



## PERSONNEL ADMINISTRATION AND AUTHORITY - SWORN

**WRITTEN DIRECTIVE: 4.0**  
**EFFECTIVE DATE: 01-01-1987**  
**REVISION DATE: 11-30-2015**

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### Contents:

- I. Purpose
- II. Policy
- III. Authority of the Associate Vice President for Public Safety
- IV. University/UMBPF Policy

#### **I. Purpose**

The purpose of this Written Directive is to establish the authority of the Associate Vice President for Public Safety and to provide background information on employee appointment, promotion, termination, certification, leave and discrimination.

#### **II. Policy**

It shall be the policy of the University of Maryland Baltimore Police Force (UMBPF) that all members follow Agency principles as established in this Written Directive.

#### **III. Authority of the Associate Vice President for Public Safety**

The Associate Vice President for Public Safety shall appoint, promote and/or terminate employees as deemed necessary for the efficient administration of the UMBPF. Appointments to classified positions will be made from a list of eligible candidates prepared by the UMB Human Resource Services.

#### **IV. University/UMBPF Policy**

**A. Commissioned/Non Commissioned**  
Upon employment with the UMBPF, the employee shall serve as a commissioned or non-commissioned officer depending upon prior certification by the Maryland Police and Corrections Training Commission (MPCTC). In either case, training will be provided to the employee by the UMBPF in

order to fully meet or update certifications in both firearms and academics.

#### **B. Leave**

Each employee will be granted annual, personal, holiday, sick or military leave as earned. All leave types are available from the date of employment based on accumulation.

#### **C. Overtime**

Extra compensation will be granted to employees who work beyond regular hours or prescribed tours of duty.

#### **D. Grievances**

The UMBPF recognizes that legitimate problems and differences may develop between the employee and the supervisor. When problems develop, the employee can turn to the formal grievance procedure in order to be heard.

#### **E. Equal Opportunity Employer**

UMBPF is an equal opportunity institution with respect to both education and employment. The policies of the University's programs and activities are in conformance with pertinent federal, state and local laws and regulations regarding non-discrimination. This includes race, color, religion, national origin or ancestry, age, sex or sexual orientation, gender identity or expression, physical or mental disability, marital status, protected veteran's status or political affiliations.

#### **F. Amendments and Revisions**

The Police Force Manual is adopted as the operational policy, procedure, rules and regulations for the UMBPF. Amendments,

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revisions, or additions to this Manual may be implemented by the Associate Vice President for Public Safety at any time.

Antonio Williams  
Associate Vice President for Public Safety  
Chief of Police