

AUBURN POLICE DEPARTMENT SELECTION / HIRING PROCESS

1. **Auburn Police Civil Service Exam:** Per New York State Civil Service Law police candidates must take a written Civil Service examination which is administered by the City of Auburn Civil Service Commission and measures cognitive ability, observational skills and mental acuity of applicants. Although passing these tests is required, a passing score does not necessarily mean guaranteed employment on the force. The exam announcements usually come out 2 to 3 months prior to the examination date. (Check www.auburnny.gov "Job Opportunities" for details).
- **If you score high enough on the written examination, you will be invited to take, and you must pass all three parts of the physical fitness test.**
2. **Physical Fitness Test:** The Auburn Police Department Physical Agility Test is designed to assess two fitness components:
 - a. **Muscular Endurance:** The ability of the muscles to generate force to perform repeated tasks over an extended period of time.
 - i. **Sit-ups:** The total number of bent-leg sit-ups performed in one minute.
 - ii. **Push-ups:** The total number of full body repetitions that a candidate must complete without break.
 - b. **Cardiovascular Capacity:** The ability of the heart and vascular system to transport and utilize oxygen for sustained activity involving stamina.
 - iii. **1.5 Mile Run:** The total score is calculated in minutes and seconds

The Municipal Police Training Council adopted the physical fitness-screening test based on the model formulated by the Cooper Institute of Aerobics Research. The minimum passing scores, depending on your age and gender, represent the fortieth (40th) percentile of physical fitness as established by the Cooper Institute.

- **If you pass the physical fitness test, you will be issued a background investigation packet. You must successfully pass the thorough background check to advance to the next round of testing.**
- 3. **Background Investigation:** All applicants will undergo an extensive background investigation by a sworn member of the Auburn Police Department staff. This background investigation will include, but not be limited to the following:

family/spouse, significant other, relationship history/friend, reference and acquaintance history/military history/ entire residence history/educational history/financial history/employment history/complete driving record history/arrest/police interaction history/drug and alcohol use history (see *Appendix A* below “Drug policy for all applicants for the position of police officer”)

- **If you pass the background check, you will be issued a conditional offer of employment and scheduled to take a polygraph examination. You must successfully pass the polygraph exam to advance to the next round of testing.**
 4. **Polygraph Examination:** Applicants shall undergo a polygraph examination by a sworn police officer trained as a polygraph examiner according to the standards set forth by the New York State Department of Criminal Justice.
- **If you pass the polygraph test, you will be scheduled to take a psychological examination. You must successfully pass the psychological exam to advance to the next round of testing.**
 5. **Psychological Evaluation:** Applicants will undergo a psychological evaluation by a licensed psychologist or licensed psychological examiner designed to comply with the guidelines established by the Psychological Services section of the International Association of Chiefs of Police and the guidelines published by the NYS Division of Criminal Justice Services. The testing includes a detailed history questionnaire covering employment, education, driving, finances, arrests, substance abuse, relationships, and mental health treatment as well as other topics. This questionnaire then forms the structure of a face-to face interview in the second phase of the evaluation.
- **If you pass the psychological test, you will be scheduled to take a medical examination. You must successfully pass the medical exam to advance to the next round of testing.**
 6. **Medical Examination:** The applicant’s medical condition will be evaluated by a licensed physician who will conduct a battery of exams of the applicants overall health to include hearing, dental condition, height/weight proportions, visual acuity and heart and pulmonary function. The applicant’s general ability to perform the essential related job functions will also be evaluated.
- **If you pass the medical examination, you will be scheduled for an oral interview before the police selection board. You must successfully pass the oral interview to be considered for hire.**
 7. **Police Selection Board:** The applicant will be orally interviewed by various sworn command staff members of the Auburn Police Department. This interview is used to test an applicant’s verbal skills and get an idea of the applicants overall reasoning abilities and common sense as well as to further discuss any issues that

may have been developed during any previous section listed above. The Police Selection Board is used as one part of the overall above listed process to determine an applicant's ranking for hire according to the current number of vacancies.

- **If you are hired, you must pass the 26+ week Basic Course for Police Officers (Police Academy).**

8. **Basic Course for Police Officers:** Basic training is often considered to be the most important learning experience that a police officer completes during his or her career. A typical course consists of a mix of police officers from a variety of police departments and sheriff's offices in that region of the state and mandates curriculum to include physical fitness, New York State Penal Law, Constitutional Law, firearms training, emergency vehicle operation and control to name a few topics.

