



Section 3/700 ♦ Personnel Management		
3 / 711	Recruitment / Selection of Sworn Personnel	5/1/96 Rev 3/23/07
Accreditation Standards	22.3.1/31.1.1/31.1.2/31.2.1/31.3.2/31.3.3/ 31.3.4/32.1.1/32.1.2/32.1.3/32.1.5/32.2.1/ 32.2.2/32.2.4/32.2.5/32.2.6/32.2.7/32.2.8/ 32.2.9	

3 / 711.05 POLICY

The recruitment, selection and appointment of qualified applicants for positions with the Laurel Police Department shall be completed in compliance with all departmental, city and state guidelines and mandates to insure the integrity of the process, as well as to ensure selection of those most qualified for the position.

3 / 711.06 RECRUITMENT

During any recruitment effort, the Chief of Police will ensure that the department is actively involved in order to accomplish hiring and ethnic/gender composition goals.

The department, with the approval of the City Personnel Office may utilize experienced personnel to make personal contact with area police academies in an effort to recruit qualified applicants.

Personnel assigned to recruiting activities will undergo recruitment training to include, but not limited to:

- ♦ Department needs and goals
- ♦ Equal Employment Opportunity
- ♦ Personnel Matters, e.g. salaries, benefits, and retirement.
- ♦ Qualifications, skills, and abilities necessary for employment
- ♦ Familiarization with the background investigation process.

3 / 711.07 RECRUITMENT PLAN

The Laurel Police Department is committed to a sworn work force that represents the composition of the City of Laurel. The Department’s recruiting efforts will strive to ensure that this objective and any other recruitment objectives are met. In order to achieve these objectives, personnel assigned to recruiting activities should:

- ♦ Utilize minority personnel to recruit from culturally diverse communities.
- ♦ Conduct recruitment activities outside the department’s jurisdiction.
- ♦ Periodically conduct career days or nights to promote employment with the agency.

This plan will be reviewed and the department’s objectives revised every two years.

3 / 711.08 JOB ANNOUNCEMENTS

In addition to the posted job announcements in newspapers, at City Hall, and on the City’s World Wide Web page, the department will post job announcements with community service organizations in and around the department’s jurisdiction.

3 / 711.09 APPLICATIONS

Applications for sworn positions that have deficiencies or minor omissions that can be corrected prior to the testing or interview process will not be rejected.

3 / 711.10 ROLE OF THE POLICE DEPARTMENT IN SELECTION

The selection process for sworn personnel will consist basically of six elements:

- Written Police Officer Entrance Examination (which will be waived for certified police officers)
- Physical Fitness Screening
- Oral Interview
- Psychological Examination
- Medical Examination
- Background Investigation

All elements of the selection process will be administered, scored, evaluated, and interpreted in a uniform manner to include time limits, oral instructions, practice problems, answer sheets, and scoring formulas.

Failure to successfully complete any of these elements in accordance with established scores or standards will make the applicant ineligible for appointment and will be justification for removal of the applicant from the remaining selection processes. Notification of elimination from the process will be handled by the Department’s Special Operations Division. The City’s Office of Budget & Personnel Services will be responsible for collecting all applications and forwarding them to the Special Operations Division for processing. The Special Operations Division will coordinate all scheduling and notification of all applicants for the written examination, physical fitness screening, oral interview, psychological

examination, and medical examination in coordination with the Office of Budget & Personnel Services.

The Special Operations Division will also notify all applicants of the results of each of the elements of the selection process and continuing eligibility to participate in the selection process.

During the selection process of sworn personnel, members of the Special Operations Division will be responsible for the following activities:

- Scheduling, administering and monitoring with the written examination administered to applicants, in conjunction with the Office of Budget & Personnel Services.
- Conducting the physical fitness screening.
- Conducting Oral Interviews of all applicants who have successfully completed the written examination and physical fitness screening phases of the selection process. The Office of Budget & Personnel Services will monitor this.

Upon successful completion of the written examination and physical fitness screening, the Special Operations Division, will conduct thorough background investigations on all candidates. These background investigations will be completed in accordance with guidelines set by the Maryland Police Training Commission, and will be performed by investigators with prior training in Investigative Procedure and Documentation.

Upon completion of each applicant background investigation, the investigator will forward a Report of Investigation to the Commander of the Special Operations Division, stating the results of the investigation and the applicant's suitability for hire.

The Commander of the Special Operations Division will review the Report of Investigation detailing the results of the background of the investigation. He/she will then forward a recommendation for hire or discontinuation of consideration to the Deputy Chief of Police.

3 / 711.15 WRITTEN EXAMINATION

Only professionally validated entry-level police officer entrance examinations will be utilized for this element of the section process. A copy of the development and validation of the examination will be obtained and will remain on file in the Office of Budget & Personnel Services for any written test administered. This element of the process will be waived for certified police officers.

3 / 711.20 PHYSICAL FITNESS SCREENING

A physical agility test will be given to all police applicants who pass the written examination. The agility test is given to determine physical qualifications necessary to perform the job of a police officer.

Only an agility test that demonstrates job relatedness will be used.

A task analysis study of entry-level law enforcement officers in the State of Maryland was conducted for the Maryland Chiefs of Police Association (MCPA). This analysis resulted in a core job description for the entry-level law enforcement officer and job related physical fitness screening and medical screening guidelines.

The results of the study were published in a document titled, "A Task Analysis Study of Entry-Level Law Enforcement in the State of Maryland 1995-1996." The Laurel Police Department will utilize the "Pre-Employment Physical Fitness Test Battery" presented in this document for the physical fitness screening element of the selection process.

