



Cover Memorandum

Recruitment & Selection, JHPD Directive #302

Purpose of the Directive

The purpose of this Directive is to establish uniform and systematic procedures that attract, identify, and retain a diverse pool of the most qualified applicants available, both for sworn and non-sworn positions within the Johns Hopkins Police Department (JHPD), and to comply with the minimum qualification standards for certification of police officers as set forth in the regulations of the Maryland Police and Correctional Training Commission (MPCTC).

Summary of Directive Requirements

Johns Hopkins University (JHU) is committed to ensuring that the JHPD is staffed with a service-oriented, skilled, and dedicated team that reflects the diverse community it serves. Through a rigorous police recruitment process, the JHPD seeks to attract, identify, and develop the best and brightest individuals, into both sworn and non-sworn positions. JHPD recognizes that staffing the department with the highest qualified personnel is one of its most important responsibilities. A successful recruitment strategy is inclusive, and it is balanced by a fair and efficient selection process that results in attracting and employing individuals who are representative of our diverse campus communities and possess the knowledge, skills, and abilities necessary to serve as a JHPD member.

Recruitment Plan

JHPD will develop, regularly update, and maintain a comprehensive and aggressive recruitment and selection plan focused on attracting a diverse, qualified, and competent applicant pool. JHPD is committed to hiring local applicants and is required to maintain a 25% local residency requirement for its workforce. The Directive describes the recruiting plan, which includes hosting or participating in at least four job fairs across Baltimore each year, outreach to historically underrepresented groups in law enforcement, and sustained and intensive social media outreach. The Directive also details the annual recruiting review and analysis that JHPD will perform.

Minimum Qualifications for Employment

Applicants for officers will be expected to meet the qualifications required to achieve certification by the MPCTC. At a minimum, applicants must be age 21 or older at the time of provisional certification; a U.S. citizen or permanent legal resident honorably discharged from the armed forces; possess a high school diploma, GED, or college degree; be eligible under federal and Maryland law to possess and use a handgun; and hold a valid driver's license.

Steps in the Selection Process

The Directive walks through each step of the selection process, including the solicitation of applications, the initial screening of applicants, selection testing, panel interviewing, background investigation, truth

verification examination, medical exam and drug screening, psychological screening, and interview with the Chief of Police. The Directive notes which steps will be applicable only to applicants for police officer, rather than all applicants for employment.

Submission of Application for Certification

The Directive provides instructions for preparing and submitting an Application for Certification (AFC) to MPCTC. An applicant for certification as an officer may not legally exercise the authority of a police officer until being issued a provisional certification or certification by MPCTC.

Disqualification of Applicants/Re-Application

The Directive provides a list of the principal reasons why an applicant may be disqualified. The Directive also states that applicants may re-apply, re-test, and be re-evaluated for future positions.

Blueprint for the Policy Development Process

The draft JHPD policies (hereinafter referred to as “directives”) shared for community feedback are based on examples of 21st century best practices in public safety policy, identified through extensive benchmarking of university and municipal law enforcement agencies across the nation. Taken together, they represent a comprehensively progressive approach to policing that prioritizes equity, transparency, accountability, and community-based public safety strategies.

The JHPD’s draft directives embody approaches that community advocates and leading experts have championed locally and in law enforcement reform efforts across the nation. The draft directives have also been developed based on input received through robust community engagement in prior phases of JHPD development, including suggestions received in the legislative process as well as last fall’s Memorandum of Understanding (MOU) public comment period and feedback opportunities.

In addition, the directives were drafted to exceed the minimum requirements of the Constitution and laws of the United States and the State of Maryland, to align with the Community Safety and Strengthening Act (CSSA) and to fulfill the requirements of the MOU between the Johns Hopkins University and the Baltimore Police Department. The Hopkins community and our neighbors throughout Baltimore can help improve and strengthen these directives further through their feedback and input.

