6 months to 30 days,

(b) Add new requirements for reporting of officers resigning or terminated for criminal or other derogatory reasons,

(c) Mandate reporting these actions on a new form or in a format approved by the Commission;

(5) To eliminate confusion with terminology used by agencies, substitution of the word "provisional" for "probationary" in regard to certification and appointment;

(6) Clarify the time limits for certification of individuals who received training at an out of state or civilian academy. Eligibility for a reduction of the entrance level training requirements includes:

(a) Completion of a comparable entrance level training program and employment in a comparable correctional position for another state or federal correctional agency within the last 5 years, or

(b) If not employed in a correctional position, completion of certified correctional entrance level training within the last 2 years;

7/1/00 - Amendments to the General Regulations:

(1) Created a regulation to set the requirements setting limits on the prior illegal use of certain controlled dangerous substances (CDS) for applicants for certification including total prohibition of some CDS. It also required the evaluation of legitimate use of a CDS by applicants;

(2) Specified that an applicant for certification or voluntary attendance must be physically fit for "participation in" rather than "completion of" an academy;

(3) Clarified the requirements for in-service and firearms training for reappointments, including mandating a new requalification with a firearm before it could be issued; and

(4) Created new selection standards for admission to an entrance level training academy, including:

(a) Meeting any requirements set by the academy,

(b) Receiving a physical exam for participation,

(c) Obtaining a NCIC check, and

(d) Acknowledgment by the attendee that completion of an academy is not a guarantee of subsequent certification;

1/7/02 - Amendments to the General Regulations:

(1) For the first time, would bring the Department of Juvenile Justice employees under the jurisdiction of the Commission, including setting new selection standards for juvenile counselors, youth supervisors and Juvenile Justice support staff;

(2) Lower the age for certification and academy attendance from 21 to 18 in the selection and voluntary attendance standards to; and

(3) Allow an applicant to be certified if there was prior use of cannabis (marijuana) if at least 10 years has elapsed since the last use, regardless of the number of times used;

1/1/04 - Amendments to the certification regulations require completion of a minimum 80-hour field-training program before certification.

1/1/05 - Amendments to the General regulations:

(1) Create a new certification renewal process, based on meeting annual training standards. Certification will be renewed and certification cards reissued annually upon meeting training standards. Mandated personnel whose certification lapses because of failure to meet training requirements will legally lose their authority to perform mandated duties related to the care, custody and control of clients as specified in the law; and

(2) Allow the certification of a DJS employee working to transfer without meeting recertification requirements from a DJS contractor to DJS, DJS to a contractor or from one contractor to another contractor if the employee still meets standards. This would apply when DJS terminates a contract with a private entity or begins one with a new entity.

ENTRANCE-LEVEL TRAINING

General Provisions

7/1/72 - Mandated that all correctional officers, Parole and Probation Agents, or classification counselors employed on or after 7/1/72 to complete a minimum standard program within one year of employment.

7/1/73 - Set standards:

(1) For candidates to attend an approved training academy;

(2) Permit participation on a voluntary basis; and

(3) To allow that officers employed during the inclusive period 7/1/72-12/31/72 were considered to have received the necessary training to be qualified; and

(4) To require that officers hired as of 1/1/73 must complete the minimum entrance-level training course.

7/1/80 - Established a minimum passing score of 75% for each test and for a final average in order to successfully complete the Correctional Training Academy.

7/1/80 - Established minimum standards for entrance-level training of employees of pre-release units to require two weeks training in the correctional officer program plus on the job training for a total of 160 hours.

11/8/82 - Adopted complete revision of Commission regulations to:

(1) Set standards for voluntary attendance to obtain training;

(2) Adopt minimum curricula for entrance-level training for 3 different categories of correctional personnel;

(3) Establish criteria for waivers of selection or training standards; and

(2) Provide for a Certificate of Comparative Compliance for persons who receive entrance-level training in another state.

7/13/86 - Required that Notice of Probationary Appointment be filed before admittance into entrance-level training.

10/20/97 - The revision of the chapter eliminated the issuance of the Certificate of Comparative Compliance. Correctional units may still submit request for waivers of Maryland entrance level training based on an applicant having received comparable federal or out of state training.

7/1/00 - Created new selection standards for admission to an entrance level training academy, including:

(a) Meeting any requirements set by the academy,

(b) Receiving a physical exam,

(c) Obtaining a NCIC check, and

(d) Acknowledgment by the attendee that completion of an academy is not a guarantee of subsequent certification.

1/7/02 - New regulations are being proposed to:

(1) Add some additional language to the academy regulations concerning the types and process of approval/lapse or revocation of academy certification and certain other academy procedures;

(2) Lower the minimum age for academy attendance from 21 to 18; and

(3) Set new training standards for employees of the Department of Juvenile Justice, including employees of agencies under contract with DJJ. These new employees include juvenile counselors, youth supervisors and Juvenile Justice support staff.

