

# Employee Selection Process - Sworn

## 1118.1 PURPOSE AND SCOPE

The purpose of this policy 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.

## 1118.2 POLICY

It shall be the policy of the University of Maryland, Baltimore Police Department (UMBPD) 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 policy.

## 1118.3 AUTHORITY

The Chief of Police is responsible for all personnel activities, including recruitment and selection for the UMBPD. The Chief of Police may delegate the coordination of the UMBPD's recruitment and selection process to the Deputy Chief.

## 1118.4 PROFESSIONAL AND LEGAL REQUIREMENTS

### 1118.4.1 OFFICE OF HUMAN RESOURCES SERVICES

- (a) The Office of Human Resources Services (HRS) is responsible for formulating, directing, and coordinating a comprehensive employment plan that involves positive participation and cooperation with the Chief of Police or designee, with reference to UMBPD employee selection.
- (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, and 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 selection 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; and
  - 9. Orientation/Onboarding for new employees.

*Employee Selection Process - Sworn*

---

**1118.4.2 ORIENTATION/ONBOARDING**

- (a) The UMB HRS conducts regular orientation, commonly referred to as “On-Boarding”, 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 internal orientation programs for all newly hired employees that include:
  - 1. Orientation to the UMBPD role, purpose, goals, and directives;
  - 2. Working conditions; and
  - 3. Responsibilities and rights of employees.

**1118.4.3 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 actual testing of applicants in areas of physical fitness evaluations and oral interviews;
  - 4. Conducting background investigations;
  - 5. Scheduling physical, polygraph, and psychological examinations;
  - 6. Selection and recommendation or employment 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 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.

**1118.5 ADMINISTRATIVE PRACTICES AND PROCEDURES FOR POLICE APPLICANTS**

# University of Maryland, Baltimore Police Department

## Policy Manual

### *Employee Selection Process - Sworn*

---

#### 1118.5.1 SELECTION PROCEDURES

- (a) The procedure for selection of police employees shall be as follows:
  - 1. 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);
  - 2. A review of qualified candidate resumes;
  - 3. Initial interview by an employment representative from the HRS;
  - 4. Panel interviews will be convened by the HRS and UMBPD representatives. (Applicants must have the ability to effectively orally communicate with the community to obtain information);
  - 5. 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);
  - 6. Background investigations will be conducted by the UMBPD. (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 along with a good driving record);
  - 7. A certified polygraph examiner will conduct a polygraph examination. (Officers are required to be truthful in dealing with the public and in court testimony);
  - 8. Applicants will be given a conditional offer of employment for those that have not been eliminated from the selection process; and
  - 9. Applicants must also pass a medical and psychological examination. (Officers must be physically and emotionally stable to perform their duties).
- (b) The Chief of Police will make selections.

#### 1118.5.2 LATERAL ENTRY

Lateral entry is allowed and candidates who desire lateral entry into the UMBPD 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 UMBPD, the selection decision will favor current UMBPD employees.

#### 1118.6 MINIMUM QUALIFICATIONS

##### 1118.6.1 POLICE OFFICER, CORPORAL, SERGEANT, LIEUTENANT AND ASSISTANT CHIEF

- (a) In order to qualify for employment, the applicant must meet a set of minimum qualifications for their position. The Police Officer (UPO 1), Police Officer (UPO 2), Police Corporal, Police Sergeant, Police Lieutenant, and the Police Assistant Chief positions are described in this policy.
- (b) Police Officer, U.P.O. I, Non-Exempt Grade N10:

# University of Maryland, Baltimore Police Department

## Policy Manual

### *Employee Selection Process - Sworn*

---

1. 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;
  2. Candidates must have 20/50 vision or better in each eye or vision correctable to 20/30 in each eye with corrective lenses;
  3. Candidates must not have been convicted of a felony and must demonstrate physical ability to perform the job;
  4. Candidates must successfully participate in a background investigation, medical, psychological, and polygraph examination; and
  5. Applicants must possess a valid driver's license.
- (c) Police Officer, U.P.O. II, Non-Exempt Grade N12, will meet the below criteria:
1. Candidates must have completed a Maryland Police and Corrections Training Commission (MPCTC) recognized or approved Police Entry Level Training Academy program; or
  2. An MPCTC approved Comparative Compliance Course if entrance level training was received in another state; and
  3. Candidates must possess certification in the State of Maryland as a Police Officer.
- (d) Master Patrol Officer/Police Corporal, U.P.O. III, Non-Exempt Grade N14, the applicant will meet the below criteria:
1. Candidates must be a U.P.O. II and have three years' experience as a UPO II;
  2. Have an overall satisfactory performance evaluation (PDP) for the previous three (3) years;
  3. Must have no more than five (5) sick occasions within the previous twelve (12) month period; and
  4. All provisions must be met by June 1, annually.
  5. The Chief of Police may suspend the Master Patrol Officer/Police Corporal appointment program. Provisions for a competitive promotion to Master Patrol Officer/Police Corporal are addressed via the FOP MOU (see current MOU).
- (e) Police Sergeant, U.P.O. IV, Non-Exempt Grade N16, the applicant will meet the below criteria:
1. Must meet be a U.P.O. II or a UPO III (or equivalent if a lateral applicant) and must have three (3) years' experience as a certified UPO II or III or three (3) years equivalent post certification experience if a lateral applicant; or
  2. Possession of an Associate of Arts/Science 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

