



TOWN OF SENECA FALLS POLICE DEPARTMENT
GENERAL ORDER



GENERAL ORDER #: 190	RESCINDS: 07/01/2013, 05/10/16,03/21/19,06/25/19
SUBJECT: Recruitment, Selection, and Appointment	NYS ACCREDITATION: 11.1, 12.1, 12.5, 12.6, 12.7, 12.8, 12.9
EFFECTIVE DATE: 06/26/2019	
BY ORDER OF: Stuart W. Peenstra, Chief of Police	

I. **PURPOSE:**

To ensure that qualified candidates are selected for hiring as Seneca Falls Police Officers and that the selection process is valid, job-related, non-discriminatory and appropriately documented.

II. **POLICY:**

- A. The Seneca Falls Police Department is an equal opportunity employer for all eligible candidates.
- B. It is the policy of the Seneca Falls Police Department to recruit and/or select candidates for the position of Police Officer in accordance with the New York State Civil Service Law, as Administered by the Seneca County Civil Service Commission.
- C. Candidates accepted for entry level law enforcement positions are required to meet the prescribed standards set forth by the New York State Municipal Police Training Council. This includes the "Medical and Physical Fitness Standards and Procedures for Police Officer Candidates."
- D. The Seneca Falls Police Department, through the Seneca County Civil Service Commission, shall ensure that a licensed physician or practitioner uses valid, useful, and non-discriminatory procedures to examine each candidate prior to permanent appointment.
- E. For lateral transfer selections, only candidates from competitive civil service agencies shall be considered for appointment to the Seneca Falls Police Department.
- F. It shall be the responsibility of the Chief of Police to coordinate selection activities.

III. **PROCEDURE:**

A. **RECRUITMENT:**

- i. Recruitment is the first step in the hiring process. The primary method of recruitment for the position of police officer within the Seneca Falls Police Department is through the Seneca County Civil Service Commission's continuous recruitment testing program. *Civil Service shall advertise a job*

announcement for entry-level law enforcement officer positions. Such announcement must include the following:

1. A description of the duties associated with the position to be filled.
2. Requirements that must be met in order to qualify for the position.
3. Information that prospective candidates need to know about the application process.
4. Notice that the agency is an equal opportunity employer.
5. *NOTE:* This provision is not required when the Seneca Falls Police Department seeks to hire a lateral transfer who is already certified through the Municipal Police Training Council.
6. All verbal and written tests used in the selection process are administered, scored and evaluated interpreted in a uniform and non-discriminatory manner by the Seneca County Civil Service Commission and the New York State Civil Service Commission.
 - ii. Candidates considered for appointment to the Seneca Falls Police Department must be of good moral character and must satisfy all the requirements prescribed by the New York State OPS pursuant to section 840 of the New York State Executive Law.

B. ORAL INTERVIEW:

- i. The Chief of Police or his/her designee, and available command staff will interview any candidates considered for employment by the Seneca Falls Police Department. Oral interviews will employ a set of uniform questions and the results obtained will be recorded on standardized forms. The recorded results will be kept on file for a minimum of six years after appointments resulting from any series of interviews.

C. BACKGROUND INVESTIGATION: (Revised: 06/25/2019)

- i. All candidates that have access to sensitive police information must complete and submit the Seneca Falls Police Department Background Investigation Questionnaire, this will include civilian positions. Upon submission of the completed questionnaire, a thorough background investigation will be conducted which will include, but not be limited to, investigation of the candidate's family, education, residences, work record, physical and emotional health, organizations and affiliations, references, social contacts, credit record, DMV record, military history, county records such as liens and judgments, and criminal history record.

D. PSYCHOLOGICAL SCREENING:

- i. A qualified psychiatrist to establish a level of emotional stability and psychological fitness compatible with the position will evaluate all candidates. When such psychological screening has not been conducted in the course of civil service testing, as in the case of some lateral transfer candidates; the same standards and procedures will be applied.

E. CONDITIONAL OFFER OF APPOINTMENT:

- i. At the successful conclusion of the background investigation and psychological screening process, the Chief of Police, or his/her designee, will make recommendations to the Seneca Falls Town Board for appointment(s) to the position of Police Officer.
- ii. As the hiring authority for the Town of Seneca Falls. The Town Board may authorize the Chief of Police to provide candidates with a conditional offer of employment. Candidates receiving a conditional offer are subject to successfully completing a medical background questionnaire and physical examination.

F. PHYSICAL EXAMINATION:

- i. Upon being provided with a conditional offer of employment, all candidates will be subject to a physical examination, conducted by a licensed physician, in accordance with the standards prescribed by OPS. When such physical examination has not been conducted in the course of civil service testing, as in the case of some lateral transfer candidates; the same standards and procedures will be applied.

G. PROBATIONARY APPOINTMENT:

- i. Per Civil Service rules, all appointments for newly hired recruit officers will be probationary for a period not less than twelve (12) months or more than seventy-eight (78) weeks.
- ii. Officers making a lateral transfer into the Seneca Falls Police Department shall have a probationary period not less than twelve (12) months or more than twenty-six (78) weeks. The officer shall be notified of the probationary period in writing prior to hiring.
- iii. Probationary officers shall be evaluated at least three times during the probationary period. Evaluations will be accomplished pursuant to the Field Training and Evaluation Program.

H. OATH OF OFFICE:

- i. Subsequent to the effective date of appointment and prior to commencement of official duties, officers will be administered the standard Oath of Office.

I. DETERMINING AN EMPLOYEE'S SENIORITY:

- i. To ensure fair and impartial determination of seniority, this department will determine seniority in the following manner;
 1. Seniority shall be based on the date the employee was appointed a full time employee.
 2. In the event that more than one employee was appointed on the same date, the seniority will be determined by the final police academy score.
 3. When an employee receives a promotion, the employee will keep their overall

departmental seniority, however, they will begin a new positional seniority date as well.(Revised 03/21/2019)

J. MAINTENANCE OF RECORDS:

- i. All records of appointed candidates that are not maintained by the Seneca County Civil Service Commission shall be maintained by the Seneca Falls Police Department for a period of six (6) years beyond the duration of employment.