



EMPLOYEE SELECTION PROCESS - SWORN

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I. Purpose

The purpose of this Written Directive is to provide an efficient, effective and fair process that will result in the appointment of those individuals who best possess the skills, knowledge and abilities necessary for police officers and police supervisors.

II. Policy

It shall be the policy of the University of Maryland, Baltimore Police Force (UMBPF) to provide every candidate with a fair and accurate testing procedure for the purpose of selecting the best police officer/supervisor candidate. The testing and evaluation process will be in conformance with the law and as defined in this Written Directive.

III. Authority

The Associate Vice President for Public Safety is responsible for all personnel activities, including recruitment and selection for the UMBPF. The Associate Vice President; however, may delegate the coordination of the Agency's recruitment and selection process to the Director of Public Safety.

IV. Professional and Legal Requirements

A. Office of Human Resources Services

1. The Office of Human Resources Services is responsible to formulate, direct and coordinate a comprehensive employment plan that involves positive participation and cooperation with the Associate Vice President or designee, with reference to UMBPF personnel.
2. The Office of Human Resources Services is the centralized personnel agency for the University of Maryland, Baltimore (UMB). Specific selection responsibilities of the Office of Human Resources Services will include:

- a. Establishing or abolishing a position;
 - b. Recruitment announcements;
 - c. Application forms, physical examinations, correspondence with applicants;
 - d. Disqualification of applicants;
 - e. Preparation of relevant components and procedures tailored to meet the specific needs of the UMBPF to ensure the employment of the best qualified applicants;
 - f. Scheduling of oral interviews with applicants;
 - g. Establishing and maintaining eligibility lists, updating names from lists and annual purging of applicant names;
 - h. Recommending qualified candidates to the Director of Public Safety; and
 - i. Benefits orientation for new employees
- B. Orientation Training (On-boarding)
1. The University of Maryland Human Resources Services 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.
 2. The UMBPF provides orientation programs for all newly hired employees that include:
 - a. Orientation to the UMBPF role, purpose, goals, and directives;
 - b. Working conditions; and
 - c. Responsibilities and rights of employees.
- C. The Selection Process
1. Specific selection responsibilities of the Associate Vice President for Public Safety or designee include:
 - a. Recommendations to the Office of Human Resources Services concerning establishing or abolishing a position;
 - b. Recommendations to the Office of Human Resources Services concerning how the skills and attributes of applicants can be measured;

- c. Assisting in actual testing of applicants in areas of physical fitness evaluations and oral interviews;
 - d. Conducting background investigations;
 - e. Scheduling physical, polygraph and psychological examinations;
 - f. Selection and appointment of qualified applicants; and
 - g. Evaluation of probationary employees and recommendations to the Office of Human Resources Services concerning their retention as permanent employees.
2. The Office of Human Resources Services will maintain a manual on file which describes all components of the University employee selection process.
 3. The Office of Human Resources Services will ensure that the selection process uses only those rating criteria or minimum qualifications that are job related.
 4. All elements of the selection process will be administered, scored, evaluated and interpreted in an unbiased manner by the Office of Human Resources Services and the UMBPF. The Office of Human Resources Services and the UMBPF will approve all elements of the selection process to include the scoring processes in each element.
 5. Selection materials are securely stored in the Office of Human Resources Services Records Room and if subsequently disposed of, this destruction will be performed in a manner that prevents disclosure of the information therein.

V. Administrative Practices and Procedures – Sworn Members

A. Selection Procedures

1. The procedure for selection of police employees shall be as follows:
 - a. A physical agility test will be given to applicants. This is a pass/fail test. Failure to pass any one part of the physical agility test is a disqualification. (Physical agility tests are necessary because officers are required to be able to apprehend/arrest suspects, run in foot chases and operate approved weapons);
 - b. A review of qualified candidate resumes;
 - c. Initial interview by an employment representative from the Office of Human Resources Services;
 - d. Panel interviews will be convened by the Office of Human Resources Services and UMBPF representatives. (Applicants must have the ability to effectively orally communicate with the community to obtain information);

- e. Candidates must submit to a drug urinalysis test. (Officers are required to be drug free while performing their assigned duties and in their personal life);
- f. Background investigations will be conducted by the UMBPF. (Officers are required to have a stable personal background, stable work history, not be convicted of a felony or serious crime and possess a valid driver's license and a good driving record);
- g. A polygraph examination will be conducted by a certified polygraph examiner. (Officers are required to be truthful in dealing with the public);
- h. Applicants will be given a conditional offer of employment for those that have not been eliminated from the selection process; and
- i. Applicants must also pass a medical and psychological examination. (Officers must be physically and emotionally stable to perform their duties).