# University of Maryland, Baltimore Police Department

## Policy Manual

### *Employee Selection Process - Sworn*

---

3. Possession of a Bachelor's degree from an accredited college or university, with a major in law enforcement, criminology, or related field.
- (f) Police Lieutenant, U.P.O. V, Exempt Grade F, the applicant will meet the below criteria:
1. Must meet the same qualifications as a U.P.O. IV., and must have four years' experience as a certified University Police Officer to include one year of police supervisory experience; or
  2. Four years equivalent post certification experience with one year of police supervisory experience; or
  3. Possession of an Associate of Arts/Sciences 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
  4. 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 UPO II or III, to include one year of police supervisory experience or two years equivalent post certification experience plus one-year police supervisory experience.
- (g) Police Assistant Chief, U.P.O. VI, Exempt Grade G. applicant will meet the below criteria:
1. Must meet the same qualifications as U.P.O. V., 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 of police supervisory experience; or
  2. Possession of an Associate of Arts/Sciences 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
  3. 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.

#### 1118.6.2 REJECTIONS

- (a) Those applicants who are rejected will be notified in writing within thirty (30) days after the eligibility list has been established.
- (b) Rejected applicants have the right to have their rejections reviewed by the HRS.
- (c) The review will be in the form of an interview between the rejected applicant and a representative of the HRS.

# University of Maryland, Baltimore Police Department

## Policy Manual

### *Employee Selection Process - Sworn*

---

- (d) 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 HRS are compared with the applications, which are received to ensure that candidates who have been rejected for cause in the past have not reapplied.
- (e) The HRS will normally allow candidates that have not been rejected for a cause to reapply and retest for possible placement on the eligibility list at the next application period

#### 1118.6.3 REJECTION CRITERIA

- (a) Failure to meet minimum qualifications established for the position of a police officer as outlined in the Annotated Code of Maryland, Article 41 Section 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, be of good moral character and reputation, and emotionally stable as determined by a comprehensive background investigation.
- (b) A conviction for any state or federal crime may be grounds for rejection of an applicant by MPCTC by withholding of a state certificate of the commission to police status.
- (c) Failure to meet minimum qualifications for the position (e.g., UPO V requires supervisory experience, etc.).
- (d) Failing to pass the medical examination given by an approved licensed medical professional in compliance with Article 41, Section 70A will be considered as rejected and will progress no further in the selection process.

#### 1118.6.4 ADDITIONAL REJECTION CRITERIA

- (a) An applicant must possess the ability to properly grip, hold, and operate issued weapons and operate police vehicles.
- (b) Improper conduct in the military or dishonorable discharge from any branch of the U.S. military service may disqualify an applicant.
- (c) 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.
- (d) A conviction for any felony or serious crime and/or conviction of a misdemeanor may be a cause for rejection.
- (e) Six (6) or more current points against the applicant's driver's license prior to appointment may be cause for rejection.
- (f) 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.

## *Employee Selection Process - Sworn*

---

- (g) Misleading and/or false information supplied by the applicant to background investigators may be a cause of rejection.
- (h) 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.
- (i) 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.
- (j) 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.
- (k) 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:
  - 1. Evidence of violent behavior;
  - 2. Repeated commission of misdemeanors; and
  - 3. 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.
- (l) Failure to satisfactorily complete any phase of the testing procedure may result in disqualification.

### 1118.6.5 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.

### 1118.6.6 RE-APPLICATION/RE-TESTING OF APPLICANTS

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

### 1118.6.7 RECORDS RETENTION FOR ALL APPLICANTS

- (a) The Investigation Division 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.
- (b) Records on background investigations for those individuals not appointed to probationary status will be maintained on file for at least seven (7) years and:

## *Employee Selection Process - Sworn*

---

1. They will be transferred to the Records Section and stored at the designated on-site storage location for three (3) year, and
  2. Then be stored at the Maryland State records storage facility in Jessup Maryland, for an additional four (4) years.
- (c) Background investigation records of candidates employed will be transferred to the Support Services Bureau and securely stored while the member is employed at the UMBPD. Upon separation, the background packet will be retained for ten (10) years after separation.
1. Upon separation, they will be stored at the designated on-site storage location for three (3) years with all inactive employee records for the individual.
  2. Then be stored at the Maryland State records storage facility in Jessup, Maryland for an additional seven (7) years.

