

# Maryland Transportation Authority Police

## Police Officer/Police Cadet Orientation

Planning  
A  
Career  
In  
Law  
Enforcement





# **MARYLAND TRANSPORTATION AUTHORITY POLICE**

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## **QUALIFICATIONS**

### **POLICE OFFICER**

#### **MINIMUM QUALIFICATIONS**

Applicants must be US citizens and must meet the conditions that they will be at least 21 years of age prior to completion of the academy training. Applicants must be a graduate of an accredited high school or should possess a high school equivalency certificate that is recognized by the State of Maryland. There is no experience requirement for the position of Officer I. Once hired, an officer must hold the position of Officer I for one (1) year before moving to the Officer II classification. Applicants must possess a Class C driver's license valid in the State of Maryland.

### **LATERAL POLICE OFFICER**

#### **MINIMUM QUALIFICATIONS**

Applicants must be currently employed as a certified police officer with a full service police agency and hold a current Maryland Police Training Commission Certification Card.

### **POLICE CADET**

#### **MINIMUM QUALIFICATIONS**

Applicants must be US citizens and at least 17 years of age and no more than 20 years of age. Applicants must be a graduate of an accredited high school or should possess a high school equivalency certificate that is recognized by the State of Maryland. Applicants who are presently high school seniors may apply prior to receiving a high school diploma or GED contingent upon graduation. Applicants who are 17 years of age must possess a valid work permit prior to selection.



# MARYLAND TRANSPORTATION AUTHORITY POLICE

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## CAREER OPPORTUNITIES

The Maryland Transportation Authority Police Force is the seventh largest law enforcement agency in Maryland with more than 500 civilian and sworn law enforcement professionals commanded by Chief Marcus L. Brown.

Maryland Transportation Authority (MdTA) Police officers are certified law enforcement officers for the State of Maryland. The Maryland Transportation Authority Police provide security and law enforcement services at the following locations:

- The Thomas J. Hatem Memorial Bridge (US 40 across the Susquehanna River)
- The Governor Harry W. Nice Memorial Bridge (US 301 across the Potomac River in Southern Maryland)
- The William Preston Lane, Jr. Memorial Bridge (Bay Bridge) (US 50/301)
- The Francis Scott Key Bridge (I-695)
- The Baltimore Harbor Tunnel (I-895)
- The Fort McHenry Tunnel (I-95)
- Baltimore Washington International Airport
- The Ports of Baltimore
- Maryland Transportation Authority Commercial Vehicle Safety Division, I-95

Outside of patrol, the Maryland Transportation Authority Police Force offer a variety of career opportunities depending upon your individual interests. Sworn personnel who have successfully completed field training may request assignments to any of the specialty divisions or units:

- Detective Division
- K-9 Unit
- Collision Reconstruction Unit
- Bike Patrol Unit
- Internal Affairs Unit
- Budget and Planning
- Drug Recognition Expert (D.R.E.)
- H.E.A.T. Unit
- Recruiting and Selection Unit
- Honor Guard
- Child Passenger Safety Unit
- Commercial Vehicle Safety Unit
- Marine Unit
- Motorcycle Unit

(REV. 05/11/07)



# **MARYLAND TRANSPORTATION AUTHORITY POLICE**

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## **THE OFFICER'S BENEFIT PACKAGE**

### **SALARIES**

Salaries are based upon an entry-level scale with annual step increases through sixteen years of service. Starting salary for the Police Officer I position is \$40,185 starting salary for the Lateral Police Officer is 6% above current salary to a maximum of \$54,082. Starting salary for the Police Cadet position is \$23,329.

### **EDUCATION**

The Maryland Transportation Authority Police is an advocate for higher learning and encourages its members to pursue higher levels of education. The MdTA Police offers college tuition reimbursement to all police officers and cadets with at least one year of service. MdTA Police Academy graduates have the opportunity to receive up to forty-four (45) college credits towards an Associate's degree from the Community College of Baltimore County.

### **ACCREDITATION**

On March 24, 2001, the Maryland Transportation Authority Police received national accreditation through the Commission on Accreditation for Law Enforcement Agencies (CALEA). This accreditation was accomplished by meeting or exceeding the standards set by the International Association of Chiefs of Police, National Organization of Black Law Enforcement Executives, National Sheriff's Association, and Police Executive Research Forum.

### **CLOTHING ALLOWANCE**

MdTA Police Officers receive a quarterly allowance of \$250.00 for uniform/clothing maintenance.

### **RETIREMENT**

Officers participate in a liberal pension program that permits voluntary retirement after 25 years of credible service or at the age of 50. Officers contribute 4% of their salary towards retirement. Officers with prior military service may be credited with up to five (5) years of service towards retirement after 10 years of employment.

