

Maryland Department of Public Safety & Correctional Services
Human Resources Services Division

Martin O'Malley
Governor

Anthony G. Brown
Lt. Governor



Gary D. Maynard
Secretary

Kathleen Blucher
Acting Director

Recruitment & Examination Announcement

Recruitment For: **INTERNAL INVESTIGATIVE UNIT DETECTIVE
PROVISIONAL**

TRANSFER OPPORTUNITY

Applications will be accepted from current employees who meet the minimum qualifications. If selected, individuals will be placed as an Internal Investigation Detective Provisional, Grade 15. Salary will be set in accordance with existing salary rules. Individuals in Detective classifications at the Internal Investigative Unit are members of the Law Enforcement Officer's Pension System.

Closing Date: **Open and Continuous**

Position Duties: This position is part of a special unit that has the responsibility to investigate alleged violations of rules and regulations and also to investigate alleged criminal activity within the Department of Public Safety and Correctional Services. These positions are located in the Baltimore/Jessup region only. Assignments require travel and may include overnight stays.

The following are essential functions of these positions (not all-inclusive):

- Investigation of alleged excessive use of force by staff;
- Investigation of assaults;
- Investigation of escapes, and related allegations of staff negligence or collusion;
- Investigation of any alleged staff involvement in the trafficking of contraband into or out of State correctional facilities;
- Investigation of inmate deaths that may have resulted from other than natural causes;
- Investigation of inmate complaints involving violations of Department policies and procedures deemed to be serious enough by the Secretary to warrant additional action.

- Investigation of Serious Incident Reports as requested by the Secretary;
- Preparation of written reports on matters investigated; and assist in record keeping for the unit.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Education: High School diploma or G.E.D. certificate acceptable to the Maryland State Board of Education as described in the Police Training Commission regulation.

Experience: Two years of experience in the criminal justice field as a correctional officer, police officer, or parole and probation agent, federal or state or local law enforcement officer or other related profession.

- Notes:**
1. The above educational requirement is set by the Police Training Commission in accordance with Article 41, Section 4-201.
 2. Applicants may substitute college education for the the required general experience at the rate of 60 college credits, including at least 15 credits of criminal justice courses, for up to one year of the required experience.

LICENSES, REGISTRATIONS AND CERTIFICATES:

Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

SPECIAL REQUIREMENTS OF THE CLASSIFICATION:

1. Employees must meet the selection standards required and successfully complete the training prescribed by the Police Training Commission for police officers during their probationary period in accordance with Article 41, Section 4-201 of the Annotated Code. Selection standards for police officer training are listed in detail in the Code of Maryland Regulations Title 12, Subtitle 04, Chapter 01 and include the following:
 - U.S. Citizenship or Resident Alien status;
 - Must be at least 18 years of age;
 - A complete background investigation;

- Oral interview;
 - Physical examination, and;
 - Polygraph and psychological evaluations.
2. Candidates will be given a medical examination to determine their ability to perform job-related functions. Employees in this classification will be required to bear firearms, and to demonstrate practical knowledge and proficiency in the safe use and care of firearms on a periodic basis.
 3. Employees are subject to call-in on a 24-hours a day basis and will be required to provide the employing agency with a telephone number where they can be reached, and carry telecommunications devices supplied by the agency.
 4. Employees in this classification are subject to substance abuse testing in accordance with Code of Maryland Regulations 06.01.09, 12.04.01 and Police Training Commission General Regulation .01-1, Testing for Illegal Use of Drugs.

Applicant must submit the following:

- A completed Maryland State Application (MS 100).
- Release of Information Form
- Applicants who possess current police certification should include that information on the application.

Mail applications clearly marked for the Internal Investigative Unit to:

Department of Public Safety and Correctional Services
Human Resources Services Division
ATTN: Dawn Croxton
6776 Reisterstown Road, Suite 309
Baltimore, Maryland 21215-2342

Selection Process:

The examination may consist of a rating of your education, training, and experience related to the requirements of the job. If you do not receive a request for supplemental information, the rating may be based on your application. It is important that you provide complete and accurate information on your application.

Application forms (MS100) may be obtained from the personnel office at any Department of Public Safety and Correctional Services facility, by calling (410) 585-3421 or download from www.dbm.maryland.gov.

Equal Opportunity/ADA Employer
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