Material that was considered in the drafting of the Directive and Procedure Manual, include:

- a. **Publicly available policies from municipal police departments that have undergone substantial reform efforts**, including: the New Orleans Police Department; Seattle Police Department; Portland Police Department; Detroit Police Department; Ferguson Police Department; and Baltimore Police Department;
- b. **National guidance on best practices and model policies from criminal justice reform efforts, social science research centers, and civil rights organizations**, including: the Leadership Conference on Civil and Human Rights; American Civil Liberties Union (ACLU), including the ACLU of Massachusetts’s “Racially Just Policing: Model Policies for Colleges and Universities”; the International Association of Chiefs of Police (IACP); the Police Executive Research Forum (PERF); U.S. Department of Justice Office of Community Oriented Policing Services (COPS Office); The Justice Collaboratory (The JC) at Yale University Law School; and The Center for Innovation in Community Safety (CICS) at Georgetown Law School.

c. National and local higher education institutions that are based in comparable environments and make policies publicly available, including: Carnegie Mellon University; Morgan State University; Towson University; University of Chicago; University of Cincinnati; University of Maryland, Baltimore County; University of Pennsylvania; and Yale University.

To ensure that the proposed directives captured national best practices in community-focused public safety services, the development team collaborated with independent experts from two organizations: National Policing Institute (the Institute), a non-profit dedicated to advancing excellence in policing through research and innovation, and 21CP Solutions, an expert consulting team of former law enforcement personnel, academics, civil rights lawyers, and community leaders dedicated to advancing safe, fair, equitable, and inclusive public safety solutions. Each directive was reviewed by experts selected by both organizations, who provided feedback, suggestions, and edits that were fully incorporated into the current draft.

Finally, individuals and organizations representing the diversity of the Johns Hopkins University community provided feedback to ensure the policies and procedures reflect and respond to the values of our institution and to our community's public safety service needs.

Now they are available for your review. Johns Hopkins is committed to adopting, incorporating, or otherwise reflecting recommended changes and feedback in the final version of policies so long as feedback is aligned with our values and commitments, permissible within legal parameters, and supported by national best practices for community policing and public safety.



POLICE DEPARTMENT
RECRUITMENT &
SELECTION

PERSONNEL
PROCEDURE #302

Responsible Executive:
Chief of Police
Responsible Office:
Vice President for Public Safety
Approved by:
Dr. Branville G. Bard, Jr.
Issued: [full date]
Revised: [full date]

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Policy Statement

Johns Hopkins (JH) is committed to ensuring that the Johns Hopkins Police Department (JHPD) is staffed with a service-oriented, skilled, and dedicated team that reflects the diverse community it serves to the degree possible. Through a rigorous police recruitment process, JH seeks to attract, identify, and develop the best and brightest individuals, into both sworn and non-sworn positions.

Who is Governed by this Policy

All personnel, including sworn, non-sworn, and contractual or voluntary persons in service with the Johns Hopkins Police Department (JHPD) are governed by this Directive.

Purpose

The purpose of this Directive is to establish uniform and systematic procedures that attract, identify, and retain a diverse pool of the most qualified candidates available, both for sworn and non-sworn positions within the JHPD.

