

<p>ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES</p> <p>ADMINISTRATIVE DIRECTIVE</p>	<p>AD NO: 03.40 DATE: February 6, 2024 SUBJECT: Personnel TITLE: Selection Process for Corporal Promotion FOR PUBLIC RELEASE: Yes</p>
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- I. Reference: ACA 3-ALDF 1C-08 through 13; Anne Arundel County Code § 6-1-106; Memorandum of Agreement Between Anne Arundel County (Maryland) and the Fraternal Order of Anne Arundel Detention Center Officers and Personnel, Inc.; 28 CFR §115 Prison Rape Elimination Act National Standards §115.17; MCCS .08F, .08G; Employee Relations Manual (ERM) B-02, B-04, C-01, F-01, F-02; AD 03.02, 03.05, 03.07, 03.27, 03.33, 06.06
- II. Applicable To: Anne Arundel County Department of Detention Facilities (AACDDF)
- III. Purpose: To ensure consistency in the internal Corporal promotion selection process.
- IV. Definitions:
- A. Prison Rape Elimination Act (PREA) – where used herein, refers to Public Law 108-79 – Prison Rape Elimination Act of 2003.
 - B. Sexual Abuse – Sexual abuse includes, but is not limited to, sexual intercourse, oral or anal sodomy and sexual acts with instruments. Consensual sexual intercourse with an offender by an employee is, by its nature, an assault and defined by law as rape in the second degree, a felony.
 - C. Sexual Crimes – where used herein, refers to Perverted Practice Sexual Offenses, Sexual Contact, Sodomy and Rape, as defined by Maryland law.
- V. Policy:
- A. It shall be the policy of the AACDDF to establish and maintain consistency in the selection process for Corporals. The AACDDF has an obligation to ensure equal opportunity through the integrity of its internal promotion process with selections based on a consistent scoring system which takes into account the knowledge, seniority, work performance, education and training of qualified, certified applicants.
 - B. Upon receipt of a certification list from the Office of Personnel in accordance with Section 8.3(c) of the Memorandum of Agreement Between Anne Arundel County (Maryland) and the Fraternal Order of Anne Arundel Detention Center Officers and Personnel, Inc., the Superintendent shall work with the Personnel Manager to

conduct interviews and rate the candidates based on the Standardized Selection Process.

VI. Procedure: The Standardized Selection Process will consist of the following criteria represented in point values:

Corporal Test (must pass to be eligible for the Standardized Selection Process)	
Superintendent Interview Process.....	15 points
Seniority.....	20 points
Education.....	10 points
Training.....	20 points
Written Test.....	30 points
Overall Performance (including Commendations and Discipline)...	5 points

A. Superintendent Interview Process (15 points maximum)

1. Objective: An opportunity for the applicant seeking a desired position to express their knowledge of the position in a face-to-face format.
2. Questions:
 - a. No esoteric site-specific questions are permitted.
 - b. Questions/format shall be technical and/or knowledge-based and include inquiry into the applicant's interest, motivation, judgment and decision-making ability.
 - c. Questions are reviewed by the Office of Personnel Recruitment prior to interviews being conducted.
 - d. All interviews will be held at a location and at times that are consistent with normal business hours, unless otherwise approved by the Superintendent.
 - e. The Office of the Superintendent will provide candidates with the interview date(s) and location in advance.
3. Scoring: The interview will be scored on the content of the interview responses and oral presentation.

B. Seniority (20 points maximum)

1. Objective: Union contract will determine the type of seniority that applies. Otherwise, County seniority will be used.

2. Scoring: Each applicant will receive one (1) point for each completed year of service up to a maximum of twenty (20) points.

C. Education (10 points maximum)

1. Objective: Formal education adds to one's abilities by providing knowledge beyond that learned through typical job experience. Formal education will be scored based on the level and type of higher learning achieved.
2. Determining Education: In addition to fully completing the education section as part of the application, candidates must bring acceptable documentation to the interview to receive points for formal education and/or certificates. Degrees outside of the United States must be submitted to Human Resources prior to completing an application to determine degree equivalency.
3. Scoring: The following point values are awarded to applicants who have obtained formal education. Degrees in management would be considered related if the position is a supervisory or managerial position.

NOTE: AN APPLICANT CAN BE AWARDED POINTS IN MORE THAN ONE CATEGORY UP TO A MAXIMUM OF 20 POINTS.

