



# SYKESVILLE POLICE DEPARTMENT

## Recruitment and Selection Process

General Order 3-2      Effective: 10/17/17

Authorized by: *Michael A. Spaulding* Chief of Police

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### I. PURPOSE

This directive establishes the department's recruitment and selection process and the procedures set forth herein are designed to ensure that only those persons who meet the high standards of the agency are selected to serve.

### II. POLICY

The Town of Sykesville is an equal opportunity employer and is committed to ensuring that our hiring process does not adversely impact any segment of the population, and results in a police force reflective of the community that we serve. The department, in conjunction with the Town's Human Resources Department, will work collaboratively to ensure a fair and impartial selection process.

### III. RECRUITMENT AND SELECTION PROCESS

- A. Personnel involved in the recruitment and selection process will be knowledgeable in Maryland Police Training and Standards Commission (MPTSC) rules and regulations as well as federal, state and local statutes and ordinances pertaining to the recruitment and selection of employees. Personnel assigned to recruitment activities shall also be trained in accordance with equal employment opportunity guidelines.
- B. The Human Resources Department shall ensure that the Town is listed as an equal opportunity employer on any recruitment literature, applications and websites.
- C. All applicants must adhere to the following selection criteria:
  - 1. Be a United States citizen, at least twenty one (21) years of age and meet all qualifications for employment as a police officer as delineated in MPTSC, Section 12.04.01.04.
  - 2. Be a high school graduate or its equivalent.
  - 3. Not have been convicted of any felony or a misdemeanor for which a sentence of imprisonment for 1 year or more could have been imposed, or that involves perjury or a false statement.
  - 4. Not have received a dishonorable discharge from any of the Armed Forces of the United States.
  - 5. Have processed fingerprints on file with the employing agency.

6. Have passed a physical exam by a licensed physician.
  7. Have good moral character as determined by a background investigation.
  8. Execute and submit an affidavit of applicant attesting to their compliance to the aforementioned requirements.
  9. Complete a commission approved entrance level training program.
  10. Achieved an acceptable score on the officer certification exam.
  11. Comply with continuing training and education requirements.
- E. Prior to extending a conditional offer of employment, all applicants must pass an initial oral interview comprised (at minimum) of the Chief of Police, Town Manager, and a Group Supervisor.
- F. All applicants are required to complete an employment application and provide any information necessary for the agency to complete a thorough background investigation. Background investigations will be conducted on all police department applicants, irrespective of their placement within the organization. The background investigations shall be completed in accordance with MPTSC regulations by personnel who have received training in the process, and shall include the following:
1. Warrants check
  2. Fingerprints check
  3. Local records check
  4. Prior employment check
  5. Criminal history check
  6. Check of military records
  7. Credit check
  8. Interviews of:
    - a. Personal references furnished by the applicant;
    - b. Neighbors of the applicant within the past 5 years;
    - c. Current and past employers within the last 5 years;

- d. Coworkers within the last 5 years
- 9. An investigation of the prior use of controlled dangerous substances, narcotic drugs, and marijuana by the applicant as specified under section 12.04.01.16 of MPTSC regulations.
- G. Applicants will be required to pass a physical and a psychological evaluation conducted by a licensed professional to conduct such testing. A urinalysis will be conducted to determine drug usage in conjunction with the physical examination. Psychological evaluation will include a clinical interview to determine the applicant's suitability to perform as a law enforcement officer. A summary of each candidate's evaluation will be maintained in accordance with MPTSC regulations and will be stored in the applicant's personnel folder in a secured area.
- H. Prior arrests do not necessarily disqualify an applicant from employment with the agency. However, the circumstances surrounding any arrest will be investigated and considered on a case by case basis.
- I. If the results of the criminal history records check reveal that an applicant has been convicted or otherwise found guilty of a felony, or a misdemeanor for which a sentence of imprisonment for 1 year or more could have been imposed, the Commission shall include available information concerning the conviction with Commission records related to the applicant's AFC.
  - 1. The Commission shall notify the applicant that the applicant may contest the contents of the criminal history records check in accordance with Criminal Procedure Article, Title 10, Annotated Code of Maryland.
  - 2. The Commission may refuse to certify an applicant based on supplemental information resulting from the criminal history records check or other verified reliable source.
  - 3. Applicants will be disqualified if they have been found guilty to any offense that would be classified as a misdemeanor in any state, territory or country when such misdemeanor involves:
    - a. Perjury or falsification of any document
    - b. A sexual offense or indecent exposure
    - c. Violence against a spouse, child or an incompetent person
    - d. The sale or transfer of a controlled dangerous substance
- J. An applicant may be disqualified if they have been found to engage in conduct which would constitute a felony or misdemeanor in the state of Maryland,

