

MEDINA POLICE DEPARTMENT GENERAL ORDER

ORDER NO: 2017-027

SUBJECT: Recruitment, Selection and
Appointment

EFFECTIVE DATE: 14, September, 2017

RESCINDS ORDER NO: 00-01-01

DISTRIBUTION: All Department Personnel

PURPOSE: The purpose of this policy is to ensure that qualified candidates are selected for hiring as Medina Police Officers and that the selection process is valid, job-related, non-discriminatory, and appropriately documented.

I. POLICY:

It is the policy of the Medina Police Department to recruit and select candidates for the position of Police Officer in accordance with the New York State Civil Service Law, as administered by the Orleans County Civil Service Commission, and to afford equal employment opportunity to all eligible candidates. To be eligible for appointment, candidates must meet the prescribed standards set forth by the New York State Bureau for Municipal Police, the Orleans County Civil Service Commission, and the Village of Medina Board. In cases of inter-agency transfer, only candidates from competitive civil service agencies shall be considered for appointment to the Police Department. It shall be the responsibility of the Chief to coordinate selection activities. The Village of Medina is an equal opportunity employer.

II. PROCEDURE:

A. Recruitment

Recruitment is the first step in the hiring process. The primary method of recruitment for the position of police officer within the Medina Police Department is through the Orleans County Civil Service Commissions' continuous recruitment testing program. Appointments resulting from sources other than a Civil Service list, such as inter-agency transfers, may first be advertised. Such notice or advertisement will include the following components:

- 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 selection process

- Notice that the agency is an equal opportunity employer

B. Oral Interview

Candidates meeting all of the requirements specified in Section A will be given an oral interview by the Chief of Police and/or his designee(s).

C. Background Investigation

All candidates must complete the Background Investigation Packet required by the Orleans County Civil Service Commission and the Medina Police Department Background Packet. Upon submission of the completed packets to the Orleans County Civil Service Office and the Medina Police Department, a thorough background investigation shall be conducted which shall include, but not be limited to, investigation of the candidate's family, education, residences, work record, physical and emotional health, organizations and affiliations, references, social contacts, credit record, D.M.V. record, military history, county records such as liens and judgements, and criminal history record.

D. Psychological Screening

All candidates shall be evaluated by a qualified psychiatrist to establish a level of emotional stability and psychological fitness compatible with the position of police officer. When such psychological screening has not been conducted in the course of civil service testing, as in the case of some transfer candidates, the same standards and procedures shall be applied.

E. Physical Examination

All candidates shall be given a physical examination by a licensed physician in accordance with the standards prescribed by B.M.P. When such physical examination has not been conducted in the course of civil service testing, as in the case of some transfer candidates, the same standards and procedures shall be applied.

F. Probationary Appointment

At the conclusion of the selection process, the Chief of Police, or his designee, shall make recommendations to the Medina Village Board for appointments to the position of Police Officer. All appointments from the Civil Service List,

or out of Orleans County transfers shall have a probationary period between 8 weeks not to exceed 78 weeks. Subsequent to the effective date of

appointment and prior to the commencement of official duties, the appointee shall be administered the standard Oath of Office for Police Officers by the Chief of Police or his designee.

G. Oath of Office

I, (state your name), as a police officer of the Medina Police Department, swear that I will support the Constitution of the United States and the Constitution of the State of New York;

I will faithfully, honestly and impartially discharge the duties of police officer of the Medina Police Department;

I pledge to carry out the duties of police officer to the best of my ability;

I will honor and respect the mission, goals, purpose and policies of the Medina Police Department;

I pledge to promote and protect the best interest of the Village of Medina through fiscal responsibility, honesty, integrity and loyalty;

I will never allow personal feelings, nor danger to self, deter me from my responsibilities;

I will, at all times, respect the property and rights of all men and women, the laws of my state and country, and members with whom I serve;

I recognize the badge of my office as a symbol of public faith and trust, which I accept so long as I am true to the ethics of the police service. I do solemnly swear that I have all of the qualifications required of my position; and

I accept this self imposed and self-enforced obligation as my responsibility and make these promises solemnly, freely, and upon my honor.

H. Maintenance of Records

All records of appointed candidates which are not maintained by the Orleans County Civil Service Commission shall be maintained by the Village of Medina for a period of six (6) years beyond the duration of employment.

By Order Of:

Chad Kenward
Chief of Police

