



# MARYLAND STATE POLICE

## PERSONNEL DIRECTIVE



### Appointment of Civilian Employees

<b>Distribution:</b> All Employees	<b>Index:</b> <b>PER 03.05</b>
<b>DLI References:</b> N/A	<b>Rescinds:</b> Chapter 4, Sec. III (A, C-E)
<b>Issued:</b> 01/01/2013	<b>Revised:</b> 10/11/2013

#### .01 Purpose

To describe the procedures associated with the appointment of civilian employees.

#### .02 Policy

When hiring civilian employees, the MSP will comply with State statute, COMAR, regulations adopted by the Department of Budget and Management and any applicable MSP policy.

#### .03 References

[MD. CODE ANN., LAB. & EMPL. § 3-702.](#)

[MD. CODE ANN., STATE PERS. & PENS. § 7-201 et seq.](#)

[MD. CODE ANN., STATE PERS. & PENS. Title 13.](#)

[COMAR 17.04.03](#)

#### .04 CALEA Standards

<b>LE:</b>	32.1.1	31.1.2	31.3.1	<b>TA:</b>	5.1.3	5.1.4	5.2.1	<b>CM:</b>	4.1.1	4.1.2	4.1.4
	31.3.2	31.3.3	31.3.4		5.2.2	5.2.3	5.2.4		4.1.5	4.1.6	4.2.1
	32.1.1	32.1.2	32.1.3		5.2.5	5.2.6	5.2.7		4.2.2	4.2.3	4.2.4
	32.1.4	32.1.5	32.1.6		5.2.8	5.3.1	5.3.2		4.2.5	4.2.6	4.2.7
	32.1.7	32.2.1	32.2.2						4.3.1	4.3.2	4.3.3
	32.2.3	32.2.4	32.2.5						4.3.4	4.3.5	4.3.6
	32.2.6	32.2.7	32.2.8						4.3.7	4.3.8	4.3.9
	32.2.9	32.2.10	33.7.1						4.3.10	5.2.6	
	33.7.2										

#### .05 Procedures

##### A. Recruitment of Civilian Employees

1. The Department of Budget & Management (DBM) has the primary oversight for recruiting and hiring civilian employees for all State agencies.
2. Certain aspects of the hiring process are administered by the MSP.

## Appointment of Civilian Employees

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3. MSP maintains a permanent, full-time Human Resources Division (HRD) which is responsible for recruiting and processing prospective civilian applicants.<sup>1</sup>
4. Personnel assigned to HRD who are involved in recruiting are trained in relevant personnel matters (e.g., equal employment opportunity).<sup>2</sup>

### B. Job Announcements

1. All civilian job announcements are posted by HRD on the DBM OEC (Online Employment Center) website; DBM approves the content of such applications.
2. When DBM advertises a civilian position on the OEC,<sup>3</sup> the job announcement will contain:
  - a. the application filing deadline;<sup>4</sup> and
  - b. a description of the duties, responsibilities, requisite skills, educational levels and other qualifications or requirements.<sup>5</sup>
3. It will be noted that the MSP and/or the State of Maryland is an equal opportunity employer on the MSP website, recruitment advertisements and employment applications.<sup>6</sup>

### C. Application Process

1. Applicants for all civilian positions are required to submit an electronic application through the State OEC website. Paper applications may be accepted when an individual does not have access to the internet.
2. Those candidates who meet the minimum requirements for the position will be contacted by HRD and informed of the:
  - a. remaining elements in the selection process;<sup>7</sup>
  - b. expected duration of the selection process;<sup>8</sup> and
  - c. policy on reapplication if they are not selected.<sup>9</sup>

### D. Appointment Procedures<sup>10</sup>

1. Filling a Vacancy
  - a. The commander or director of the unit in which a vacancy exists will complete a Form 12, Personnel Acquisition Request, as soon as practical.

