

Recruitment and Selection Standard Operating Procedure

227.1 POLICY

It is the policy of the UMBPD to recruit and hire only those individuals who demonstrate a commitment to service and possess the traits and characteristics that reflect personal integrity and high ethical standards. Refer to Policies 1000 (Recruitment and Selection) and 1124 (Recruitment) for additional information pertaining to the department's policy on recruitment and selection.

227.2 DEFINITIONS

Six Panel Drug Test – The Six Panel Drug Test applies exclusively to non-sworn members covered by the ASCFME MOU and screens for amphetamines, barbiturates, benzodiazepines, cocaine, MDMA, opiates, and PCP. This test does not include screening for cannabis.

Seven Panel Drug Test – The Seven Panel Drug Test applies exclusively to sworn officers and screens for amphetamines, barbiturates, benzodiazepines, cocaine, MDMA, opiates, PCP, and cannabis.

227.3 RESPONSIBILITIES

Human Resource Generalist – The Human Resource Generalist (HRG) is responsible for coordinating the department's recruitment and selection processes. The HRG reports to the Director of Support Services/Security and may collaborate with other members to support the department's recruitment efforts.

Human Resource Specialist – The Human Resource Services, of the University of Maryland, Baltimore (UMB), will assign a Human Resource Specialist (HRS) to work in collaboration with the HRG or their designee to fill the department's vacant positions.

227.4 PROCEDURES

Recruitment and Interview Process:

1. The designated HRS will provide the HRG with the applications for vacant positions.
2. Upon receiving the applications from the HRS, the HRG will consult the respective Bureau Commander/Director to determine which applicants will advance to the interview process.
3. After being notified of which applicants will proceed to the interview process, the HRG will complete the following tasks:
 - (a) Create a candidate file that includes the application, interview questions, and scoring sheet.
 - (b) Contact the candidate to schedule an interview.
 - (c) Once the interview date is confirmed, send a calendar invite to all panel members.

University of Maryland, Baltimore Police Department

Procedures Manual

Recruitment and Selection Standard Operating Procedure

- (d) Update the spreadsheet on the department's computer shared drive with the candidate's information, interview date, and status.
- (e) If a candidate is unable to attend the interview and requests to reschedule or cancel, the HRG will notify all panel members via the original invitation and update the spreadsheet accordingly.

Medical and Background Check:

1. For all non-sworn (civilian) applicants who pass the panel interview and are approved to proceed to the next phase of the hiring process, the following steps will be completed:
 - (a) Applicants will be fingerprinted, measured for uniform fitting, and instructed to report to Concentra for medical testing, which includes a six-panel drug test. Uniform fitting will be limited to applicants for the uniformed positions of Security Officer and Police Communication Operator.
 - (b) HireRight, a third-party company contracted by UMB-HRS, will conduct a background screening on the applicants.
 - (c) After evaluating the medical results, criminal history check, and HireRight report, a determination will be made if the department should extend a conditional offer of employment to the applicant.
 - (d) If the applicant accepts the offer of employment, the HRS will schedule an on-boarding date.
2. For sworn applicants who pass the panel interview and proceed to the next phase of the hiring process, a complete background investigation will be conducted by a Background Investigator. The procedures outlined in Policy 1000 (Recruitment and Selection) and Policy 1118 (Employee Selection Process – Sworn) will be followed, and a seven-panel drug test will be administered to them.
 - (a) After completing the background investigation, the Background Investigator will submit their findings through the chain of command to the Chief of Police for review and approval or denial.
 - (b) If approved, the Chief of Police will decide whether to extend a conditional offer of employment to the applicant.
 - (c) Once the applicant accepts the offer of employment, the HRS will schedule an on-boarding date.