



## **Training**

### **I. INTRODUCTION**

All Ridgely Police Department Officers are required under COMAR Title 12.04.01.12 to attend 18 hours of annual in-service training. Officers are encouraged to seek appropriate training that meet MPCTC criteria. Supervisors and the Chief may also assign Officers to specific schools for career advancement, procedural updates, or corrective actions.

#### **A. Assigned Training**

1. All Officers that are assigned to training will attend the full course, unless an absence is otherwise approved by the Chief.
2. Officers will wear the Class G uniform, unless directed by the course training staff.
3. If two or more Officers are attending the same training course, Officers will "carpool".

#### **B. Voluntary Training**

1. Any Officer that requests to attend training shall submit a Training Request (RPD Form 6) their Supervisor. Dates, location, and times of training are required. A cost estimate for fuel, lodging, meals, etc. is required.
2. All Officers that volunteer for training will attend the full course, unless an absence is otherwise approved by the Chief.
3. Officers will wear the Class G uniform, unless directed by the course training staff.
4. If two or more Officers are attending the same training course, Officers will "carpool".

**General Order No. 3-10 (Continued)**

**C. Exceptions**

1. From time to time, the Town of Ridgely may offer or require training for special personnel matters. This training is not covered by this policy.
2. Any formal education opportunities that may be offered to Police employees by the Town of Ridgely are also exempted from this policy.