



MARYLAND STATE POLICE PERSONNEL DIRECTIVE



Trooper & Cadet Selection

Distribution: All Employees	Index: PER 03.03
DLI Reference: 184	Rescinds: Chapter 4, Sec II & Sec III (B) Special Order 09-1201
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.01 Purpose

To establish and maintain a process to select the most qualified applicants to become troopers and cadets.

.02 Policy

The MSP is an equal opportunity employer and prohibits discrimination in recruitment on the basis of age, ancestry, color, creed, gender identity, marital status, mental or physical disability, national origin, race, religious affiliation, belief, opinion, sex, or sexual orientation. The MSP will recruit and process all 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, attended an Applicant Orientation and has been deemed to be competitive after his Applicant Information Sheet has been reviewed.

FUNCTIONAL FITNESS ASSESSMENT TEST (FFAT): a standardized test administered to all prospective applicants to measure their relative levels of physical fitness compared to accepted national standards.

JOBAPS: an online employment applicant tracking system utilized by the State of Maryland.

PROSPECTIVE APPLICANT: a person who has expressed interest in employment as an MSP trooper or cadet, but has not yet been deemed to be competitive after his Applicant Information Sheet has been reviewed.

WRITTEN EXAMINATION: the Police Officer Selection Test (POST), developed by Stanard & Associates, Inc., which is a validated, nationally-recognized examination for the selection of entry-level law enforcement officers.

.04 CALEA Standards

LE:	31.1.1	31.3.3	31.4.1	TA:	N/A	CM:	N/A
	31.4.2	31.4.3	31.4.4				
	31.4.5	31.4.6	31.5.1				
	31.5.2	31.5.3	31.5.4				
	31.5.5	31.5.6	31.5.7				

.05 References

MD. CODE ANN., PERS. & PENS. §2-302.
MD. CODE ANN., PUB. SAFETY §2-402
COMAR 12.04.01

.06 Procedures

A. Selection Overview

1. The timelines in this directive are a guide. Deviation from the timelines may be approved by the Human Resources Division (HRD) Director when in the best interest of the MSP.
2. An applicant must successfully complete all phases of the hiring process to be considered for employment.
3. The HRD will maintain documented contact with applicants throughout all phases of the application process.
4. All elements of the application process, including any portion supplied by an outside vendor:
 - a. have been validated and are designed to assess the skills necessary for the job; and
 - b. will be administered, scored, evaluated and interpreted in a uniform manner.

B. Validation of the Application Process Elements

1. All elements of the selection process use only criteria that are job related.
2. The POST has been validated by Stanard & Associates, Inc.
3. The FFAT has been validated by Fit Force™.
4. The oral interview has been determined to be job related by the MSP.

C. Selection Materials for all Applicants will be:

1. stored securely within the HRD, via the shared drive and/or JobAps;
2. accessible only to those employees who are directly involved in the selection process;
3. incorporated into an employee's personnel file if the applicant is hired; and
4. retained in accordance with HRD's Records and Retention Schedule.

D. Applicant Orientation

1. This open house orientation is coordinated by members of the HRD and is designed to introduce the MSP and the recruiting process to prospective applicants.
2. Applicant orientations are conducted both in person and virtually.
3. During the Applicant Orientation, prospective applicants will be provided with:
 - a. information about the MSP and the job of a trooper or a cadet;
 - b. an overview that describes all elements and expected duration of the application process;
 - c. a Form 09-39, Initial Applicant Information Sheet, to be completed during the orientation;

Trooper & Cadet Selection

- d. information about the FFAT, including instructions for scheduling the FFAT;
- e. a Form 09-31, FFAT Medical Waiver Form, (good for six months) and instructions to complete the form to participate; and
- f. information about how to reapply if they withdraw from the process or are removed from the process by the MSP.

E. Review of Applicant Information Sheet

- 1. The HRD will review the Form 09-39 submitted by each prospective applicant to determine:
 - a. his competitiveness; and
 - b. if the applicant has included any information that is the basis for a permanent rejection, as determined by either the MSP or the Maryland Police Training and Standards Commission (MPTSC).
- 2. Applicants selected to proceed in the process will be emailed invitation letters to the FFAT and the written examination.
- 3. Applicants who provide information that is a basis for a permanent rejection will receive a notice via JobAps within 30 days of the orientation, advising them of their status.

F. Functional Fitness Assessment Test

- 1. To participate in the FFAT, an applicant must have a valid Form 09-31 signed by a physician within six months of the FFAT date. An applicant's FFAT results are valid for six months.
- 2. To pass the FFAT, applicants will be required to perform:
 - a. 18 push-ups in one minute;
 - b. 27 sit-ups in one minute;
 - c. 16.25" sit and reach;
 - d. 1.5-mile run in 15 minutes and 20 seconds or less; and
 - e. 10 handgun trigger pulls with each hand.
- 3. Applicants who pass the FFAT will be invited to participate in the written examination.
- 4. Applicants who do not pass the FFAT will receive an email within 30 days of the FFAT informing them:
 - a. that they failed the FFAT;
 - b. how they may schedule a retest;
 - c. they are limited to four attempts within any 12-month period and;
 - d. if they fail the FFAT four times within a 12-month period, they will be disqualified from the application process for 12 months from the date of the final failure and will be required to complete an applicant orientation if they wish to re-enter the process. Additional resources for applicants to improve their FFAT performance will be provided via JobAps notice.