Definitions

Certification	The legal authority under MD Code, Public Safety, § 3-209, conferred by the Maryland Police Training and Standards Commission (MPTSC), authorizing an individual to exercise law enforcement powers and enforce the criminal laws of Maryland.
Controlled Dangerous Substance	Unless stated otherwise, “controlled dangerous substance” has the meaning stated in MD Code, Criminal Law, § 5-101. It includes substances identified under MD Code, Criminal Law, § 5-708. It does not include medication supported by prescription if used, received, or distributed without criminal intent and for legitimate medical purposes.
Member:	All members of the JHPD, including employees, officers, and volunteers, unless the term is otherwise qualified (e.g., member of the public, member of the Baltimore Police Department, etc.).
Mental Health Professional	<p>An individual who is certified by the appropriate health occupations board, as provided by the MD Code, Health Occupations, § 1-102, and licensed to practice:</p> <ul style="list-style-type: none">• Medicine• Psychology• Clinical social work; or• Clinical professional counseling <p>“Mental health professional” includes an individual referred to as a:</p> <ul style="list-style-type: none">• Psychiatrist licensed to practice medicine as defined in MD Code, Health Occupations, §14-101;• Psychologist licensed to practice psychology as defined in MD Code, Health Occupations, §18-101;• Licensed certified social worker-clinical authorized to practice clinical social work as defined in MD Code, Health Occupations, §19-101, or• Certified professional counselor licensed to practice clinical professional counseling as defined in MD Code, Health Occupations, §17-101.
Mental Health Professional, (Continued)	
Officer:	All sworn police officers, at any rank, as defined by MD Code, Public Safety, § 3-201, in service with the JHPD.
Provisional Certification	Probationary appointment of an individual as an officer under MD Code, Public Safety, § 3-215.
Psychological Evaluation	The administration of an assessment instrument with documented reliability, validity, and other empirical evidence intended to measure, at a minimum, an individual’s integrity, ethics, and interpersonal communication skills; and an in-person interview

	performed by a mental health professional as defined in this regulation.
Qualified Individual with a Disability	Per the Americans with Disabilities Act of 1990 (ADA), a qualified individual with a disability is a disabled individual who, with or without reasonable accommodation, can perform the essential functions of the employment position held or desired. A disabled individual: <ul style="list-style-type: none"> • Has a physical or mental impairment that substantially limits one or more of the major life activities of the individual; • Has a record of such impairment; and • Is regarded as having such impairment.
Truth Verification Device:	Electronic equipment or technology, such as the polygraph, designed and validated to test the veracity of an individual's statements or answers to questions by analyzing the physical reaction of the individual providing the statement or answering questions.

Policy

The JHPD recognizes that staffing the JHPD with the highest qualified personnel is one of its most important responsibilities. A successful recruitment strategy is inclusive, and it is balanced by a fair and efficient selection process that results in attracting and employing individuals who are representative of our diverse campus communities and possess the knowledge, skills, characteristics, and abilities necessary to serve as an officer.

Procedures

- I. **Responsibility** (Commission on Accreditation for Law Enforcement Agencies, (CALEA) 31.1.1)
 - A. The Human Resources Director, Johns Hopkins Public Safety, administers the formal recruitment and selection process for JHPD personnel.
 - B. All members should actively participate in the recruitment process by seeking out qualified applicants, publicizing openings, and promoting participation in upcoming selection activities. Suggestions as to possible candidates should be made in writing to the Human Resources Director. (CALEA 31.1.1)
 - C. All personnel assigned to formal recruiting duties will receive training in personnel matters to include Equal Employment Opportunity and recruitment policies, plans, techniques, and goals relative to JHPD's management and operations; and (CALEA 31.1.2)
 - Department recruitment needs and commitments
 - o Cultural awareness, including an understanding of different ethnic groups and subcultures in the community, the community's

demographics, and JHPD's diversity goals

- Career opportunities, salaries, benefits, and training
- Federal, state, and local compliance guidelines
- Techniques of informal record keeping and systems for candidate tracking
- Selection process and testing
- Disqualifying characteristics

D. When there are actual or forecasted vacancies, JHPD will make every effort to maintain a viable list of highly qualified candidates for recruit positions at all times.

II. **Recruitment Plan** (CALEA 31.2.1, 31.2.2b)

A. The JHPD will develop, regularly update, and maintain a comprehensive and aggressive recruitment and selection plan focused on attracting a diverse, qualified applicant pool, while also fostering the conditions necessary to develop a competent and inclusive team of public safety professionals.

- The recruitment plan should identify primary audiences, messages, methods, and recruitment and hiring targets and be updated on an annual basis.
- Any recruitment literature that uses photographs will be representative of the JH community.
- The Public Safety Human Resources Director will monitor and develop strategies geared towards meeting these goals.
- The extent of formal recruitment activities shall be based upon the actual or forecasted number of vacancies within JHPD, both for sworn and non-sworn positions.
- The JHPD shall make efforts to recruit bilingual officers as reflective of the community's needs.

