

Special Assignments and Promotions

1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for promotions and for making special assignments within the University of Maryland, Baltimore Police Department.

1002.2 POLICY

The University of Maryland, Baltimore Police Department determines assignments and promotions in a non-discriminatory manner based upon job-related factors and candidate skills and qualifications. Assignments and promotions are made by the Chief of Police.

1002.3 SPECIAL ASSIGNMENT POSITIONS

The following positions are considered special assignments and not promotions:

- (a) COAST member (i.e., PAL; DARE; Homeless Liaison; Comfort Canine Handler; etc.)
- (b) Investigator
- (c) Victim/Witness Coordinator
- (d) Safety Awareness/Crime Prevention Officer
- (e) Any other position deemed by the Chief of Police

1002.3.1 GENERAL REQUIREMENTS

The following requirements should be considered when selecting a candidate for a special assignment:

- (a) Years of relevant experience
- (b) Off probation
- (c) Possession of or ability to obtain any certification required by the Maryland Police Training and Correctional Training Commission (MPCTCC) or law
- (d) Exceptional skills, experience, or abilities, related to the special assignment

1002.3.2 EVALUATION CRITERIA

The following criteria may be used in evaluating candidates for a special assignment:

- (a) Presents a professional, neat appearance.
- (b) Maintains a physical condition that aids in his/her performance.
- (c) Expressed an interest in the assignment.
- (d) Demonstrates the following traits:
 - 1. Emotional stability and maturity
 - 2. Stress tolerance
 - 3. Sound judgment and decision-making

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4. Personal integrity and ethical conduct
5. Leadership skills
6. Initiative
7. Adaptability and flexibility
8. Ability to conform to department goals and objectives in a positive manner

1002.3.3 JOB ANNOUNCEMENTS

All openings for specialized assignments shall be advertised by written job announcement. Written job announcements will be advertised to all personnel through memorandum or email. An explanation of the position and the procedures for applying for the specialized assignment will be specified in the job announcement.

Members who desire to be considered for a specialized assignment shall submit a written request for consideration as described by the job announcement. The request shall be submitted through the member's chain of command with recommendations and endorsements at each level of supervision. Refer to the Request for Change of Assignment Policy 1014 for additional information.

1002.3.4 SELECTION PROCESS

The selection process for special assignments will include an administrative evaluation as determined by the Chief of Police to include:

- (a) Supervisor recommendations - Each supervisor who has supervised or otherwise been involved with the candidate will submit a recommendation.
 1. The supervisor recommendations will be submitted to the Bureau Commander for whom the candidate will work.
- (b) Bureau Commander Interview - The Bureau Commander will schedule interviews with each candidate.
 1. Based on supervisor recommendations and those of the Bureau Commander after the interview, the Bureau Commander will submit his/her recommendations through the chain of command to the Chief of Police for selection.
- (c) Assignment by the Chief of Police.

The selection process for all special assignment positions may be waived for temporary details, emergency situations, for training, and at the discretion of the Chief of Police.

All members applying for a special assignment shall be notified if they have or have not been selected for the position. Notification will be made in writing via memorandum or email. A personnel order will be issued by the Chief of Police designating the member(s) selected for the special assignment position.

1002.4 PROMOTIONAL REQUIREMENTS

Requirements and information regarding any promotional process are available at the Human Resource Services.

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1002.4.1 PROFESSIONAL REQUIREMENTS

(a) Skills, Knowledge and Abilities

1. The selection of personnel for promotion begins with the identification of members who appear to have the potential for assuming greater responsibility and who have the skills, knowledge and abilities to perform at a higher level. Decisions about promotions are based upon the written job analysis of all sworn positions in the organization. The selection process considers such qualifications as time in grade, education, testing outcomes and/or oral examination results.

(b) Authority and Responsibility

1. The Chief of Police has delegated to the Deputy Chief, the duty to administer the organization's promotional process. The Deputy Chief and the Office of Human Resource Services share the responsibilities associated with the promotional process. The promotional process responsibilities include: developing and implementing a promotional process from which lists of qualified candidates are established; selecting individuals who will assist with developing, formulating, coordinating, administering and reporting all elements of the promotional process; and nominating for promotion those candidates from the promotional process who are best qualified to fill existing vacancies.

(c) Nondiscriminatory Promotion

1. Promotions in the UMBPD provide an equal opportunity for all sworn members to be considered for promotion based upon components and procedures tailored to meet the needs of the organization, which are job-related and nondiscriminatory.