PER 03.03
Trooper & Cadet Selection

G. Written Examination

1. The POST consists of four components: math, reading, grammar and writing.
2. Applicants must achieve an aggregate score of 70% on all sections and pass the reading, grammar and writing components of the test with a minimum score of 70%.
3. There is no established passing score on the math component, but the score on this component is factored into the aggregate score.
4. Applicants will be notified through JobAps of the results of their written examination.
5. A passing score on the written examination is valid indefinitely.
6. Applicants who fail the written test and wish to retest, or who wish to retest for a more competitive score, will be provided with information on how to schedule another test, and may retest upon request.
7. Applicants who fail the written test four times within a 12-month period will be disqualified from the application process for 12 months from the date of the final failure.
8. Applicants who fail the POST will be provided additional resources via JobAps to help them improve their test score.

H. Application for Employment

1. Applicants will receive instructions on navigating JobAps on the day of the written examination.
2. Applicants will be required to complete and submit their applications within 15 calendar days. Failure to do so could result in a recall.
3. As applications are received, they will be reviewed for completeness. Any incomplete application will be returned to the applicant within 10 business days with instructions to provide the missing information.
4. After the submission of a complete application, any applicant who is deemed competitive will promptly be scheduled for the oral board, polygraph and background investigation.
5. Applicants who are deemed to be non-competitive after submitting their applications will be:
 - a. removed from the application process; and
 - b. offered the opportunity to meet with a member of the HRD, if desired, to discuss areas where they can improve competitiveness, if applicable.

I. Polygraph

1. Polygraph tests are administered to applicants at the direction of the Department Polygraph Director when requested by the HRD.
2. Polygraphs will only be administered by personnel who have been trained and certified in the use of polygraph equipment and the interpretation of polygraph test results.
3. Applicants will be provided with a Form 40-23, Applicant Polygraph Screening Booklet, prior to the polygraph examination. The Form 40-23 must be completed before taking the exam.
4. During the pre-examination interview, applicants will be informed of the subject areas that will form the basis of the questions asked during the polygraph.
5. The Polygraph Director will forward the results of the polygraph examinations to the HRD.

Trooper & Cadet Selection

6. A member of the HRD, designated by the HRD Director, will review the polygraph test results to determine if the applicant is competitive or non-competitive.
7. Annually, the Director of Polygraph will provide a report to the Director of the HRD regarding polygraph testing for evaluation of adverse impact.
8. An applicant who:
 - a. is deemed non-competitive will be removed from the process;
 - b. demonstrates deception will be reviewed to determine whether the applicant will be removed from the process or scheduled for additional polygraph testing, depending on the nature of the disclosure made by the applicant; or
 - c. demonstrates unresolved deception will be removed from the process permanently if other information is developed that corroborates the applicant's deception.
9. An indication of deception during the polygraph examination will not be used as the single determinant of employment status; however, pretest and post-test discussions that reveal adverse information will be documented and used in the subsequent selection process.
10. Applicants will be disqualified if in violation of [COMAR 12.04.01.16](#) or the HRD Standard Operating Procedure related to Use/Abuse of CDS by Applicants for Sensitive Positions and Classifications.
11. An approved polygraph examination, administered within one year prior to appointment, must be on file.

J. Background Investigation

1. The assignment of background investigations is the responsibility of the HRD.
2. Background investigations for out-of-state applicants will be completed by the HRD. A police agency from that state will be contacted for local criminal and traffic checks.
3. Background investigations will be:
 - a. assigned to personnel who have been trained;
 - b. documented using a Form 169, Applicant Report of Investigation; and
 - c. returned to the HRD by the due date specified on the applicant's file, unless an extension is granted.
4. The HRD will develop and maintain an instructional guide for completing background investigations and a training presentation for background investigators.
5. Background investigations will include (at a minimum): criminal history checks, interviews with at least three personal/professional references, interviews with current and former employers, interviews with family and current/past significant others, verification of credentials (including education), a review of financial data, a check of available decertification databases and any other MPTSC requirements.
6. Completed background investigations will be evaluated by the HRD for completeness and compliance with MPTSC guidelines.
7. Background investigations are valid for one year.
8. Background investigation material will be retained in accordance with HRD's Records and Retention Schedule.

