



Suffern Police Department GENERAL ORDER

General Order No. 701	Issuance Date: 05/05/08
Subject: RECRUITMENT, SELECTION AND PROMOTION OF PERSONNEL	
Cross Reference: 11.1, 12.1-9, 15.1&2	Effective Date: 05/08/08
G.O.704	
Distribution: All Department members	Rescinded Date:
Issuing Authority: Chief Andrew Loughlin	

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I. Purpose

This general order outlines the policy and procedures utilized by the Village of Suffern Police Department with regards to recruitment, selection, and promotion of law enforcement officers, as well as civilian employees with-in this agency.

II. Policy

It is the policy of the Village of Suffern Police Department to adhere to the standards and requirements set by the Rockland County Department of Personnel with regards to recruitment, selection and promotion of law enforcement officers and civilian employees with-in the Village of Suffern Police Department. Furthermore, it is the policy of the Department to maintain written documentation describing components of the selection process and records of activities associated with the selection process. The Village of Suffern Police Department is an Equal Opportunity Employer.

III. Designated Selection Position

The Chief of Police has responsibility for administering the selection activities of the Village of Suffern Police Department. The Village of Suffern Board has the authority to appoint new law enforcement officers.

IV. Procedure/Full Time (FT)/Part Time (PT) Law Enforcement Officer Positions

1. A job announcement for entry level FT/PT civil service law enforcement officer position is developed and posted by the Rockland County Department of Personnel. The announcement contains the following components:

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- a. A description of the duties associated with the position to be filled;
 - b. Requirements that must be met in order to qualify for the position;
 - c. Information that prospective candidates need to know about the application process; and
 - d. Notice that the Village of Suffern Police Department is an Equal Opportunity Employer.
2. In addition to the Rockland County Department of Personnel Announcement, this agency may engage in recruitment drives, complying with the afore-stated job announcement criteria.
 - a. Various media strategies may be used to “advertise” the position.
 3. All applications for FT/PT law enforcement positions are processed by the Rockland County Department of Personnel.
 - a. The Department does not accept applications for (FT) law enforcement officer positions. All applicants will be referred to the Rockland County Department of Personnel.
 4. Candidates accepted by the Rockland County Department of Personnel for testing are required to pass a written test as part of the selection process. Verbal testing may also be required for specific language qualified positions, i.e. - Spanish speaking officer.
 - a. The Village of Suffern Police Department does not administer civil service examinations. All testing is done through the Rockland County Department of Personnel.
 - b. All verbal and written tests used in the selection process are administered, scored, evaluated and interpreted in a uniform nondiscriminatory manner by the Rockland County Department of Personnel.
 - c. Entry level testing is normally done every four years by the Rockland County Department of Personnel.
 5. The age span for candidates accepted for entry-level law enforcement officer positions conforms to Civil Service Law Section 58, and/or current applicable law.
 6. Candidates accepted for entry level law enforcement officer positions must meet or exceed the “Medical and Physical Fitness Standards and Procedures for Police Officer Candidates”. The Municipal Police Training Council and/or current applicable law establish these standards.
 - a. A copy of these standards is available at Rockland County Department of Personnel.
 - b. These standards are applicable to both FT/PT positions.
 7. A licensed physician uses valid, useful and non-discriminatory procedures to examine each candidate prior to the candidate’s appointment.
 - a. This standard is applicable to both FT/PT positions.
 - b. Physical exams are administered through the Rockland County Department of Personnel.

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8. An emotional stability and psychological fitness screening is conducted for all entry-level law enforcement officer candidates. A qualified professional conducts such screening.
 - a. This standard is applicable to both FT/PT positions.
 - b. These exams are administered through the Rockland County Department of Personnel.

9. The Chief of Police will notify the Village of Suffern Board when F/T/P/T law enforcement officer vacancies need to be filled.
 - a. The Chief will be provided with an active civil service list from the Rockland County Department of Personnel.
 - b. A candidate's name must be on the active civil service list to be considered for a full time or part time law enforcement officer position with the Village of Suffern Police Department. The only exception is in the case of a Resignation, Reinstatement candidate.
 - c. Applicable Civil Service rules will be followed in the canvassing of potential candidates.

