

Geneva Police Department <b>GENERAL ORDERS</b>		<b>RECRUITMENT AND SELECTION</b>	
<input type="checkbox"/> new: <input checked="" type="checkbox"/> rescinds: Policy & Procedure 12.1-9 <input type="checkbox"/> amends:		<b>cross-reference:</b> G.O. 205 G.O. 206	
<b>effective date:</b> 1.29.04		<b>issue/amend date:</b> 1.29.04 / 2.19.15 / 10.23.19 / 12.7.20 / 2.23.22	
		<b>Accreditation/Recognition standards:</b> C.A.L.E.A.: 32.2.1; 32.2.7; 32.2.8 NYS L.E.A.P.: 11.1; 11.2; 11.3; 12.1; 12.2; 12.3; 12.4; 12.5; 12.6; 12.7; 12.8; 12.9	

<b>I. PURPOSE</b>	The purpose of this General Order is to establish and describe policies and procedures of the Geneva Police Department for the recruitment of the most qualified applicants for actual or anticipated vacancies within the department and the selection process used by the department to ensure that the best qualified candidates are selected for appointment, and that the selection process is valid, job related and non-discriminatory.
<b>II. POLICY</b>	It is the policy of the Geneva Police Department to recruit and select the best qualified candidates for positions in accordance with the New York State Civil Service Law, as administered by the Ontario County Department of Human Resources and City of Geneva Personnel, New York State Executive Law, New York Codes Rules and Regulations, Americans with Disabilities Act of 1990, and all other applicable laws and regulations.
<b>III. PROCEDURE</b>	<p><b>A. <u>Recruitment</u></b></p> <ol style="list-style-type: none"> <li>1. Recruitment is the first step in the hiring process when there are actual or anticipated vacancies within the department. The Personnel Office shall initiate recruitment activities and shall:           <ol style="list-style-type: none"> <li>a. Encourage all personnel to participate in recruitment activities and to seek referrals from community leaders and groups;</li> <li>b. Utilize the City’s Workforce Diversity Advisory Committee;</li> <li>c. When appropriate, utilize community organizations and minority persons fluent in the community’s languages and sensitive to the cultural environment as recruiters;</li> <li>d. Develop recruiting literature and materials which depict a career in law enforcement which can be distributed to those considering a law enforcement career. Any advertisement or recruiting literature should clearly state that the department is an “Equal Opportunity Employer”;</li> <li>e. Hold informational meetings and/or exam prep classes for potential applicants regarding the process and procedures for becoming a police officer.</li> </ol> </li> <li>2. The Ontario County Department of Human Resources (Ontario County DHR) publishes and distributes test announcements for scheduled examinations. In addition, the Personnel Office provides these announcements to community organizations and posts them at other applicable locations. These announcements provide potential applicants with:           <ol style="list-style-type: none"> <li>a. A description of the duties and responsibilities of the position and education required for appointment;</li> <li>b. Minimum qualifications for appointment;</li> </ol> </li> </ol>

**III. PROCEDURE  
(CONT.)**

- c. Subject of the examination;
  - d. Qualifying physical fitness requirements;
  - e. A medical and psychological exam requirement;
  - f. Application procedure;
  - g. Last filing date for application; and
  - h. Date of examination.
3. The Personnel Office shall, when appropriate, advertise upcoming examinations and job vacancies in newspapers and other mass media outlets.
4. Advertisements shall contain:
- a. A description of the duties associated with the position;
  - b. Requirements necessary to qualify for the position;
  - c. Information that the prospective candidates need to know about the selection process; and
  - d. Notice that the City of Geneva is an “Equal Opportunity Employer”.

**B. New York State Department of Civil Service**

1. The New York State Department of Civil Service develops all written examinations and administers physical agility examination for police officer candidates. The New York State Department of Civil Service:
- a. Designs examinations to be practical in their character and relates them to those matters that will fairly test the relative capacity and fitness of the person examined to discharge the duties of that service to which they seek appointment;
  - b. Provides these examinations to the Ontario County Department of Human Resources;
  - c. Scores the written exams in a uniform manner; and
  - d. Determines the validity of examinations through one or more of the following methods:
    - i. Criterion-related validity;
    - ii. Construct validation; or
    - iii. Content validation.

**C. Ontario County Department of Human Resources (OCDHR)/City of Geneva Personnel**

1. Primary responsibility for the Civil Service function for the City of Geneva is the Ontario County DHR, which functions under the New York State Civil Service Law. The City of Geneva maintains a liaison with the Ontario County DHR through the Assistant to the City Manager/Human Resources Director. The Ontario County DHR is responsible for:
- a. Receiving and processing applications;
  - b. Administering written examinations and physical agility testing; and
  - c. Establishing a list of eligible candidates;

**III. PROCEDURE  
(CONT.)**

2. All candidates for the position of police officer within the Geneva Police Department must pass a physical agility examination prior to becoming eligible for appointment. These tests shall be administered and scored by the Ontario County DHR in accordance with § 6000.8 of the Medical and Physical Fitness Standards for Police Officer Candidates as prescribed by the Division of Criminal Justice Services Municipal Police Training Council.
3. Based on the results of the examinations, the Ontario County DHR will establish a list of persons that are eligible for appointment. All persons appointed, other than lateral transfers, must be selected from these lists in accordance with applicable Civil Service laws and regulations.