### **1118.7 BACKGROUND INVESTIGATIONS**

#### **1118.7.1 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.

#### **1118.7.2 ASSIGNING AN INVESTIGATOR**

All applicants must submit to a background investigation to verify their character. Sworn officers, under the direction of the Deputy Chief, will conduct the background investigation. Sworn officers utilized to conduct background investigations have been trained in collecting the required information.

#### **1118.7.3 FINGERPRINTS**

For the purpose of record checks, the name and fingerprint classifications of all candidates are 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.

#### **1118.7.4 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. UMBPD investigators will interview the three personal references required on the application. (The names of the three personal references cannot be former employers or relatives.)



## *Employee Selection Process - Sworn*

---

### 1118.7.5 INVESTIGATIONS WITH REJECTION CRITERIA

If the background investigation reveals or substantiates that more than one of the rejection criteria listed in this policy has been violated, the Deputy Chief will review the entire package and forward it to the Chief of Police for further investigation and/or rejection.

### 1118.7.6 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 Chief of Police, however, may conduct another abbreviated background investigation if desired.

## 1118.8 POLYGRAPH EXAMINATIONS

### 1118.8.1 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.

### 1118.8.2 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. The examiner will answer all questions regarding the testing procedure or questions that will be asked prior to the start of the examination.

### 1118.8.3 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.

## 1118.9 OCCUPATIONAL QUALIFICATIONS

### 1118.9.1 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.

### 1118.9.2 REQUIRED MEDICAL EXAMINATIONS

- (a) 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:
  - 1. Eyesight, as determined by the examining physician, natural, or have 20/50 vision or better in each eye or vision correctable to 20/30 in each eye with corrective lenses;
  - 2. Hearing, within acceptable levels as determined by the examining physician;

## *Employee Selection Process - Sworn*

---

3. 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
  4. Testing for communicable diseases.
- (b) An emotional stability and psychological fitness examination will be administered to all candidates prior to appointment to probationary police officer status.
  - (c) The Chief of Police shall appoint a qualified professional to analyze the emotional stability and psychological fitness of all candidates.
  - (d) The UMBPD 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.

### 1118.9.3 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.

## **1118.10 PROBATIONARY PERIODS**

### 1118.10.1 SELECTION FROM ELIGIBILITY LIST

After completion of the pre-employment process, the Chief of Police may select a person from the eligibility list and appoint them to the position.

### 1118.10.2 OFFICER STATUS

- (a) Upon appointment, the employee will be assigned either as a non-certified or certified officer depending on their previous experience. The UMBPD 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.
- (b) A police applicant 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.
- (c) A police applicant who has previously graduated from an approved police academy and is currently certified as a police officer by the MPCTC will:
  1. Attend 18 hours of in-service training to maintain the MPCTC Commission Certification;
  2. Qualify with their issued service pistol at the range; and

## *Employee Selection Process - Sworn*

---

3. Be assigned to a Field Training Officer for field training.
- (d) A police applicant who has previously graduated from an approved police officer entry-level training program from another state will complete the following portions of an MPCTC approved police academy relating to the Comparative Compliance program:
  1. The Maryland Criminal Code;
  2. The Maryland Motor Vehicle Code;
  3. The Maryland Juvenile Law and Procedures;
  4. CPR certification; and
  5. Entrance Level Firearms Training.

### 1118.10.3 ENTRANCE LEVEL TRAINING

- (a) 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 satisfactory, permanent employee status will be granted.
- (b) 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:
  1. Each recruit must maintain a 70% score on each mandated test; and
  2. 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.
- (c) If a recruit cannot meet the mandated entrance level training as set forth by the Maryland Police and Corrections Training Commission, the recruit will face the following options:
  1. They may be terminated by the University of Maryland, Baltimore Police Force, or
  2. They may resign of their own free will. If a recruit resigns, they may reapply for the next position that becomes available.
- (d) During the one-year probationary period, the Chief of Police may reject an employee before the expiration of the probationary period; but, if the probationary employee is the subject of a **brutality complaint** and has been found "Not Guilty" at a trial board, the Chief **may not terminate** the officer for **brutality**. When a termination on probation occurs, a report is submitted in writing to the Assistant Vice President for Human Resources Services.

## *Employee Selection Process - Sworn*

---

### 1118.10.4 REIMBURSEMENT REQUIRED

- (a) 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 UMBPD for the sum of all amounts expended in connection with Entrance Level Training and all other related expenses.
- (b) Credit for service rendered will be given against the reimbursement obligation at the rate of one-fourth of the total reimbursement obligation for every six months of continuous full-time employment subsequent to completion of the Entrance Level Training.