(d) Applicant Consideration

1. External applicants for a promotional position must first successfully meet the minimum qualifications for a UPO II position. Once eligibility has been verified, the internal and external applicants for a Job Announcement/Promotional Announcement shall receive the same consideration; the applications shall be processed in the same manner.

The Chief of Police, in consultation with UMB Compensation Section, has the discretion to limit some Job Postings/Promotional Announcements to current agency employees only. The discretion is limited to non-exempt positions.

1002.5 TESTING

1002.5.1 PROMOTIONAL ANNOUNCEMENT

- (a) Announcements of promotional or job vacancies are posted in various methods that may include the bulletin board in the Pine Street Police Station, bulletin board in the Pine Street Annex, and in various publications and websites through the Office of Human Resource Services. Announcements will include the following information:

1. A description of the position for which the process is being conducted;
2. A statement of the minimum qualifications for promotion or eligibility;

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3. A schedule of the dates, times, and locations for all elements of the process including the deadline date for applications; and
 4. A description of the process to be used to fill the vacancy.
- (b) Upon receipt of applications and resumes, the Office of Human Resource Services will review each candidate's application and resume and verify that the individual meets the minimum qualifications for the position. Candidates may be required to submit proof of qualifications in writing.
- (c) The Chief of Police may promote any one of the top five candidates.

1002.5.2 ADMINISTRATION

The promotional process will be administered using one or more of the following assessment processes: interviews, written tests, and oral examinations. All interested and qualified members who apply for testing will be notified in writing of the date, time, and location of testing. A member must obtain a score of seventy (70) percent or above in each phase to move to the next step in the promotional process.

1002.5.3 PROCEDURES FOR EXAMINATIONS

The Office of Human Resource Services is responsible for maintaining the organization's promotional procedure, test material and all other material relating to promotions in a confidential manner and maintaining such material in a secured file when not in use. The promotional procedure governs the process for promotions, including evaluating the promotional potential of all applicants, administration of written tests, promotional criteria and eligibility qualifications for lateral entry, conducting oral examinations prior to appointment to probationary status, review and appeal of results for each promotional element by candidates and exceptions to the promotional probationary period.

1002.5.4 SERGEANT'S EXAMINATION

The Sergeant's promotional written examination is developed by an outside vendor. The examination is sent to the Office of Human Resource Services, which administers the examination. The completed written examinations will be forwarded to the vendor, graded and returned to the Office of Human Resource Services.

1002.5.5 ABSENCE ON A SCHEDULED TEST DATE

- (a) If the candidate knows in advance that they will be unable to take the test, they should notify the Office of Human Resource Services and the UMBPD Deputy Chief in advance.
- (b) If a member is absent on the scheduled test date due to circumstances beyond their control, they must notify the Office of Human Resource Services and the Deputy Chief as soon as possible regarding the reason for the absence.
- (c) The responsibility for notification rests with the candidate or their designated representative. There are no guarantees in regards to being allowed to make up a test. Each case will be judged independently.

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- (d) All requested absences must be supported by appropriate documentation such as court summons, military orders, or doctor's certificate.
- (e) All candidates will be afforded an opportunity by the Office of Human Resource Services to review their written examination after it has been scored.

1002.5.6 ORAL EXAMINATIONS (PANEL INTERVIEW)

- (a) Oral examinations will be conducted by a board. The questions will be developed by the Chief of Police and the Office of Human Resource Services.
- (b) The members of the board will consist of two (2) members from the UMBPD and a representative from the Office of Human Resource Services.
- (c) Oral examination questions will be the same for all promotional candidates.
- (d) A numerical score will be applied to each question and an overall score will be determined for each candidate.
- (e) A candidate must achieve an overall score of 70% or higher to continue in the promotional process.

1002.5.7 ASSESSMENT CENTERS

The UMBPD does not utilize Assessment Centers in its promotional process

1002.5.8 REAPPLICATION PROCESS

The UMBPD does not have a reapplication process. If an employee does not meet the qualifications at the time of testing, the employee will not be permitted to take the test. The employee will have to wait for the next promotional opportunity to start the process over again.

1002.5.9 CORPORAL'S EXAMINATION PROCESS

The eligibility examination process shall be in accordance with the MOU between FOP Lodge 141 and UMB and will occur once each fiscal year for the purpose of filling vacant corporal positions (see Appendix 4.7.2).