- **If you pass the police academy, you will undergo 17 weeks of additional police training in the field training and evaluation program (FTEP).**

9. **Field Training and Evaluation Program (FTEP):** The Auburn Police Department recognizes the importance of providing a sound foundation for newly sworn members of the Department. All recruit officers will be given every opportunity to acquire the skills, knowledge and abilities necessary to become a competent and effective police officer. All newly hired police officers will undergo field training prior to assignment as a solo patrol officer by completing a formalized field training program that adheres to an outline in a formalized manner which will provide experience, guidance and supervision so that the probationary officer may develop the skills, knowledge and abilities necessary to become a professional and productive Police Officer.

- **If you pass the Field Training and Evaluation Program (FTEP) you will be assigned to the patrol division whereby you will be required to successfully complete a probationary period which consists of a period of twelve (12) months of actual work experience after successful graduation from an accredited Police Training Academy. Absence from work for any reason, except schooling required by law, shall not be included in calculating an employee's year probationary period, but in no event shall a probationary employee become permanent until he/she has completed an aggregate of twelve (12) months of actual work experience after graduation from the Police Academy. Probationary employees may be discharged at the sole discretion of the Employer.**

Appendix A

DRUG POLICY FOR ALL APPLICANTS FOR THE POSITION OF POLICE OFFICER:

The Auburn Police Department is firmly committed to a drug-free society and workplace. Therefore, the unlawful use of illegal drugs by APD employees will not be tolerated. Furthermore, applicants for employment with APD who are currently using illegal drugs will be found unsuitable for employment. While APD does not condone any prior unlawful drug use by applicants, APD realizes some otherwise qualified applicants may have used drugs at some point during his / her past. The guidelines set forth below shall be followed for determining whether an applicant's prior drug use makes him / her unsuitable for employment.

Any exceptions to APD's Drug Policy must be requested in writing and specify the circumstances that justify the hiring of the applicant and approved by either the Chief of Police or his/her designee.

Experimental drug use for the purpose of this policy is defined as: one who has illegally, wrongfully, or improperly used any narcotic substance, marijuana, or dangerous drug for reasons of curiosity, recreation, peer pressure, or other similar reason. The exact number of times drugs were used, is not necessarily as important as determining the category of use and the impact of the drug use on the user's life-style, the intent of the user, the circumstances of use, and the psychological makeup of the user. An individual whose drug experimentation / use has resulted in some form of medical, psychiatric, or psychological treatment; a conviction or adverse juvenile adjudication; or loss of employment does not fall within the limits of this category. For administrative purposes, determination of the category shall be within the judgment of APD, and may be aided by medical, and or legal advice, with information available from investigative sources.

An applicant for any position may not have illegally used any Schedule I through Schedule V controlled substance within the preceding three (3) years from the time of application for the position of Police Officer. (Schedules I through V as defined in the Controlled Substances Act, 21 U.S.C., Section 812, include but are not limited to, cocaine, crack, lysergic acid diethylamide (LSD), amphetamines, methamphetamines, heroin, MDMA, GHB and anabolic steroids.) Although Schedule I includes marijuana, APD's drug policy on marijuana usage is set forth separately below.

An applicant for any position may not have used marijuana within the preceding two (2) years from the time of application for the position of Police Officer. The various forms of marijuana include cannabis, hashish, hash oil, and tetrahydrocannabinol (THC) in both synthetic and natural forms.

No applicant will be considered for employment if he / she has a pattern of illegal usage of controlled substances (including marijuana) in his or her lifetime. Experimental usage will be evaluated on the basis of circumstance of involvement, use, length of use and quantity

of use. Any applicant may not have illegally used a controlled substance (including marijuana) while employed as a law enforcement or corrections officer or while employed in a position of public safety.

Except as provided above, any applicant may not have violated any provision of the Controlled Substances Act, including but not limited to, the illegal sale, delivery, or manufacture of a controlled substance. An applicant will not be considered for employment if he/she has been convicted of any DWI in the preceding five (5) years, or a DWAI in the preceding three (3) years or more than one incident in the applicant's lifetime from the time of application for the position of Police Officer.