

# BALTIMORE POLICE DEPARTMENT

## Civilian Departmental Administrative Hearing Board Member Application



### CLASS DESCRIPTION

The Baltimore Police Department (BPD) is seeking Baltimore City residents to serve as civilians on Departmental Administrative Hearing Boards. Each BPD Hearing Board panel will consist of three (3) sworn members of the Baltimore Police Department as well as two (2) civilian members, who will be selected randomly from a pool of eligible candidates. The ideal candidate is someone who is: (1) committed to public service and making a positive impact on Baltimore communities; (2) a person of integrity; (3) has strong communication skills; and (4) has no bias in favor of or against police.

Each Hearing Board Member will evaluate evidence of alleged misconduct by BPD officers and participate in deciding whether the allegations have been proven. Specifically, each member of the Board will: (1) hear testimony from complainants, witnesses, and the accused officer; (2) examine documents and other evidentiary materials, including videos from police body-worn cameras; (3) ask questions of the witnesses, if necessary; and (4) deliberate with the other members to determine whether the evidence establishes by a preponderance of the evidence that the accused officer violated BPD policy. At the conclusion of the hearing, the members of the Board will make a finding, by majority vote, as to whether the alleged misconduct was proven by the evidence presented. If a majority of the Board (i.e., three or more members) finds the accused officer guilty, they will then make a recommendation to the Police Commissioner as to the appropriate disciplinary action to be imposed.

### MINIMUM QUALIFICATIONS

To be eligible to serve as a civilian member of an Administrative Hearing Board, applicants must satisfy all of the following requirements:

- Must be at least 21 years of age.
- Must be a Baltimore City resident.
- Must have no felony convictions.
- Must have no serious misdemeanor convictions, i.e., one for which a sentence of one (1) year or more could have been imposed, within the last ten (10) years.
- Must have no pending felony or serious misdemeanor charges.
- Must not be a party to or related to a party to, any legal action filed against the BPD or a member of the BPD in the member's official capacity, within the last ten (10) years.
- Must not be a current or former BPD sworn law enforcement officer.
- Must affirm that they can be fair and impartial.
- Must be free of any bias in favor of or against police or law enforcement.
- Must not be a current or former member of the Baltimore City Civilian Review Board.

#### **Candidates selected for service must complete the following trainings:**

- A curriculum (approximately 40 hours) administered by the Maryland Police Training and Standards Commission on the Law Enforcement Officers' Bill of Rights and matters pertaining to police procedures.
- Civilian Board Member Training Program developed and conducted by the BPD.
- Participation in the BPD Ride-Along Program (a total of approximately 20 hours over four or five occasions).

### COMMITMENT and COMPENSATION

Once an applicant has been selected and completed the above trainings, they will be added to a roster of eligible civilian board members. Thereafter, every time BPD forms an Administrative Hearing Board to hear a specific case against an officer, the Office of Administrative Hearings will reach out to eligible civilians on the roster to select individuals to serve, based on their availability. Usually, one can expect to serve on an Administrative Hearing Board for 1-2 days.

Applicants who complete all of the above eligibility requirements will receive a stipend of \$500. Additionally, a nominal stipend will be paid for each Hearing Board on which they serve.

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## Civilian Board Member Application

1. Name:  Other Names Used:

2. Phone Number:  Email:

3. Current Address:

4. Date of Birth:  Age:  Race:  Sex at Birth:  Gender Identity:

5. Highest Level of Education:

6. Are you a Citizen of the U.S?

Yes  No

7. Are you a resident of Baltimore City?

Yes  No

8. Are you a current or former voting or non-voting member of the Baltimore City Civilian Review Board?

Yes  No

9. Are you a current or former BPD sworn law enforcement officer?

Yes  No

10. Have you ever been convicted of a felony?

Yes  No

11. Do you have any pending felony charges?

Yes  No

12. Have you ever been convicted of a misdemeanor, within the last ten (10) years, which carried a possible sentence of one (1) year or more?

Yes  No If so, please list the charges to which you were found guilty and the date of the conviction:

13. Do you have any pending misdemeanor charges that carry a possible sentence of one (1) year or more?

Yes  No If so, please list what charges are pending:



**14.** Do you have any current civil judgments entered against you?

Yes  No If so, please explain:

**15.** Have you ever been a party to, or related to a party to, any legal action filed against the BPD including the filing of a Local Government Torts Claims Act notice?

Yes  No If so, please explain:

**16.** Do you have any prior experience as a hearing officer in an administrative or investigative proceeding?

Yes  No If so, please explain:

**17.** What caused you to be interested in applying for this position?

**18.** Do you have any prior experience that you feel is applicable to service on an Administrative Hearing Board?

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## Affirmations

I hereby affirm that I have no bias in favor of or against police or law enforcement. If I am selected to serve as a civilian board member, I will be fair and impartial in my service and when rendering decisions in BPD matters.

SIGNATURE:

DATE:

I hereby affirm that there are no intentional misrepresentations or falsifications in the foregoing statement nor in the answers to questions. I am aware that should an investigation disclose any such misrepresentations or falsifications, my application shall be rejected or, if already found eligible, my eligibility will be terminated.

*By entering your name into the signature field of this online application, you are legally signing the document.*

SIGNATURE:

DATE:

Completed applications are accepted via Email or USPS.

**To submit an application via email, save this file and email to:**

[trialboardcivilians@baltimorepolice.org](mailto:trialboardcivilians@baltimorepolice.org)

**To submit an application by mail, attach postage and mail to:**

Office of Administrative Hearings, Civilian Applications  
242 W. 29th Street Baltimore MD 21211