



Selection of Personnel

Section: 1.432
Effective Date: September 15, 2010
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1.432 Selection of Personnel

1.432.02 Administration of Selection Process

- A. Selection processes herein described are applicable for initial hiring processes of full time, sworn and non-sworn agency employees.
- B. The University of Maryland School System's **179.0 VII-1 – Policy on Recruitment and Selection**, MPTSC, General Regulations Chapter .01, and the ADA are the foundational directives guiding the agency's selection process for sworn, classified employees.
- C. In accordance with university directives, the Assistant Vice President (AVP) of the University Human Resources coordinates all appointments in classified service. University Human Resources forwards to the agency lists of eligible candidates from which the Captain selects applicants for appointment in accordance with this directive.
- D. Although authority for the selection process is shared with University Human Resources, the agency maintains primary responsibilities for conducting selection processes.
- E. The Captain retains responsibility for identifying specific personnel needs of the agency and determining the skills and personal attributes required for positions.

1.432.04 Uniform Conduct of Selection Process

- A. All elements of the selection process use only those rating criteria or minimum qualifications that are job related.
- B. All components of the selection process will be administered, scored, evaluated, and interpreted uniformly for all candidates.

1.432.06 Selection Materials Security & Retention

- A. The agency complies with all USM, state, and federal requirements for the privacy, security and access to information of all candidates' records and applicant materials.
- B. Selection process materials utilized by the agency will be stored in secure areas when not being used.
 - 1. Security of selection process materials is the responsibility of the Lieutenant.
 - 2. Access to selection process materials will be permitted only to those agency employees who are directly involved in the administration and operation of the selection process.
- C. Selection process materials deemed sensitive, but no longer in use, will be shredded or otherwise disposed of by the Lieutenant.
- D. In conjunction with HR, records of applicants not selected for employment will be retained consistent with the agency's Records Retention & Destruction Schedule then destroyed unless records are subject of appeals or litigation extending past destruction timetables.

1.432.08 Selection Process Information

- A. Applicants on eligibility lists received by the agency from University Human Resources will be contacted by agency representatives and made aware of:
 - 1. All elements of selection processes;
 - 2. Expected duration of selection processes;
 - 3. A polygraph will be required for all sworn personnel; and
 - 4. The university's and agency's policies on reapplication.

- B. Agency personnel involved in management or supervision of selection processes will maintain periodic contacts with applicants from the time lists of eligible candidates are received by the agency from University Human Resources until final employment decisions are made by the Captain.
- C. Except in cases of missed deadlines, applicants will not be eliminated from selection processes because of minor omissions or deficiencies that can be corrected prior to testing or oral review boards.
- D. Applicants determined to be unsuitable for appointment will be informed in writing by the Lieutenant within 30 days of such determinations.

1.432.10 Written Examinations

- A. Written tests, when used if/when considering an applicant with no prior “certified” police experience, will be provided by outside vendors to measure job related general and police aptitude.
- B. Cut-off threshold scores are based on validated information supplied by test vendors.
- C. Lateral transfers or those applicants having prior MPTSC certified police officer training will receive interviews in lieu of testing.

1.432.12 Oral Interviews

- A. Candidates will be offered to be interviewed by oral review boards consisting of personnel approved by the Captain.
- B. Oral review board members will receive materials and instructions on the oral review board process as well as dimensions and qualities to be evaluated during interviews through HR.
- C. The agency may include members of the community on oral review boards.
 - 1. Staff members conducting oral reviews must:
 - a. Be dressed appropriately and present an appropriate demeanor;
 - b. Receive materials and training on the oral review board process as well as dimensions and qualities evaluated during interviews; and
 - c. Be approved by the Captain.

