



**TOWN OF SENECA FALLS POLICE
DEPARTMENT**

GENERAL ORDER



GENERAL ORDER #: 195	RESCINDS: 07/01/2021
SUBJECT: Promotion Process	NYS ACCREDITATION: 15.1
EFFECTIVE DATE: 10/11/2017	
BY ORDER OF: Stuart W. Peenstra, Chief of Police	

I. PURPOSE

To establish procedures for promotion within the Seneca Falls Police Department.

II. POLICY

- A.** Promotions must comply with Civil Service Law.
- B.** The Civil Service Commission shall make appropriate announcements when promotional examinations are scheduled.
- C.** Promotion to Civil Service rank shall be job related and non-discriminatory, as outlined in Civil Service Law.
- D.** The Civil Service Commission shall establish an eligibility list for promotion based upon Civil Service examinations. The resulting lists will be maintained by the Civil Service Commission and are subject to requirements of the New York State Civil Service Law.
- E.** The Chief of Police is responsible for the administration of the promotion selection process.

III. PROCEDURE FOR CIVIL SERVICE PROMOTION

- A.** When a Civil Service titled vacancy exists within the Seneca Falls Police Department, that requires a promotion to fill, the Civil Service Commission shall provide the Chief of Police with a certified eligibility list of candidates.
- B.** The Chief of Police will poll eligible candidates for interest in the position and may request recommendations for promotion from the candidate's supervisors.
- C.** The Chief of Police and his/her designee(s) will review performance evaluations of the candidate(s) to assist in the selection process.
- D.** The Chief of Police and his/her designee(s) may conduct interviews of the candidate(s) to assist in the selection process. If interviews are utilized, they 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 one year after appointments resulting from any series of interviews.

IV. PROCEDURE FOR NON-CIVIL SERVICE PROMOTION

- A.** When a non-Civil Service titled vacancy exists within the Seneca Falls Police Department, the Chief of Police will poll eligible candidates for interest in the position and may request recommendations for promotion from the candidate's supervisors.
- B.** The Chief of Police and his/her designee(s) will review performance evaluations of the candidates to assist in the selection process.
- C.** The Chief of Police and his/her designees may conduct interviews of the candidates to assist in the selection process. If interviews are utilized, they 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 one year after appointments resulting from any series of interviews.

- D. The Chief of Police and/or his/her designee(s) may also utilize a scenario based assessment process in which all candidates are provided a like scenario and then evaluated based upon similar criteria. The recorded results will be kept on file for a minimum of one year after appointments resulting from any series of interviews and/or assessments.

V. ANNOUNCEMENTS

Whenever a promotional examination announcement is received from Seneca County Civil Service, it will be prominently posted in a location accessible to all eligible candidates.

VI. PROBATIONARY APPOINTMENT

At the conclusion of the selection process, the Chief of Police or his/her designee(s) will make recommendations to the Seneca Falls Town Board for promotion to the vacant position. All appointments (Union and Non-union) will be probationary for a period of 1- year.
10/11/2017

VII. OATH OF OFFICE

Subsequent to the effective date of appointment and prior to commencement of official duties, officers will be administered the standard Oath of Office by the Seneca Falls Town Clerk or their designee.