Correctional Officers

5// 19/72 - Adopted curricula for a minimum 4-week entrance-level training program for correctional officers.

7/1/74 - Set the minimum standard for entrance-level training of correctional officers at 120 hours.

6/30/76 - Set minimum hours for entrance-level training for correctional officers and classification counselors at 120 hours and set minimum topic areas as follows:

- (1) Orientation (6);
- (2) Introduction to corrections (9);
- (3) Supervision, relations and treatment (36);
- (4) Security, custody and control (48);
- (5) Disciplining (15); and
- (6) Closure (8).

7/1/78 - Revised the minimum standards for entrance-level training of correctional officers to include an additional four hours of fire air mask training and extend the security block training by six hours, principally to increase firearms training.

7/1/80 - Revised regulations to:

(1) Increase the minimum CO entrance-level training program to 21 days by requiring CPR training; and

(2) Established minimum standards for entrance-level training of employees of pre-release units to require two weeks training in the correctional officer program plus on the job training for a total of 160 hours.

7/1/81 - Revised training standards for correctional officers, classification counselors, support staff, staff of community facilities, volunteers, part-time employees, and firearms instructors.

7/2/84 - Amended minimum standards for entrance-level training of correctional officers to modify the program, add performance-based testing and practical skill assessment and extend the program length to 25 days.

11/28/88 - Amended minimum training standards for pre-release, work release, adult rehabilitation center or other community residential programs to permit the agency the option of having eligible personnel complete either:

(1) The full entrance-level program required of correctional officers; or

(2) The entrance-level program for support staff plus an approved 100-hour training program administered by the agency.

Correctional Counselors

7/1/74 - Set the minimum standard for entrance-level training of Parole and Probation Agents and correctional counselors at 126 hours.

6/30/76 - Adopted revised minimum standards for entrance-level training. Correctional officers and classification counselors were to receive a minimum of 120 hours, as follows:

- (1) Orientation (6);
- (2) Introduction to corrections (9);
- (3) Supervision, relations and treatment (36);
- (4) Security, custody and control (48);
- (5) Disciplining (15); and
- (6) Closure (8).

7/1/78 - Revised the minimum standards for entrance-level training of classification counselors to include an additional four hours of fire air mask training and extend the security block training by six hours, principally to increase firearms training.

7/1/78 - Mandated a six-month on the job training program for correctional specialists, to be performed in addition to the mandated minimum entrance-level training for correctional officers.

7/1/81 - Revised standards of training for correctional officers and classification counselors, support staff, staff of community facilities, volunteers, part-time employees, and firearms instructors.

Institutional Support Staff

6/30/76 - Minimum standards:

(1) Set for entrance-level training of institutional support staff personnel employed on or after 7/1/76 at 18 hours as follows:

- (a) Orientation (1.5 hours);
- (b) Introduction to corrections (2);
- (c) Supervision and human relations (4.5);
- (d) Inmate discipline (4);
- (e) Security procedures (4); and
- (f) Closure (2).

(2) Defined the categories of employees considered support staff; and

(3) Exempted agencies employing less than ten correctional officers from these standards.

7/1/80 - Revised minimum standards to:

(1) Expand the entrance-level training requirement of support staff to ten days; and

(2) Require that training of contract employees and voluntary staff be appropriate to their assigned duties.

7/1/81 - Revised standards of training for correctional officers and classification counselors, support staff, staff of community facilities, volunteers, part-time employees, and firearms instructors.

11/5/84 - Increased the minimum standard hours of entrance-level training for support staff to coincide with the classroom portion of the correctional entrance-level training program.

Juvenile Justice Juvenile Counselors, Youth Supervisors and Juvenile Justice Support Staff

1/7/02 - New regulations set the minimum training required for the following juvenile justice employment categories:

(1) Youth Supervisor - A minimum of 160 hours including the following mandated subject areas:

- (a) Juvenile justice in the criminal justice system;
- (b) Human growth and development;
- (c) Laws and regulations;
- (d) Assessment;
- (e) Custody and control;
- (f) Transportation;
- (g) Institutional/Community;
- (h) Documentation;
- (i) Safety and security; and
- (j) First aid.

(2) Juvenile Counselor - A minimum of 160 hours including the following mandated subject areas:

- (a) Juvenile justice in the criminal justice system;
- (b) Human growth and development;
- (c) Laws and regulations;
- (d) Assessment;
- (e) Case management;
- (f) Counseling;
- (g) Institutional/Community;
- (h) Documentation;
- (i) Safety and security; and
- (j) First aid.

I. Juvenile Justice Support Staff - A minimum of 80 hours including these mandated subject areas:

- (a) Juvenile justice in the criminal justice system;
- (b) Human growth and development;
- (c) Laws and regulations;
- (d) Documentation;
- (e) Safety and security; and
- (f) First aid.

5/xx/05 - The definitions of youth supervisors and juvenile counselors are changed to make them more generic and based on function though the actual DJS titles may change.