### **PERSONAL LEAVE**

All employees are eligible for seven (7) days of personal leave each calendar year. Personal leave days may not be accumulated. Personal leave accumulated upon termination is also forfeited.



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## THE OFFICER'S BENEFIT PACKAGE

### HOLIDAY LEAVE

The State of Maryland celebrates ten (10) holidays per year. Employees can receive extra holiday leave for general or congressional elections and special holidays declared by the Governor.

### ANNUAL LEAVE (VACATION)

Annual leave is earned at the following rate:

- 1-5 years of service...10 days per year
- 6-10 years of service...15 days per year
- 11-20 years of service...20 days per year
- 21 years and thereafter...25 days per year

Annual leave may accumulate to a maximum of 50 days.

### SICK LEAVE

All employees earn sick leave at a rate of a maximum fifteen (15) days per year. An employee may use earned sick leave for personal illness, injury or other medical disability. In addition, an employee may use accumulated sick leave to provide medical care and treatment of an immediate family member.

### MILITARY LEAVE

An employee serving as a member of the National Guard or the Army, Navy, Air Force, Marine Corps or Coast Guard is entitled to leave with pay for

### FAMILY MEDICAL LEAVE (FMLA)

The Family Medical Leave Act of 1993 provides employees to be eligible to request up to twelve (12) weeks of job-protected leave for certain family and medical reasons. Employees must have at least one year of service, and have worked at least 1,250 hours over the previous twelve (12) months. Employees may request Family and Medical Leave (FMLA) for any of the following reasons:

- To care for the employee's child after birth, adoption or foster care.
- To care for the employee's spouse, child or parent who has a serious health condition; or, for a serious health condition that makes the employee unable to perform his or her job. In most instances, the MdTA requires accrued leave be substituted for unpaid leave.

### WORKER'S COMPENSATION

Worker's Compensation Insurance covers injuries sustained on the job and in the line of duty.

*(REV. 05/11/07)*



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## **THE OFFICER'S BENEFIT PACKAGE**

### **SECONDARY EMPLOYMENT**

All police officers and police cadets are permitted to engage in secondary employment, but the officer or cadet must obtain written authorization prior to the beginning of such employment.

### **ORDINARY DEATH BENEFITS**

If death should occur and the officer has less than one year of eligible service and death does not occur in the line of duty, the designated beneficiary will receive a lump-sum payment consisting of only the officer's accumulated contributions, if any. If death should occur and the officer has at least one but less than two years of eligible service, the designated beneficiary will receive a lump-sum payment of:

- 100% of the officer's annual salary at the time of death plus the officer's accumulated contributions with interest, if any.

### **SPECIAL DEATH BENEFITS**

If you have at least two years of eligible service at the time of death in active service, or if death occurred during the actual performance of duty, the following amounts will be paid:

- An annual benefit for the spouse (paid monthly) equal to 50% of the ordinary disability retirement allowance. If there is no spouse, children under 18 years of age will divide this monthly payment until each attains age 18. If there is no spouse or minor children, then the death benefit will be paid to the designated beneficiary(ies).

### **EMPLOYEE TO EMPLOYEE LEAVE DONATION AND LEAVE BANK MEMBERSHIP**

This program enables employees to donate leave to other employees, or if a current member, request a withdrawal from the Leave Bank. In order to become a member of the Leave Bank, new employees must join within 60 days of their starting date. Current employees may join the Leave Bank only during open enrollment periods.

### **HEALTH INSURANCE**

The Maryland Transportation Authority Police participate in a health insurance plan that includes Preferred Provider Options, Point of Service and several Health Maintenance Organizations. In addition, employees may elect dental coverage, prescription coverage, life insurance, personal accident and dismemberment insurance and flexible spending accounts.



# MARYLAND TRANSPORTATION AUTHORITY POLICE

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## IN THE ACADEMY

An Officer Candidate who is accepted to the Maryland Transportation Authority Police Academy will receive extensive police training by a dedicated training academy staff. The officer candidate will be acclimated into a para-military environment during the seven-month academy. The officer candidate will spend hundreds of hours undertaking classroom studies and may earn up to 45 college credit hours for courses in criminal law, leadership development and general police studies. Other courses provided in the curriculum call for the study of criminal and motor vehicle law as well as practical training in the operation of patrol vehicles, officer survival, firearms training, human relations, criminal and accident investigations. In addition to academics, the Maryland Transportation Authority Police offer a challenging and rigorous training program, which includes many hours of running, baton training, weight training and defensive tactics

The academy has been likened to a military basic training environment and the officer candidate must be willing to adjust to the regimented academy life. In the academy, the officer candidate will have to operate within a strict disciplinary setting, which will include possible disciplinary action and conforming to conservative uniform standards as well as performing menial tasks and obeying orders.

