

# Employee Selection Process - Non-Sworn

## 1127.1 PURPOSE AND SCOPE

The purpose of this policy is to provide an efficient, effective and fair process for the appointment of those individuals who best possess the skills, knowledge, and abilities necessary for an effective and respected department.

## 1127.2 POLICY

It is the policy of the University of Maryland, Baltimore Police Department (UMBPD) to provide every candidate with a fair and accurate evaluation procedure for the purpose of selecting the best candidate. The evaluation process will be in conformance with the law and as defined in this directive.

## 1127.3 AUTHORITY

The Chief of Police is responsible for all personnel activities, including recruitment and selection for the UMBPD. The Chief of Police; however, may delegate the coordination of the agency's recruitment and selection process to the Deputy Chief of Police or designee (Support Services Commander).

## 1127.4 PROFESSIONAL AND LEGAL REQUIREMENTS

### 1127.4.1 OFFICE OF HUMAN RESOURCES SERVICES

- (a) The Office of Human Resources Services (HRS) is responsible to formulate, direct and coordinate a comprehensive employment plan that involves positive participation and cooperation with the Chief of Police or designee, with reference to UMBPD personnel.
- (b) The HRS is the centralized personnel agency for the University of Maryland, Baltimore (UMB). Specific selection responsibilities of the HRS will include:
  - 1. Establishing or abolishing a position;
  - 2. Recruitment announcements;
  - 3. Application forms, physical examinations, correspondence with applicants;
  - 4. Disqualification of applicants;
  - 5. Preparation of relevant components and procedures tailored to meet the specific needs of the UMBPD to ensure the employment of the best-qualified applicants;
  - 6. Scheduling of oral interviews with applicants;
  - 7. Establishing and maintaining eligibility lists, updating names from lists and annual purging of applicant names;
  - 8. Recommending qualified candidates to the Deputy Chief or designee; and
  - 9. Benefits orientation for new employees.

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**1127.4.2 ORIENTATION TRAINING (ON-BOARDING)**

- (a) The HRS conducts regular orientation programs for newly hired classified employees. Specific information is provided concerning University regulations, campus practices and a broad range of employee benefits such as retirement, health insurance, other insurance programs, credit unions, and recreational facilities.
- (b) The UMBPD provides orientation programs for all newly hired employees that include:
  - 1. Orientation to the UMBPD role, purpose, goals, and policies;
  - 2. Working conditions; and
  - 3. Responsibilities and rights of employees.

**1127.4.3 SELECTION PROCESS**

- (a) Specific selection responsibilities of the Chief of Police or designee include:
  - 1. Recommendations to the HRS concerning establishing or abolishing a position;
  - 2. Recommendations to the HRS concerning how the skills and attributes of applicants can be measured;
  - 3. Assisting in evaluations and oral interviews;
  - 4. Conducting background investigations;
  - 5. Scheduling physical examinations;
  - 6. Selection and appointment of qualified applicants; and
  - 7. Evaluation of probationary employees and recommendations to the HRS concerning their retention as permanent employees.
- (b) The HRS will maintain a manual on file, which describes all components of the University employee selection process.
- (c) The HRS will ensure that the selection process uses only those rating criteria or minimum qualifications that are job-related.
- (d) All elements of the selection process will be administered, scored, evaluated and interpreted in an unbiased manner by the HRS and the UMBPD. The HRS and the UMBPD will approve all elements of the selection process to include the scoring processes in each element.
- (e) Selection materials are securely stored in the HRS Records Room and if subsequently disposed of, this destruction will be performed in a manner that prevents disclosure of the information therein.

**1127.5 ADMINISTRATIVE PRACTICES AND PROCEDURES**

**1127.5.1 PROCEDURES**

- (a) A qualified candidate files an application and resume.
- (b) An initial interview by an employment representative from the Office Human Resource Management is provided.

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- (c) Panel interviews are convened by the Office of Human Resources Management and UMBPD representatives.
- (d) A background investigation will be conducted by the UMBPD.
- (e) A conditional offer of employment is made to qualified applicants.
- (f) Applicants are given a medical examination.
- (g) Applicants are given a pre-employment drug screening.
- (h) Selections are made by the Chief of Police.