Parole and Probation Agents/Drinking Driver Monitors

5/19/72 - Adopted curricula for minimum standards for entrance-level training. Parole and Probation Agents and classification counselors were to receive 4 full weeks of training.

7/1/74 - Set the minimum standard for entrance-level training of Parole and Probation Agents and correctional counselors at 126 hours.

6/30/76 - Adopted revised minimum standards for entrance-level training. Agents were to receive a minimum of 156 hours, as follows:

- (1) Orientation (9);
- (2) Introduction to corrections (30);
- (3) Administrative tasks (9);
- (4) Supervision tasks (48);
- (5) Investigation tasks (18);
- (6) Enforcement tasks (36); and
- (7) Closure (6).

7/1/78 - Revised the minimum standards for Parole and Probation Agents, substituting subjects within the curriculum.

4/9/84 - Amended minimum standards for entrance-level training of Parole and Probation Agents to include a field training exercise and to reallocate the number of hours allocated to training categories.

7/14/89 - Amended minimum standards for entrance-level training for Parole and Probation Agents resulting in an increase in hours from 167 hours to 204 hours.

2/21/90 - Adopted selection and entrance-level training standards for Parole and Probation Drinking Driving Monitors.

Training Academies

8/2/71 - Established the Maryland Correctional Training Academy, promulgated regulations regarding administration of the academy, and qualifications for trainers.

1982 - The Eastern Shore Criminal Justice Training Center was certified as a correctional academy.

7/1 2/84 - Authorized the Executive Director to approve satellite training sites.

5/17/85 - Approved satellite programs including the Hagerstown Satellite Program.

12/1/89 - Certified the Southern Maryland Criminal Justice Academy as a correctional entrance level academy.

11/26/90 - Prince George's Criminal Justice Academy was certified as a correctional academy.

7/12/94 - The Frederick County Sheriff's Correctional Academy was certified as a correctional academy.

4/11/00 - The Division of Parole and Probation Training Program was certified as a correctional entrance level academy.

8/29/00 - The Harford County Sheriff's Office Correctional Academy was certified as an entrance level academy.

FIREARMS TRAINING

7/1/80 - Mandated firearms qualification in entrance-level and in-service training for all correctional personnel authorized to use firearms.

11/8/82 - Adopted regulations to set requirements for firearms training before being assigned a weapon and established annual firearms requirements.

7/13/86 - Eliminated the requirement that firing range plans be submitted to the Commission for approval.

7/12/94 - The firearms requirements were amended (effective 1/1/95) to:

- (1) Mandate that the entrance level firearms course be at least 35 hours in length;
- (2) Require firing a 50 round minimum handgun qualifying course;
- (3) Increase the minimum number of rounds fired in the handgun entrance level from 350 to 500 rounds;
- (4) Create 4 separate handgun firing yard lines from which to shoot;
- (5) Allow no more than 40% of the rounds to be fired at any one firing yard line;
- (6) Require that at least 10% of the total rounds be fired at each firing yard line; and
- (7) Make technical changes for shotgun, rifle and annual training.

10/20/97 - Adopted a new requirement that a formerly certified officer employed at a new agency must requalify with the new agency's firearms before being issued that firearm and being recertified. This ensures that the officer is fully qualified to carry the new agency's firearms.

7/1/01 - The correctional firearms regulations were completely revised and expanded to increase the standards in many areas, add a few new requirements, place into regulation many of the current practices and make the requirements more like the police standards as applicable. To allow agencies to budget for the fiscal impact for increased or new requirements, several new requirements were implemented over several years.

Some of the changes to the regulations include:

- (1) Creation of a new definitions regulation.
- (2) The addition of a reduced light qualification course in both the entrance level and in-service firearms programs. The reduced light in-service requirement is optional in either 2001 or 2002, but then is required annually, in addition to the daylight course, beginning in 2003.
- (3) Increasing the minimum rounds to be fired for entrance level handgun course qualifications at 600 rounds after 7/1/01, with annual 100 rounds increases on 7/1/02, 7/1/03, 7/1/04 and 7/1/05, until a total of 1000 rounds are required for all courses after 7/1/05.

(4) Increasing the number of rounds fired for shotgun entrance level training to 30 rounds on 7/1/01, with increases to 40 rounds on 7/1/02 and to 50 rounds on 7/1/03.

(5) Increasing the minimum number of rounds fired in the entrance level training and annual in-service programs for each type of shoulder-operated weapon.

(6) Revising and expanding the requirements for certification as a Firearms Instructor. This includes creation of a new "Line Safety Officer" certification for an individual instructing on the firing course but not offering classroom instruction. A new regulation created a new certification for a "Firearms Instructor Certification Training Program Instructor", who would provide instruction to firearms instructors.

(7) Setting new firearms course requirements for applicants seeking certification as Line Safety Officers and Firearms Instructors. These include new minimum levels for the firing of ammunition for each type of weapon for which the instructor would be certified to teach.

IN-SERVICE TRAINING

1/1/87 - Mandated 18 hours of in-service training annually for all correctional officers, classification counselors, Parole and Probation Agents, and support staff.