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<sup>1</sup> LE: 31.1.1	TA: N/A	CM: 4.1.1
<sup>2</sup> LE: 31.1.2	TA: N/A	CM: 4.1.2
<sup>3</sup> LE: 31.3.1(b)	TA: 5.1.3(b)	CM: 4.1.4(b)
<sup>4</sup> LE: 31.3.1(d)	TA: 5.1.3(d)	CM: 4.1.4(d)
<sup>5</sup> LE: 31.3.1(a)	TA: 5.1.3(a)	CM: 4.1.4(a)
<sup>6</sup> LE: 31.3.1(c)	TA: 5.1.3(c)	CM: 4.1.4(c)
<sup>7</sup> LE: 32.1.4(a)	TA: 5.2.2(a)	CM: 4.2.4(a)
<sup>8</sup> LE: 32.1.4(b)	TA: 5.2.2(b)	CM: 4.2.4(b)
<sup>9</sup> LE: 32.1.4(c)	TA: 5.2.2(c)	CM: 4.2.4(c)
<sup>10</sup> LE: 32.1.1	TA: 5.2.1	CM: 4.2.1

## Appointment of Civilian Employees

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- b. The Form 12 will be sent to the respective bureau chief, who will evaluate the necessity of the position; if the request is endorsed by the bureau chief, he will forward it to the Chief of the Support Services Bureau (SSB).
  - c. The Chief of SSB will assign a priority to each vacancy and report his recommendations to the Superintendent for action by HRD.
- 2. Due to DBM rules, the specific selection process for civilian positions may vary depending upon the position for which the candidate is applying.
  - a. To the extent the MSP has control over the selection process:
    - (1) the minimum qualifications and rating criteria will be job-related;<sup>11</sup> and
    - (2) all elements of the selection process will be administered, scored, evaluated and interpreted in an uniform manner;<sup>12</sup> and
    - (3) the MSP will maintain regular contact with applicants during all phases of the application process.<sup>13</sup>
  - b. Civilian employment applications are generally processed by HRD.
  - c. Applications for some specialized or technical positions may be processed by the unit that has the vacancy (e.g., Aviation Command may process applications for civilian helicopter pilots).
- 3. Civilian employees will be appointed from a list of eligible candidates prepared by the Director of HRD.
- 4. Pre-Employment Investigation
  - a. In addition to any other requirements, all civilian employees must be fingerprinted and checked through the Criminal Justice Information System - Central Repository.
  - b. A background investigation will be conducted on all candidates prior to appointment and include:
    - (1) verification of qualifying credentials;<sup>14</sup>
    - (2) a review of any criminal record;<sup>15</sup> and
    - (3) verification of at least three personal references.<sup>16</sup>
  - c. Background investigations will be:
    - (1) assigned to personnel who have been appropriately trained;<sup>17</sup>
    - (2) documented using a Form 169, Applicant Background Investigation Report; and

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<sup>11</sup> LE: 32.1.2    TA: N/A    CM: 4.2.2

<sup>12</sup> LE: 32.1.3    TA: N/A    CM: 4.2.3

<sup>13</sup> LE: 31.3.3    TA: 5.1.4    CM: 4.1.6

<sup>14</sup> LE: 32.2.1(a)    TA: 5.2.6(a)    CM: 4.3.1(a)

<sup>15</sup> LE: 32.2.1(b)    TA: 5.2.6(b)    CM: 4.3.1(b)

<sup>16</sup> LE: 32.2.1(c)    TA: 5.2.6(c)    CM: 4.3.1(c)

<sup>17</sup> LE: 32.2.2    TA: N/A    CM: 4.3.2

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## Appointment of Civilian Employees

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- (3) returned to the Director of HRD by the due date specified on the applicant's file unless an extension is granted by the Director of HRD.
5. Upon appointment, civilian employees will sign and date a New Employee Acknowledgment Form which confirms receipt of several forms and policies to include:
- a. the MSP's role, purpose, goals, policies and procedures;<sup>18</sup>
  - b. working conditions and regulations;<sup>19</sup> and
  - c. responsibilities and rights of employees.<sup>20</sup>