B. The JHPD is also dedicated to recruiting and hiring candidates who are local to the City of Baltimore.

- As part of this effort, JHPD is required to maintain a 25% local residency requirement for its workforce within five (5) years of the execution of the Memorandum of Understanding (MOU) with the Baltimore Police Department (BPD). The MOU was executed on December 2, 2022.

C. To achieve its recruiting objectives, the Department's recruiting plan will include, but is not limited to, the following actions: (CALEA 31.2.2.a, 5.1.1.a)

- Hosting or participating in at least four (4) job fairs across Baltimore City each calendar year in order to recruit and interview applicants for Johns Hopkins Public Safety (JHPS) and JHPD positions, with a focus on job fairs where women, individuals from historically underrepresented groups

in law enforcement are expected to attend.

- Involving historically underrepresented groups in recruitment advertising, promotional materials, and recruitment events.
- Sustained and intensive outreach using social media and other new media and technologies that engage diverse audiences.
- Developing and utilizing local hiring and residency initiatives, including those focused on providing a pathway for graduates of Baltimore City High Schools.
- Hosting, presenting, and attending community, civic, ethnic, multi-cultural, religious, and educational events.
- Participating in criminal justice, human services, and other education classes at local schools and colleges.
- Incorporating a statement into each position advertisement and application that identifies the JHPD as an “Equal Opportunity Employer” and encourages historically underrepresented groups to apply. (CALEA 31.3.1.c)
- Monitoring and updating recruitment efforts as needed to ensure a diverse workforce. (CALEA 31.2.2.c)

D. No member of JH or JHPD shall directly solicit sworn officers from the BPD for employment with JHPD.

- This prohibition shall not restrict JHPD from generally advertising openings that are not targeted at BPD or its personnel.
- This prohibition is in effect through the term of the MOU between JHPD and BPD.

E. The JHPD is prohibited from hiring more than five (5) BPD sworn officers per year for employment with JHPD.

- This annual cap on hiring BPD sworn officers shall not apply to former BPD personnel that are separated from employment with BPD for more than six (6) months at the time of their hiring.
- This prohibition is in effect through the term of the MOU.

F. The JHPD does not discriminate against a qualified candidate with a disability, pursuant to the ADA.

G. Annual Recruiting Review & Analysis – A documented review of the law enforcement workforce shall be conducted annually by the Human Resources Director, at the close of each fiscal year. The review will report:

- The number of law enforcement applications received, reported by county, state, and zip code of residence; to include:
 - o The total number of individuals who applied,

- o The total number of individuals who were hired into the JHPD workforce,
 - o The total number of Baltimore City residents who were hired into the JHPD workforce,
 - o The number of applicants who were disqualified during the application process for failing to meet the certification requirements of the Maryland Police & Correctional Training Commission (MPCTC); including at which stage of the process the applicants failed and which stage of the process an applicant failed to appear and was thus eliminated; and
 - o The number of applicants who were disqualified by failing an assessment that evaluates an applicant based on the standards adopted by JHPD.
- The number of JHU Campus Security Officer applications received, reported by county, state, and zip code of residence; and
 - o The total number of individuals who were hired into the JHU Campus Security workforce.
 - The Human Resources Director will analyze the results of the workforce composition review, identifying any proportional imbalances and compare those results with:
 - o The department employment policies, procedures, and practices.
 - o The effectiveness of the department recruiting plan in achieving the stated goals and objectives.
 - o The results of recruitment efforts such as number of applicants from each recruitment effort and the number of successful candidate hires.
 - The recruiting analysis, including any recommendations to improve the recruitment plan and/or selection process will be submitted to the Vice President for Public Safety by September 1st and reflected in the Recruitment Plan as appropriate (CALEA 31.2.2). The analysis will be used to update the recruitment plan as necessary

