



TOWN OF SENECA FALLS POLICE DEPARTMENT

GENERAL ORDER



GENERAL ORDER #: 201	RESCINDS: New
SUBJECT: Police Officer Recruit	NYS ACCREDITATION: 12.8
EFFECTIVE DATE: 07/01/2013	
BY ORDER OF: Stuart W. Peenstra, Chief of Police	

I. PURPOSE

To establish policy relating to the position of Police Officer Recruit.

II. POLICY

- A. Each person appointed to the position of Police Officer Recruit shall attain Police Officer certification by successfully completing a prescribed course of training.
- B. The title of Police Officer Recruit shall be used during training at the Finger Lakes Law Enforcement Academy. Police Officer Recruits shall be administered the Oath of Office prior to attending the academy.
- C. The Police Officer Recruit will be elevated to a Probationary Police Officer upon successful completion of the academic portion of training entitled, "Basic Course for Police Officers," and approval by the Chief of Police.
- D. New York State Police Officer certification shall be granted only after the successful completion of all phases of training as mandated by:
 1. The Seneca Falls Police Department;
 2. NY DCJS approved basic course for police officers;
 3. The State of New York Office of Public Safety.

III. OBEDIENCE TO RULES AND REGULATIONS

All Police Officer Recruits shall be subject to all General Orders and policies of the Seneca Falls Police Department and to the Rules and Regulations of the basic course for police officers. Violation of any of the above rules, regulations, or orders may be cause for dismissal. Training with respect to these rules will be provided to each Police Officer Recruit.

IV. PROBATIONARY PERIOD

Per Civil Service rules, Police Officer recruits shall be subject to a probationary period not less than twelve (12) weeks or more than seventy-eight (78) weeks from the commencement of employment. The officer shall be notified of the probationary period in writing prior to hiring.

V. PERFORMANCE EVALUATION

Police Officer Recruits will be continuously evaluated during their course of instruction at the Public Safety Training Facility and during any additional recruit and probationary training mandated by the Seneca Falls Police Department. Failure to maintain a satisfactory level of performance will be cause for dismissal.

VI. WEARING OF ISSUED UNIFORMS

Police Officer Recruits shall wear the designated uniform issued by the assigned academy. Police Officer Recruits are not permitted to wear the uniform except during travel to and from their residence for duty and during duty assignment.

VII. DUTIES OF POLICE OFFICER RECRUITS

Police Officer Recruits will not represent themselves to be Police Officers. The Police Officer Recruit shall immediately contact the Seneca Falls Police Department or 911, if an incident occurs outside of the Town of Seneca Falls, concerning any condition or activity he observes which requires police attention. He shall identify himself as a Police Officer Recruit of the Seneca Falls Police Department to 911 and the responding officers, and provide them with any information or assistance.

VIII. PERSONAL HANDGUNS

Police Officer Recruits shall not carry their privately owned handgun whether on-duty or off-duty unless permitted in writing, by the Chief of Police.

IX. SPECIAL TRAINING WEAPONS

A deactivated (Blue) handgun shall be issued for training purposes. It shall be used only in the manner mandated by the firearms training officer. The handgun will not be displayed publicly.