



## EMPLOYEE SELECTION PROCESS – NON-SWORN

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### **I. Purpose**

The purpose of this Written Directive 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 Agency.

### **II. Policy**

It is the policy of the University of Maryland, Baltimore Police Force (UMBPF) 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 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 for Public Safety; however, may delegate the coordination of the Agency's recruitment and selection process to the Director of Public Safety.

### **IV. Professional/Legal Requirements – Non-Sworn Applicants**

#### **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 evaluations and oral interviews;

- d. Conducting background investigations;
  - e. Scheduling physical 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 for Non-Sworn Applicants**

### **A. Procedures**

1. A qualified candidate files an application and resume.
2. An initial interview by an employment representative from the Office Human Resource Management is provided.
3. Panel interviews are convened by the Office of Human Resources Management and UMBPF representatives.
4. A background investigation will be conducted by the UMBPF.
5. A conditional offer of employment is made to qualified applicants.
6. Applicants are given a medical examination.
7. Applicants are given a pre-employment drug screening.
8. Selections are made by the Associate Vice President for Public Safety.

## B. 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.

## C. Records Retention

1. The Technical Services and Records Lieutenant 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.
2. 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.
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, three (3) years in Pine Street Station and seven (7) years in the Maryland State records storage facility in Jessup, Maryland.

## VI. Qualifications for Security Officer

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

## VII. Qualifications/Communications Officer

1. PCO I
  - a. Ability to type at a speed not less than 20 words per minute.
  - b. Graduation from high school or possession of an equivalence certificate.
2. PCO II
  - 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 equivalence certificate.
  - c. Ability to type at least 20 words per minute.

3. PCO III

- 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 equivalence certificate.
  - c. One year of experience and an Associate of Arts Degree in Criminal Justice or related degree.
4. Candidate must be of good moral character.
5. Candidate must be able to pass a written test.

**VIII. 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.

**IX. Employment and Probation**

**A. Pre Employment Process**

After completion of the pre employment process as described earlier, the Associate Vice President for Public Safety may select a person from the eligibility list and appoint them.

**B. Training**

The candidate will then attend training sessions and on-the-job training as determined by the Director of Public Safety.

**C. Probation**

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

**D. Rejection**

During the probation period, the Associate Vice President for Public Safety may at his or 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.

Antonio Williams, MS  
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