



Title of Proposed Procedures: POLICE DEPARTMENT EMPLOYMENT PROCEDURES

Applies to (check all that apply):

Faculty ____ **Staff** ____ **Students** ____

Division/Department: X **College** ____

Topic/Issue: The Board of Trustees recognizes the expectations that adequately hired recruits will enhance the efficiency of accomplishing the goals of police work as well as provide for improved BCCC Community/Police relations.

Background to Issue/Rationale for Procedure: Clearly defined procedures are needed to ensure implementation of proper standards for Employment with the BCCC Police Department. These procedures and standards are in line with current best practices of other law enforcement professionals that demonstrate adherence to quality, effectiveness and integrity.

State/Federal Regulatory Requirements (cite if applicable):

(For procedures, cite appropriate approved College Policy addressed)

Maryland Police Training Commission requirements. Annotated Code of Maryland, Title 3, Subtitle 2.

Proposed Procedural Language:

A. Definitions

Applicant: A person who is applying for the opportunity to be admitted to a police academy to eventually become a certified police officer

Background Investigation: The intensive review of an applicant's background to determine if the person is appropriately qualified to be a police officer. Background investigation to be conducted by BCCC Police Department.

B. Policy

It is the policy of BCCC that applicants selected for employment as sworn members meet or exceed these minimum qualifications:

- Applicants must be United States Citizens at the time of appointment.

- Applicants must have received high school diploma or the equivalent.
- Supervisors must have an AA Degree or equivalent.
- Applicants must have reached their 21st birthday upon completion of academy training.
- Applicants must be subjected to an initial physical examination by a licensed physician to determine if the applicant is physically fit and able to perform the daily duties of a police officer. (This examination will include tests of visual and hearing acuity)
- Applicants must be certified by a licensed mental health care professional to be emotionally and mentally fit for the duties of a police officer.
- Applicants must have a valid driving license from the state of their residency prior to beginning of recruit training.
- The applicant's criminal record and drug-use experience may be disqualifying, even if circumstances appear to be very minor, as will any experience which may jeopardize an officer's credibility to enforce the law, testify under oath in court and related enforcement practices.
- Applicants must submit to a polygraph or other truth verification examination.

“As defined by the Maryland Police and Training Commission – Annotated Code of Maryland, Public Safety Article, §3-201.”

It is the policy of BCCC to abide by the provisions of the Americans with Disabilities Act and all other federal statutes and regulations governing employment standards

Approved by the Board of Trustees: July 13, 2006

Originator/Division: Public Safety/Business & Finance

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