

## 1.417 RECRUITMENT & SELECTION

(32.1.1)

The agency's recruitment and selection activities for all employees conform to controlling directives that include, but are not limited to:

- A. **USM VII-1.01 Policy on Recruitment & Selection;**
- B. **USM VII-1.40 Policy on Contingent Status Employment for Nonexempt and Exempt Staff Employees;**
- C. **TU 07-01.01 Recruitment, Selection & Employment for Non-Faculty Regular & Contingent Exempt & Non-Exempt Employees;** and
- D. For hiring police officers only, **COMAR 12.04.01.00 Police Training Commission – General Regulations.**

### 1.417.02 Recruitment - Generally

(31.1.1, 31.1.2, 31.2.1, 32.2.2, 31.2.3, 31.3.1, 31.3.2)

- A. The agency, with the assistance of the Office of Human Resources (OHR), has developed a recruitment program that is used to assist in recruiting applicants to fill police vacancies. The recruitment plan is a part of the university's strong commitment to equal opportunity and diversity as managed by the TU Office of Diversity and Equal Opportunity.
- B. A primary goal of the recruitment plan is to assist the agency in attempting to achieve a sworn workforce that is in approximate proportion to the available workforce in Baltimore County and Baltimore City. The plan includes steps and actions that will be taken to achieve stated objectives.
- C. The commander responsible for the agency's human resources function, hereafter "HR commander," is responsible for:
  - 1. Working with OHR to administer the recruitment plan;
  - 2. Being well versed and knowledgeable in personnel and equal employment opportunity matters;
  - 3. Ensuring a documented analysis of the recruitment plan is conducted annually to minimally assess progress toward meeting the objectives and make any needed changes to the plan;

- 4. Working with OHR to ensure the agency's job announcements and recruitment notices for all vacancies minimally:

- a. Describe the duties, responsibilities, requisite skills, educational level, and any other minimum qualifications or requirements;
- b. Are distributed through appropriate electronic, print, or other media;
- c. Contain the university's equal employment opportunity statement;
- d. Contain any application filing deadlines; and
- e. Are distributed to various and appropriate groups and organizations to obtain greater exposure of recruitment information.

### 1.417.04 Selection Processes - Generally

(31.3.3, 31.3.4, 32.1.2, 32.1.3, 32.1.4, 32.1.5, 32.1.6, 32.1.7)

The HR commander is responsible for working with the OHR to ensure that:

- A. All elements of each selection process use only those rating criteria and minimum qualifications that are job related;
- B. All elements of selection processes are administered, scored, evaluated, and interpreted uniformly within each employment classification;
- C. Candidates are informed at the time of their application of:
  - 1. All elements of the selection process;
  - 2. The expected duration of the selection process; and
  - 3. The agency's policy on reapplication;
- D. Contact is maintained with applicants from initial application to final employment disposition;
- E. Applications are not rejected because of minor omissions or deficiencies that can be corrected before any testing or interview processes;
- F. All candidates not selected for hiring are informed of that fact in writing;
- G. Selection materials are securely stored when not being used and are disposed of in a way that prevents disclosure of the information to unauthorized persons; and

H. Records of applicants who were not hired are retained and destroyed consistent with the university's and the agency's records retention directives unless the records are the subject of appeals or litigation that extend beyond destruction timetables.

#### **1.417.06 Background Investigations**

(32.2.1, 32.2.2, 32.2.3)

Documented background investigations:

- A. Are conducted for each finalist in all positions before they are hired into a probationary status;
- B. For police officers will be conducted consistent with the applicable sections of **COMAR 12.04.01**;
- C. For all other positions will minimally include:
  - 1. Verification of qualifying credentials;
  - 2. A review of any criminal history record;
  - 3. Verification of at least three personal resources; and
  - 4. Other aspects as determined by the university and the agency;
- D. Will be conducted by persons who are trained in collecting the required information; and
- E. Are securely retained and disposed of consistent with the agency's records retention and destruction schedule.

#### **1.417.08 Truth Verification Examinations**

(32.2.4, 32.2.5, 32.2.6)

- A. Documented truth verification examinations, such as polygraph or computerized voice stress analysis (CVSA) exams, will be conducted:
  - 1. For each finalist in sworn positions;
  - 2. For each finalist in non-sworn positions as determined by the agency;
  - 3. Only by persons trained in those procedures; and
  - 4. Only after the candidates are given a list of areas from which examination questions will be asked.

B. The results of truth verification examinations will not be used as a single determinant of employment status. Admissions that are made during pretests, tests, or post-test interviews combined with other information may be sufficient to support selection status decisions.

#### **1.417.10 Other Examinations**

(32.2.7, 32.2.8, 32.2.9)

- A. Police applicants and certain non-sworn applicants who have received conditional offers of employment will, before final selection decisions are made for probationary positions, take medical and emotional stability and psychological fitness examinations that are administered by qualified persons. See also **COMAR 12.04.01.04 Selection Standards for Provisional Certification** and **TU 07-01.01.K Employment Physical and Drug Testing**.
- B. Results of medical and emotional stability and psychological fitness examinations are securely stored by the agency and retained and destroyed consistent with the agency's records retention and destruction schedule.

#### **1.417.12 Probationary Periods** (32.2.10)

- A. Probationary periods for employees are at least six months long and are regulated by:
  - 1. **USM VII-1.21 Policy on Probation for Non-Exempt Employees**; and
  - 2. **TU 07-01.21 Probation for Regular Non-Exempt Employees**.
- B. Probationary periods for police officers are 12 months long consistent with:
  - 1. **COMAR 12.04.01.03 Provisional Certification**; and
  - 2. **TU 07-01.21 Probation for Regular Non-Exempt Employees**.