7/12/94 - Permitted an agency to send their employees to approved training hosted by another agency without prior approval by the Commission.

10/20/97 - Changes to the General Regulations:

(1) Allowed completion of Commission programs such as supervisor, administrator and instructor to be automatically accepted to meet annual in-service or firearms mandates without having to obtain separate approval; and

(2) Specified training requirements for mandated personnel on nonofficer status who have missed annual in-service or firearms training. Such persons are only required to meet the annual in-service and firearms training requirements in the year that they return to active status and are not required to make up past training.

10/20/97 - A new Firearms Training and Instructor Certification chapter was created by transferring most of the firearms training and firearms instructor certification provisions from the General Regulations and consolidating them into this chapter. There were no substantial changes made in the transfer except for some minor ones that reflected current agency practices.

7/1/00 - Specified training requirements for mandated personnel on nonofficer status who have missed annual in-service or firearms training. Such persons would only be required to meet the annual in-service and firearms training requirements in the year that they are restored to active status.

9/29/03 - A new provision requires that an attendee may not miss more than 10% of an in-service program of 18 hours or more and receive credit.

INSTRUCTORS

7/1/81 - Revised standards of training for correctional officers and classification counselors, support staff, staff of community facilities, volunteers, part-time employees, and firearms instructors.

11/8/82 - Set requirements for three types of instructor certification based on appropriate background and satisfactory performance in provisional status.

7/13/86 - Created provisional instructor certification, and required that regular and provisional instructors receive written evaluation of their performance.

8/8/88 - Amended the requirements for firearms instructor certification to:

(1) Require an applicant to both:

(a) Complete an approved instructor training program; and

(b) Qualify with each weapon on which the applicant will provide training with a minimum score of 90% before attending any firearms instructor program;

(2) Reduce the minimum years of criminal justice experience required from 3 years to 2 years; and

(3) Issue firearms instructor certificates whenever the qualifications are met (without waiting one year).

8/20/90 - Extended the certification period for instructors, associate instructors and firearms instructors from two to four years.

10/20/97 - General Regulations amendments:

(1) Permitted an individual to receive full certification as an instructor whenever all certification requirements are met, without waiting a full year as a provisional instructor;

(2) Changed the terminology from "probationary" to "provisional" in regard to certification of varied types of instructors for clarification.

9/29/03 - Amendments to the General Regulations:

(1) Created new Regulations (.20 and .21) a for a new defensive tactics instructor training course and defensive tactics instructor certification requirements; and

(2)) Change the various instructor certification regulations to allow them to be effective up to four years.

SELECTION/CERTIFICATION STANDARDS

7/1/73 - Set new standards for candidates to attend an approved training academy. These include:

- (1) Receiving a probationary appointment as a correctional officer;
- (2) Being at least 18 years of age;
- (3) Possessing a high school diploma or a GED certificate recognized by the Dept. of Education;
- (4) That a candidate be of good moral character and emotionally stable, as determined by a comprehensive background investigation;
- (5) Receiving a physical examination by a licensed physician;
- (6) That the results of an oral interview be a part of the application to the Commission; and
- (7) Allowing participation on a voluntary basis.

7/1/80 - Revised selection standards to prevent persons who failed the Correctional Training Academy from becoming correctional employees for one year.

5/15/81 - Revised selection and certification standards for correctional officers.

11/8/82 - Added regulations to:

- (1) Set rules for selection or training standards waivers;
- (2) Provide for a certificate of Comparative Compliance for persons who receive entrance-level training in another state; and
- (3) Increase the minimum hiring age to 21 years of age.

7/2/84 - New regulations:

- (1) Required an applicant who is not a citizen of the United States to be a resident alien and required documentation; and
- (2) Clarified language regarding submission of GED test scores.

12/1/86 - Permitted a non-mandated person to attend entrance-level training for support staff at the discretion of the Executive Director.

7/13/87 - Established specific disqualification criteria of correctional officers for certain criminal convictions.

12/14/87 - Amended reporting requirements on Notice of Probationary Appointment to:

- (1) Delete obsolete information requirements;

- (2) Record whether an officer is authorized to use firearms;
- (3) Further specify requirements for fingerprint checks.

2/9/89 - Established requirements for reappointment of previously certified correctional officers to require:

(1) Persons returning after three years to complete entrance-level training;

(2) Persons returning in less than three years to:

(a) Meet in-service requirements for the calendar year of their reappointments,

(b) Qualify with any firearms before being authorized their use, and

(c) Meet Commission defined selection standards.

2/21/90 - Adopted selection and training standards for Parole and Probation Drinking Driving.

7/12/94 - Established general drug screening requirements for probationary and reappointed correctional officers.

