

1.432 SELECTION OF PERSONNEL

1.432.02 Administration of Selection Process

- A. Selection processes herein described are applicable for initial hiring processes of all sworn and full-time non-sworn agency employees.
- B. The university's policy **SEARCH AND SELECTION PROCEDURES FOR CLASSIFIED STAFF**, MPTC General Regulations Chapter .01, and the ADA are the foundational directives guiding the agency's selection process for all sworn, classified employees.
- C. In accordance with university directives, the Director 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 chief 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 chief retains responsibility for identifying specific personnel needs of the agency and determining the skills and personal attributes required for positions.
- F. The agency's selection process function is organizationally coordinated and assigned consistent with **1.200 Organization**.

1.432.06 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.

1.432.08 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 Training and Personnel Unit.
 - 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 Training and Personnel Unit.
- D. Records of applicants not selected for employment will be retained consistent with the agency's Records Retention & Destruction Schedule and then destroyed unless records are subject of appeals or litigation extending past destruction timetables.

1.432.10 Selection Process Information

- A. Applicants on lists of eligibles 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. Listings of topical areas from which polygraph questions will be drawn; 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 chief.
- C. Excepting 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 Training and Personnel Unit within 30 days of such determinations.

1.432.12 Written Examinations

- A. Written tests, if used, 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.

1.432.14 Oral Interviews

- A. Candidates will be offered to be interviewed by oral review boards consisting of personnel approved by the chief.
- B. Oral review board members will receive materials and training on the oral review board process as well as dimensions and qualities evaluated during interviews.
- C. The agency may include members of the community on oral review boards.
 - 1. Community members of oral review boards must:
 - a. Complete consent applications and release agreements at least five business days prior to their oral review board activities;
 - b. Be dressed appropriately and present an appropriate demeanor;
 - c. Receive materials and training on the oral review board process as well as dimensions and qualities evaluated during interviews; and
 - d. Be approved by the chief.
 - 2. Participation by community members in oral review boards will not be approved because:
 - a. Applicants supply untruthful information in their applications;
 - b. Applicants refuse to execute the Consent and Release Agreement;
 - c. Applicants have adverse criminal histories or driving records;
 - d. Applicants do not present an appropriate dress or demeanor;
 - e. Applicants are intoxicated, under the influence of alcohol or other substances, or have the odor of alcoholic beverages on or about their persons;
 - f. Evidence is developed to indicate applicants may intend to disrupt, or interfere with, agency or university activities; or
 - g. Other reasons as determined by the chief.

1.432.16 Truth Verification Examinations

- A. Truth verification 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. Truth verification instrument operators administering and evaluating examinations 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 prior to such examinations.

1.432.18 Background Investigations

- A. All applicants for sworn positions must be the subjects of background investigations consistent with MPTC regulations prior to probationary status appointment.
- B. Background investigations for non-sworn agency employees and interns will be conducted as necessary and appropriate.
- C. 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. Truth verification examinations;
 8. At least three personal references;
 9. Neighbors; and
 10. Employment references.
- C. Background investigations on applicants for non-sworn positions must include, but are not limited to:
 1. Criminal history checks through NCIC, FBI, and appropriate state and local criminal history record information repositories;
 2. Verification of qualifying credentials;
 3. Credit history; and
 4. Checks of at least three personal references.
- D. Personnel utilized by the agency to conduct background investigations will be trained in collecting required information.
- E. Background investigation records are retained in secure locations by the agency for 10 years after employee's separation then destroyed.

1.432.20 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 by the agency for 10 years after employee's separation then destroyed.
- D. Psychological examinations must be conducted by a psychologist approved by the Maryland Police and Correctional Training Commission.

1.432.22 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 Policies and Rules for Classified Employees of the University of Maryland. 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, sworn personnel must successfully complete entry level training, field training, and probationary periods of at least six months from date of completion of entry level classroom training before being granted permanent status.
 3. Before being granted permanent status in their 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.
 4. Non-sworn personnel must successfully complete probationary periods of at least six months from date of hire or promotion.
 5. The agency may obtain probationary period extensions from University Human Resources that enable employees to serve probationary periods not to exceed one year.
 6. MPTC regulations forbid sworn personnel from serving probationary periods longer than an amount of days totaling one year without completing entry level training.
 7. Privates (UPO I) are automatically reclassified to PFC (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 University Human Resources Policies and Rules for Classified Employees of the University of Maryland.