

NIAGARA FALLS POLICE DEPARTMENT
GENERAL ORDER

EFFECTIVE DATE: 08/21/2013	SUBJECT: RECRUITMENT, SELECTION AND APPOINTMENT	Number 114.00 (NYSLEAP A-11; A-12 all subsections)
RESCINDS: 07/09/2003		Number of pages 4

I. PURPOSE:

It is the purpose of the Niagara Falls Police Department to ensure that qualified persons are recruited, tested and selected for positions on the Niagara Falls Police Department.

II. POLICY:

It is the policy of the Niagara Falls Police Department to recruit and select candidates for employment in accordance with the New York State Civil Service Law as administered by the Niagara Falls Civil Service Commission and to afford equal employment opportunity to all eligible candidates.

To be eligible for appointment, candidates must meet the proscribed standards set forth by the New York State Division of Criminal Justice Services and the Niagara Falls Civil Service Commission.

III. PROCEDURE:

A. Recruitment:

1. Recruitment is the first step in the hiring process. The primary method of recruitment for employment with the Niagara Falls Police Department is through advertisements in the news media and testing announcements sponsored by the Niagara Falls Civil Service Commission.
2. The testing announcements shall include a description of the duties associated with the position to be filled, requirements that must be met in order to qualify for the position, information that prospective candidates need to know about the application process and notice that the City of Niagara Falls is an Equal Opportunity Employer.

3. The Niagara Falls Police Department Community Services Unit shall conduct recruitment drives as a regular course of their duties in conjunction with those scheduled by the Niagara Falls Civil Service Commission.
 4. Candidates considered for appointment with the Niagara Falls Police Department must be of good moral character and must satisfy the height, weight, age, and physical fitness requirements proscribed by the Division of Criminal Justice Services, pursuant to Section 840 of New York Executive Law and Section 58(c) of New York State Civil Service Law. Candidates must also satisfy any city requirements of residency and education.
 5. All candidates must pass a written exam as proscribed by the New York State Civil Service Commission. All written tests used in the selection process will be administered, scored, evaluated and interpreted in a non-discriminatory manner.
- B. Background Investigation:
1. A thorough background investigation will be conducted on each person on the police officer eligibility list. The investigation will be administered by the Administrative Captain at the direction of the Superintendent of Police or designee. The Administrative Captain will assign each investigation to be conducted by a detective within the NFPD.
 2. An informational package consisting of written instructions and a checklist of tasks that must be accomplished shall be provided to each officer conducting a background investigation.
 - a. All candidates must complete and submit a background questionnaire and will be fingerprinted and photographed.
 - b. The background investigation will include, but not be limited to, inquiries into the candidate's residence, family, education, military background, previous employment history, social contacts, physical and emotional health, organizations and affiliations, and motor vehicle and criminal history.
 - c. Candidates will be also be interviewed by the investigating officer.
 - d. A polygraph examination will be administered to each candidate.

C. Oral Interview:

1. Prior to the hiring of a new employee, each candidate will be formally interviewed by the Superintendent of Police or designee.
2. This interview will employ a set of uniform questions, and results obtained shall be recorded on a standardized form.
3. Only the Superintendent of Police has the authority to recommend the appointment of new employees to the Niagara Falls Municipal Civil Service Commission.

D. Physical Requirements:

1. All candidates must meet or exceed the “Medical and Physical Fitness Standards and Procedures for Police Officer Candidates” established by the Municipal Police Training Council prior to appointment.
2. Before taking the physical agility test, the candidate must provide written documentation from a physician indicating they are capable of safely taking the test.
3. Each candidate will be examined by a licensed physician at Niagara Falls Memorial Medical Center Occupational Health Department who uses valid and non-discriminatory procedures equal to or exceeding the standards set by the Municipal Police Training Council.

E. Psychological Screening:

1. Each police officer candidate will be administered a psychological screening test. The results will be evaluated by a qualified psychologist prior to appointment in order to establish that the candidate has the emotional stability and psychological fitness compatible with the position of police officer.

F. Oath of Office:

1. Prior to the commencement of official duties, new employees will take an oath of office to enforce the law and uphold the Constitution of the United States and the Constitution of the State of New York by the City Clerk or designee.

G. Probationary Appointments:

1. All appointments shall be probationary for a period of fifty-two (52) weeks. Probationary officers will be evaluated by the Niagara Falls Police Department Field Training Program and their respective supervisors at regular intervals determined by the Superintendent of Police.

H. Record Maintenance:

1. All records pertaining to pre-employment background investigations will be securely and confidentially maintained by the Administrative Captain for a period of six (6) years beyond the duration of employment. These records should include but not be limited to: written exam results, physical agility tests, medical exam results, psychological findings, oral interview results, and background investigations