



Employment Standards

.01 Policy

It is the policy of the Bladensburg Police Department, in conjunction with the Town's Personnel Regulations, to hire police staff using a uniform, job relevant, and non-discriminatory process, who is of the highest character and integrity, and who will conduct themselves with the highest professional standards.

.02 Terms

High School Diploma: a diploma issued by a United States High School or recognized by the State board of education.;**General Education Development (CED)** shall mean a certificate or diploma issued by Maryland or recognized by the State Board of Education.

Involvement in Criminal Conduct: shall include acts that may have gone undetected, unreported and/or un-prosecuted, or resolved in a civil court process.

Current user of illegal drugs: any person who has illegally used any controlled substance, as defined in Schedules 1 through 4 of the Uniform Controlled Substances Act, within three (3) years prior to application for employment with the Department.

Controlled Substance: any drug or narcotic as defined in Schedules 1 through 4 of the Uniform Controlled Substances Act.

.03 Governing Legislation and Reference

Governing Legislation:

COMAR 12.04.01.01—12.04.01.21.

Maryland Public Safety Article, §3-208(a).

Maryland Criminal Law Article, §5-101.

Maryland Criminal Law Article, §§5-101—5-1101.

Forms: N/A

.04 Procedure

Applicants declared qualified for employment with this Department as established by the Personnel Regulations of the Town shall undergo a four stage selection process which consists of: 1) Eligibility, 2) Pre-Employment Screening, 3) Psychological/Medical Assessment, and 4) Final Selection.

A. Minimum Hiring Standards

Police Officers

The minimum standards are set forth as follows:

- Minimum age of 21 years. Police Officer candidates may be 20.5 years of age to participate in the testing process, and 21 years of age at time of appointment;
- United States Citizen;
- High School diploma or GED;
- Submit to a fingerprint and criminal history check;
- No felony conviction;
- Good moral character as determined by a thorough background investigation;
- Medical and psychological suitability;
- Submit to an interview;
- Read, write, speak, and understand the English language; and,
- Possess a valid motor vehicle driver's license.

Civilian Employees

In addition to the minimum standards established by the Town Personnel Regulations, each employee must meet the following standards for employment at the Police Department:

- Minimum age of 18 years;
- United States Citizen;
- Submit to a fingerprint and criminal history check;
- No felony conviction;
- Good moral character as determined by a thorough background investigation;
- Medical Examination;
- Psychological suitability (Police Dispatchers Only);
- Submit to an interview;

Employment Standards

- Read, write, speak, and understand the English language; and,
- Possess a valid motor vehicle driver's license within 6-months of employment.

B. Behavioral Standards for Candidates

The purpose of establishing behavioral standards shall be to promptly, efficiently and fairly identify those applicants who are unfit for public service, or whose prior conduct is contradictory to, or incompatible with the law enforcement mission, the fair and impartial administration of law, or the provision of community service. No selection standards of the department shall be in conflict with or contrary to the spirit or letter of fair employment laws of the State of Maryland, or of the laws of the United States. The Department enthusiastically declares itself to be an equal opportunity employer.

Felony conviction/ Disqualification

No person who has ever been convicted of any offense declared by law to be a felony in this or any other state shall be eligible for appointment to any position with the Department.

Misdemeanor Conviction/ Disqualification

No person who has been convicted in the past five years of any criminal offense declared by law to be a misdemeanor in this or any other state shall be eligible for appointment to any position with the Department.

No person on probation or parole for any criminal conviction shall be eligible for appointment to any position with the Department.

No person convicted of any of the following misdemeanor offenses shall be eligible for appointment with the Department:

- Larceny./Theft;
- Assault or Battery;
- Indecent exposure;
- Perjury;
- Resisting arrest;
- Filing a false police report;
- Impersonation of a peace officer;
- Domestic violence; or,
- Fraud.

Any person whose conviction has been set aside by a Court shall have been considered to have been convicted within the meaning of this section.

Any person whose juvenile records have been and remain sealed or expunged shall be deemed never to have been convicted within the meaning of this section.

Criminal Conduct

Applicants for employment with this Department whose prior conduct includes involvement in criminal conduct shall not be eligible for appointment with the Department.

As an adult, any act that would constitute a felony offense in this State.

Any act that would constitute a misdemeanor offense in this state committed at any time after application for employment with the Department.

Any act, as specified, committed at any time prior to or following application for employment with the Department, including:

- Forcible Rape;
- Robbery;
- Breaking and Entering;
- Possession of controlled substances for sale;
- Assault with a weapon;
- Lewd Acts with a Child;
- Perjury;
- Homicide;
- Grand Larceny;
- Theft of Public Funds;
- Assault under color of authority
- Any offense declared by law to constitute a hate crime;
- Embezzlement;
- Sexual Assault; or,
- Moral turpitude.

