

## Salisbury University Police Department

### CHAPTER 32 - SELECTION

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## Salisbury University Police Department

### CHAPTER 32 - SELECTION

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*This chapter outlines the selection process designed to select the highest caliber candidate who possess the skills, knowledge and abilities to provide effective and exemplary service the University.*

#### 32.1 Professional and Legal Requirements

##### 32.1.1 Selection Process

The Chief of Police shall be the appointing authority for all sworn and civilian employees of the University Police Department. The Administrative Commander, with the assistance of the Office of Human Resources, shall be responsible for administering the department's selection process which will include all phases of testing (written examinations, oral interviews, search committee coordination, etc.)

The selection process and the search committee composition will be monitored institutionally by the Office of Human Resources and the Fair Practices Officer to ensure that any potential bias or unfairness is eliminated. Civilian employees include security guards, police communications officers, office associates, and so forth. *The department also employs University students in certain capacities such as student patrols, traffic controllers, police communications officers and parking services clerks.*

A. Applications – Sworn and Civilian positions                      Refer to 32.1.4

B. Written Examination – *Sworn Officers Only*

A written examination will be given to all *non-exempt* applicants who must achieve a minimum passing score of 75% in order to continue to the oral interview board. Applicants for exempt positions are not required to participate in the written examination process.

C. Oral Interview – Sworn and Civilian

The designated search committee, whose Chairperson is selected by the Chief of Police, will be responsible for selecting members of the University community to serve as members of the appropriate search committee for the advertised position. Committee members will collectively develop a series of interview questions which will be asked of each candidate. Each board member will complete an evaluation scoring sheet and will decide collectively on a list of the best qualified candidates for the position. The finalists will be forward to the Chief of Police for a final interview and selection in consideration of all elements of the selection process.

D. Refer to 31.3.4 – The role of Selection Committee

E. University Student-Employees

*University-enrolled students are employed each semester and may serve in the capacities listed above. Students must submit an application for employment and will be required to complete an oral interview by the supervisor assigned to the particular area within the department. If selected as a potential student-employee, each student will undergo a background investigation to include a review of criminal, traffic and court records; verification of three personal references and a check of previous employers.*

*(Revised 07/01/2014)*

### **32.1.2 Job Relatedness**

Based on the Department's needs, and Maryland Police and Correctional Training Commission standards, the Department will validate its process through content validation, which is the justification of a component of the selection process by showing that it measures a significant part of the job.

### **32.1.3 Uniform Administration**

All elements of the selection process will be administered, scored (as required), evaluated, and interpreted in a uniform manner. Whenever practical, representatives of race, gender and ethnic groups within the police department will be included in the scoring (as required), evaluation and interpretation of the selection components. Testing procedures will be clearly set forth and carried out identically for all applicants.

### **32.1.4 Candidate Information**

When a vacancy occurs, an advertisement may be printed and placed in various locations on/off campus and is advertised the University's web page. All applications for positions within the University, including the police department, are submitted electronically. Student-applicants may submit an application electronically or via hard-copy. The Office of Human Resources and the Administrative Commander will ensure that, at the time of application, all candidates are informed of:

- A. All elements of the selection process;
- B. The expected duration (dates) of the components of the selection process; and
- C. The agency's policy on reapplication.

### **32.1.5 Notification of Ineligibility**

Applicants determined to be ineligible for appointment as a result of a single test, examination, interview, or investigation will be informed in writing by the Administrative Commander, his/her designee, or Office of Human Resources within (30) days of such decision.

### **32.1.6 Records**

The Office of Human Resources and/or the Administrative Commander, as necessary, will ensure that records of applicants determined to be ineligible for appointment are filed, retained, and destroyed in accordance with federal, state and local requirements for privacy, security, and freedom of information. Background investigation records of those not appointed are maintained on file by the Office of Human Resources for at least three (3) years and then disposed of accordingly.

Records of student-applicants and those employed by the agency are maintained in a locked file within the Records Section; accessible by the Administrative Assistant and Chief of Police.

### **32.1.7 Selection Material Security**

All selection materials will be stored in the Office of the Administrative Commander in a locked filing cabinet, a secure area, or the Office of Human Resources. If subsequently destroyed, this destruction will be performed in a manner that prevents disclosure of the information therein.

## **32.2 Administrative Practices and Procedures**

### **32.2.1 Background Investigations**

A background investigation of each candidate (sworn officers and civilians; excluding students) will be conducted prior to appointment to probationary status, and will include, at a minimum:

1. Verification of the candidate's qualifying credentials;
2. A review of any criminal, traffic, and court record(s);
3. Verification of at least three (3) personal references;
4. A check with previous employers and co-workers for the past 5 years;
5. A check of current and past neighbors for the past 5 years;
6. A review of the candidate's credit record, if applicable for the position;
7. A check with the candidate's family members;
8. A review of school records (high school, college, and/or trade schools);
9. A review of military records, if any; and
10. Other reviews deemed necessary, or as warranted by the course of the investigation.