1002.5.10 ELIGIBILITY REQUIREMENTS AND CRITERIA FOR POSITION

- (a) Minimum Standards for Deputy Chief
 1. The rank of Deputy Chief is an appointed rank, made by the Chief of Police and must meet the same qualifications as a University Police Officer II.
 2. In addition, candidates must possess a Bachelor's degree preferably in Law Enforcement/Criminal Justice or related field, plus a minimum of three (3) years command experience at a rank of Lieutenant or higher with a police agency.
 3. The selection process will consist of a certification by the Office of Human Resource Services to ensure the applicant meets minimum qualifications, an interview with the Chief of Police followed by selection for promotions.
- (b) Minimum Standards for the Position of Assistant Chief (U.P.O. VI, Exempt pay Grade)

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1. The Chief of Police, with assistance from the Office of Human Resource Services, is responsible for promoting members to Assistant Chief.
 2. Each candidate must meet the minimum qualifications as set forth in the job announcement as posted by the Office of Human Resource Services.
 3. Candidates must meet the same qualifications as U.P.O. II.
 4. Candidates must have six years experience as a certified Police Officer to include two (2) years of police supervisory experience or six years equivalent post certification experience with two (2) years police supervisory experience or one of the following:
 - (a) Possession of an Associate of Arts degree from an accredited college or university, with a major in law enforcement, criminology, or related field as defined by the University or five years experience as a certified police officer to include two years of police supervisory experience or five years equivalent post certification experience with two (2) years police supervisory experience; or
 - (b) Possession of a Bachelor's degree from an accredited college or university, with a major in law enforcement, criminology, or related field, as defined by the University or four years experience as a certified Police Officer to include two (2) years police supervisory experience or four years equivalent post certification experience with two (2) years police experience is required.
- (c) The selection process will consist of certification by the Office of Human Resource Services, an oral interview panel and candidate selection by the Chief of Police.
1. Minimum Standards for Lieutenant (U.P.O. V, Exempt Pay Grade)
 2. The Chief of Police, with assistance from the Office of Human Resource Services, is responsible for promoting candidates to Police Lieutenant.
 3. Each candidate must meet the minimum qualifications as set forth in the job announcement as posted by the Office of Human Resource Services.
 4. In addition, candidates must meet the same qualifications as a U.P.O. II.
 5. Candidates must have four years experience as a certified Police Officer to include one year of police supervisory experience or four years equivalent post certification experience to include one year of police supervisory experience or one of the following:
 - (a) Possession of an Associate of Arts Degree from an accredited college or university, with a major in law enforcement, criminology, or a related field as defined by the University and three (3) years experience as a certified Police Officer to include one year of police supervisory experience or three (3) years equivalent post certification experience to include one year of police supervisory experience; or
 - (b) Possession of a Bachelor's degree from an accredited college or university, with a major in law enforcement, criminology, or related

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field as defined by the University. Two (2) years experience as a certified University Police Officer to include one year of police supervisory experience or two (2) years equivalent post certification experience to include one year of police supervisory experience is required.

- (c) The selection process will consist of certification by the Office of Human Resource Services, an oral review panel and candidate selection by the Chief of Police.
- (d) Minimum Standards for the Position of Sergeant (U.P.O. IV, Grade 14)
 - 1. The Chief of Police, with assistance from the Office of Human Resource Services, is responsible for promoting members to Police Sergeant.
 - 2. Each candidate must meet the minimum qualifications as set forth in the job specifications announcement as posted by the Office of Human Resource Services.
 - 3. Candidates must meet the same qualifications as U.P.O. II.
 - 4. Candidates must have one-year experience as a University Police Officer II or two (2) years equivalent post certification experience or one of the following:
 - (a) Possession of an Associate of Arts degree from an accredited college or university, with a major in law enforcement, criminology, or related field, as defined by the University;
 - (b) One-year experience as a certified Police Officer or one-year equivalent post certification experience; or
 - (c) Possession of a Bachelor's degree from an accredited college or university, with a major in law enforcement, criminology, or related field, as defined by the University.
 - 5. The selection procedure will consist of posting/advertising the internal promotion process, certification by the Office of Human Resource Services, written examination (Candidates must score a 70% or higher to continue to the next phase of the promotional process), oral examination, followed by selection for promotion by the Chief of Police.
- (e) Minimum Standards for the Position of Police Corporal (U.P.O. III, Grade 12)
 - 1. For the position of Police Corporal, the candidate must have three (3) years experience as a University Police Officer II and a "Meets Standards" or higher in each category on the three (3) most recent annual performance evaluations.