III. Minimum Qualifications for Employment

A. **Police Officer** – JHPD has identified the following minimum qualifications for all applicants for the officer position. This list includes the qualifications necessary to achieve certification by the Maryland Police and Correctional Training Commission (MPCTC) regulations, Code of Maryland Regulations (COMAR) 12.04.01.04, requiring that police officers in Maryland:

- Are age 21 or older at the time of provisional certification by MPCTC
- Are a United States citizen; or

- o Are a permanent legal resident of the United States who is an honorably discharged veteran of the United States Armed Forces and has submitted an application for United States citizenship that is pending approval.
- Possess and submit a high school diploma, GED certificate, or college degree
- Eligible under federal and Maryland law to possess and use a handgun
- Hold a valid driver's license
- Have no tattoos and intentional body mutilation, branding, or intentional scarring visible on the face.
- Have successfully completed the selection process as described in the "Steps in the Selection Process" section of this Directive.

B. Other Personnel - The minimum qualifications for positions other than officer are unique to the knowledge, skills, and abilities required of each individual position. Therefore, the minimum qualifications for each position, including volunteers, shall be identified in the job posting specific to that position.

- At minimum, all other applicants must successfully complete the following selection requirements as detailed in the "Steps in the Selection Process" section of this Directive:
 - o Background and criminal history investigation
 - o Oral Interview
 - o Drug screening
 - o Any additional selection requirements identified in the job posting, that are deemed necessary due to the uniqueness of the particular position.

IV. Steps in the Selection Process (CALEA 31.4.1, 5.2.1)

- A.** All applicants will be treated in a standard manner with respect to administration, scoring, evaluation, and interpretation of results during each step of the selection process.
- No preference will be given to any candidate that does not derive from an objective review of his or her qualifications or suitability for the position.
 - All elements of the selection process will use only those rating criteria or minimum qualifications that are related to the position being applied for. (CALEA 31.4.2, 31.4.3, 5.2.2)
 - Unless otherwise noted in this Directive, selection to a position will require that each step be successfully completed by all candidates, regardless of whether the applicant is presently certified by MPCTC and/or an external lateral hire.

- B.** The Human Resources Director or their designee will maintain contact with applicants from initial application to final disposition, periodically informing the applicant of their status in writing. (CALEA 31.3.3)
- C.** The Human Resources Director or their designee will develop and update the necessary Standard Operating Procedures to ensure the standardization of the selection process.

D. Step #1 – Solicitation of Applications (CALEA 31.3.1, 31.3.1.b, 31.3.2)

As necessary, the Human Resources Director will develop, distribute, and post job vacancy announcements and recruitment notices with all JHU departments, area colleges, the JHPD website, social media, and other news media sites that engage diverse audiences.

- Job announcements and recruitment notices will be publicized at least ten (10) working days prior to the application filing deadline and shall include:
 - o A description of the duties, responsibilities, requisite skill, educational level, and other minimum qualifications or requirements, (CALEA 31.3.1.a)
 - o All steps in the selection process, (CALEA 31.4.4.a)
 - o A statement that identifies JHPD as an “Equal Opportunity Employer” and encourages historically underrepresented groups to apply, (CALEA 31.3.1.c)
 - o Entrance salary, and
 - o Application filing deadlines, if any (CALEA 31.3.1.d).

E. Step #2 – Initial Screening of Applicants

Each candidate is required to submit an Employment Application and a Confidential Questionnaire.

- Applicants for officers will not receive a Confidential Questionnaire until the successful completion of Selection Testing.

F. Included with the Employment Application, applicants will receive written notification of: (CALEA 31.4.4)

- The steps in the selection process, (CALEA 31.4.4.a)
- The approximate duration of the process, and (CALEA 34.4.4.b)
- That they may reapply if not selected. (CALEA 31.4.4.c).

G. The JHPD Human Resources Director or their designee will make an initial review of the applications to determine that all applicants meet minimum qualification requirements.

