



Reclassification to Master Police Officer

Section: 1.433
Effective Date: March 30, 2011
Amended: January 7, 2021

1.433 Master Police Officer (MPO)

Reclassification potential for Master Police Officer is a career enhancement opportunity for in-house, sworn personnel who meet basic eligibility requirements.

1.433.02 System Responsibility

- A. The Captain will, from current information accessible to all officers, prepare a promotional examination and post a study guide for interested officers.
- B. A date and time will be selected and posted for interested officers to apply.

1.433.04 Lists of Eligible Candidates

- A. Officers interested in applying for reclassification to MPO must respond in writing or e-mail.
- B. A list of eligible officers will be posted and all notified of the date, time and location of the test.

1.433.06 Time-In-Service Requirements

- A. Only Officers who meet the time-in-service requirement are eligible to participate in the reclassification processes.

1.433.08 Performance Evaluation Reviews

- A. Candidates will have their performance evaluations reviewed to ensure candidates meet announced evaluation criteria.
- B. Candidates who do not meet announced evaluation criteria will not be eligible to continue in the current process.

1.433.10 Written Examinations

- A. Written examinations are composed of questions that are job related and nondiscriminatory.
 - 1. Test questions:
 - a. Can be true/false, multiple choice, and/or matching; and
 - c. Are retained by the agency after testing.
 - 2. Source materials will be announced at least 6 weeks prior to examinations.

1.433.12 Selection for Reclassification

- A. All officers passing the test are appointed to Master Police Officer.

1.433.14 Appeals and Reviews

- A. Candidates may review and appeal adverse decisions concerning their eligibility for, or appointment to, MPO.
- B. The Captain will ensure test review and appeal sessions are scheduled, announced to all candidates, and conducted.
 - 1. Candidates will be given controlled time periods to review questions and answer keys and prepare written appeals.

2. Candidates must complete their own appeals. Collaboration between candidates during test review and appeal sessions will not be allowed.
 3. Test packets will be retained by the agency after review and appeal sessions.
 4. Appeals must be based only on issues related to:
 - a. Multiple answers are correct;
 - b. No answers are correct;
 - c. Miscalculation;
 - d. Job relatedness; or
 - e. Discrimination.
 5. Appeals must contain reasons, or issues, leading to appeals and requested resolutions.
 6. Appeals will be considered by appeals panels comprised of HR and UBPD personnel.
 - a. Appeal panels will render decisions within ten work days after meeting.
 - b. Successful appeals will be applied to all candidates whose initial answers coincide with appellant's answers.
 - c. Decisions of appeal panels are based on simple majority votes and will be binding.
- C. Officers failing to meet eligibility requirements may reapply and retest during future reclassification processes.

1.433.16 Participant Integrity

- A. Cheating, falsification of credentials, deliberate credential misrepresentation, or other breaches of conduct, ethics, etc. relating to reclassification system integrity will minimally result in involved candidates being removed from the current process.
- B. All information provided by candidates in, or for, reclassification process purposes is subject to investigation or verification.

1.433.18 Master Police Officer

- A. The University agrees to establish an internal title of Master Police Officer (MPO) to which members of the bargaining unit agreement *between the Fraternal Order of Police Lodge #146 and the University of Baltimore Sworn Police Officer Unit* will be assigned upon meeting all of the eligibility requirements as outlined in the current Memorandum of Understanding (MOU).

1.433.20 Definition

- A. Under general supervision, the MPO performs the duties of a Police Officer and may function in a lead capacity or as an independently recognized specialist in an ongoing law enforcement program or may function as a shift supervisor for a small group of police officers.
- B. The MPO will perform the primary duties as outlined in the University System of Maryland Job Class Specification for University Police Officer III (grade 14).
- C. The MPO designation is an appointment, not a promotion. Officers appointed to this designation will not receive any additional compensation for serving as Officer in Charge (OIC) and/or for serving as Field Training Officer (FTO).

1.433.22 Qualification and Eligibility

- A. Must have three (3) years of consecutive service as a UB Police Officer as of July 1st of the year in which he/she is deemed eligible for appointment to the MPO designation.
- B. Must maintain a "Satisfactory/Meets Expectations" rating or the equivalent thereof in the Annual Performance evaluation in all categories for the two (2) consecutive Performance Management Process (PMP) periods and the intervening time period thereafter immediately prior to the current consideration of the Officer's candidacy. For purposes of this provision, the PMP rating period shall be on an annual basis from April 1 through March 30.

- C. Must not have been on Sick Leave Certification Requirement pursuant to Article 14 (Sick Leave) during the twelve (12) months preceding the date on which the test is administered.
- D. Must not have any finding of “guilty” rendered by a duly convened LEOBR hearing panel in any disciplinary action within the twelve (12) months period prior to the date on which the test is to be administered. If an officer is under investigation for charges which are pending before a LEOBR hearing panel based on allegations of misconduct that allegedly took place during the twelve (12) months period prior to the date on which the test is administered, the officer may still be eligible to take the MPO examination; provided, however, that should a LEOBR panel subsequently issue a “guilty” finding, the officer shall not be entitled to be designated as an MPO or to receive the increase accompanying such designation for a period of twelve (12) months following the issuance of the finding, provided that the officer meets the other eligibility requirements of this Section. If following a LEOBR hearing a finding of “not guilty” is made, the officer shall be entitled to be designated an MPO and given the accompanying rate increase, retroactive to July 1st immediately preceding the finding of the LEOBR hearing board.
- E. Must pass the MPO Written Examination (See Section 4 of MOU).

1.433.24 MPO Written Examination

- A. Those bargaining unit members who meet all of the qualifications pursuant to Section 3 of the MOU may request to take the MPO Written Examination. This examination is not intended to be a competitive exam.
- B. While the University welcomes suggestions and input from the Union and members of the bargaining unit regarding the information which the MPO qualifying exam is intended to cover, the actual questions included in the qualifying exam, including the number and type of questions, remain within the sole discretion of the University. The Office of Human Resources will review and approve the examination before it is administered.
- C. The MPO Written Examination will require a passing score of at least Seventy-five percent (75%).
- D. The University will offer the examination in January and July each year on a date to be set by the Department.
- E. If there are no qualified members available to take the test pursuant Section 3 of MOU, the examination will not be given until the next scheduled test is held pursuant to D above.

1.433.26 Compensation

- A. Upon passing the MPO Written Examination, the Officer will receive a salary increase of six percent (6%).
- B. The effective date of the salary increase for an Officer who passes the MPO Written Examination will be the beginning of the second full pay period following the date on which the officer took the examination.