2. Selections will be made by the Associate Vice President for Public Safety.

B. Lateral Entry

Lateral entry is allowed and candidates who desire lateral entry into the UMBPF are required to meet the same requirements as any other applicant, with the exception of the physical agility test. When qualified applicants are available both within and outside the Agency, the selection decision will favor current UMBPF employees.

VI. Minimum Qualifications

A. Police Officer, Corporal, Sergeant, Lieutenant and Captain

1. In order to qualify for employment, the applicant must meet a set of minimum qualifications for their position. Police Officer Grade 9, Police Officer Grade 11, Police Corporal, Police Sergeant, Police Lieutenant and Police Captain are highlighted in this Directive.
2. Police Officer, U.P.O. I, Grade 9
 - a. Police Officers must have graduated from a standard high school or be in possession of a State High School Equivalency Certificate. They must also be 21 years of age and a citizen of the United States.
 - b. Candidates must have 20/50 vision or better in each eye or vision correctable to 20/30 in each eye with corrective lenses.
 - c. Candidates must not have been convicted of a felony and must demonstrate physical ability to perform the job.

- d. Candidates must successfully participate in a background investigation, medical, psychological and polygraph examination.
 - e. Applicants must possess a valid driver's license.
3. Police Officer, U.P.O. II, Grade 11:
Candidates must meet the same qualifications as U.P.O. I., including the satisfactory completion of a Maryland Police and Corrections Training Commission (MPCTC) recognized or approved Police Academy Training Program or a MPCTC approved Comparative Compliance Course if entrance level training was received in another state. Candidates must possess and maintain certification in the State of Maryland as a Police Officer.
4. Master Patrol Officer/Police Corporal, U.P.O. III, Grade 12:
Candidates must meet the same qualifications as U.P.O. II., must have three years experience as a University Police Officer II with an overall satisfactory performance evaluation (PDP) and must have no more than five (5) sick occasions within the current twelve (12) month period. All provisions must be met by June 1, annually. The Master Patrol Officer/Police Corporal appointment program may be suspended by the Associate Vice President for Public Safety. Provisions for a competitive promotion to Master Patrol Officer/Police Corporal are addressed via the FOP MOU (see current MOU).
5. Police Sergeant, U.P.O. IV, Grade 1:
Must meet the same qualifications as U.P.O. II., and must have two years experience as a Certified University Police Officer or two years equivalent post certification experience or possession of an Associate of Arts Degree from an accredited college or university, with a major in law enforcement, criminology, or related field and one year experience as a Certified Police Officer or one year equivalent post certification experience or possession of a Bachelor's Degree from an accredited college or university, with a major in law enforcement, criminology, or related field.
6. Police Lieutenant, U.P.O. V, Exempt Pay Grade:
Must meet the same qualifications as a U.P.O. II., and must have four years experience as a Certified University Police Officer to include one year of police supervisory experience or four years equivalent post certification experience with one year of police supervisory experience or possession of an Associate of Arts Degree from an accredited college or university, with a major in law enforcement, criminology, or related field and three years experience as a Certified Police Officer to include one year of police supervisory experience or three years equivalent post certification experience plus one year police supervisory experience or possession of a Bachelor's Degree from an accredited college or university, with a major in law enforcement, criminology, or related field and two years experience as a Certified University Police Officer to include one year of police supervisory experience or two years equivalent post certification experience plus one year police supervisory experience.