whether or not this conduct resulted in the arrest of the applicant or the filing of criminal charges.

- K. An applicant may be disqualified if they have displayed any of the following:
  - 1. Exhibited anti-social behavior
  - 2. Established a poor work history
  - 3. A history of poor performance while in military service
- L. An applicant must have the ability to perform the physical tasks demanded of a police officer.
- M. Applicants are required to undergo a Voice Stress Analysis or Polygraph examination for the purpose of verifying information contained on the employment application. Failure of the Voice Stress Analysis or Polygraph will not be the sole criteria for disqualification of any applicant. Truth verification testing must be performed by personnel certified to conduct such tests.
- N. An individual involved in prior or current illegal use, sale, manufacture, or distribution of a controlled dangerous substance, narcotic drug, or marijuana as the terms are defined under section 12.04.01.01 of MPTSC regulations, has demonstrated character traits, judgment, behavior, or activity which adversely predict or affect the ability of the individual to perform the duties of a police officer.
- O. An individual is ineligible for initial certification as a police officer in Maryland if the individual has:
  - 1. Been convicted or otherwise found guilty of selling, manufacturing, or distributing a controlled dangerous substance, narcotic drug, or marijuana;
  - 2. Ever illegally sold, produced, cultivated, distributed, or transported a controlled dangerous substance, narcotic drug, or marijuana;
  - 3. Illegally used a controlled dangerous substance, narcotic drug, or marijuana for any purpose within the 36 months before application for certification;
  - 4. Ever illegally used a controlled dangerous substance, or narcotic drug for other than experimentation as specified under #6 of this regulation; or
  - 5. Ever illegally used a controlled dangerous substance, narcotic drug, or marijuana while employed to enforce federal, State, or local law by any government entity.

6. Presumption of Experimentation. The illegal use of a controlled dangerous substance, or narcotic drug is not experimentation if the applicant:
  - a. Ever used:
    - (1) Heroin;
    - (2) Phencyclidine (PCP); or
    - (3) Lysergic acid diethylamide (LSD); or
  - b. Other than heroin, PCP, LSD, or marijuana, used any controlled dangerous substance or narcotic drug, or any combination of controlled dangerous substances or narcotic drug that exceeds:
    - (1) A total of five times; or
    - (2) One time since becoming 21 years old.

P. Applicants must be able to obtain a valid Maryland driver's license prior to hiring, and not have exhibited a pattern of poor driving conduct.

Q. Applicants who have been terminated by any federal, state or municipal law enforcement agency without having been exonerated by a judicial or administrative review process will be deemed unfit for employment.

#### **IV. REVIEW OF SELECTION CRITERIA**

A. All aspects of the selection process will be reviewed by the Town's Human Resources Department to ensure that the process is job related and does not adversely impact any particular group of applicants. All personnel involved in the selection process will ensure that it is administered, scored and interpreted uniformly and fairly.

B. The files of all candidates who have been determined to be unqualified will be reviewed by the Chief of Police or his designee to ensure that the selection process had been administered uniformly and fairly. Files of unqualified candidates will be retained there in accordance with general records retention guidelines.

#### **V. PROBATIONARY PERIOD**

All new employees will serve a probationary period of one year and undergo evaluation as provided for by existing departmental directives. The probationary period is the final stage of the process used to select candidates for tenured service with the department.

During this probationary period, employees retain no "property right" to their position and can be dismissed without cause.