



TOWN OF MACEDON POLICE DEPARTMENT

General Order: 210	Effective Date: December 17, 2019
Subject: Recruitment, Selection and Appointment	
Reference Standards: 11.1, 12.1, 12.5, 12.6, 12.7, 12.8, 12.9	
Rescinds:	
Page 1 of 4	Attachments: (A) MPD Background Investigation Questionnaire, (B) Oral Interview Questions (Transfer & Recruit), (C) Oath of Office

I. Purpose

- A. The purpose of this policy is to ensure that qualified candidates are selected as police officers and that the selection process is valid, job-related, non-discriminatory and appropriately documented.

II. Policy

- A. It is the policy of the department to recruit and select candidates for the position of Police Officer in accordance with the New York State 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 Office of Public Safety and the Wayne County Civil Service Commission. In cases of lateral transfer, only candidates from competitive civil service agencies shall be considered for appointment. It shall be the responsibility of the Chief of Police or his/her designee to coordinate selection activities.

III. Procedure

A. Recruitment

1. The Macedon Police Department will actively promote careers in law enforcement and encourage individuals to participate in the recruitment and selection process. The primary method of recruitment for the position of Police Officer is through the Wayne

County Civil Service Commission's continuous recruitment testing program. All entry-level candidates must pass a written test as part of this selection process. Recruitment from sources other than a civil service list, such as lateral transfers, must first be posted via written or electronic media viewable by the general public. Such notice, advertisement, or recruitment document must include the following components:

- a) A brief 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 the prospective candidate needs to know about the selection process
 - d) Notice that the agency is an equal opportunity employer
 - e) Instructions regarding how the prospective candidate can obtain additional information on employment opportunities with the Macedon Police Department
2. Candidates considered for appointment must be of good moral character and must satisfy all the requirements prescribed by the New York State Office of Public Safety pursuant to section 840 of the New York State Executive Law.

B. Processing

1. Upon being selected, the new hire or lateral transfer will complete the following process:
- a) Oral Interview
 - (1) The Chief of Police and/or his/her designee will interview any candidates considered for employment by the department. At least one of the interviewers will be a sworn member of the department. Oral interviews will employ a set of uniform questions (Attachment B). The results obtained will be recorded on standardized forms. The interview results will be evaluated and interpreted in a uniform and non-discriminatory manner. The recorded results will be kept on file for a minimum of one year after appointments resulting from any series of interviews.
 - b) Background Investigation
 - (1) All candidates must complete and submit the Macedon Police Department Background Investigation Questionnaire (Attachment A). After the candidate submits the completed questionnaire, a background investigator will be assigned to conduct a thorough background investigation that will include but

not be limited to the following areas:

- (a) Fingerprint-based criminal history record
- (b) The candidate's family
- (c) Education
- (d) Residences (past and present)
- (e) Work record
- (f) D.M.V. record
- (g) Military history
- (h) County records such as permits, liens and judgments
- (i) Organizations and affiliations
- (j) References and social contacts
- (k) Credit record
- (l) Physical, mental and emotional health
- (m) Social media postings past and present

c) Psychological Screening

- (1) A qualified psychiatrist will evaluate all candidates to determine their level of emotional stability and psychological fitness compatible with the position. When such psychological screening has not been conducted in the course of civil service testing, as in the case of some transfer candidates or part-time candidates, the same standards and procedures will be applied.
- (2) If a new-hire, lateral transfer or part-time candidate has previously taken and passed a psychological exam administered by a law enforcement agency, and provided the candidate has maintained a valid police training certificate pursuant to General Municipal Law 209-q, the MPD may consider the

previously administered exam.

d) Physical Examination

- (1) A licensed physician will give all candidates a physical examination in accordance with the standards prescribed by O.P.S. 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 will be applied.

e) Probationary Appointment

- (1) At the conclusion of the selection process, the Chief of Police or his/her designee will make recommendations to the Macedon Town Board for appointment to the position of Police Officer. All recruit appointments will be probationary for a period of at least fifty-two (52) weeks. All lateral transfer officers will be probationary for a period of at least twenty-six (26) weeks.

f) Oath of Office

- (1) Subsequent to the effective date of appointment and prior to commencement of official duties, officers will be administered the standard Oath of Office (Attachment C) 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.

IV. Maintenance of Records

- A. All records of selected candidates that are not maintained by the Wayne County Civil Service Commission shall be maintained by the Macedon Police Department for a period of six (6) years beyond the end of employment.

By Order of the Chief of Police



John P Colella (Dec 17, 2019)

John P. Colella
Chief of Police

Dated this 17th day of December 2019