10/20/97 - Amendments to the selection standards:

(1) Permitted a NCIC check to be submitted in lieu of a local fingerprint check;

(2) Created a new requirement for a psychological screening by a licensed mental health care professional (effective 1/1/99);

(3) Changed the background check requirements for recertification as follows:

(a) For persons reappointed to a new agency within 90 days, a background investigation beyond a check of the last correctional employer is no longer necessary,

(b) For individuals not re-employed at a new correctional unit within 90 days, a modified background investigation for the period of absence is necessary,

(c) Continues the requirement for local, state and national fingerprint checks and a drug screening of all applicants for all reappointment.

7/1/00 - Amended the regulations to:

(1) Create a new regulation to specify limits on the prior illegal use of controlled dangerous substances (CDS) for applicants for certification including total prohibition of certain CDS. It also created a mechanism to require the evaluation of legitimate use of a CDS by applicants;

(2) Specify that an applicant for certification or voluntary academy attendance must be physically fit for "participation in" rather than "completion of" an academy.

(3) Created new selection standards for admission to an entrance level training academy, including:

- (a) Meeting any requirements set by the academy,
- (b) Receiving a physical exam for participation,
- (c) Obtaining a NCIC check, and
- (d) Acknowledgment by the attendee that completion of an academy is not a guarantee of subsequent certification.

1/7/02 - Amendments to the selection standards:

- (1) Lowered the age for certification from 21 to 18;
- (2) Allowed certification of an applicant for exceeding the cannabis use limits, if it was at least 10 years ago; and
- (3) Set new selection standards for juvenile counselors, youth supervisors and Juvenile Justice support staff.

9/13/04 - The substance abuse requirements to exempt addictions counselors from the limits specified for prior use of CDS. These individuals are still required to meet all other substance abuse and selection standards.

SUPERVISOR AND ADMINISTRATOR TRAINING

6/30/76 - Minimum standards:

- (1) Set for correctional supervisors at 30 hours as follows:
 - (a) Introduction (3);
 - (b) Supervising work (3);
 - (c) Supervising people (12);
 - (d) Supervision and staff development (9)
 - (e) Summary and closure (3).

(2) Exempting agencies employing less than ten correctional officers and supervisors who had completed the police supervisor training.

7/1/78 - Suspended mandated training for supervisors.

1/1/87 - Required all correctional supervisors and administrators to attend training programs in the first year of their appointments.

**CHRONOLOGICAL LISTING OF AMENDMENTS TO CORRECTIONAL
TRAINING COMMISSION REGULATIONS**

8/2/71 - Established the Correctional Training Academy, promulgated regulations regarding administration of the academy, and qualifications for trainers.

7/1/72 - Mandated that all correctional officers, Parole and Probation agents, or classification counselors employed on or after 7/1/72 complete a minimum standard program within one year of employment.

5/19/72 - Adopted curricula for minimum standards for entrance-level training. Correctional officers were to receive 4 full weeks of training.

5/19/72 - Adopted curricula for minimum standards for entrance-level training. Parole and Probation Agents and classification counselors were to receive 5 full weeks of training.

7/1/73 - Set standards for candidates to attend an approved training academy. These include:

(1) Receiving a probationary appointment as a correctional officer;

(2) Being at least 18 years of age;

(3) Possessing a high school diploma or a GED certificate recognized by the Dept. of Education;

(4) Being of good moral character and emotionally stable, as determined by a comprehensive background investigation;

(5) Receiving a physical examination by a licensed physician;

(6) Having an oral interview as a part of the application to the Commission;

(7) Allowing participation on a voluntary basis;

(8) Permitting officers employed during the inclusive period

7/1/72-12/31/72 to be considered as having received the necessary training to be qualified; and

(9) Requiring that officers hired after 1/ 1/73 complete the minimum standards entrance-level training course.

7/1/74 - Set the minimum standard for entrance-level training of:

(1) Correctional officers at 120 hours; and

(2) Parole and Probation Agents and correctional counselors at 126 hours.

5/14/75 - Commission's regulations published in the Code of Maryland Regulations (COMAR), Title 12, Subtitle 10.

6/30/76 - Adopted revised minimum standards:

(1) For entrance-level training to require that:

(a) Correctional officers and classification counselors receive a minimum of 120 hours,

(b) Parole and Probation Agents were to receive a minimum of 156 hours, and

(c) Institutional support staff personnel employed on or after 7/1/76 at 18 hours;

(2) To define the categories of employees considered support staff;

(3) Exempting agencies employing less than ten correctional officers;

(4) Setting correctional supervisor training at 30 hours; and

(5) Exempting agencies employing less than ten correctional officers and supervisors who had completed the police supervisor training.

7/1/76 - Maryland General Assembly amended the law to authorize the Commission to conduct and operate approved correctional training schools.

7/1/78 - Amended the regulations to:

(1) Revise the entrance-level training standards for correctional officers and classification counselors to include an additional 4 hours of fire air mask training and extend the security block training by 6 hours, principally to increase firearms training.

(2) Mandate a six-month on-the-job training program for correctional specialists, performed in addition to the mandated minimum entrance-level training for correctional officers;

(3) Revise the minimum standards for Parole and Probation Agents, substituting subjects within the curriculum; and

(4) Suspend mandated training for supervisors.