### E. Polygraph

1. The MSP may require a polygraph examination of any prospective civilian employee.
2. Civilian applicants for identified positions, as determined by the Human Resources Division (HRD), are required to undergo a polygraph examination.
3. Polygraph tests are administered to applicants at the direction of the Department Polygraph Coordinator when requested by the Director of HRD.
4. 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.<sup>21</sup>
5. Applicants will be provided with a Pre-Screening Questionnaire prior to the polygraph examination.
6. 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.<sup>22</sup>
7. The Polygraph Coordinator will forward the results of polygraph examinations to the Director of HRD.
8. The Director of HRD will review the polygraph test results to determine if the applicant is competitive or non-competitive.
9. Applicants who:
  - a. are deemed non-competitive by the Director of HRD will be removed from the process.
  - b. demonstrate deception and make additional post test admissions will be removed from the process for a minimum of one year.
  - c. demonstrate unresolved deception may be removed from the process permanently if other information is developed that corroborates the applicant's deception.<sup>23</sup>
10. An indication of deception during the polygraph examination will generally not be used as the single determinant of employment status; however, pretest and post-test discussions that

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<sup>18</sup> LE: 33.7.1(a) TA: 5.3.1(a) CM: 4.3.10(a)

<sup>19</sup> LE: 33.7.1(b) TA: 5.3.1(b) CM: 4.3.10(b)

<sup>20</sup> LE: 33.7.1(c) TA: 5.3.1(c) CM: 4.3.10(c)

<sup>21</sup> LE: 32.2.5 TA: N/A CM: 4.3.5

<sup>22</sup> LE: 32.2.4 TA: N/A CM: 4.3.4

<sup>23</sup> LE: 32.2.6 TA: N/A CM: 4.3.6

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PER 03.05  
**Appointment of Civilian Employees**

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reveal adverse information will be documented and used in the subsequent selection process.<sup>24</sup>

11. Applicants who are removed from the process will be notified by letter or email within 30 days of the decision advising them of their status and providing them with information about reapplying, if applicable.<sup>25</sup>
12. Polygraph Examinations are valid for one year.

**F. Medical & Psychological Examinations**

1. All prospective employees must meet the standards of medical fitness as determined by the Medical Director and able to successfully complete the essential job functions of the position for which they are applying.<sup>26</sup>
2. A psychological examination will be administered to applicants for certain positions prior to appointment.<sup>27</sup>
3. 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.<sup>28</sup>

**G. Other Civilian Appointments**

1. Appointments of contractual employees are governed by Title 13 of the State Personnel and Pensions Article.
2. The Superintendent may appoint any qualified individual as a temporary, non-contractual employee for up to six months and may not be renewed.

**H. Selection materials, to include background investigation documentation and records of medical and psychological evaluations, for civilian employees will be:**

1. stored securely, generally within HRD, when those materials are not being used;<sup>29</sup>
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 securely for five years locally and transferred to the Hall of Records for an additional 15 years if an applicant is rejected or becomes inactive; after 20 years the materials will be destroyed.<sup>30,31,32</sup>

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<sup>24</sup> LE: 32.2.6	TA: N/A	CM: 4.3.6
<sup>25</sup> LE: 32.1.5	TA: 5.2.3	CM: 4.2.5
<sup>26</sup> LE: 32.2.7	TA: 5.2.8	CM: 4.3.7
<sup>27</sup> LE: 32.2.7	TA: 5.2.8	CM: 4.3.7
<sup>28</sup> LE: 32.2.8	TA: N/A	CM: 4.3.8
<sup>29</sup> LE: 32.1.7	TA: 5.2.5	CM: 4.2.7
<sup>30</sup> LE: 32.1.6	TA: 5.2.4	CM: 4.2.6
<sup>31</sup> LE: 32.2.3	TA: 5.2.7	CM: 4.3.3
<sup>32</sup> LE: 32.2.9	TA: N/A	CM: 4.3.9

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PER 03.05  
**Appointment of Civilian Employees**

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I. Training for Civilian Employees

1. Certain civilian positions (e.g., police communications operators, crime scene technicians) require training upon appointment and continuing education (i.e., in-service) training while employed with MSP.
2. Employees whose positions require pre-service or in-service training will be notified by their supervisor of the requirements.<sup>33</sup>

Approved:

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Colonel Marcus L. Brown  
Superintendent      01/01/2014

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<sup>33</sup> LE: 33.7.2      TA: N/A      CM: 5.2.6

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