- Applicants will not be rejected because of minor omissions or deficiencies that can be corrected prior to the testing or interview stages.
- H.** Eligible candidates will be scheduled for the next step in the selection process.
- I.** A candidate who is determined to be ineligible on the basis of this review will be notified in writing within 45 days of such a decision. (CALEA 31.4.5)
- J. Step #3 - Written Testing, (*Entry-Level officer Applicants Only*) (CALEA 31.4.3)**
- The purpose of written testing is to evaluate an entry-level candidates' cognitive ability as it relates to performance in judgment, learning, problem solving, observation, and memory.
- Tests that measure non-cognitive elements such as motivation for public safety work, attitudes toward people, and sense of responsibility may also be used.
 - The JHPD will use testing processes and materials from known sources only, which can attest to their validity for the position of entry-level officer.
 - The JHPD Human Resources Director will attempt to identify and use tests which are known to not have an adverse impact on historically underrepresented groups.
 - o All tests will be administered uniformly to all candidates and in accordance with the instructions provided by the vendor or test administrator.
 - Public Safety personnel who carry a Special Police Officer (SPO) certification are exempt from the physical fitness testing process.
 - Officer applicants who successfully complete written testing will be scheduled for the Physical Agility Assessment. **NOTE:** Applicants who are already certified by MPTC as a Police Officer or those with a current law enforcement certification that is recognized as comparative by the MPTC at the time of their application to JHPD are exempt from completing Written Testing.
- K. Step #4 - Physical Agility Assessment (CALEA 31.4.3)**
- Each officer applicant, including entry-level officers, and those who are MPTC certified or recognized as possessing a comparative law enforcement certification must successfully complete a Physical Agility Assessment to demonstrate their ability to successfully perform the job functions and tasks routinely performed by officers as prescribed by the MPTC in conformance with MD Code, Public Safety, § 3-209.

- Officer applicants who successfully complete the Physical Agility Assessment will receive the Confidential Questionnaire, which must be completed and returned prior to participating in the Panel Interview process.
- Upon receipt of the completed Confidential Questionnaire, a pre-screening interview step will be scheduled with the applicant to assist with scheduling for the Panel Interview.

L. Step #5 - Panel Interview

The purpose of the panel interview is to assist with determining whether (1) candidates have the interpersonal and problem-solving skills to function successfully in the position for which they have applied, and (2) have the critical decision-making and judgment skills necessary to implement the mission and values of JHPD. Consequently, the panel interview will, among other things:

- Assess the ability of the candidates to communicate clearly and thoughtfully.
- Provide applicants with the opportunity to demonstrate their reasoning and critical decision-making abilities.
- Contain questions that are behavioral based.

M. The JHPD shall follow a standard process for each panel interview. The process shall include the following strategies to help mitigate the subjective nature of interviews:

- **Using a uniform set of questions for all candidates.** The Human Resources Director will decide in advance of the first interview which set(s) of questions each interviewer will ask in the interviews. Interviewers will be prohibited from varying from the text of the questions in the interview booklet.
- **Having a minimum of three interviewers present,** each of whom rates each candidate's responses. The Human Resources Director will select and assemble the interview panel. Whenever possible, the panel of interviewers should be comprising a diverse group of the following representatives:
 - o A member of the JH Accountability Board
 - o A representative of a student, faculty, or campus group
 - o A JHPD officer or supervisor
- **Using a standard scoring process.** Each interviewer will have a copy of the examination booklet, in which they may make contemporaneous comments about and rate the candidate's responses. Immediately after the candidate leaves the interview, each interviewer will rate the candidate on their responses. The candidate's overall rating on the panel interview will be determined by averaging the ratings assigned by each interviewer.

N. Step #6 – Background Investigation (CALEA 31.5.1)

A background investigation, to include being fingerprinted for the purpose of obtaining criminal history records for submittal to the MPTC, is completed prior to the appointment to probationary status in accordance with JHPD Directive #303, Background Investigations.