3 / 711.25 ORAL INTERVIEW RATING

The Oral Interview is mandated by the Maryland Police Training Commission as an integral part of the selection process of police applicants, as is documented in Title 12, Subtitle .04, Chapter 01. The applicant will be judged on the following job related elements:

- **POISE / CARRIAGE** - The applicant must have an ease and dignity of manner to project control.
- **COMMUNICATIONS SKILLS** - The applicant must be able to successfully communicate verbally with those whom he / she encounters as a police officer.
- **INTERPERSONAL SKILLS** - The applicant must be able to show interest and understanding of others when making contact with members of the community.
- **PROBLEM SOLVING** - The applicant must show maturity, reasonable judgment and the capacity to solve problems in day-to-day service.
- **DECISION-MAKING / ASSESSMENT** - The applicant must be able to assess situations and make decisions, determinations, and reasonable judgments, often without immediate assistance.

To judge each of these characteristics, a series of questions are asked of each applicant. The topics of these questions

vary and are designed to afford each candidate ample opportunity to verbally and visually express him/herself.

The Oral Interview Board will consist of not less than three (3) sworn members of this agency who are not on a probationary status, and who have been selected by the Deputy Chief of Police or his/her designee. Each board member will tabulate his/her final score on an applicant, based on each element of the Oral Board. On any Oral Interview Board, all board members must give the applicant a score of 30 or above for the applicant to proceed to the next step of the selection process. After the individual scores are tabulated, the total of all scores is averaged for inclusion in the Background Investigator's Report of Investigation.

3 / 711.30 PSYCHOLOGICAL ASSESSMENT

A qualified professional will conduct an emotional stability and psychological fitness examination of each candidate. A licensed psychologist will assess and report the candidate's emotional stability and psychological fitness to perform relevant functions and tasks required of a police officer as contained in "A Task Analysis Study of Entry-Level Law Enforcement in the State of Maryland 1995-1996."

3 / 711.35 MEDICAL EXAMINATIONS

All police applicants will be required to complete a Medical History Statement and undergo a medical examination by either a qualified physician or surgeon licensed to practice in the State of Maryland.

The Medical Guidelines contained in the "Task Analysis Study of Entry-Level Law Enforcement in the State of Maryland 1995-1996" will be utilized. The examination will also include drug screening and any other requirements mandated by the Maryland Police Training Commission (MPTC).

3 / 711.40 POLICE APPLICANT BACKGROUND INVESTIGATION

The assigned investigator will document and maintain contact with the applicant throughout the background investigation phase.

The background investigation will meet or exceed all requirements as documented by the Maryland Police Training Commission, Title 12, Subtitle .04, Chapter 01.

A trained investigator whose responsibility it is to document the applicant's suitability for employment as a police officer will complete the Police Applicant Background Investigation. All facets of the background

investigation will be utilized in determining the applicant's suitability for employment with this agency.

The information assembled in the background investigation phase shall be stored within a three ring binder and will include the following material:

- Application
- Written Examination answer sheet / scored (if applicable)
- Physical Fitness Screening results
- Oral Interview results
- Employment Application booklet. Intentional falsification or omissions may be cause for removal from selection process.
- Authorization for Release of Information. Refusal to provide a Release of Information will be cause for removal from the selection process.
- Applicant's photograph
- Latent Print Cards with clearance from: CJIS, Maryland State Police, Federal Bureau of Investigation. Discovery of a criminal history that is omitted or falsified will be cause for removal from the process.
- Copies of birth, marriage, divorce documents
- High School Diploma / Equivalency Certificate
- Credit History check. Extensive debt or unexplainable defaults may be used in conjunction with other background information to remove applicant from selection process.
- Medical History Questionnaire. Medical history is only requested after a conditional offer of employment is made.
- Polygraph Examination results. Polygraph examination is only completed after a conditional offer of employment, and will only be conducted by personnel trained in the administration of these tests. Admissions of drug use in contrast with City of Laurel policy, MPTC Guidelines, while employed as police officer, or while involved in the selection process will be considered grounds for removal from the process. A deceptive indication in and of itself must be further investigated before removal from the selection process. A deceptive indication is not adequate justification for removal from the process. Polygraph questions will be drawn from the applicant's Employment Application Booklet, which indicates that all responses in the Booklet are subject to verification by a Polygraph Examination.
- Military History documentation. Unfavorable information must be substantiated, and may be used with other information to remove applicant from selection process.
- Documented personal reference contacts. Unfavorable information must be substantiated, and

may be used with other information to remove applicant from selection process.

- Documented school reference contacts. Unfavorable information must be substantiated, and may be used with other information to remove applicant from selection process.
- Driving History records (each state of residence). Repetitive or serious violation convictions may be justification for removal of applicant from the selection process.
- Criminal History Check, including jurisdiction of residence. Discovery of a criminal history that is omitted or falsified will be cause for removal from the process.
- Documented contacts with prior employment and coworkers. Severe or repetitive disciplinary problems, improper conduct, poor attendance or work performance, which has been documented may be used as justification to remove the applicant from the selection process. Failure by the applicant to provide truthful and complete information may also be used as justification to remove the applicant from the process.
- Documented neighborhood contacts for previous ten (10) years. Severe or repetitive problems with neighbors, improper conduct or inappropriate behavior may be used in conjunction with other information documented in the background process as justification to remove the applicant from the selection process, as is incomplete or false information.
- Medical / Psychological Examination results / to include drug screening in accordance with MPTC Guidelines. Must be completed in accordance with MPTC requirements, and may be justification for removal from selection process.
- Documentation of prior job related training
- Completed Report of Investigation
- Sealed Investigator's Notes

END OF ORDER