**D. Responsibilities of the Geneva Police Department**

1. The Chief of Police will have the ultimate authority to select and appoint personnel within the police department. The Personnel Officer for the City of Geneva shall be responsible for coordinating the selection process.
2. The selection process shall be administered in the following steps for personnel in accordance with the Municipal Police Training Council 9 NYCRR Part 6000 of the Medical and Physical Standards and Procedures for Officer Candidates:
  - a. At the direction of the Chief of Police, inform the Personnel Office of the vacancies within the Police Department. The Personnel Office will then inform the Ontario County DHR and request a Civil Service eligible list.
  - b. The Ontario County DHR will send canvass letters in accordance with the Civil Service law and regulations.
  - c. The Ontario County DHR will set up and administer the Physical Fitness Screening pursuant to §6000.8 which candidates must pass to go on to the next step.
  - d. Receive Certification of Eligible List.
  - e. Background Investigations conducted on eligible candidates. The background investigation must include at a minimum:
    - i. Verification of qualifying credentials;
    - ii. Criminal history check on the candidate;
    - iii. At least three (3) personal character references;
    - iv. Family Members (immediate);
    - v. Education;
    - vi. All Residences (past & present);
    - vii. DMV Record;
    - viii. Military History;
    - ix. County Records (e.g. liens and judgements);
    - x. Organization Affiliations;
    - xi. References and Social Contacts;
    - xii. Credit Record.
  - f. Upon successful completion of the background investigation, the Chief of Police and/or his designees and a member of Personnel, will conduct oral interviews. Oral interviews shall consist of a set of standardized questions that are valid, useful and non-discriminatory.

**III. PROCEDURE  
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- g. Extend employment offers contingent upon the passing of a psychological test, a polygraph examination and a medical examination:
  - i. The psychological fitness examination shall be conducted and assessed by a qualified psychologist or psychiatrist in accordance with §6000.11.
  - ii. The Polygraph Examination will be conducted by a certified Polygraph Examiner
  - iii. The medical exam must be conducted by a qualified physician in accordance with §6000.4.
- h. Candidates who have successfully completed all the steps in the selection process shall be eligible for appointment. Eligible candidates may be appointed at the discretion of the Chief of Police in accordance with applicable laws, regulations and procedures.
- i. The selected candidate will be fingerprinted and the prints processed by the Division of Criminal Justice Services and the FBI.
- j. The applicant will be certified and officially appointed.
- k. Candidates who have not been selected for appointment shall be notified orally or in writing.

**E. Oath of Office**

- 1. The Geneva City Clerk shall, at the time of their appointment, officially swear in every person employed by the Geneva Police Department as a police officer.
- 2. The oath of office requires officers to abide by and enforce the law, and to uphold the Constitution of the United States and the State of New York.
- 3. The oath of office is as follows:

***I \_\_\_\_\_ do Solemnly Swear that I will support the Constitution of the United States, and the Constitution of the State of New York, and that I will faithfully discharge the duties of the office of Police Officer for the City of Geneva according to the best of my ability.***

**F. Lateral Transfer**

- 1. Applicants for lateral transfer must meet all criteria for lateral transfers established by New York State Civil Service Law and the Ontario County DHR/Geneva Personnel Office.
- 2. Candidates for lateral transfer shall be processed in accordance with the provisions of §III (D) of this Order.
- 3. Candidates for lateral transfer may be appointed by the Chief of Police in accordance with the Ontario County DHR Civil Service Rules and the New York State Civil Service Law.

**G. Probationary Period**

- 1. All persons appointed to the department shall be subject to a probationary period of eighteen (18) months.
- 2. Probationary police officers enrolled in the Field Training and Evaluation Program shall be evaluated on a daily basis in accordance with the provisions of the Field Training and Evaluation Program General Order. ***See GO 206 Field Training and Evaluation Program.***

**III. PROCEDURE  
(CONT.)**

3. Probationary officers who have successfully completed the Field Training and Evaluation Program shall be evaluated on a monthly basis by his/her immediate supervisor in accordance with the Performance Evaluation General Order. *See GO 205 Performance Evaluations.*

**H. Records**

1. The Personnel Office shall be responsible for maintaining all applications and materials pertaining to the selection process.
2. Selection materials shall be kept in a locked file when not in use.
3. All records of law enforcement officers who have been selected shall be maintained in accordance with the New York State Education law.

Approved By

**MICHAEL J. PASSALACQUA**  
*CHIEF OF POLICE*