7/1/80 - New regulations:

(1) Established minimum entrance-level training standards for employees of pre-release units totaling 160 hours including 2 weeks training in the correctional officer program plus on-the-job training;

(2) Revised minimum standards for entrance-level training of support staff to require a ten-day program;

(3) Required that training of contract employees and voluntary staff be appropriate to their assigned duties;

(4) Mandated entrance-level and in-service firearms training for correctional personnel authorized to use firearms;

- (5) Increased minimum standards of entrance-level training for correctional officers to 21 days by requiring CPR training;
- (6) Established a minimum passing score of 75% for each test, and final average, to complete the Correctional Training Academy; and
- (7) Revised selection standards to prevent persons who failed the Correctional Training Academy from becoming correctional employees for one year.

5/15/81 - Revised selection and certification standards for correctional officers.

7/1/81 - Revised standards to:

- (1) Address training for correctional officers, classification counselors, support staff, staff of community facilities, volunteers, part-time employees, and firearms instructors;
- (2) Established procedures for filing requests for records under the Public Information Act; and
- (3) Adopt procedures for conducting administrative hearings before the Executive Director.

11/8/82 - Adopted complete revision of the regulations to:

- (1) Define a correctional officer;
- (2) Establish probationary period in which selection standards are required to be completed;
- (3) Create a format for receipt of personal information within 30 days of hire;
- (4) Adopt requirements for voluntary attendance to obtain training;
- (5) Provide for different minimum curricula for entrance-level training for three categories of correctional personnel;
- (6) Establish requirements for firearms training prior to being assigned a weapon and set requirements for annual firearms training;
- (7) Set requirements for three types of instructor certification based on appropriate background and satisfactory performance in provisional status;
- (8) Adopt criteria for waivers of selection or training standards, including providing for a certificate of Comparative Compliance for persons who received entrance-level training in another state; and
- (9) Increase the minimum age requirement from 18 to 21 years of age.

6/6/83 - Amended the regulation on release of information to define sociological data and differentiate it from other public records.

4/9/84 - Amended minimum standards for entrance-level training of Parole and Probation Agents to include field training exercises and to reallocate the number of hours allocated to training categories.

7/2/84 - Amended regulations to:

(1) Modify entrance-level training of correctional officers to add performance-based testing and practical skill assessment, and lengthen the program to 25 days;

(2) Require an applicant who is not a citizen of the United States to be a resident alien and required documentation;

(3) Clarify language regarding submission of GED test scores; and

(4) Authorize the Executive Director to approve satellite training sites.

11/5/84 - Increased the minimum standard hours of entrance-level training for support staff to coincide with that of correctional officers for the portion of correctional entrance-level training attended by support staff.

7/13/86 - Adopted regulations that:

(1) Required that Notice of Probationary Appointment be filed before admittance into entrance-level training;

(2) Eliminated the requirement that firing range plans be submitted to the Commission for approval; and

(3) Created provisional instructor certification, and required that all instructors receive written evaluation of their performance.

12/1/86 - Permitted a non-mandated person to attend entrance-level training for support staff at the discretion of the Executive Director.

1/1/87 - Revised regulations:

(1) Mandated 18 hours of in-service training annually for all correctional officers, classification counselors, Parole and Probation Agents, and support staff; and

(2) Required correctional supervisors and administrators to attend training programs in the first year of their appointments.

7/13/87 - Amendments to regulations:

(1) Established specific disqualification criteria for correctional officers for certain criminal convictions; and

(2) Required that Notice of Probationary Appointment be filed before admittance into entrance-level training.

12/14/87 - Amended reporting requirements to:

(1) Require information to be added to the Notice of Probationary Appointment (NPA) form concerning whether the officer will carry a firearm;

(2) Mandate a local fingerprint check before admittance into a correctional academy; and

(3) Require written information on the notification from agencies concerning employment status changes to include name, social security number, action date, and reason for termination.

2/9/88 - Established requirements for reappointment of previously certified correctional officers.

8/8/88 - Amended the requirements for firearms instructor certification to:

(1) Require an applicant to both:

(a) Complete an approved instructor training program;

(b) Qualify with each weapon on which they will provide training, with a minimum score of 90% before attending a firearms instructor program;

(2) Reduce the minimum years of criminal justice experience required from 3 years to 2 years; and

(3) Issue firearms instructor certificates whenever the qualifications are met (without waiting one year).

11/28/88 - Amended minimum standards for pre-release, work release, adult rehabilitation center or other community residential programs to permit the agency the option of:

(1) Sending personnel through the full entrance-level program required of correctional officers, or

(2) Sending personnel through the entrance-level program required for support staff plus complete an approved 100-hour training program administered by the agency.

2/9/89 - Established requirements for reappointment of previously certified correctional officers to require:

(1) Persons returning to a correctional unit after three years to complete entrance-level training;

(2) Persons returning in less than three years to:

(a) Meet in-service requirements for the calendar year of their reappointments,

(b) Qualify with any firearms before being authorized their use, and

(c) Meet Commission defined selection standards.