The academy is one of the toughest pinnacles an officer candidate must overcome. However, upon completion, the officer will experience a sense of pride and achievement that is unparalleled. Once the candidate has earned the right to join the ranks of the Maryland Transportation Authority Police, he or she becomes a member of a proud family that extends around the state.

## THE NEW OFFICER

After graduation from the academy, the officer will report to his or her first duty assignment at one of the many Maryland Transportation Authority Installations. For eight weeks, the new officer will be assigned and supervised by a competent senior Field Training Officer (FTO). The FTO will guide the new officer and facilitate his or her transition to road patrol. During this period, the new officer will be afforded the opportunity to apply his or her scholastic training and knowledge received in the academy to actual police situations. Following satisfactory completion of this training, the new officer will begin independent patrol activities. Officers serve a two-year probationary period beginning with the date of appointment. Only after satisfactory completion of the probationary period will an officer be considered a permanent employee.



# MARYLAND TRANSPORTATION AUTHORITY POLICE

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## SELECTION PROCESS

### PHASE ONE

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#### **Orientation and Written Examination**

This introductory phase of the police process is presented for applicants interested in the Officer Candidate and Cadet positions with the Maryland Transportation Authority Police. Prospective applicants will take a written test and receive information about the Force, qualification requirements, the application process, and life in the Police Academy.

Applicants with qualifying scores will be given instructions on how to complete the Employment Application and the Applicant Personnel Booklet. Applicants will also be scheduled for the Physical Agility Test. Applicants will receive a Pre-Employment Fitness Assessment Sheet, a Medical Practitioners Certification Form and an Applicant Personnel Booklet. Applicants that are deemed ineligible for further processing will receive written notification upon completion of the written examination. Applicants who do not receive a passing score on the written examination may re-apply 90 days from the date of the test.

### PHASE TWO

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#### **Physical Agility Test**

The Physical Agility Test is designed to test the applicant's aerobic and anaerobic fitness levels. All candidates **must** present their **completed Medical Practitioners Certification Forms prior to the test.** Applicants who fail to have the required medical forms completed will not be permitted to participate in the test. Applicants who successfully complete the Physical Agility Test must submit their completed Employment Application and Applicant Personnel Booklet to be considered for further processing. Applicants who fail the agility test will be notified by the Recruiting and Selection Unit, via US Mail, of a re-testing date.

### PHASE THREE

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#### **Oral Interview**

The Maryland Transportation Authority Police Selection and Review Committee will conduct Oral Interviews. Candidates who successfully complete this phase will be scheduled for further processing.



# MARYLAND TRANSPORTATION AUTHORITY POLICE

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## SELECTION PROCESS

### PHASE FOUR

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#### **Background Investigation**

Applicants who have successfully completed the above mention phases will begin an extensive background investigation. These phases require the applicant to be fingerprinted, photographed, and submit to a pre-employment polygraph examination. During this phase, information concerning the applicant will be solicited from personal references, employers, neighbors, friends, schools, law enforcement agencies, etc. Applicants must report to the Recruiting and Selection Unit to proceed with this portion of the employment process.

### PHASE FIVE

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#### **Medical Examination/Psychological Evaluation/Pre-Employment Drug and Alcohol Testing**

Upon the acceptance of the Conditional Offer of Employment, the applicant will be required to successfully complete this final phase. The applicant will be scheduled for a medical examination, a psychological evaluation, and submit to a pre-employment drug/alcohol test. Applicants who have satisfactorily completed all phases of the hiring process will be placed into the pool of eligible applicants. The Maryland Transportation Authority Police selection process is highly competitive and seeks the “best qualified” applicants for the position of Police Officer and Police Cadet. Officer Candidate positions are filled on the needs of the Department.

***\*The employment process usually takes approximately 6 months to complete\****

***\*\*Lateral process approximately 3-months to complete\*\****



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## SELF ASSESSMENT GUIDE

### AS A POLICE OFFICER, ARE YOU WILLING TO...?

- Work in any area of the State? Work outside in inclement weather conditions?
- Work weekends, holidays and shift work? Have limited choice of vacation or holiday time due to low seniority?
- Be the target of abuse or profane language from citizens, yet respond in a professional manner?
- Confront and arrest persons who may be larger and stronger than you or who are armed with a deadly weapon?
- Face the loss of former friends or colleagues because of your choice of a career?
- Relieve the suffering of animals, such as deer or dogs that have been injured by a motor vehicle?
- Take the life of another person in self-defense or in the defense of another person?
- Investigate violent or brutal crimes and effectively interact with the victim?
- Respond to calls for a service and investigate accidents along elevated bridges and inside tunnels?
- Investigate fatal traffic accidents; provide medical attention to persons who have been severely injured and deal with hysterical witnesses?
- Complete large numbers of reports, forms and other types of paperwork?
- Place yourself at risk to assist others and perform dangerous tasks in an unsafe environment?