7. Police Captain, U.P.O. VI, Exempt Pay Grade:

Must meet the same qualifications as U.P.O. II., and must have six years experience as a Certified University Police Officer to include two years of police supervisory experience or six years equivalent post certification experience with two years police supervisory experience or possession of an Associate of Arts degree from an accredited college or university, with a major in law enforcement, criminology, or related field and five years experience as a Certified Police Officer to include two years of police supervisory experience or five years equivalent post certification experience with two years police supervisory experience or possession of a Bachelor's Degree from an accredited college or university, with a major in law enforcement, criminology, or related field, as defined by the campus and four years experience as a Certified Police Officer to include two years police supervisory experience or four years equivalent post certification experience with two years police experience.

B. Rejections

1. Those applicants who are rejected will be notified in writing within thirty (30) days after the eligibility list has been established.
2. Rejected applicants have the right to have their rejections reviewed by the Office of Human Resources Services.
3. The review will be in the form of an interview between the rejected applicant and a representative of the Office of Human Resources Services.
4. Candidates who have been rejected for cause (e.g., negative background investigation, etc.) will not be allowed to reapply for two (2) years. The inactive records of the Office of Human Resources Services are compared with the applications which are received to ensure that candidates who have been rejected for cause in the past have not reapplied.
5. The Office of Human Resources Services will normally allow candidates that have not been rejected for cause to reapply and retest for possible placement on the eligibility list at the next application period

C. Rejection Criteria

1. Failure to meet minimum qualifications established for the position of Police Officer as outlined in the Annotated Code of Maryland, Art. 41 Sect. 70A and as established by the Maryland Police and Correctional Training Commission (MPCTC) can cause a candidate to be rejected. A candidate must be at least 21 years of age at time of appointment, a U.S. citizen at time of appointment, possess a High school diploma or GED certificate recognized by the Maryland State Board of Education, eligible for or possession of a valid driver's license prior to appointment and be of good moral character and reputation and emotionally stable as determined by a comprehensive background investigation.
2. Conviction for any state or federal crime may be grounds for rejection of an applicant by MPCTC (by withholding of a state certificate of commission to police status).

3. Failure to meet minimum qualifications for the position (e.g., UPO V requires supervisory experience, etc.).
4. Failing to pass the medical examination given by a licensed physician (in compliance with Art. 41, Sect. 70A) will be considered as rejected and will progress no further in the selection process.

D. Additional Rejection Criteria

1. An applicant must possess the ability to properly grip, hold and operate issued weapons and operate police vehicles.
2. Improper conduct in the military or dishonorable discharge from any branch of the U.S. military service may disqualify an applicant.
3. A discharge from employment on two (2) or more occasions within the past five (5) years, or documented evidence of disciplinary action or discharge on three (3) or more occasions may disqualify an applicant.
4. Conviction for any felony or serious crime and/or conviction of a misdemeanor may be a cause for rejection.
5. Six (6) or more current points against the applicant's driver's license prior to appointment may be cause for rejection.
6. Participation as a plaintiff or defendant in three (3) or more civil court actions reflecting litigiousness and an inability to interact reasonably with other persons may disqualify an applicant.
7. Misleading and/or false information supplied by the applicant to background investigators may be a cause of rejection.
8. Patterns of violence towards other people as evidenced in two (2) or more areas of the background investigation (e.g., military check, arrest for crimes of violence, resident checks, etc.) may be a cause for rejection.
9. A high incidence of accidents due to negligence (as evidenced by two (2) or more vehicular accidents in which the applicant admitted to negligence or negligence was established in a civil or criminal court of law) or a similar history of accidents involving other equipment as determined in the background investigation may be a cause for rejection.
10. Evidence of alcoholism or serious drinking including, but not limited to, convictions for intoxication, poor work history related to alcoholism, repeated intoxication or disorderly conduct revealed through checks of residence and neighbors, evidence of current drug abuse within one year of application, any juvenile felony committed at fourteen (14)

years of age or older, involving violence against other persons and the Personal History Form not completely or accurately completed may be cause for rejection.

11. The following additional grounds for rejection are established if the information upon which the rejection is based has been independently corroborated by background investigation and/or the polygraph examination:
 - a. Evidence of violent behavior;
 - b. Repeated commission of misdemeanors; and
 - c. A composite of unsuitable characteristics (Occasionally a candidate exhibits a number of characteristics which, when reliably documented and taken in combination, produce a pattern judged clearly inappropriate for law enforcement duties.).
12. Failure to satisfactorily complete any phase of the testing procedure may result in disqualification.