7/14/89 - Amended minimum standards of entrance-level training for Parole and Probation Agents resulting in an increase in hours from 167 hours to 204 hours.

12/1/89 - Certified the Southern Maryland Criminal Justice Academy as a correctional entrance level academy.

2/21/90 - Adopted new selection and training standards for Parole and Probation Drinking Driver Monitors.

8/20/90 - Extended the certification period for instructors, associate instructors and firearms instructors from two to four years.

11/26/90 - Certified the Prince George's Criminal Justice Academy as a correctional academy.

7/12/94 - The Frederick County Sheriff's Correctional Academy was certified as a correctional academy.

1/1/95 - The General Regulations were amended to:

(1) Provide a new probationary period for a person out of corrections for over 3 years;

(2) Require drug screening of all new applicants;

(3) Require students in an entrance level training program to obtain a 75% score on each test and successfully complete each training objective in order to graduate; and

(5) Allow an agency to send their employees to approved in-service training hosted by another agency without prior approval.

1/1/95 - The firearms requirements were amended to:

(1) Mandate that the entrance level firearms course be at least 35 hours in length;

(2) Require firing a 50 round minimum handgun qualification course;

(3) Increase the minimum number of rounds fired in the handgun entrance level from 350 to 500 rounds;

(4) Create 4 separate handgun firing yard lines from which to shoot;

(5) Allow no more than 40% of the rounds to be fired at any one firing yard line;

(6) Require that at least 10% of the total rounds be fired at each firing yard line; and

(7) Make other technical changes to shotgun, rifle and annual training requirements.

10/20/97 - The General Regulations (Chapter 01) were completely revised and reorganized to include existing practices, add several new provisions and delete obsolete requirements. Some regulations were divided or combined to make them easier to read and reference. Seventeen of the 18 regulations were paralleled and numbered the same as the revised police regulations to make the two sets easier to use for agencies with both police and correctional functions. While most of the provisions of the former requirements were retained, there were a few significant changes as follows:

(1) The regulations more clearly specify that no individual can be used or certified in a mandated correctional position until all selection standards have been met. A new "Application for Certification" form replaced the existing Notice of Probationary Appointment form to facilitate this;

(2) With the approval of the academy, an applicant may be enrolled into an academy, without first meeting all selection standards. This may allow an agency to place individuals into an academy program while completing the background investigation;

(3) Completion of Commission programs such as supervisor, administrator and instructor will be automatically accepted to meet annual in-service or firearms mandates without having to obtain separate approval;

(4) The requirement for notification of employment status changes was reduced from 6 months to 30 days. New requirements for reporting of officers resigning or terminated for criminal or other derogatory reasons were also added;

(5) To eliminate confusion with terminology used by agencies, the word "provisional" is substituted for "probationary", especially in regard to certification and appointment;

(6) The instructor certification requirements were changed to permit full certification whenever the requirements are met, without waiting a full year;

(7) The time limitations for initial certification for individuals receiving training out of state or at a civilian academy was clarified and the need to issue a Certificate of Comparative Compliance was eliminated. Eligibility for a reduction of the entrance level training requirements includes:

(a) Completion of a comparable entrance level training program and employment in a comparable correctional position for another state or federal correctional agency within the last 5 years,

(b) Or if not employed in a correctional position, completion of a certified basic correctional entrance level training program within the last 2 years;

(8) A new requirement for a psychological screening by a licensed mental health care professional was added effective 1/1/99;

(9) A NCIC check is now permitted in lieu of a local fingerprint check;

(10) A significant new requirement mandated that a formerly certified officer employed at a new agency must requalify with the new agency's firearms before being issued that firearm and being recertified. This ensures that the officer is fully qualified to carry the new agency's firearms;

(11) For persons reappointed to a new agency within 90 days, a background investigation beyond a check of the last correctional employer would not be needed. Beyond 90 days, the current requirement for a modified background investigation for the period of absence continues. The requirement for fingerprints and drug screening also continues in each case;

(12) The time limit for notification of employment changes was reduced from 6 months to 30 days on a form or format approved by the Commission and more information was requested for terminations under criminal or derogatory circumstances; and

(13) Training requirements for officers missing annual in-service or firearms training, including officers on nonofficer status, were specified. For most officers, this includes making up missed training of the previous year and receiving all of the training required in the current year.

10/20/97 - A new chapter, Firearms Training and Instructor Certification, was created by transferring most of the firearms training and firearms instructor certification provisions from the General Regulations and consolidating them into this chapter. No other substantial changes made in the transfer except for some minor ones reflecting current agency practices.

4/11/00 - The Division of Parole and Probation Training Program was certified as a correctional entrance level academy.