**IF YOU HAVE ANY QUESTIONS AFTER COMPLETING THIS ASSESSMENT, PLEASE ADDRESS THEM TO YOUR RECRUITER.**



# MARYLAND TRANSPORTATION AUTHORITY POLICE

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## PRE-EMPLOYMENT PHYSICAL AGILITY ASSESSMENT TEST

This test is a high intensity fitness evaluation. It is designed to test your aerobic and anaerobic fitness. For this reason, there are no rest breaks between the exercises.

1. **Push – Ups** (muscular endurance) – The score is the number of push-ups performed in one minute (24 required).
2. **Sit – Ups** (muscular endurance) –The score is the number of bent leg sit-ups performed in one minute (28 required).
3. **Flexibility** (range of motion of lower back and hamstrings) –The score is in inches reached on a yardstick. (16 inches required)
4. **1.5-Mile Run** (cardiovascular capacity) –The score is in minutes and seconds (must be completed in 15.55 minutes or less).
5. **Vertical Jump** – The score is in inches reached on a yardstick (15 inches required)
6. **300 Meter Run** – (cardiovascular capacity) – The score is in seconds (must be completed in 70.1 seconds or less).

### HOW TO PREPARE FOR THE PHYSICAL AGILITY ASSESSMENT TEST

1. **Preparing for the Push-Up Test** –To increase muscular endurance, do as many standard push-ups as possible in one minute. At least three times per week, perform three sets of the total number of repetitions you did in one minute.
2. **Preparing for the Sit-Up Test** –To increase your muscular endurance, do as many bent leg sit-ups (hands cupped behind the ears with someone holding your feet) as possible in one minute. At least three times per week, perform three sets of the total number of repetitions you did in one minute.
3. **Preparing for the Flexibility Test** –By perform the following exercises daily, this will increase your flexibility.
  - a) **Sit and Reach** –Sit on the ground with legs straight. Slowly bend forward at the waist and extend your fingertips toward your toes while keeping your legs straight. Hold for ten seconds. Do five repetitions of this exercise.
  - b) **Towel Stretch** –Sit on the ground with your legs straight. Wrap a towel around your feet holding the ends of the towel with each hand. Lean forward and pull gently on the towel extending your torso toward your toes. Hold for ten seconds.



# MARYLAND TRANSPORTATION AUTHORITY POLICE

## PRE-EMPLOYMENT PHYSICAL AGILITY ASSESSMENT TEST

4. **Preparing for the 1.5-Mile Run Test** –Below is a gradual schedule that would enable you to perform a maximum effort for the 1.5-mile run. If you can complete the distance in less time, then that is encouraged.

WEEK	ACTIVITY	DISTANCE (MILES)	TIME (MINUTES)	FREQUENCY (WEEK)
1	Walk	1	17 – 20	5
2	Walk	1.5	25 – 29	5
3	Walk	2	32 – 35	5
4	Walk	2	28 – 30	5
5	Walk/Jog	2	27	5
6	Walk/Jog	2	26	5
7	Walk/Jog	2	25	5
8	Walk/Jog	2	24	4
9	Jog	2	23	4
10	Jog	2	22	4
11	Jog	2	21	4
12	Jog	2	20	4

The below listed exercises are being provided to assist the applicant with the push-up and sit-up portion of the Physical Agility Test. **The applicant should consult with their personal physician prior to commencing any physical exercise routine.**

1. Push –Ups: 3 sets of 12 to 15 repetitions 4 to 5 times a week.
2. Decline Push –Ups: 2 sets of 10 to 12 repetitions 4 to 5 times a week. Prop your feet on a step, box, stool etc. approximately 12 inches high and complete the correct number of repetitions.
3. Tricep Extension: 3 sets of 12 to 15 repetitions 4 to 5 times a week.
4. Bicep Curl: 3 sets 12 to 15 repetitions 4 to 5 times a week.
5. Sit –Ups: 3 sets of 12 repetitions 4 to 5 times a week.
6. Decline Sit –Ups: 3 sets of 12 to 15 repetitions 4 to 5 times a week.