E. Additional Candidate Information

Successful applicants will be informed in writing of all elements of the selection process as well as its expected duration prior to their participation in the process.

F. Re-Application/ Re-Testing of Applicants

All candidates not appointed to probationary status will receive information regarding possible reapplication and/or retesting for available positions during the next application period.

G. Records Retention for all Applicants

1. The Technical Services and Records Lieutenant will ensure that records of candidates 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.
2. Records on background investigations for those individuals not appointed to probationary status will be maintained on file for at least seven (7) years and:
 - a. They will be transferred to the Records Section and stored at the Pine Street Police Station or the Bio Park Sub Station for three (3) years; and
 - b. Then be stored at the Maryland State records storage facility in Jessup Maryland, for an additional four (4) years;
3. 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.

- a. Upon separation, they will be stored at the Pine Street Police Station or the Bio Park Sub Station for three (3) years with all inactive employment records for the individual.
- b. Then be stored at the Maryland State records storage facility in Jessup, Maryland for an additional seven (7) years.

VII. Background Investigations

A. Background Search

The background investigation must include a fingerprint search of local, state and federal criminal record files, a check of military records (where applicable), a check of credit agencies at places of residency over the past five years, school records, personal references, neighbors at places of residence over past ten (10) years and present and past employers and fellow employees.

B. Assigning an Investigator

All applicants must submit to a background investigation to verify their character. The background investigation will be conducted by sworn officers under the direction of the Director of Public Safety. Sworn officers utilized to conduct background investigations have been trained in collecting the required information.

C. Fingerprints

For the purpose of record checks, the name and fingerprint classifications of all candidates will be sent to the Baltimore Police Department, the Maryland State Police and the Federal Bureau of Investigation and to other appropriate agencies in places where candidates may have resided.

D. Personal History Statements

Background investigators will use the personal history statement and application in order to verify the candidate's qualifying credentials as well as to compile employment and education information, information on military experience, criminal history information and to complete resident checks. Civil actions, gross negligence and outstanding Workman's Compensation Claims will also be investigated. UMBPF investigators will interview the three personal references required on the application. (The names of the three personal references cannot be former employers or relatives.)

E. Investigations with Rejection Criteria

If the background investigation reveals or substantiates that more than one of the rejection criteria listed in this Written Directive has been violated, the Director of Public Safety will review the entire package and forward it to the Associate Vice President for further investigation and/or rejection.

F. Requirement/Background Investigation

If the applicant has not been hired and it has been six (6) months or more since the background investigation was completed, an updated background investigation must be conducted and the applicant must successfully pass it. The Associate Vice President, however, may conduct another abbreviated background investigation if desired.

VIII. Polygraph Examinations

A. Administration

The polygraph examination will be administered by a person who has been trained in all aspects of the operation of the polygraph including the evaluation of the polygraph information.

B. Taking the Test

Just prior to the examination and after arrival at the location of the polygraph examination, applicants will be provided the questions and given sufficient time to review and understand what is going to be asked of them. All questions regarding the testing procedure or questions that will be asked will be answered by the examiner prior to the start of the examination.

C. Polygraph Results

The results of the polygraph are not sufficient by themselves to disqualify an applicant. However, the results can be used as an investigative tool during the background investigation.

IX. Occupational Qualifications

A. Physical Conditioning

All applicants for sworn positions must be in sound physical condition and pass a medical and psychological examination, including a visual acuity and color vision test. The weight of each applicant must be in proportion to their height and build, as determined by a licensed physician. The purpose of this examination is to check the health of the candidates and to identify any medical problems that might inhibit work performance, shorten a career or contribute to work-related disabilities.

B. Required Medical Examinations

1. All sworn and non-sworn applicants must be able to pass a medical examination as determined by a licensed physician. The medical examination will include:
 - a. Eyesight, as determined by the examining physician, natural or correctable to 20/30;
 - b. Hearing, within acceptable levels as determined by the examining physician;
 - c. A review of recurring and limiting physical injuries, conditions or illnesses which would prevent the applicant from performing the duties of a police officer or prevent the applicant from performing duties that are related to the occupation; and
 - d. Testing for communicable diseases.
2. An emotional stability and psychological fitness examination will be administered to all candidates prior to appointment to probationary police officer status.