PER 03.03
Trooper & Cadet Selection

K. Oral Interviews

1. Oral interview packets are sent to barrack or division commanders by HRD personnel.
2. A commander who receives an interview packet will ensure the applicant is scheduled for an interview in a timely manner. The oral board packet is due back to the HRD within 15 days of assignment, unless an extension is granted.
3. The oral interview board will be comprised of a chair, who is a supervisor or above, and two other employees of any rank/classification. At least one member of the board should be diverse by race or gender, if practical.
4. Board members will conduct the interview using the Form 09-47, Oral Interview Board Packet, (provided by the HRD) and document the applicant's responses.
5. An applicant must achieve a minimum score of 14 points, out of a possible 25 points, to continue in the process.
6. Retesting
 - a. Applicants who fail the oral interview and wish to re-interview, or who wish to re-interview for a more competitive score, will be provided with information on how to schedule another oral interview, and may re-interview upon request.
 - b. The best score will be considered for competitiveness.
7. Applicants who fail a second oral interview will be removed from the process for 12 months.

L. Police Selection Committee

1. The Police Selection Committee (PSC) is comprised of a permanent board consisting of the following:
 - a. Commander of Employment Services Section (ESS) - Chairman,
 - b. Commander of the Personnel Command,
 - c. Field Operations Bureau Executive Officer,
 - d. Commander of the Education and Training Division, and
 - e. Commander of the Professional Policing Section.
2. Each committee member will designate at least one alternate who will act in his absence.
3. All members, including alternates, will receive training in the recruiting and selection process, as well as proper administration of the selection and banding process.
4. A representative from the Office of Fair Practices (OFP) will be present at the PSC to ensure the integrity of the process and, that it is fair and equitable for all applicants.
5. A summary of each applicant will be presented before the committee using a Form 09-52, Police Selection Committee Summary Worksheet.
6. The PSC determines, by majority vote, the final, overall competitiveness (banding) of a trooper or cadet applicant.

Trooper & Cadet Selection

7. The PSC will vote to determine the band into which the applicant is placed. The bands are:
 - a. Best (3.50 - 4.00),
 - b. Better (2.50 - 3.49),
 - c. Qualified (1.50 - 2.49), or
 - d. Non-Competitive (1.00 - 1.49).
8. The definitions of each banding category will be determined and maintained by the HRD.
9. Applicants who are banded as Non-Competitive will not be eligible for employment.
10. PSC bandings will not change unless factors affecting competitiveness dictate the need for a review by the PSC and possible new banding.

M. Conditional Offer of Employment

1. A conditional offer of employment may be issued by the HRD after the applicant completes the application, passes the FFAT, passes the written examination, passes the oral interview and satisfactorily completes the Form 40-23.
2. After the conditional offer of employment is issued, the applicant will be contacted in order to schedule the polygraph, medical and psychological examinations.

N. Medical and Psychological Examinations

1. A medical examination and a psychological examination will be administered to all applicants prior to appointment.
2. All aspects of the selection process that are related to medical and psychological matters are administered at the direction of the Medical Director and conducted by qualified medical professionals.
3. The Medical Services Section (MSS) will be contacted when a conditional offer of employment is withdrawn so the MSS can cancel any further testing.
4. Completed medical and psychological examinations will be valid for one year, unless a different time period is specified by the Medical Director.
5. An applicant who fails a medical or psychological examination will be removed from the process for the amount of time specified by the Medical Director.

O. Final Offer of Employment and Appointment - Troopers

1. Candidates who are banded as Best or Better, and any Qualified candidate with the Superintendent's approval, will be given a final offer of employment to coincide with the start of an Academy class.
2. The number of final offers issued will be based upon available positions and the availability of adequate funding.
3. When the number of qualified candidates exceeds the number of available positions, selections will be based on the candidates banding by the PSC.
4. Upon graduating from the police academy, and while employed as a trooper, sworn members will reside at a true, fixed and permanent home within the geographical boundaries of the State of Maryland.

Trooper & Cadet Selection

5. Cadets must begin the application process for the position of trooper prior to the beginning of the first trooper candidate class for which they become eligible, based on age.
6. Cadets must meet and maintain all of the qualifications required for employment as a trooper in order to be considered for employment as a trooper.
7. Cadets are required to have a positive endorsement from their supervisor and commander prior to beginning the application process for trooper.

P. Final Offer of Employment and Appointment - Cadets

1. Cadets will be placed on an eligibility list based on the level of competitiveness as determined by the PSC.
2. As vacancies occur, the Superintendent may direct the hiring of cadet applicants from the eligibility list.
3. Appointments to the cadet program are within the unclassified service. Cadets may be released from the MSP in compliance with applicable laws, rules and regulations.

Q. Applicants Not Selected for Employment

1. Applicants who are removed from the process, at any time, will be notified through JobAps within 30 days of the decision, advising them of the status change and providing them with information about reapplying, if applicable.
2. Applicants will be advised to contact the HRD for more information regarding the rejection.

Approved:

Colonel Woodrow W. Jones III
Superintendent 11/03/2021