

**Bowie State University Police
Department
General Orders**



<i>Subject:</i> Selection Process for University Police Officer	<i>Number:</i> 19
<i>Revised Date:</i> July 30, 2007	Rescinds Memo dated 1/9/02 Rescinds: 05/03
<i>Approved:</i> Chief Ernest L. Waiters	

This article contains the following sections:

- 19.1** *Policy*
19.2 *Selection of and Qualifications for Police Employees*
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19.1 **Policy**

- 19.1.1** Director of Public Safety or designee shall forward to his/her immediate supervisor the names and credentials of the recommended candidates for review. The BSU Office of Human Resources shall appoint such employees as deemed necessary by him/her for the efficient administration of the BSUPD.
- 19.1.2** Appointments to classified positions shall be made from a list of eligible candidates prepared by the BSUPD and submitted to the Office of Human Resources with a one-year probationary period requirement.

19.2 **Selection of and Qualification for Police Employees**

- 19.2.1** The procedure for selection of police employees shall be as follows:
- a. Interested individuals shall file an application (Md. State Application and Personal History Statement (PHS)).
 - b. The application shall be reviewed by an employment representative from the Office of Human Resources.
 - c. Qualified applications shall be forwarded to the BSUPD by Human Resources for evaluation.
 - d. Director Public Safety will convene (3) member panel interview board consisting of one sworn officer (BSUPD), representatives from Human Resources and the Office of Student Affairs and Campus Life.
 - e. A background investigation shall be conducted by the BSUPD.
 - f. Applicants shall take and pass a medical examination prior to appointment to the position.
 - g. A polygraph test and a final interview shall be given, when appropriate. Applicants shall be given timely notification of the test and interview.
 - h. Applicants must take and pass a drug screening examination.
- 19.2.2** The Director, Public Safety will make the final selection from the list of eligible candidates.
- 19.2.3** Applicants who are determined to be ineligible shall be sent a written notification.