3. The Associate Vice President shall appoint a qualified professional to analyze the emotional stability and psychological fitness of all candidates.
4. The UMBPF maintains a report of each medical and psychological examination and disposal of the records is in accordance with federal, state and local requirements for privacy, security and freedom of information.

C. Examination Results

Results and recommendations regarding medical examinations, a candidate's emotional stability and psychological fitness examinations are retained as stated in Section VI, Sub-Section G.

X. Probationary Periods – Police

A. Selection from Eligibility List

After completion of the pre-employment process the Associate Vice President may select a person from the eligibility list and appoint them to the position.

B. Officer Status

1. Upon appointment the employee will be assigned either as a non-commissioned or commissioned officer depending on their previous experience. The agency will submit an Application for Certification (AFC) to MPCTC for the new employee. Within twenty (20) to thirty (30) days of the AFC submission, the applicant must be fingerprinted for the purpose of MPCTC receiving a copy of the applicant's Criminal History Records. The applicant is to apply for his/her full (State and FBI) criminal history records background report through the Criminal Justice Information System Central Repository of the Maryland Department of Public Safety and Correctional Services. Rejection by the MPCTC Officer Certification Unit based on the information received from the criminal history check is grounds for immediate termination.
2. A non-commissioned officer who has not been certified by the Maryland Police and Corrections Training Commission will attend a Maryland Police and Corrections Training Commission approved Police Training Academy within one (1) year from date of hire and then be assigned to a Field Training Officer for further training.
3. A commissioned officer who has previously graduated from an approved police academy and is currently certified as a police officer by the MPCTC will:
 - a. Attend an 18 hours In-Service Training Session to update the MPCTC Commission Certification;
 - b. Qualify with their issued service pistol at the range; and
 - c. Be assigned to a Field Training Officer for field training.

4. A commissioned officer who has previously graduated from an approved police officer entry level training program from another state (Comparative Compliance) will complete the following portions of an MPCTC approved police academy relating to:
 - a. The Maryland Criminal Code;
 - b. The Maryland Motor Vehicle Code;
 - c. The Maryland Juvenile Law and Procedures;
 - d. CPR certification; and
 - e. Entrance Level Firearms Training.

C. Entrance Level Training

1. Employees, who are hired as a U.P.O. I., are required to complete a mandated Entrance Level Police Training Course and will begin a probationary period of one (1) year upon its completion. Previously certified officers (by MPCTC or by out-of-state training academies) must also complete a probationary period of one (1) year. The probationary period for previously certified officers will begin on the date of employment. If the probationary employee's performance has been judged to be satisfactory, permanent employee status will be granted.
2. In compliance with the mandates of the Maryland Police and Corrections Training Commission, the following guidelines will be required for all officers attending an Entrance Level Training Academy:
 - a. Each recruit must maintain a 70% score on each mandated test; and
 - b. Each recruit must complete the minimum curricula for Entrance Level Training for police officers as recommended by the Maryland Police and Corrections Training Commission including 600 hours of entrance-level police training, 35 hours of firearms training and the completion of probationary Status.
3. If a recruit cannot meet the mandated entrance level training as set forth by the Maryland Police and Corrections Training Commission, the officer will face the following options:
 - a. They may be terminated by the University of Maryland, Baltimore Police Force; and
 - b. They may resign of their own free will. If an officer resigns, they may reapply for the next position that becomes available.
4. There are no exceptions to the one year probationary period. During the one year probationary period the Associate Vice President may reject an employee before the

expiration of the probationary period and upon doing so shall submit a report in writing to the Assistant Vice President for Human Resources Services.

D. Reimbursement Required

1. After appointment and prior to beginning entrance level training, the officer must sign a contract for reimbursement of hiring and training expenses. Should an officer resign within two years after successfully completing entrance level training, they will be required to reimburse the UMBPF for the sum of all amounts expended in connection with Entrance Level Training and all other related expenses.
2. Credit for service rendered will be given against the reimbursement obligation at the rate of one-fourth of the total reimbursement obligation for each six months of continuous full-time employment subsequent to completion of the Entrance Level Training.

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