Criminal Conduct—Lateral Applicants

Applicants for employment with the Department who are presently employed by any public criminal justice agency shall be required to sign a disclosure statement authorizing the Department to reveal to their present employer

Employment Standards

any admissions of criminal conduct which occurred or which may have occurred during their employment for that agency. Upon written demand of the Department Head of any such agency and consistent with this Order, the Department shall fully cooperate with any official investigation initiated by that applicant's present employer concerning any such admissions of criminal activity.

Criminal Conduct/Outstanding Arrest Warrant

No person who has an outstanding warrant for his or her arrest shall be eligible for appointment to the Department.

Gross Misconduct

No person who, as an adult, has been previously dismissed from any employment or discharged from the Armed Forces of the United States for acts of gross misconduct shall be eligible for appointment with the Department. "Gross Misconduct" shall include, but not be limited to:

- Embezzlement;
- Wilful disobedience of a lawful order;
- Sexual harassment;
- False statements to superior officers;
- Filing false official reports;
- Desertion;
- Assault under color of authority;
- Battery against any co-worker or supervisor;
- Threats against any co-worker or supervisor; or,
- Job abandonment.

Dishonorable Discharge from Military Service

No person who shall have been dishonorably discharged from the Armed Forces of the United States shall be eligible for appointment to the Department.

Selective Service

No person who shall have been legally required to register for Selective Service and knowingly failed to do so shall be eligible for appointment to the Department.

Possession or Use of Illegal Drugs

No person who is a current user of illegal drugs shall be eligible for appointment to the Department. All applicants for initial employment with the Department shall undergo a chemical test designed to reveal the presence of illegal drugs.

The following types of illegal drug use or possession will be considered automatic disqualifiers in the pre-employment selection process for sworn police personnel:

- Convicted or otherwise found guilty of selling, manufacturing, or distributing a controlled dangerous substance, narcotic drug, or marijuana;
- Ever illegally sold, produced, cultivated, distributed, or transported a controlled dangerous substance, narcotic drug or marijuana;
- Ever used Heroin, Phencyclidine (PCP) or Lysergic acid diethylamide (LSD);
- Any person who has previously and unlawfully ingested any controlled substance classified as a hallucinogen or any other controlled substance by means of injection shall not be eligible for appointment to the Department;
- Persons who have within the past seven (7) years and as an adult illegally possessed any controlled substance excluding the simple possession of an ounce or less of marijuana shall not be eligible for appointment to the Department;
- Any adult use or possession of marijuana within three (3) years prior to application for appointment;
- Any illegal use or possession of an illegal controlled substance, narcotic drug, or marijuana, while employed to enforce federal, State, or local law by any government entity, or as a student enrolled in a college-accredited course related to the criminal justice field;
- Any sale, production, cultivation, distribution, or transportation of a controlled dangerous substance, narcotic drug, marijuana; or,
- Failure to divulge any information about personal illegal use or possession of drugs.

Employment Standards

Possession or Use of Illegal Drugs—Exceptions

The disqualification of an applicant for the following types of illegal drug use or possession will be considered in relationship to the overall background of that individual and may result in disqualification:

- any illegal juvenile use or possession of a drug;
- any illegal adult use or possession of a drug that does not meet the criteria of the automatic disqualifiers; or,
- any illegal or unauthorized use or abuse of prescription medications.

False Statement(s) on Application

Any applicant for employment with the department who makes any knowing and deliberate false statement, misrepresentation, or omission of material fact on any application document shall be denied appointment.

Knowing and deliberate false statements, misrepresentation, or omissions of material fact discovered on any application document at any time following appointment with the Department shall be grounds for dismissal or removal from office.

Fraudulent Application document

Any applicant who knowingly offers or furnishes any altered or fraudulent document in connection with his or her application for employment with the Department shall be immediately disqualified from further consideration. Discovery of altered or fraudulent documents subsequent to appointment with the department shall be grounds for dismissal or removal from office.

Involuntary Separation from Employment

Any applicant who, as an adult, has been dismissed from employment for cause shall not be eligible for appointment to the Department.

Exceptions

The Department may waive the Involuntary Separation rule if in its sole judgement, one or more of the "for cause" dismissals are found to be without merit. Within the meaning of this section, layoffs shall not be construed as dismissal for cause.

Delinquency on Financial Obligations—Child Support

Any applicant for employment with the Department who is presently delinquent or in arrears for any court-ordered child support payments shall be ineligible for appointment.

Delinquency on Financial Obligations—Collections

Any applicant for employment with the Department who is presently in collection for any valid credit obligation shall not be eligible for appointment.

Delinquency on Financial Obligations—Bankruptcy

Any applicant who has filed for bankruptcy within five years of applying with the Department shall not be eligible for appointment unless the bankruptcy is the result of an unexpected event (e.g. sudden death/loss of a second wage earner, loss of employment, serious illness). Outside of these circumstances, an applicant's current credit history cannot show an amassed debt, which led to the original bankruptcy.

Employment Standards

HISTORY: Adopted October 1, 2013

This General Order supersedes all other orders and memoranda in conflict therewith.

Authority:

A handwritten signature in black ink, appearing to read "Charles L. Owens". The signature is written in a cursive style with large, looping letters.

Charles L. Owens
Chief of Police