

Recruitment and Selection

1000.1 RECRUITER TRAINING

Best Practice **MODIFIED**

Members assigned as recruiters will receive training in personnel matters, especially Equal Employment Opportunity/Affirmative Action as it affects the management and operations of the SPD. Prior to commencing recruitment activities, members selected as recruiters shall undergo a program of training to include, at a minimum:

- (a) SPD's key recruitment objectives.
- (b) SPD's current and anticipated recruitment needs and commitments.
- (c) SPD's salaries, benefits, training and career opportunities.
- (d) Federal and state compliance guidelines.
- (e) Community needs and demographic data.
- (f) Community organizations and educational institutions.
- (g) Awareness of various ethnic groups or subcultures within the community.
- (h) Candidate record keeping systems.
- (i) All elements of the selection process.
- (j) Recruitment programs of other departments.
- (k) Characteristics that disqualify candidates.
- (l) Medical requirements, in light of the Americans with Disabilities Act of 1990.
- (m) Any other training deemed necessary by the Commanding Officer of the Training & Education Division.

1000.2 STEPS OF THE SELECTION PROCESS

Agency Content

The selection process shall be administered in the following steps:

- (a) At the direction of the Chief of Police, inform the Onondaga County Department of Personnel of vacancies within the police department.
- (b) Request Civil Service eligible lists.
- (c) Send and receive canvass letters in accordance with Civil Service law and regulations.
- (d) Receive applications and inform applicants in writing of all steps in the selection process, including the expected duration of the process, at the time of their application to the police department. Applicants shall also receive a list of areas to be covered in the candidate polygraph examination.
- (e) Conduct initial oral interviews.
- (f) Conduct extensive background investigations.

Syracuse Police Department

Supplemental Manual

Recruitment and Selection

- (g) Schedule polygraph examinations.
- (h) Extend conditional offers of employment, contingent upon the passing of a uniformly administered medical and psychological examination.
- (i) Schedule medical and psychological examinations for police officer candidates.
- (j) Administer drug testing to screen candidates for current use of illegal drugs.
- (k) Notify the Onondaga County Department of Personnel of appointments.
- (l) Notify unsuccessful candidates in writing.

1000.3 ONONDAGA COUNTY DEPARTMENT OF PERSONNEL

Agency Content

The Onondaga County Department of Personnel establishes procedures for:

- (a) Receiving and processing applications.
- (b) Administering examinations.
- (c) Establishing lists of eligible candidates.
- (d) Re-testing and re-application.

The Onondaga County Department of Personnel publishes and distributes a test announcement whenever a competitive examination is scheduled. This announcement will inform potential applicants of:

- (a) Minimum qualifications for appointment.
- (b) Subject of the examination.
- (c) Physical and medical requirements.
- (d) Application procedure.
- (e) Latest filing date for application.
- (f) Date of examination.
- (g) Duration of eligibility lists.
- (h) Conditions for re-testing.

The Onondaga County Department of Personnel will administer all written tests for positions within the Syracuse Police Department and will:

- (a) Select and train their personnel to administer examinations.
- (b) Maintain the security of examination materials.
- (c) Dispose of examination materials in accordance with applicable laws and regulations.

All candidates for police officer positions within the Syracuse Police Department must pass a physical agility examination prior to becoming eligible for appointment. These tests shall be administered and scored by the Onondaga County Department of Personnel in accordance with

Syracuse Police Department

Supplemental Manual

Recruitment and Selection

the Examination Administration Manual that has been published by the Municipal Services Division of the New York State Department of Civil Service.

Based on the results of the examinations, the Onondaga County Department of Personnel will establish a list of persons who are eligible for appointment. The lists will be provided to the department upon request. All persons appointed, other than lateral transfers, must be selected from these lists in accordance with applicable Civil Service laws and regulations.

1000.4 DISCRIMINATION COMPLAINT RESOLUTION PROCEDURE

Agency Content

- (a) Job applicants are encouraged to report an alleged incident of employment discrimination to the Human Resources Division commander and/or the Chief of Police. The Human Resources Division commander and/or the Chief of Police will directly address the complaint or will forward the complaint so that it may be investigated and resolved as set forth in the Department's "Employee Harassment" policy.
- (b) Employees of the Department are encouraged to report any alleged acts of employment discrimination in accordance with the procedures set forth in the Department's "Employee Harassment" policy. Reports of discrimination will be investigated, addressed, and, where appropriate disciplined or corrected, in the same manner as harassment complaints as set forth in the Department's "Employee Harassment" policy.
- (c) No person will be subject to retaliation of any kind for having made a good-faith complaint, or for having assisted in good-faith in the pursuit or investigation of a complaint. Reports of alleged retaliation should be made in accordance with the procedures set forth in the Department's "Employee Harassment" policy.
- (d) Commanders and supervisors shall, without delay, forward complaints of discrimination as set forth in the Department's "Employee Harassment" policy.

1000.5 APPLICANT BACKGROUND INTERVIEW

Agency Content

The applicant background investigation shall begin with a personal interview of the candidate. During this interview the background investigator shall:

- (a) Review the candidate's application and ensure that each question has been completely answered. Interviewing the candidate shall rectify vague or incomplete answers.
- (b) Inquire of any additional information, which may be necessary to conduct the background investigation.
- (c) Request that the applicant provide a copy of the following documents, if applicable:
 - 1. Birth certificate.
 - 2. Armed forces separation papers (DD-214).

