



Ithaca Police Department

120 East Clinton Street
Ithaca, New York 14850

General Order Number: 200

Title: Recruitment and Selection

Issuing Authority: Chief John Barber

Effective Date: May 11, 2015

Rescinds/Supersedes: All previously issued directives

Review Date: May 2017

Applicable NYSLEA Standards: 11.1, 11.2, 11.3, 12.1, 12.2, 12.3, 12.4, 12.6, 12.7

Number of Pages: 3

I. Purpose

The purpose of this policy is to ensure that qualified candidates are selected for hiring as Ithaca 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 Ithaca Police Department to recruit and select candidates for the position for full time Police Officers in accordance with the New York State Civil Service Law, as administered by the City of Ithaca Civil Service Commission.
- B. It is the policy of this department to afford equal opportunity to all eligible candidates.
- C. To be eligible for appointment, all candidates must meet the prescribed standards set forth by the New York State Bureau for Municipal Police and the City of Ithaca Civil Service Commission.
- D. 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 of Police to coordinate the selection activities.
- E. It is the policy of the Ithaca Police Department that all candidates for promotion must successfully attain a passing grade on the appropriate New York State Civil Service Promotional examination.

- F. To be eligible for promotion, candidates must meet the prescribed standards set forth by the New York State Bureau for Municipal Police and the City of Ithaca Civil Service Commission for promotion.

III. Procedure

A. Recruitment

- 1. Recruitment is the first step in the hiring process. The preliminary method of recruitment for the position of full time Police Officer within the Ithaca Police Department is through the City of Ithaca Civil Service Commission 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 of advertisement should include:

- a. A description of the duties associated with the position to be filled
- b. The requirements that must be met in order to qualify for the position
- c. Information that the prospective candidates need to know about the selection process
- d. Notice that the agency is an equal opportunity employer

- 2. Candidates considered for appointment must be of good moral character and must satisfy the height, weight, and physical fitness requirements prescribed by the New York State Bureau for Municipal Police, pursuant to section 840 of the New York State Executive Law.

- B. Oral Interviews – All candidates meeting all of the requirements in Article II Sections A. and D. of this directive will be given an oral interview to determine their suitability for the intended position. The Chief of Police and his/her designee(s) shall conduct such interviews. These interviews will employ a set of uniform questions and the results will be kept on file for a minimum of six (6) years after appointments resulting from any series of interviews.

- C. Polygraph Examinations – All candidates meeting all of the requirements of Article II Sections A. and D. of this directive will be given a polygraph examination administered by an American Polygraph Association certified examiner who is experienced in pre-employment examinations.

D. Psychological Evaluation

1. As part of the competitive class testing conducted by the City of Ithaca Human Resources Department, all candidates will undergo a series of psychological wellness evaluation tests.
2. Currently the City of Ithaca utilizes Psychological Resources, Inc., an Atlanta Georgia based firm experienced in psychological test interpretation and law enforcement psychological assessment techniques.