

BERLIN POLICE DEPARTMENT
BERLIN, MARYLAND

SUBJECT:		NO: 500 A-1
APPLICANT BACKGROUND INVESTIGATIONS - STANDARDS		
EFFECTIVE DATE June 28, 2006	AMENDS	RESCINDS
DISTRIBUTION/DATE A	REFERENCES: General Regulations of the Maryland Police Training Commission 2006	

- .10 The Berlin Police Department will abide by the Maryland Police Training Commission's mandate that all persons appointed as sworn full-time police officers must have first been deemed as suitable for employment by means of a comprehensive applicant background investigation.

- .20 The applicant background investigation should determine beyond a reasonable doubt that the officer candidate is of good moral character, is a loyal United States citizen and is mentally, physically, and emotionally fit to perform law enforcement duties.

- .30 If the background investigation reveals or substantiates one or more of the rejection criteria listed in sections .40 through .60, the Chief of Police should reject the candidate. However, the Chief of Police may order further investigation into any area that was deemed a disqualifier during the initial investigation. After the review of the disqualifying factor, the investigator will then clearly state if the disqualifier was justified or unjustified. The candidate shall be rejected in any cases deemed justified.

- .40 Minimum qualifications for the position of police officer, as established by the Maryland Police Training Commission, are:
 - A. At least 21 years of age at time of appointment;
 - B. U.S. citizen at time of appointment;
 - C. High school diploma or MPTC recognized GED certificate;
 - D. Successfully pass a Physical Examination & Drug Screen;
 - E. Successfully pass a Pre-Employment Polygraph Screening;
 - F. Successfully pass a Psychological Screening;
 - G. And be of good moral character and reputation, as determined by a comprehensive background investigation which must, by law, include:

1. Fingerprint search of criminal history through local, state and federal records;
2. Check of military records;
3. Review of current driving history;
4. Review of current credit history;
5. Review of school records past five (5) years;
5. Review of personal references;
6. Check with neighbors over the past five (5) years;
7. Check with present/past employers and employees.

.50 Disqualifiers for an applicant - the following shall be cause for automatic rejection of an applicant:

A. Unsatisfactory Military Service

1. Military bad conduct or dishonorable discharge from any branch of the U.S. military service;
2. Documented evidence of three (3) or more instances of misconduct or disciplinary action in the military service.

B. Criminal History

1. Conviction for any felony or serious crime (misdemeanor crimes are not automatic rejecters);
2. Any juvenile felony sustained involving violence against other persons;
3. Conviction for any crime under the spousal assault statutes.

C. Unsatisfactory Credit History

1. Participation as a plaintiff or defendant in three (3) or more civil court actions reflecting litigiousness and an inability to interact reasonably with other persons;
2. A pattern of gross or irresponsible indebtedness.

D. Unsatisfactory Driving Record

1. Suspension or Revocation of the applicant's driver license within the last three (3) years;
2. Six (6) or more current points against the applicant's operator's license;
3. A high incidence of accidents due to negligence (as evidenced by three (3) or more vehicle accidents in which the applicant admitted to his/her negligence or negligence established in a court of law, civil or criminal) or a similar history of accidents involving other equipment as determined in the background investigation.

E. Unsatisfactory Employment History

1. Discharge from employment on two (2) or more occasions within the past five (5) years, or documented evidence of disciplinary action and/or discharge on four (4) or more occasions.
2. Record of repeated tardiness or frequent sick call-outs.
3. Poor evaluations or other unsatisfactory work history.

F. Unsatisfactory Neighborhood Check

1. Report of anti-social behavior by a majority of the applicant's neighbors.

G. Violation of Guidelines Concerning the Use of Controlled Dangerous Substances

1. Present use or addiction to any illicit drug;
2. Participation as a manufacturer or distributor of any controlled dangerous substance;
3. Unlawful experimentation and/or use in excess of established tolerance levels as established by the MPTC;
4. Evidence demonstrating repeated use of any drug or chemical substance with such frequency that it appears that the individual has or had accepted the use and/or reliance upon the substance as part of behavior.

.60 Further grounds for rejection:

- A. Evidence of repeated violent behavior.
- B. Continued commission of misdemeanors.
- C. Applicant form or any other document filed and not completely or accurately filled out by the applicant.
- D. Patterns of violence toward other persons as evidenced in two (2) or more areas of the background investigation.
- E. Evidence of alcoholism or serious drinking including, but not limited to, poor work history related to alcoholism, repeated incidents of intoxication or disorderly conduct.

.70 The Berlin Police Department is not limited solely to the elimination criteria stated above. A candidate may be eliminated when a candidate exhibits a number of characteristics, which, when reliably documented and taken in combination, produce a pattern judged clearly inappropriate for law enforcement duties.