

*Maryland-National Capital Park Police
Prince George's County Division*

DIVISION DIRECTIVE

TITLE PARK POLICE OFFICER RECRUITMENT PROGRAM			PROCEDURE NUMBER PG709.0
SECTION Administrative Procedures	DISTRIBUTION A	EFFECTIVE DATE 07/01/04	REVIEW DATE 06/01/06
REPLACES PG709.0 "Park Police Officer Recruitment Program", issued 05/01/02			
RELATED DIRECTIVES PG744.0	REFERENCES CALEA 31	AUTHORITY Commander Larry M. Brownlee, Sr. – Division Chief	

I. PURPOSE

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

II. POLICY

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 Personnel Office'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. The Division will also seek recruitment assistance, referrals and advice from national groups and leaders.

This program accepts applicants continuously and specifically seeks diversity in the recruitment and hiring of officers. Recruitment goals are established in an effort to reflect the demographics of the communities that we serve. The 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.

It is the responsibility of all Division personnel to assist in the recruitment effort by providing information to possible applicants upon request and assisting as necessary with recruiting efforts. The Manager of Internal Affairs Services (IAS) is responsible for managing this important program.

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All recruiting and selecting will be conducted in accordance with the Commission's current Equal Employment Opportunity/Affirmative Action Plan and the American's on Disabilities Act. No application will be rejected because of omissions or deficiencies that can be corrected prior to any testing or interview.

III. 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 included in recruitment activities.
1. All individuals assigned recruitment duties, under the supervision of the IAS, will be knowledgeable in applicant investigation procedures, the Medical Standards for the Park Police, and the M-NCPPC Equal Employment Opportunity and Affirmative Action Plan.
 2. The IAS along with Employment and Testing Division are responsible for the internal processing of all employment applications within the Park Police Division. The Employment and Testing Division will accept applications for police officers during periods each year designated by the Chief, Park Police Division, maintain a log documenting receipt of all applications and ensure that applicants provide the proper and necessary information.
 3. Upon receipt of formal applications, 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 procedure regarding re-application, retesting and reevaluation of candidates not hired. The Employment and Testing Section will review all applications for eligibility. They will notify applicants about corrective actions, rejections, and maintain all eligible applications of the next testing date.
 4. 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 dispositions. Officers assigned to the IAS will make themselves available to applicants, when and as appropriate, throughout the pre-employment screening process to answer any questions an applicant may have regarding the duties of the Park Police Officer.
- B. The Chief of the M-NCPPC Personnel Office's Employment and Testing Section is responsible for the coordination of recruitment and selection process.

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1. The Employment and Testing Section will be responsible for the advertising of all position vacancies. All job announcements will provide a description of the duties, responsibilities and requisite skills, educational level and physical requirements. All job vacancies will be publicized at least ten working days prior to any official application-filing deadline. All entry-level job vacancies will be publicized through the mass media.
 - a. The Park Police IAS, working with the Employment and Testing Section, will identify the target population for active recruitment.
 - b. All recruitment literature, and display boards that depicts police officers will show a diverse workforce.
2. The Employment and Testing Section will review all applications for eligibility. They will notify applicants about corrective actions, rejections and maintain all eligible applications for the next testing date.

IV. SELECTION

- A. All elements of the selection process will be administered, scored, evaluated and interpreted in a uniform manner employing, whenever possible, persons representative of the diverse groups within Prince George's County.
- B. Any applicant not eligible for hire will be notified in writing. Any applicant not hired or eligible for hire on the basis of a single test, examination, interview or investigation will be informed in writing by the M-NCPPC Employment and Testing Section.
- C. The Employment and Testing Section, and the M-NCPP Park Police, Prince George's County Division will determine the dates and frequency for administering the entrance level written examination. Written tests will be documented as having validity, utility and minimum adverse impact. All tests, related correspondence and advertising funding is the responsibility of the Employment and Testing Section and M-NCPP Park Police, Prince George's County Division.
- D. Upon completion of each test, papers may be graded at the testing site. Written notification of the results will be given to each applicant. Applicants passing the test will receive instructions on meeting with police personnel at Park Police Headquarters to begin the background investigation process.
- E. Under the supervision of the Office of the Division Chief and IAS, officers will be assigned to conduct background investigations of eligible applicants following

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the procedures contained in the Internal Affairs Standard Operating Procedure. Drug screening will be included in the background check.

1. As a part of the background investigation process, an emotional stability and psychological fitness examination of each applicant will be conducted using valid, useful and nondiscriminatory procedures. Only qualified professionals will be used to assess the emotional stability and psychological fitness of an applicant. A record of the results will be maintained in each applicant's file.
- F. Applicants who successfully pass the background investigation process will appear before an oral interview board. This board will be comprised of a representative from the Employment and Testing Section, and three Park Police Officers. The board will conduct a structured interview using valid, useful and nondiscriminatory procedures.
- G. The applicants that successfully pass the oral review board will be recommended for hire with the final approval of the Director of Parks and Recreations.
- H. All applicants selected for hiring must pass a pre-employment medical, physical fitness and physical agility examination using valid, useful and nondiscriminatory procedures before being hired. The examination will be conducted using only licensed physicians.
- I. All job offers will be made by the Employment and Testing Section after notification from the Chief, Park Police Division.
- J. The selection process will be evaluated annually.

V. ADVANCED ENTRY

- A. Advanced (lateral) entry is permitted only at the Police Officer II level. Persons who have successfully completed any Maryland Police Training Commission (MPTC) certified entrance level training course would 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. The recruitment/selection process is amended for this level as follows:
 1. Eligible candidates will not be required to take the written examination.

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2. There will be a separate PO-II eligibility list.
 3. Applicants who are subsequently hired will start at the entry level of the PO-II salary scale.
- D. All other recruitment/selection procedures will be identical to those listed in Sections III. and IV. above.

VI. ATTACHMENTS

The attached "Recruiting Process Flow Chart" is an overview of the recruitment program designed to furnish general information about the processes.

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