Syracuse Police Department

Supplemental Manual

Recruitment and Selection

3. Marriage certificate.
 4. Separation or divorce papers.
 5. New York State driver license.
 6. Naturalization papers.
 7. School diplomas.
 8. Training certificates.
 9. Professional licenses.
 10. Pistol permit.
- (d) The background investigator shall ensure that applicant's are photographed and fingerprinted as directed by the Human Resources Division Commander.
- (e) Have the applicant sign an "Authorization for Release of Records" forms.

1000.6 BACKGROUND INVESTIGATION PROCEDURES

Agency Content

Background investigators may utilize written communication to obtain the following information:

- (a) School transcripts.
- (b) Previous employment information or records.
- (c) Driving record.
- (d) Military record.
- (e) Pistol permit information.
- (f) Information which cannot be obtained locally.

Background investigators shall verify the applicant's residency. Residency may be verified by the following records or interview:

- (a) Voter registration (Board of Elections).
- (b) Motor vehicle records.
- (c) Electric company billing information.
- (d) Telephone company billing records.
- (e) School or work records.
- (f) Post Office records.
- (g) Mortgage documents for property owned by the applicant.
- (h) Federal, state or local income or property tax documents.
- (i) Information and documents provided by the applicant's landlord.
- (j) Information from the applicant's neighbors.
- (k) Information from applicant's present employer.

Syracuse Police Department

Supplemental Manual

Recruitment and Selection

Background investigators shall confirm the applicant's age and date of birth. Birth date may be verified by a combination of the following records:

- (a) Birth certificate.
- (b) Baptismal certificate.
- (c) Motor vehicle records.
- (d) School or work records.

Background investigators shall verify the applicant's educational qualifications. Education qualifications may be verified through a combination of the following documents:

- (a) High school diploma.
- (b) High school transcript.
- (c) College diploma.
- (d) College transcript.
- (e) Graduate school diploma.
- (f) Graduate school transcript.

Background investigators shall obtain the applicant's criminal history by conducting:

- (a) DCJS and FBI fingerprint checks.
- (b) DCJS criminal history inquiry.
- (c) CHAIRS Arrest Record inquiry.
- (d) NCIC/DCJS/CHAIRS wants/warrants inquiry.
- (e) Local police department checks.

The applicant's citizenship status shall be verified by the background investigator using the following documents:

- (a) Valid passport.
- (b) Certified birth certificate.
- (c) Naturalization documents.

The applicant's driver's license and driving record shall be verified by obtaining a certified copy of the Department of Motor Vehicles driver's abstract.

Background investigators shall conduct interviews of past and present employers to include, but not be limited to, the following:

- (a) Dates of employment.
- (b) Attendance record.
- (c) Work attitude.
- (d) Ability to get along with others.

Syracuse Police Department

Supplemental Manual

Recruitment and Selection

- (e) Performance evaluations.
- (f) Interviews of co-workers.
- (g) Reason for leaving.

A check of the financial condition and background of the applicant should be conducted. It may include, but is not limited to, information from the following:

- (a) Individual credit card company accounts.
- (b) Applicant's personal bank or financial institution.
- (c) Credit reporting agency.
- (d) Personal store charge account.
- (e) Applicant's financial statement.
- (f) A check of any liens or judgments against the applicant.

The applicant's military record, if applicable, should be verified by a copy of discharge orders (DD-214) or verification as provided by the General Services Administration National personnel Center.

The applicant's unemployment record shall be verified by contacting the New York State Unemployment Office and, in the case of veterans, the Veteran's Readjustment Allowance Record.

Special Licenses and permits shall be verified through the issuing authority.

The name and date of birth of any person residing in the same household as the applicant shall be obtained. The local police department should be contacted to ascertain whether the police have had contact with these persons.

Each member of the applicant's immediate family should be interviewed, if possible. Questions may include, but are not limited to:

- (a) Opinion as to applicant's ability to perform the job.
- (b) Applicant's family demeanor.
- (c) Recommendation of the family member

The area around the applicant's home should be visited and the neighbors nearby should be canvassed as to their opinion of the applicant and his/her family. Questions to be asked may include, but are not limited to, the following:

- (a) Length of time the neighbor has known the applicant and his/her family.
- (b) Neighborhood problems as a result of the applicant or his/her family.
- (c) Lifestyle of the applicant and his/her family.
- (d) Recommendations of the neighbor.

Restaurants, bars and liquor stores in the vicinity of the applicant's home should be visited in an effort to gather information regarding the applicants drinking habits.

Syracuse Police Department

Supplemental Manual

Recruitment and Selection

Detectives shall interview at least three references and social contacts cited by the applicant.

Detectives shall attempt to interview additional references that were not named by the applicant.

Detectives shall also check into any Organizations and Affiliations that the applicant is a member of, participates in, or has a relationship with.

1000.7 INVESTIGATIVE RESOURCES

Agency Content

The following are sources of information that may be employed by officers and detectives during background investigations:

- (a) Federal Bureau of Investigation.
- (b) New York State Division of Criminal Justice Services.
- (c) New York State Secretary of State Office.
- (d) Social Security Administration.
- (e) Credit Bureau.
- (f) Internal Revenue Service.
- (g) Banks.
- (h) U.S. Postal Service.
- (i) Immigration and Naturalization Service.
- (j) County Department of Social Services.
- (k) Local law enforcement agencies.
- (l) Department of Motor Vehicles.
- (m) Schools or colleges.
- (n) Employers and co-workers (past and present).
- (o) Friends and neighbors.
- (p) Other sources of information that can provide background.