Master's Degree	Related Field	10 points
Master's Degree	Unrelated Field	8 points
Bachelor's Degree	Related Field	6 points
Bachelor's Degree	Unrelated Field	5 points
Associate's Degree	Related Field	4 points
Master's Trades License	Related Field	4 points
Journeyman Paper	Job Related	3 points
Correctional Certification	MPCTC, ACA, AJA	3 points
Associate's Degree	Unrelated Field	2 points
Apprenticeship Papers		2 points
30 College Credits		1 point

D. Training (20 Points maximum)

1. Objective: The sum total of an applicant's knowledge, skills and abilities obtained through training in prior and/or current positions will be vital in the selection for the position for which they are being interviewed.
2. Scoring: Points will be awarded according to the schedule below. In order to be awarded points for training, applicants must submit a copy of their

Training Records. Training in this category does not include mandatory annual in-service training.

Approved AACDDF Training (per 8 hr. class)	1 point
SORT qualified (<i>Prior to FY24</i>)	5 points
Firearms qualified	5 points
Certified Field Training Officer (FTO)	5 points
A3 qualified	5 points
LiveScan qualified	5 points
Certified Adjunct Instructor	5 points

E. Written Test (30 points maximum)

1. Objective: The sum total of an applicant’s knowledge of policies obtained through a written test.
2. Scoring: A point for each percentage point achieved over 70% that the applicant achieves on their written test shall be the added to their score for the purpose of promotion.

F. Overall Performance (5 points maximum)

1. Objective: Any formal documentation of recognition from the Superintendent or Correctional Facility Administrator will be viewed as a commendation. This does include attendance-related documentation, such as “Perfect Attendance”. Commendations also include “Employee of the Year” and “Employee of the Quarter” awards. Any documentation resulting from a disciplinary investigation and placed into the applicant’s personnel file will be taken into consideration. The lowest form of discipline is a Written Letter of Reprimand.
2. Scoring: Commendations are scored at one (1) point per commendation for a maximum of five (5) points for commendations received. An “Employee of the Year” award is worth five (5) points. Applicants must bring documentation to the interview to receive appropriate points. Points will be deducted from overall score for each disciplinary action over a rolling three (3) year period from application date.
3. The following chart explains the scoring for discipline (maximum deduction is 5 points):

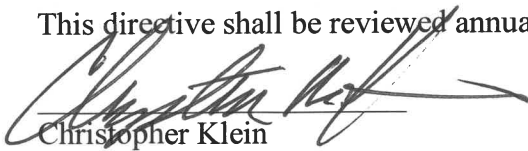
Written Letter of Reprimand (each occurrence)	1 point deducted
Suspension (paper or without pay).....	5 points deducted

- G. Selection – All category scores will be totaled and verified with the Management Assistant II (MAII)-Personnel. The candidate with the highest combined score shall receive the offer for the position and all subsequent vacancies shall be filled in sequential order. In cases where there is a tie score, seniority will be the deciding factor.
1. Prior to promoting selected candidates, the AACDDF shall:
 - a. Conduct a criminal history record check on each individual.
 - b. Consistent with Federal, State and local law, AACDDF staff shall make its best effort to contact all prior institutional employers for information on substantiated allegations of sexual abuse or any resignation during a pending investigation of an allegation of sexual abuse.
 2. AACDDF staff shall ask all applicants and employees about previous misconduct related to sexual abuse or sexual harassment in written applications or interviews for hiring or promotion and in any interviews or written self-evaluations conducted as part of reviews of current employees. AACDDF staff shall also impose upon employees a continuing affirmative duty to disclose any such misconduct. Material omissions regarding such misconduct or the provision of materially false information shall be grounds for termination.
 3. Criminal history record checks shall be recorded on the electronic Criminal Justice Information System (CJIS) Log: AACDDF Staff and maintained in the Compliance Office.
 4. All employees who may be promoted shall complete the PREA Mandated Disclosure (AD 03.30, Appendix 4). This document shall be maintained in the individual's Training File.

Since a policy cannot provide specific directions for all situations, staff are expected to exercise good judgment in the performance of their duties. Should staff be unsure of how a particular situation should be handled, the staff member shall consult their Supervisor.

Should any portion of this directive become unenforceable or require change due to operational problems, staff shall be expected to document the affected section in an Incident Report and forward same to the Captain/Assistant Correctional Facility Administrator (ACFA)-Security.

This directive shall be reviewed annually and revised as necessary.


Christopher Klein
Superintendent

Rescinds: AD 03.40 dated July 1, 2023

Appendix Reference:

**Criminal Justice Information System (CJIS) Log: AACDDF Staff
AD 03.30, Appendix 4 - PREA Mandated Disclosure Form
Authorization for Release of Personal Information**