

- I. Purpose
- II. Policy
- III. Recruiting Procedures
- IV. Advanced Entry

- I. Purpose

This Directive establishes the policy and procedures for a concise process for the recruitment and selection of potential police officer candidates for both actual and forecasted vacancies.

- II. Policy

- A. It is the goal of this Division to seek the best possible candidates for police officers. To attain this goal it is necessary to develop a broad range of qualified persons seeking a career in park law enforcement. The Division has developed a pro-active recruitment program, in cooperation with the M-NCPPC *Human Resources Division's* Employment and Testing Section, which actively solicits applications from local minority and community organizations, women's groups, local and regional job fairs, college campuses, military organizations, church groups and other police agencies. We will also seek recruitment assistance, referrals and advice from national groups and leaders.
- B. This program accepts applicants continuously and its design provides a personal approach to the application and hiring process by establishing a direct contact between the Division and the applicant, which is maintained throughout the pre-employment screening process.
- C. All Division personnel *are encouraged* to assist in the recruitment effort by providing information to possible applicants upon request and assisting as necessary with recruiting efforts. The *Investigative Services Commander* is responsible for managing this important program *along with the park police applicant process*.
- D. All recruiting and selection will be conducted in accordance with the Commission's Equal Employment Opportunity/Affirmative Action Plan and the American's with Disabilities Act.

- III. Recruiting Procedures

- A. Any officer may be called upon to assist with the recruitment effort. Whenever possible personnel fluent in the community's languages and aware of the cultural environment will be actively *involved* in recruitment activities.
- B. All individuals assigned recruitment duties, under the supervision of the *Investigative Services*, will be knowledgeable in applicant investigation procedures, the Medical Standards for Park Police, and the M-NCPPC Equal Employment Opportunity and Affirmative Action Plan. They will also receive training, when available, from such sources as the Eastern Region Police Recruiters and Applicant Investigators Association.
- C. The Employment and Testing Section will be responsible for advertising position

- 
- vacancies. The job announcements will:
1. Provide a description of the duties, responsibilities and requisite skills, educational level and physical requirements.
  2. Will be publicized on *a continuous basis*
  3. Will be publicized through mass media.
- D. *Human Resources* and the Assistant Chief, *Support Operations* will determine the dates and frequency for administering the entrance level written examination. Written tests will be documented as having validity, utility and a minimum adverse impact. All tests, related correspondence and advertising funding will be the responsibility of the Employment and Testing Section
- E. All elements of the selection process will be administered, scored, evaluated and interpreted in a uniform manner employing, whenever possible, persons representative of racial, sexual and ethnic groups within Montgomery County.
- F. The Employment and Testing *Section* is responsible:
1. For processing all employment applications, *including police applications*.
  2. For *making notification* to applicants of omissions, deficiencies, corrective actions, *and* rejections. Applicants will not be rejected for these factors if they can be corrected prior to the testing or interview process.
  3. Will maintain all eligible applications for the next testing date.
  4. *Will provide* written notification of the *written examination* results to each applicant.
  5. *Forward* all properly completed applications to the Investigative Services Commander.
- G. *The Division will provide a police officer candidate orientation. During orientation* all applicants will be informed in writing about the selection procedure, the expected duration of the process and a copy of the commission's policy and procedures regarding re-application, retesting and reevaluation of candidates not hired.
- H. *After completing orientation* applicants will meet with police personnel at headquarters to begin the background investigation *process*.
- I. Officers assigned to process applicants will make themselves available to applicants throughout the pre-employment screening process to answer any questions that they may have regarding their status, the process, and will maintain contact from the time of initial application to final employment disposition.
- J. Any applicant not eligible for appointment/hire will be notified in writing of such a decision. Any applicant not hired or eligible for hire on the basis of a single test, examination, interview or investigation will be informed in writing of the specific reason(s).
- K. Under the supervision of the Assistant Chief, *Support Operations*, officers will be assigned to conduct background investigations of eligible applicants following the procedures contained in the *Investigative Services* Standard Operating Procedure.
- L. Applicants who successfully pass the background investigation process will appear

before an oral interview board. This board will be comprised of a representative of the Employment and Testing Section, the Chief, Park Police Division, or his/her designee and one other member of the command staff. The board will conduct a structured interview using valid, useful and nondiscriminatory procedures.

- M. The final selection of applicants will be made by the Chief, Park Police Division.
- N. All job offers will be made by the Employment and Testing Section after notification from the Chief, Park Police Division.
- O. All applicants selected to be hired must pass a pre-employment medical, physical fitness and *psychological fitness examinations*, using valid, useful and nondiscriminatory procedures before being hired. The medical examination will be conducted using only licensed physicians. Drug screening will be included *in the in the medical examination*.
- P. Only qualified professionals will be used to assess the psychological fitness of applicants. A record of the results of emotional stability and psychological fitness testing will be maintained in each applicant's file.
- Q. The recruitment plan will be *evaluated every three years. The evaluation will include progress towards meeting recruitment goals and objectives and include any recommended revisions to the recruitment plan that may be necessary to further the goals of the Division's recruiting plan.*

#### IV. Advanced Entry

- A. Advanced (lateral) entry is permitted only at the Police Officer *II* level. Persons who have successfully *satisfied standards established by the Maryland Police and Correctional Training Commission* will be eligible for consideration at this level.
- B. The entrance requirements will be identical to those in the current class specifications for Police Officer *II*.
- C. Candidates with *Maryland certification* will not be required to take the written examination but must successfully complete all other requirements of the applicant process.
- D. *Advanced entry officers from outside the state of Maryland will be required to take the written, medical and psychological exams. These officers may be permitted to attend comparative compliance training academy.*

Applicants who are subsequently hired will start at the entry level of the PO *II* salary scale.

- E. All other recruitment/selection procedures will be identical to those listed above.

**Approved Park Police Document  
Signed Original on File**

**End of Directive**