



MARYLAND STATE POLICE

PERSONNEL DIRECTIVE



Fair Employment Practices

Distribution: All Employees

Index: **PER 02.01**

DLI Reference: N/A

Rescinds: Chapter 4, Sec I (B)

Issued: 01/01/2013

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.01 Purpose

To establish the MSP Code of Fair Employment Practices.

.02 Policy

The MSP provides employment and promotional opportunities without regard to age; ancestry; color; creed; gender identity or expression; genetic information; marital status; mental or physical disability; national origin; pregnancy; race; religious affiliation, belief or opinion; sex; or sexual orientation.¹

.03 CALEA Standards

LE: 31.2.3

TA: 5.1.2

CM: N/A

.04 References

[EXECUTIVE ORDER 01.01.2007.16](#), CODE OF FAIR EMPLOYMENT PRACTICES.

[MD. CODE ANN., STATE GOVT. §20–602.](#)

[MD. CODE ANN., STATE PERS. & PENS. §5–101.](#)

[MD. CODE ANN., STATE PERS. & PENS. §24–401.](#)

.05 Procedures

- A. In accordance with the Code of Fair Practices and the affirmative action program of the MSP, a member of the Superintendent's office has been designated as the Fair Practices Officer.
- B. The MSP is committed to providing fair and equal employment and promotional opportunities to all qualified persons.²
- C. The MSP will, without regard to age; ancestry; color; creed; gender identity or expression; genetic information; marital status; mental or physical disability; national origin; pregnancy; race; religious affiliation, belief or opinion; sex; or sexual orientation:

¹ LE 31.2.3 TA 5.1.2 CM N/A

² LE 31.2.3 TA 5.1.2 CM N/A

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1. ensure that all personnel involved in the recruitment, selection and training of employees and in the administration of sworn promotional processes are knowledgeable about equal employment opportunity and follow these principles during the exercise of their responsibilities;
 2. establish selection criteria that are job-related and predictive of the applicant's aptitude to successfully complete the entrance-level training and to successfully perform on the job.
 3. ensure that the selection criteria do not have a disproportionate impact upon any group, unless that criterion is demonstrated to be a valid occupational requirement;
 4. recruit applicants who can successfully meet selection criteria;
 5. establish promotional criteria that are job-related and predictive of the applicant's aptitude to successfully perform in the promotional grade;
 6. ensure that the promotional criteria do not have a disproportionate impact upon any group unless that criterion is demonstrated to be a valid promotional requirement;
 7. ensure that all positions within the MSP are available to all qualified persons unless a particular position has been demonstrated to require a specific group of people because of a valid occupational requirement;
 8. ensure that those placed in positions of authority, supervision and management are knowledgeable about equal opportunity principles and apply these principles with fairness and impartiality in the exercise of their responsibilities; and
 9. maintain appropriate recruitment, selection and employment records for required federal and state reports and for evaluating and accomplishing the objectives outlined herein.
- D. Nothing in this directive negates the statutory requirement (MD. CODE ANN., STATE PERS. & PENS. § 24-401) that a trooper must retire no later than the first day of the month he becomes 60 years old.
- E. Principal units of State government, such as the Department of State Police, are required by statute to notify employees where they may access Division I of the State Personnel & Pensions Article and all applicable personnel policies.
1. Division I of the State Personnel & Pensions Article may be accessed online through the Maryland Legislative Information Services website by clicking the link above or typing http://mlis.state.md.us/asp/web_statutes.asp?gsp&5-101 into a web browser.
 2. Department of Budget & Management policies may be accessed online by clicking the link above or typing (<http://www.dbm.maryland.gov/employees/Pages/Policies.aspx>) into a web browser.
- F. Complaints
1. All complaints regarding fair employment practices will be accepted and investigated as described in [PER 02.02](#).
 2. Any person having a complaint concerning employment practices within the MSP may contact the Office of Fair Practices directly.

Approved:

Colonel Marcus L. Brown
Superintendent 01/01/2014