O. Step #7 – Truth Verification Examination (Officer Applicants Only)

Each officer Applicant will be scheduled to participate in a truth verification examination in the form of a polygraph examination.

- The polygraph must be administered by a professionally trained polygraph examiner.
- Immediately prior to the examination, applicants will be provided with a list of actual questions from which polygraph questions will be drawn. (CALEA 31.5.3)
- The polygraph examiner's report will be maintained in a locked file by the Human Resources Director or their designee.
- Polygraph examinations are utilized as an investigative aid and their results shall not be used as the single determining factor of employment status but considered with all information obtained during the background investigation to support a final decision. (CALEA 31.5.5)
 - o The investigator shall document how the polygraph information was used in the investigation.

P. Step #8 – Chief of Police Meeting (Officer Applicants Only)

Following completion of the Background Investigation, applicants will be scheduled for a meeting with the Chief of Police, who will evaluate the applicant's performance through the selection process and fit with the JHPD and the JHPS mission, vision and core values and provide applicants with a final written conditional offer of employment, subject only to successful completion of the physical evaluation, mental health evaluation, and drug screening.

Q. Step #9 – Physical Evaluation & Drug Screening

As required by COMAR 12.04.01.04, applicants for officer positions must be examined by and receive a recommendation from a licensed, trained, and qualified medical doctor indicating that the applicant is physically able to perform the duties of an officer and participate in the entrance-level training program.

- Physical results will be maintained in a locked file by the Human Resources Director or their designee. (CALEA 31.4.6.b)
- Drug Screening, all applicants must submit to a drug screening for controlled dangerous substances.

- o The drug screening for officer positions must meet the requirements set forth in COMAR 12.05.01.15.
- o The Human Resources Director or their designee will schedule the drug screening and maintain the results in a locked file.

R. Step #10 – Mental Health Evaluation (*Police Officer Applicants Only*)

As required by COMAR 12.04.01.04, applicants for the position of officer must submit to an in-person mental health evaluation as scheduled by the Human Resources Director or their designee.

- The evaluation must be conducted by a mental health professional and indicate that the applicant is emotionally and mentally fit and able to perform the duties required by the officer position.
- All applicants who receive the mental health evaluation will be administered the same examination.
- The evaluation report will be maintained in a locked file by the Human Resources Director. (CALEA 31.4.6.d)

V. Submission of Application for Certification

A. The Human Resources Director or their designee shall prepare an Application for Certification (AFC) for review and authorization for hire by the Chief of Police for any officer hired by the JHPD for certification by the MPTC.

- The completed AFC must include:
 - o Date the candidate completed the certification requirements.
 - o Police Chief’s telephone number.
 - o Police Chief’s signature that the MPTC selection standards have been met.
 - o Submitting the completed AFC to the MPTC

B. Applicants shall be aware that false or misrepresented information on the AFC is a basis for rejection or revocation of certification by MPTC and may be the basis for separate administrative or legal action.

C. The completed AFC will be submitted to the MPTC if the agency has, within one (1) year before submitting the AFC:

- Completed or verified for the applicant each of the selection standards in conformance with this directive and COMAR 12.04.01.04 or COMAR 12.04.01.08; and
- Determined that the applicant meets each of the selection standards under this directive and COMAR 12.04.01.04 or 12.04.01.08.

D. An applicant for certification as an officer may **not** legally exercise the authority of an officer until the applicant is issued a provisional certification or certification

by MPTC.

- E. Within 20 days but no longer than 30 days of the JHPD submitting an AFC, either paper form or electronically to MPTC, the applicant must be fingerprinted for the purpose of MPTC receiving a copy of the applicant's Criminal History Records.
- F. The applicant (not the JHPD) is to apply for their full (State and FBI (Federal Bureau of Investigation)) criminal history records background report through the Criminal Justice Information System Central Repository of the Maryland Department of Public Safety and Correctional Services.

