



EMPLOYMENT/PROBATION

WRITTEN DIRECTIVE: 4.2
EFFECTIVE DATE: 01-01-1987
REVISION DATE: 03-20-2009

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I Purpose

The purpose of this Written Directive is to establish guidelines for sworn University of Maryland Baltimore Police Force (UMBPF) employees during the probationary period.

II. Policy

The policy of the UMBPF is that all probationary personnel will adhere to the following guidelines while working through the probationary period as defined in this Written Directive.

III. The Employment Process

A. Appointments

After completion of the pre-employment process, the Director of Public Safety may select a person from the eligibility list and appoint them to the position of University Police Officer I or UPO II.

B. Commissioned and Non Commissioned Officers

1. Upon appointment, the employee will be assigned either as commissioned or non-commissioned officer depending on their previous experience.
2. A non-commissioned officer who has not been certified by the Maryland Police and Corrections Training Commission will:
 - a. Attend a MPCTC approved police training academy commencing on the date of appointment.
 - b. After graduation from the academy the officer will receive on the job training (FTO Program).

3. A commissioned officer who graduated from an approved police academy and is certified by the Maryland Police and Corrections Training Commission will:
 - a. Attend an 18 hour In-Service Training Session to update the required MPCTC Certification.
 - b. Qualify with their assigned UMBPF weapon at the range.
 - c. Successfully complete the UMBPF FTO Program.

C. Certification and Probation

1. Certification of a non-commissioned employee will require a minimum of:
 - a. 900 hours of entrance-level police training
 - b. 35 hours in firearms training
 - c. Completion of the FTO Program
 - d. Completion of Probationary Status
2. Any person entering University service by appointment to a permanent position in the classified service shall serve a probationary period.
3. Employees who are hired as a UPO I will begin a probationary period of one (1) year upon completion of the entrance-level police training program. Previously certified officers (by MPCTC or out-of-state) must **also** complete a probationary period of one (1) year. The probationary period for certified officers will begin on the date of employment.
4. Any probationary employee may have their probation extended for an additional period not to exceed six months.
5. During the original probation period, the Director of Public Safety may reject an employee at any time before the expiration of the probationary period. The Director of Public Safety shall then notify, in writing, the Campus Director of Human Resources

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Services and provide a copy to the employee
stating the reason for the rejection.

Antonio Williams
Director of Public Safety