10. Candidates chosen after the canvassing will be notified to personally appear for a pre-employment interview.
 - a. The Chief of Police or his designee will;
 - i. Give a brief orientation about the Department;
 - ii. Conduct a pre-employment interview;
 - iii. Provide those candidates who satisfy the pre-employment interview with an applicant package containing various documents including an extensive background questionnaire;
 - iv. Direct candidates to return the application package within 20 business days to the Chief of Police or his designee; and
 - v. Will have authority to grant extensions for the return of the application package beyond the 20 for extenuating circumstances.

11. A background investigation of each candidate who submits an application package will be conducted.
 - a. The Chief of Police or his designee will provide an informational package containing written instructions and a checklist of tasks that must be accomplished by the background investigator to the assigned investigator.
 - b. The assigned investigator will post a list of potential candidates for current members to observe. Members of the department will be encouraged to provide positive or negative comments to the investigator about potential candidates.
 - c. Candidates having prior employment with a law enforcement agency will be required to obtain a letter of recommendation from their previous law enforcement employer(s), to attest to their fitness for employment with this Department, as part of the background investigation.
 - d. Upon completion of the investigation the assigned investigator will forward a report to the Chief of Police with his/her findings.

12. A formal interview will then be conducted with those candidates whose background is acceptable to the department.
 - a. An interview committee will be established to include the Chief of Police and any other member(s) he designates to participate.
 - b. Such interviews shall employ a uniform set of questions/tasks, and each member of the interview committee will have the opportunity to question the candidate. The results will be recorded on standardized forms.
 - c. Candidates will have an opportunity to present their own views, and some of these responses may lead to further questioning.
 - d. Clarification of background information will be done at this interview as well.
13. After consultation with the interview committee, the Chief of Police and the interview committee will make a recommendation on their choice.
14. The Chief of Police will then make the final recommendations to hire to the Suffern Village Board.
15. Candidates nominated to the Suffern Village Board may be rejected or accepted by them.
16. The Village of Suffern Police Department will conditionally hire officers accepted.
 - a. It is recognized that at times officers may be hired who may have not yet taken some portion of the required testing mandated by Civil Service rules. It must be emphasized to those officers hired conditionally of the mandatory requirements they still need to meet.

V. Civilian Employees/Dispatchers

1. Civilian employees and police dispatchers will be recruited and hired in accordance with current, applicable civil service laws and procedures.
2. Civilian employees and police dispatchers will undergo the same interview process and background investigation procedures as sworn law enforcement personnel.

VI. Oath of Office

1. All law enforcement officers take an oath of office to enforce the law and uphold the Constitution of the United States, the Constitution of the State of New York and any other applicable requirements.
2. An oath of office is administrated to all officers promoted within the Department to a position of rank/detective.

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3. The Village Clerk of the Village of Suffern administers the Oath of Office.
4. Officers taking the Oath of Office will be told to “Raise your right hand and repeat after me”

“I _____(name)_____ 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 _____(position)_____ of the Village of Suffern Police Department according to the best of my ability.”

VII. Probation

Entry-level law enforcement officers are required to successfully complete a period of probation. Terms of probation are done in accordance with Rockland County Civil Service Rule #16.

1. Officers on probation will be evaluated at least two times during the first year of appointment.
 - a. The Field Training coordinator and the Squad Supervisor to which the officer is assigned will responsible for at least one joint formal evaluation while the officer is assigned to Field Training.
 - b. The Squad Supervisor to which the officer is assigned to after Field Training will be responsible for at least one formal evaluation within the first year of appointment.

VIII. Promotions

1. The Village of Suffern Police Department follows Civil Service Guidelines for promotion to rank in the department.
 - a. These guidelines are set forth by the Rockland County Department of Personnel.
2. All first-line supervisors must successfully complete a police supervision course within one year of their appointment, or as soon as practicable if a course has not been scheduled within the year.
3. Non-Civil Service Promotions are done at the discretion of the Chief of Police.

IX. Records Maintained

1. The Chief of Police will maintain records of those candidates who have filed applications with the Department.

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2. Records of law enforcement officers who have been selected are maintained by the Chief of Police for a minimum of six years beyond the duration of their employment.
 - a. The Chief of Police will maintain a listing of all present and past officers (including dates of separation from service). Effective with the issuance of this General Order.