

# Employment Probation - University Police Officers I & II

## 1128.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for sworn University of Maryland, Baltimore Police Department (UMBPD) employees during the probationary period.

## 1128.2 POLICY

The policy of the UMBPD is that all probationary personnel will adhere to the following guidelines while working through the probationary period as defined in this directive.

## 1128.3 EMPLOYMENT PROCESS

### 1128.3.1 APPOINTMENTS

After completion of the pre-employment process, the Chief of Police may select a person from the eligibility list and appoint them to the position of University Police Officer I or UPO II.

### 1128.3.2 CERTIFIED AND RECRUIT OFFICERS

- (a) Upon appointment, the employee will be assigned either as certified or recruit officer depending on their previous experience.
- (b) A recruit officer has not been certified by the Maryland Police and Corrections Training Commission and will:
  - 1. Attend a MPCTC approved police training academy commencing on the first available date, and
  - 2. After graduation from the academy the officer will receive on the job training (FTO Program).
- (c) A new officer who graduated from an approved police academy and is certified by the Maryland Police and Corrections Training Commission will:
  - 1. Attend an 18-hour In-Service Training Session to update the required MPCTC Certification;
  - 2. Qualify with their assigned UMBPD service weapon at the range; and
  - 3. Successfully complete the UMBPD FTO Program.

### 1128.3.3 CERTIFICATION AND PROBATION

- (a) Certification of a recruit employee will require a minimum of:
  - 1. Completion of entrance-level police training at an MPCTC approved academy;
  - 2. 35 hours in firearms training;
  - 3. Completion of the FTO Program; and
  - 4. Completion of the probationary period.

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- (b) Any person entering University service by appointment to a permanent position in the classified service shall serve a probationary period.
- (c) Employees who are hired as a UPO I will begin a probationary period of one (1) year upon completion of the entrance-level police training program. Previously certified officers (by MPCTC or out-of-state) must also complete a probationary period of one (1) year. The probationary period for certified officers will begin on the date of employment.
- (d) Any probationary employee may have their probation extended for an additional period not to exceed six months.
- (e) During the original probation period, the Chief of Police may reject an employee at any time before the expiration of the probationary period. The Chief of Police shall then notify, in writing, the Director of Human Resources Services and provide a copy to the employee stating the reason for the rejection on probation.