7/1/00 - Amendments to the General Regulations:

(1) Created a new regulation to specify limits on the prior illegal use of certain controlled dangerous substances (CDS) for applicants for certification and create a mechanism to evaluate legitimate use;

(2) Specified that an applicant for certification or voluntary attendance must be physically fit for "participation in" rather than "completion of" an academy;

(3) Specified that mandated personnel on nonofficer status returning to active status are only required to meet the annual in-service and firearms training requirements in the year of return, without being required to make up past training;

(4) Clarified the requirements for in-service and firearms training for reappointments, including new qualification with a firearm before that firearm could be issued; and

(5) Created new selection standards for admission to an entrance level training academy, including:

- (a) Meeting any requirements set by the academy,
- (b) Receiving a physical exam,
- (c) Obtaining an NCIC check, and
- (d) Acknowledgment by the attendee that completion of an academy is not a guarantee of subsequent certification;

8/29/00 - The Harford County Sheriff's Office Correctional Academy was certified as an entrance level academy.

7/1/01 - The correctional firearms regulations were completely revised and expanded to increase the standards in many areas, add a few new requirements, place into regulation many of the current practices and make the requirements more like the police standards as applicable. To allow agencies to budget for the fiscal impact for increased or new requirements, some new requirements were implemented over several years.

Some of the changes to the regulations include:

- (1) Creation of a new definitions regulation.
- (2) The addition of a reduced light qualification course in both the entrance level and in-service firearms programs. The reduced light in-service requirement is optional in either 2001 or 2002, but then is required annually, in addition to the daylight course, beginning in 2003.
- (3) Increasing the minimum rounds to be fired for entrance level handgun course qualifications at 600 rounds after 7/1/01 with annual 100 round increases on 7/1/02, 7/1/03, 7/1/04 and 7/1/05, until a total of 1000 rounds is required for all courses after 7/1/05.
- (4) Increasing the number of rounds fired for shotgun entrance level training to 30 rounds on 7/1/01, with increases to 40 rounds on 7/1/02 and to 50 rounds on 7/1/03.
- (5) Increasing the minimum number of rounds fired in the entrance level and annual in-service programs for each type of shoulder-operated weapon.
- (6) Revising and expanding the requirements for certification as a Firearms Instructor. This includes creation of a new "Line Safety Officer" certification for an individual instructing on the firing course but not offering classroom instruction. A new regulation created a new certification for a "Firearms Instructor Certification Training Program Instructor", who would provide instruction to firearms instructors.
- (7) Setting new firearms course requirements for applicants seeking certification as Line Safety Officers and Firearms Instructors. These include new minimum levels for the firing of ammunition for each type of weapon for which the instructor would be certified to teach.

1/7/02 - Amendments to the General Regulations:

(1) Add new provisions to the academy regulations concerning the types and process of approval, lapse or revocation of academy certification and certain other academy procedures;

(2) Lower the age for certification and academy attendance from 21 to 18 in the selection and voluntary attendance standards to; and

(3) Allow an applicant to be certified if there was prior use of cannabis (marijuana) if at least 10 years has elapsed since the last use, regardless of the number of times used;

(4) Make numerous changes throughout the regulations to bring the employees of Department of Juvenile Justice, including for-profit and nonprofit contractual providers, under the standards of the Commission;

(5) Creation of minimum entrance level training standards for three juvenile justice employment categories - Juvenile Counselors, Youth Supervisors and Juvenile Justice Support Staff;

(6) Make corrections to reflect the changes in legal citations from Article 41, §4-301 of the Annotated Code of Maryland to the Correctional Services Article 8 - §201-210.

9/29/03 - Amendments to the General Regulations:

(1) Created new Regulations (.20 and .21) for a new defensive tactics instructor training course and new defensive tactics instructor certification requirements;

(2) Added a requirement that a person may not be absent more than 10% of an in-service program of 18 hours or more and receive credit; and

(3) Change the various instructor certification regulations to allow them to be effective up to four years.

1/1/04 - Amendments to the certification regulations requires completion of a minimum 80-hour field training program before certification.

9/13/04 - The substance abuse requirements to exempt addictions counselors from the limits specified for prior use of CDS. These individuals are still required to meet all other substance abuse and selection standards.

11/22/04 - The Hearing Regulations (chapter 3) were completely revised to incorporate new legal requirements and current administrative procedures.

1/1/05 - Amendments to the General regulations:

(2) Create a new certification renewal process, based on meeting annual training standards. Certification will be renewed and certification cards reissued on July 1 on a staggered basis based on birth month. Mandated personnel whose certification lapses because of failure to meet training requirements will legally lose their authority to perform mandated duties related to the care, custody and control of clients as specified in the law; and

(2) Allow the certification of a DJS employee working to transfer without meeting recertification requirements from a DJS contractor to DJS, DJS to a contractor or from one contractor to another contractor if the employee still meets standards. This would apply when DJS terminates a contract with a private entity or begins one with a new entity.

5/23/05 - The definitions of youth supervisors and juvenile counselors were revised to make them more generic and based on function, so that changes in actual DJS titles would not require regulation amendments.