VI. **Disqualification of Applicants** (CALEA 31.4.5)

- A. Applicants may be disqualified at a number of junctures during the selection process. All candidates will be informed in writing of their disqualification as soon as possible, but no later than 45 days after the determination.
- B. While the following list is not exhaustive, reasons that a candidate may be disqualified, include:
- The applicant fails to meet any one of the minimum qualifications for the position as stated in the "Minimum Qualifications for Employment" section of this Directive.
 - The applicant is unable to read, write, or speak the English language.
 - The applicant does not possess a valid driver's license at the time of appointment. Specific requirements for an officer candidate's driving record are as follows:
 - o An applicant may not have been convicted, in any state, of perjury or making false statements during driver's licensing procedures.
 - o An applicant's license may not have been suspended, canceled, or revoked in the three (3) years prior to application.
 - o An applicant may not have more than three (3) current points on their driving record at the time of application.
 - o An applicant may not have a DWI/DUI conviction within the last five (5) years.
 - The applicant is not determined to be of good character by a thorough background investigation, including a fingerprint search conducted of local, state, and national fingerprint files.
 - The applicant is ineligible for officer Certification under MPTC standards, which include:
 - o No felony convictions

- o No serious misdemeanor convictions; defined as any crime that would carry more than a one-year incarceration
 - o Cannot have ever illegally sold, produced, cultivated, distributed, or transported a controlled dangerous substance, narcotic drug, or marijuana
 - o Cannot have ever illegally used a controlled dangerous substance narcotic drug, or marijuana while employed to enforce federal, state, or local law by any government entity
 - o No use of heroin, phencyclidine (PCP), or lysergic acid diethylamide (LSD). All hallucinogenic drug use is prohibited.
 - o Cannot have illegally used a controlled dangerous substance or narcotic drug for any purpose within the 36 months before application for certification;
 - o Cannot have illegally engaged in the use of marijuana for any purpose within the 12 months preceding the date of application for certification
 - o No more than five (5) uses of controlled dangerous substances lifetime or more than once since turning age twenty-one (21) (not including marijuana)
- The Applicant uses certain CDS during the application process.
 - The Applicant's prior military service includes receipt of a Bad Conduct or Dishonorable discharge at the time of separation.
 - The applicant does not meet physical standards for the position, as determined by the examining physician.
 - o Must possess visual acuity correctable to 20/20, binocularly, and normal color vision.
 - o Must be able to hear within an acceptable range as determined by audiological examination.
 - No tattoos and intentional body mutilation, branding, or intentional scarring may be visible on the face.
- C. The applicant makes a false statement or is deceptive in the application process or during any examinations.

VII. Re-Application

At the time of their application, candidates will be informed that if they are not appointed to probationary status (employed), they are permitted to re-apply, re-test, and be reevaluated for future positions, provided they meet the general selection requirements.

Candidates will be required to reapply for future consideration.

VIII. Security & Disposition of Records

- A. All testing materials, including written and oral test booklets, will be maintained in a locking file cabinet under the exclusive control of the Human Resources Director or their designee. Unused, out of date, or otherwise unneeded testing materials will be returned to the vendor or disposed of by shredding. (CALEA 31.4.6.b)
- B. The Human Resources section will maintain selection materials for unsuccessful candidates in a locked file cabinet for a period of three (3) years, after which time they will be destroyed by burning or shredding. (CALEA 31.4.6.a)

Policy Enforcement

Enforcement	The Director of Human Resources for Johns Hopkins Public Safety is responsible for enforcing this Directive.
Reporting Violations	Suspected violations of this Directive should be reported to the Director of Human Resources.

Related Resources

University Policies and Documents
Personnel Procedure #303, Background Investigations
External Documentation
Code of Maryland Regulations (COMAR) 12.04.01.04 Code of Maryland Regulations (COMAR) 12.04.01.08
Police Department Forms and Systems

Contacts

Subject Matter	Office Name	Telephone Number	E-mail/Web Address
Policy Clarification and Interpretation			