



MARYLAND STATE POLICE PERSONNEL DIRECTIVE



Trooper Recruitment

Distribution: All Employees

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Rescinds: CHAPTER 4, SEC. II

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.01 Purpose

To establish and maintain a process to recruit the most qualified applicants to become MSP troopers.

.02 Policy

The MSP will recruit and process all trooper and cadet applicants who meet the minimum requirements for the position for which they are applying with the goal of maintaining a highly-qualified, diverse workforce.

.03 Definitions

APPLICANT: a person who has expressed interest in employment as an MSP trooper or cadet, has attended an Applicant Orientation and been determined to be competitive after their Applicant Information Sheet has been reviewed.

.04 CALEA Standards

LE:	31.1.1	31.1.2	31.2.1	TA:	5.1.1	5.1.3	CM:	N/A
	31.2.2	31.3.1	31.3.2					

.05 Reference

[MD. CODE ANN., PUB. SAFETY §2-402.](#)

.06 Procedures

A. Prohibitions

The MSP is an equal opportunity employer and prohibits discrimination in recruitment on the basis of race, creed, sex, age, color, national origin, marital status, sexual orientation or physical or mental disability.

B. Recruitment & Selection Unit

1. The MSP maintains a permanent, full-time Recruitment & Selection Unit (RSU) within the Human Resources Division (HRD) which is responsible for administering the Recruitment Plan.^{1, 2}
2. The goal of the RSU is to identify a sufficient number of qualified applicants who may be hired as trooper candidates and placed in future MSP Academy classes.
3. The procedures for accomplishing this goal are included in the Recruiting Plan.

C. Recruiting Plan

1. RSU will publish and maintain a comprehensive Trooper Recruiting Plan that will be updated annually.
2. The objective of the Recruiting Plan is to recruit and process all trooper and cadet applicants who meet the minimum requirements for the position for which they are applying to maintain a highly-qualified, diverse workforce.³
3. By December 1 of each year, the Recruiting Plan will be submitted, through the chain of command, to the Superintendent for his review and approval.
4. The Superintendent may direct that the Recruiting Plan be revised or updated at any time as he deems appropriate.
5. The Recruiting Plan will contain a plan of action to attract qualified candidates while paying particular attention to the demographics of the service community.⁴
6. After the Recruiting Plan is approved by the Superintendent, HRD will forward the Plan to Planning & Research Division for posting on the PowerDMS.

D. Training of Recruiters and RSU Staff ⁵

1. All personnel, sworn and civilian, assigned to the RSU will receive training so they are knowledgeable in the:
 - a. Recruiting Plan and the goals and objectives of the plan;
 - b. salary, benefits, specialized units within MSP, promotional process and training opportunities;
 - c. trooper selection process;
 - d. factors that may result in a permanent or temporary rejection from the application process;
 - e. State's history, culture and demographics;
 - f. federal and State equal employment opportunity compliance guidelines; and
 - g. commitment of the MSP to a workforce that is diverse in both race and gender.

E. Job Announcements

¹ LE: 31.1.1	TA: N/A	CM: N/A
² LE: 31.2.1(c)	TA: 5.1.1(d)	CM: N/A
³ LE: 31.2.1(a)	TA: 5.1.1(a)	CM: N/A
⁴ LE: 31.2.1(b)	TA: 5.1.1(b)	CM: N/A
⁵ LE: 31.1.2	TA: N/A	CM: N/A

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1. The MSP conducts open, continuous recruiting for troopers; job announcements with closing dates or deadlines will not be printed or posted.⁶
2. The MSP website contains all the information that a prospective applicant may need to successfully complete the application process, including a written description of the duties, responsibilities, requisite skills, educational levels and physical requirements for a trooper.^{7,8}
3. It will be noted that the MSP is an equal opportunity employer on the MSP website, recruitment advertisements and employment applications.⁹

F. Barrack Recruiter Program

1. The Barrack Recruiter Program is designed to enhance the MSP's ability to attract the most qualified and diverse candidate population possible.
2. The Barrack Recruiter Program will recruit superior applicants by:
 - a. developing positive relationships with community and business leaders;
 - b. seeking out individuals with superior potential;
 - c. developing relationships at the high school, community college and college levels.
3. Barrack Recruiters will:
 - a. make contact and establish a rapport with members of their community while on patrol;
 - b. interview interested applicants and make arrangements for ride-alongs;
 - c. develop a relationship with key persons in local high schools and colleges;
 - d. distribute recruiting materials;
 - e. act as the local HRD representative at events such as career days; and
 - f. assist with candidate selection by participating on the Police Selection Committee.
4. Interested troopers will receive an eight-hour training class prior to working as Barrack Recruiters which will provide them with information about:
 - a. forms and processing procedures;
 - b. Cadet Program;
 - c. the State Retirement System;
 - d. EEOC Guidelines;
 - e. Initial Applicant Orientations; and
 - f. recruitment initiative reporting.

G. Participation by Field Personnel

1. Troopers who are performing their official duties are the best advertisement for the MSP.
2. Whenever the opportunity presents itself, troopers should take the time to speak with prospective applicants and encourage them to pursue employment with the MSP.

⁶ LE: 31.3.1(d) TA: 5.1.3(d) CM: N/A

⁷ LE: 31.3.1(a) TA: 5.1.3(a) CM: N/A

⁸ LE: 31.3.1(b) TA: 5.1.3(b) CM: N/A

⁹ LE: 31.3.1(c) TA: 5.1.3(c) CM: N/A

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3. The Recruiting Plan developed by RSU will include information for all personnel that will assist in the recruiting effort. This information will be available on the PowerDMS.
4. Troopers should have a general understanding of the selection process and the minimum employment qualifications; questions should be referred to RSU.
5. At certain times, field personnel may be asked to assist with recruiting initiatives. The MSP will attempt to include troopers who are diverse in race and/or gender in all recruiting initiatives.

H. Community Involvement ¹⁰

1. When recruiting initiatives focused on a particular group (e.g., women, minorities, military) are planned, community organizations that have an interest in, or connection to, that group will be notified and encouraged to participate in the initiative.
2. The RSU will maintain regular contact with the:
 - a. criminal justice program director at each community college with a criminal justice degree program; recruiters will make regular visits to these colleges to speak with students who are enrolled in these programs.
 - b. military offices that assist military personnel with the transition back to civilian life.

I. Review of Recruiting Practices

1. Within 30 days of each Academy class being seated, or at least annually, the Director of HRD will schedule a review to determine the success of the RSU in meeting the MSP recruiting objectives.¹¹
2. The review will:
 - a. include the Superintendent, the Chief of Staff, the bureau chiefs, the Commander of the Personnel Command, the Commander of the Office of Fair Practices, the RSU staff and any other personnel selected by the Superintendent or Director of HRD.
 - b. be documented to identify progress and required improvements related to the:
 - (1) number of applications received;
 - (2) demographics of applicants;
 - (3) source of applicants;
 - (4) effectiveness of recruitment practices;
 - (5) loss of applicants by disqualifying factors; and
 - (6) future recruiting efforts processes.
3. The Recruiting Plan will be updated to reflect changes recommended during the review.¹²

Approved:

Colonel Marcus L. Brown
Superintendent 01/01//2014

¹⁰ LE: 31.3.2 TA: N/A CM: N/A

¹¹ LE: 31.2.2(a) TA: 5.1.1(c) CM: N/A

¹² LE: 31.2.2(b) TA: 5.1.1(e) CM: N/A