

Title: 11.1 Appointment Procedures

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1. The Glens Falls Police Department is a full civil service agency. Appointment to a full-time position in the office shall be made from an eligible list which has been established by competitive examination. The Warren County Civil Service Department will publish a job announcement when necessary to fill vacancies. The job announcement will include a description of the duties associated with the position. Prospective candidates will register to take the written civil service examination with the Warren County Civil Service Department who is responsible for administering the examination. The Glens Falls Police Department is an Equal Opportunity Employer.

2. An applicant must be a citizen of the United States of at least 20 years of age at the time of appointment. Candidates who reach their 35th birthday on or before the date of the exam are **not** qualified except as follows: Candidates may have a period of military duty or terminal leave up to six years, as defined in Section 243(10-a) of the Military Law, deducted from their age for purposes of determining whether they meet the age requirement. Section 58.1(a) requires that applicants **not** be “more than thirty-five years of age as of the date when the applicant takes the written examination”. Candidates who may be impacted by the maximum age requirement and who are requesting an alternate test date (for active military duty, Sabbath observance or for an alternate test date situation which meets the conditions of the agency’s alternate test date policy) are advised to contact Warren County Civil Service to discuss their request.

Candidates must be of good moral character, possess a high school diploma or its equivalent and submit to a physical examination by a licensed physician or practitioner. Candidates must pass the written test in order to be scheduled for the qualifying physical fitness test as outlined on the job announcement.

3. Upon completing all requirements of the New York State Civil Service Law, including the successful completion of a competitive examination where required, the Chief of Police, or his designee, will conduct interviews with candidates from the appropriate eligible list. All verbal and written tests used in the selection process will be administered, scored, evaluated and interpreted in a uniform and nondiscriminatory manner.

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4. All applicants are required to present themselves for an oral interview. Such interview shall be evaluated based upon a defined set of personal attributes, and such evaluation shall be on a uniform set of questions.
5. The applicant shall sign waivers for the release of records on education, medical records and history, mental health records and history, criminal files, military service, work performance, financial stability, and any other information deemed necessary by the Chief of Police for a thorough and complete investigation.
6. The applicant must make themselves available for fingerprints and photos to be used for any inquiry on criminal records.
7. Applicants are required to successfully complete an emotional stability and psychological fitness examination prior to appointment. Re-instated and lateral transfer officers must complete an emotional and psychological fitness exam if they have not completed an exam within a one-year time period immediately preceding the appointment. A failure of this examination will automatically disqualify the candidate from any further consideration.
8. All applicants for positions with the Glens Falls Police Department are subject to background investigations. Except as otherwise directed, the Detective Division shall be responsible for conducting applicant background investigations which encompass all facets of the applicants' background. Upon completion, the report shall be submitted to the Chief of Police.
9. The Chief of Police shall review applicant background investigations and the applicant's position on the eligibility list. If the background investigation uncovers any valid reason to disqualify the candidate, the Chief of Police will then terminate the application. If the candidate passes the background investigation, the Chief will present the application and the candidate to the Glens Falls Board of Public Safety for consideration of appointment to fill an existing vacancy. Candidates who have been appointed to another NYS Law Enforcement Agency from a qualifying civil service list may be considered for a lateral transfer position. In this case, a thorough background investigation will be conducted as described in steps 4-9 of this section.
10. Applicants selected for a sworn position in the Law Enforcement Division must complete an oath of office asserting they will uphold the Constitution of the United States and the State of New York.
11. The personnel records of members hired in accordance with this section shall be maintained for at least six (6) years following the date of separation.

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12. The probationary period for new appointments is 78 weeks. Probationary officers will be subject to a minimum of three (3) performance evaluations during the probationary period.
- a. At the completion of the Basic Training Academy
 - b. At the completion of Field Training
 - c. At least two (2) weeks prior to the completion of the probationary period.

AUTHORITY:



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