### **1127.5.2 RE-APPLICATION PROCESS**

The re-application policy for those candidates who are rejected will depend on the reason for the rejection. Re-applications will not be accepted or reviewed sooner than six (6) months after the date of rejection.

### **1127.5.3 RECORDS RETENTION**

- (a) The Investigation Division Supervisor or designee will ensure that records of all applicants are filed, retained and disposed of in accordance with federal, state and local requirements regarding the privacy, security, and freedom of information of all candidate records.
- (b) Records on background investigations for those individuals not appointed to probationary status will be transferred to the Records Section and maintained on file for at least seven (7) years. Records will be stored at the Pine Street Police Station for three (3) years and then stored at the Maryland State records storage facility in Jessup, Maryland for four (4) years.
- (c) Background investigation records of candidates employed will be transferred to the Records Section and securely stored while the member is employed at the agency. Upon separation, the background packet will be retained for ten (10) years after separation, three (3) years in Pine Street Station and seven (7) years in the Maryland State records storage facility in Jessup, Maryland.

## **1127.6 QUALIFICATIONS FOR SECURITY OFFICER AND SUPERVISOR**

### **1127.6.1 SECURITY OFFICER, GRADE N04**

- (a) In order to qualify for employment, the applicant must have completed high school or be in possession of a GED.
- (b) Must be a citizen of the United States.
- (c) Be of good moral character and emotionally stable as determined by comprehensive background investigation.

### **1127.6.2 SECURITY OFFICER SUPERVISOR, GRADE N10**

- (a) In order to qualify for the position, the applicant must satisfy the requirements of a security Officer.

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- (b) Must have five (5) years progressively responsible related experience to include at least one (1) year in a supervisory capacity.
- (c) Except for qualifications established by law, additional related experience and formal education in which the applicant has gained the knowledge, skills, and abilities required for full performance of the work of the position may be substituted for the experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

**1127.7 QUALIFICATIONS FOR COMMUNICATION OPERATOR AND SUPERVISOR**

**1127.7.1 PCO I, GRADE N08**

- (a) Ability to type at a speed not less than 20 words per minute.
- (b) Graduation from high school or possession of an equivalency certificate.
- (c) Candidate must be of good moral character.
- (d) Candidate must be able to pass a written test.

**1127.7.2 PCO II - LEAD, GRADE N09**

- (a) One year of experience performing police communications operations, emergency equipment and/or personnel dispatching or related experience.
- (b) Graduation from high school or possession of an equivalency certificate.
- (c) Ability to type at least 20 words per minute.
- (d) Candidate must be of good moral character.
- (e) Candidate must be able to pass a written test.

**1127.7.3 PCO III - SUPERVISOR, GRADE N11**

- (a) Two years of experience performing police communications operations, emergency equipment and/or personnel dispatching or related experience.
- (b) Graduation from a high school or possession of an equivalency certificate.
- (c) One year of experience and an Associate of Arts Degree in Criminal Justice or related degree.
- (d) Candidate must be of good moral character.
- (e) Candidate must be able to pass a written test.

**1127.8 QUALIFICATION FOR ADMINISTRATIVE SUPPORT STAFF**

Applicants for Administrative Support positions must meet the minimum qualification stated in the job posting and the Job Classification description. Applicants will undergo a panel interview and background investigation, passing both to be qualified as a candidate for any administrative support position. Grades for the currently authorized positions range from N08 to N12 for non-exempt staff and from Grade D and Grade F for exempt staff.

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### **1127.9 EMPLOYMENT AND PROBATION**

#### **1127.9.1 PRE-EMPLOYMENT PROCESS**

After completion of the pre-employment process as described earlier, the Chief of Police may select any person from the eligibility list for the position appointment.

#### **1127.9.2 TRAINING**

The candidate will then attend training sessions and on-the-job training as determined by the Education and Training Lieutenant and the assigned duty position.

#### **1127.9.3 PROBATION**

A non-contractual candidate hired based on qualifications for a particular job classification, will serve a six (6) month probationary period.

#### **1127.9.4 REJECTION**

During the probation period, the Chief of Police may at his/her discretion reject an employee at any time before the expiration of the probationary period. Documentation shall be referred to the Office of Human Resources Management stating the reason for the rejection.