1002.6 CANDIDATES FOR PROMOTION AND ADMINISTRATIVE PROCEDURES

1002.6.1 SELECTION PROCESS

- (a) Once all eligible members have successfully completed each phase of the promotional process, the Office of Human Resource Services will submit the scores to the Chief of Police for the development of the Eligibility List. The Chief of Police has the option to select any one of the top five candidates. The Eligibility List does not apply to police lieutenants and above.

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- (b) An eligibility list will be developed by the agency with the assistance of HRS. The List will show each eligible candidate ranked according to overall scores, from highest to lowest. The scores for each area of assessment will also be shown. Any applicant who failed to achieve the minimum score of 70% in any assessed area is not eligible for promotion and will not appear on the eligibility list.
- (c) The employees not selected by the Chief of Police may make a written request regarding the rationale used in the promotional process. The Chief of Police will reply in writing to the requesting employee.
- (d) Promotions will be announced in a departmental Personnel Order with the effective date of the promotion listed. Additionally, a written explanation of the reason or reasons for appointing eligible employees to vacancies will be sent to the Office of Human Resource Services.
- (e) The eligibility list shall remain active for one (1) year. The Chief of Police may select those for promotion at any time during the year. At the end of the year, the list shall be discarded. Those names remaining on the list who desire to be promoted must reapply during the next posted promotional process.

1002.6.2 PROBATIONARY PROCEDURE

With the exception of corporals, sworn personnel promoted within the UMBPD will complete a one-year status change probationary period commencing on the effective date of the promotion. A performance evaluation will be completed quarterly by the employee's supervisor during the status change probationary period. Non-sworn members who are promoted are on a status change probation for six (6) months and shall be evaluated quarterly by their supervisor.

- (a) Failure to Complete Probationary Period
 1. Failure to satisfactorily complete the one-year or six-month status change probationary period may result in demotion to the employee's previous rank or position if a vacancy in the previous rank or position exists. If a position is not available in the former rank or position, all procedures will apply as stated in this section.
 2. The Chief of Police shall make a recommendation in writing to the Associate Vice President of Human Resource Services (AVP of HRS) not less than thirty (30) days prior to the expiration of the probationary period. The employee will be provided a copy, giving the proposed effective date of the rejection and the specific reasons for such rejection.
 3. The recommendation shall also advise the employee that they may, within five (5) days from the date of notification of the rejection, file a response in writing with the AVP of HRS and request an investigation of the proposed rejection.
 4. If the employee does not request an investigation or, if after an investigation by the AVP of HRS, the HRS upholds the rejection, the Director of HRS will attempt to place the employee in another vacancy in the former position, place the employee in a position equivalent to the former position, or reclassify the vacant position to the former position for a reasonable period.

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5. When the next vacancy in the former position occurs, the HRS shall place the candidate in the vacancy of the former position, or shall cause the employee's name to be placed on the Reinstatement List for the former position. Their position on the list shall be determined as if they had been laid-off, rejected for poor attendance or for disciplinary reasons.
6. The AVP of HRS may also cause the employee's name to be placed in Group B on the Reinstatement List for the former position. An individual rejected on probation following demotion or reinstatement from Reinstatement Group B will not resume the former position, but will be afforded the opportunity to request an investigation as described above.
7. There are no exceptions to the status change probationary period; however, the Chief of Police may extend, on a case-by-case basis, the probationary period. One example of how the probationary period could be extended is an employee's long-term absence due to illness, injury or long-term military deployment.

1002.6.3 PROMOTIONAL APPEAL PROCESS

- (a) The right of employees to challenge any aspect of the promotional process is an integral part of the process itself. Members of the UMBPD that participate in the promotional process and are not promoted may review the process by submitting a written request within one week of notification of non-selection and requesting a review of the promotion process in which there may be some question relating to an adverse decision.
- (b) Adverse decisions concerning eligibility, review of the written examination, review of written results of scored elements of the selection decision, contesting promotional-potential reports used in the selection decision and reapplication, retesting, and/or reevaluation procedures can be part of the appeal process.c.
- (c) Upon review of the request, the candidate will only review those areas of the testing procedure that were outlined in their written request.
- (d) If the results of the review are not resolved to the satisfaction of the employee, they may initiate an appeal/grievance process within thirty (30) calendar days of the action taken or within thirty days of the employee having reasonable knowledge of the fact.