1.432.14 Polygraph Examinations

- A. Polygraph instruments are used as investigative aids during selection processes for sworn personnel and **may** be used during selection processes for non-sworn personnel.
 - 1. Indications of deception during truth verification examinations will not be single determinants of unsuitability for appointment to probationary status.
 - 2. Admissions during pretests, tests, or post-test interviews, combined with other information may be sufficient to support selection status decisions.
- B. Polygraph instrument operators administering and evaluating examinations, through the vendor providing polygraph services for the agency, will have professional training in the use of truth verification instruments and evaluation of data resulting from such examinations.
- C. Applicants who are scheduled for truth verification examinations will be provided lists of areas from which questions may be asked by the vendor.

1.432.16 Background Investigations

- A. A review of any criminal record, a verification of qualifying credentials and three personal references are required for all candidates prior to appointment.
- B. Background investigations for interns will be conducted as necessary and appropriate.
- C. Additionally, applicants for sworn UBPB positions must be the subjects of background investigations consistent with MPTSC regulations prior to probationary status appointment.
- D. As such, background investigations on applicants for sworn positions must include, but are not limited to, checks of:
 - 1. Citizenship status;
 - 2. Age;
 - 3. Criminal history through NCIC, FBI, and appropriate state and local criminal history record information repositories;
 - 4. Military records;
 - 5. Educational records;
 - 6. Credit history;
 - 7. Three personal references;

8. Neighbors; and
9. Employment references.
- E. Personnel utilized by the agency to conduct background investigations will be trained in collecting required information.
- F. Background investigation records will be retained in secure locations by the agency, in keeping with the University's record retention protocol.

1.432.18 Medical & Psychological Examinations

- A. Medical examinations designed to assess the general health of applicants will be conducted after conditional offers of employment have been made, but prior to probationary status appointments.
- B. Psychological examinations designed to assess emotional stability and psychological fitness of candidates for sworn positions will be conducted by qualified professionals after conditional offers of employment have been made, but prior to probationary status appointments.
- C. Results and recommendations of medical, emotional stability, and psychological fitness examinations sent to the agency are retained in secure locations in keeping with the University's record retention protocol, then destroyed.

1.432.20 Probationary Periods

- A. All full-time employees of the agency must successfully complete probationary periods of at least six months before being granted permanent status.
 1. Sworn and non-sworn employee probationary periods are generally regulated by directives contained in University Human Resources. These directives address, at a minimum:
 - a. Persons subject to probation;
 - b. Persons not subject to probation;
 - c. Length of original and status change probationary period;
 - d. Termination of probation;
 - e. Extension of probation; and
 - f. Rejection on probation.
 2. Entry level applicants for a sworn position, having no previous MPTSC certified training must successfully complete MPTSC entry level training, field training, and a probationary period of one year from the date of completion of the entry level training before being granted permanent status.

(MPTSC regulations forbid sworn personnel from serving probationary periods longer than an amount of days totaling one year without completing entry level training.)
 3. Applicants applying as a lateral transfer or with previous MPTSC training must complete a one year probationary period after completing any required "Field" or other "Comparative Compliance" training before being granted permanent status.
 4. Before being granted permanent status in new jobs, sworn personnel promoted to higher ranks must successfully complete:
 - a. Probationary periods of at least six months from date of promotion; and
 - b. Any mandatory training.
 5. Non-sworn personnel must successfully complete probationary periods of at least six months from date of hire or promotion.
 6. The agency may obtain probationary period extensions from University Human Resources that enable employees to serve probationary periods not to exceed one year.
 7. UPO I's are automatically reclassified to UPO II upon successful completion of probationary periods.
- B. The performance of probationary employees will be evaluated at least quarterly during their probationary periods.
 1. Probationary evaluations will be conducted consistent with **1.440 Goal Setting and Evaluation**.
 2. Evaluations of probationary employees involved in field training will be conducted on a weekly basis and consistent with directives contained in **1.500 Training**.
 3. Probationary employees have the right to appeal evaluations which they believe are not accurate or fair.
 - a. Probationary employees wanting to challenge evaluations should first discuss their evaluations with their raters and reviewers.

- b.** Formal appeals of probationary evaluations will be conducted consistent with **1.444 Grievances** and procedures contained in the current Memorandums of Understanding.