Regulation .01, of the Maryland Police and Correctional Training Commission, requires any (police) applicant to be of good moral character and reputation, and emotionally stable, as determined by a comprehensive background investigation which includes fingerprinting of the applicant and a search made of local, state and national criminal record files.

All background investigations will be documented by the investigator and a record of each candidate's background investigation will be maintained in the department personnel file, if the candidate is selected for employment, or for those not selected, the background investigation will be kept on file at the Office of Human Resources for a minimum of three years.

The Office of Human Resources also conducts a criminal history check of each employee prior to employment.

Refer to 32.1.1

### **32.2.2 Training – Background Investigators**

All applicants must submit to a background investigation to verify his/her good character as well as meet selection standards of the Maryland Police Training Commission. The background investigation will be conducted by qualified officers who are trained in collecting required information.

### **32.2.3 Records Retention – Background Investigation**

The results of the background investigation will be kept on file in the Office of Human Resources for at least three years for those not appointed to a position. The background investigation of those candidates selected for employment at the police department will be held in their respective personnel file. All files are held in the Records Section office in a locked file; accessible by the Administrative Assistant and Chief of Police.

### **32.2.4 Polygraph Examinations - Conducted by Trained Personnel – Use of Results**

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### **32.2.6**

As a part of the testing process, applicants for all sworn police positions are advised at the time of their formal application that they will be subject to a polygraph examination or other truth verification tests which will cover areas listed in the Application Package which is furnished to the applicant.

Prior to the polygraph examination or other truth verification test, applicants are provided the questions and given sufficient time to review and understand what is going to be asked of them. Any questions that the applicant may have concerning the questions or the test will be answered by the examiner prior to the test.

The results of the polygraph or other truth verification test are not a single determinant of employment status and may not be used to disqualify an applicant. However, the results of the examination can be used as an aid during the background investigation. All files are held in the office of the Administrative Assistant in a locked file.

### **32.2.7 Medical Examinations**

Upon receiving a conditional offer of employment, the candidate for a sworn or civilian position is required to undergo a medical examination which is designed to reveal any medical condition that may inhibit work performance or contribute to work-related disabilities.

This examination is conducted by a qualified medical physician contracted by the University and will be completed at no cost to the candidate. The results of the medical examination will be kept in the employee's personnel file, if selected, and for those not selected, the results will be kept on file for a minimum of three years. All files are held in the office of the Administrative Assistant in a locked file.

### **32.2.8 Emotional Stability/Psychological Fitness Examinations**

The Salisbury University Police Department utilizes the services of qualified psychologist, designated by the Chief of Police and contracted for such service by the University, for the purposes of testing and evaluating the emotional stability and psychological fitness of the candidate prior to appointment to a sworn position. The results of this examination will be placed in the employee's personnel file, if selected and for those not selected, the results will be kept on file for a minimum of three years. All files are held in the office of the Administrative Assistant in a locked file.

### **32.2.9 Records Retention – Medical/Emotional Stability/Psychological Fitness Examinations**

Within the employee's personnel file, the Department shall maintain a report of each medical/emotional stability/psychological fitness examination. The examinations of candidates who are not selected for employment will be held in a secure file in the Office of Human Resources. Access to and destruction of these records are in accordance with federal, state and local requirements for privacy, security and freedom of information.

### **32.2.10 Entry Level Probation**

Permanent status as a Police Officer requires a probationary period of one year after completion of Entry Level (academy) training, during which time performance will be evaluated. In the case of certified officers, the probationary period will begin on his/her date of employment with the agency. Permanent status will be granted only if work performance has been adjudged to be satisfactory. For civilian personnel, the probationary period begins on the date of hire and extends for a period of six months.

Exceptions to the probationary period will be made on a case by case basis. Exceptions may include, but not limited to, such things as illness, injury and extended/remedial training not to exceed six months of duration. If extended/remedial training is offered at the conclusion of his/her probation period, the affected employee must be made aware of the consequences of her/his participation or nonparticipation. For example, if an officer elects to participate in extended/remedial training, it is with the knowledge that any advancement will be delayed until the satisfactory completion of the extended/remedial probation period and, if unsatisfactory, his/her employment as a police officer will be terminated.

**\*The terms of probationary status may be modified subject to the terms of the current Memorandum of Understanding (non-exempt sworn and civilian employees.)**

After appointment and prior to beginning the Eastern Shore Criminal Justice Academy, the officer must sign a contract for reimbursement of hiring and training expenses. Should an officer resign within three years after successfully completing Entrance Level training which was paid for by Salisbury University, he/she will be required to reimburse the Department for the sum of all amounts expended by the Department in accordance with the contract.

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Edwin Lashley  
Chief of Police