



*Town of Marlborough Police Department*

**GENERAL ORDER**

**SUBJECT: Part Time Officers**

**Order Number: 3.58**

DATE ISSUED: 09/10/10 BY ORDER OF POLICE CHIEF: COCOZZA

DATE EFFECTIVE: 09/10/10 REPLACES ORDER #(S): APR

---

**PERSONNEL RULES FOR PART-TIME OFFICERS**

**PURPOSE:** To establish procedure that will ensure qualified candidates are selected for hiring as Part-time Town of Marlborough Police Officers and that the selection process is valid, job-related, non-discriminatory, and appropriately documented.

**I. POLICY**

It is the policy of the Town of Marlborough Police Department to recruit and select the best possible candidates for the position of Police Officer, 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 Bureau for Municipal Police and the Town of Marlborough Police Department. It shall be the responsibility of the Chief of Police to coordinate selection activities.

**II. PROCEDURE**

**A. Recruitment**

As the need arises, recruitment will be done via a Press Release. Such announcements must include the following components:

1. A description of the duties associated with the position to be filled.
2. Requirements that must be met in order to qualify for the position.
3. Information that prospective candidates need to know about the application process.
4. Notice that the agency is an Equal Opportunity Employer.

**B. Selection Process**

**1. Applications**

A. All Ulster County Department of Personnel applications from certified police officers will be accepted and forwarded to the Chief of Police.

- B. Candidates not already certified will be advised that they may apply for part time dispatch. If hired after 18 months of service or at the discretion of the Chief of Police they may request appointment to a police academy as a part time officer candidate. The decision to appoint will be made by the Chief of Police based upon performance and the need for additional part time police officers at the time.

2. **Preliminary Interview**

Candidates who meet the requirements specified in Section A of this directive will be given an oral interview by the Chief of Police and/or his designee(s). Oral interviews will consist of a set of uniform questions and the results obtained will be recorded on a standardized form. The results will be kept on file for a minimum of one (1) year after appointments resulting from any series of interviews.

3. **Background Investigation**

A thorough background investigation will be conducted which will include, but not be limited to, investigation of the candidate's family, education, residence, work record, physical and emotional health, organizations and affiliations, references, social contacts, credit record, D.M.V. record, military history, county records, such as liens and judgments and criminal history record. All candidates are subject to a lie-detector examination, administered by a certified operator, in order to confirm truthfulness in background information.

4. **Fingerprints**

Candidates are fingerprinted at a certified New York State certified live scan civilian fingerprinting center for a state and federal criminal history search. An established fee is mandated by DCJS and is paid for by the candidate.

5. **Medical Examination**

All candidates will be given a medical examination by a licensed physician in accordance with the standards prescribed by B.M.P at a location designated by the Chief of Police. This exam includes testing for illegal drug use and will be paid for by the candidate.

**6. Psychological Screening**

All candidates are subject to an evaluation by a qualified psychologist to establish a level of emotional stability and psychological fitness compatible with the duties of a law enforcement officer.

**7. Final Interview**

A final interview is conducted by the Chief of Police and/or his designee(s). Final recommendations are made to the Chief of Police for appointments to the position of Police Officer.

**C. Probationary Appointment**

All appointments to the position of Police Officer will be on probation for as long as allowable by New York State Civil Service regulations. Subsequent to the effective date of appointment and prior to commencement of official duties, the appointee will be administered the standard oath of office for Police Officer by the Town Clerk.

**D. Maintenance of Records**

All records of appointed candidates which are not maintained by the Ulster County Civil Service Commission shall be maintained by the Town of Marlborough Police Department for a period of six (6) years beyond the duration of their employment.

**E. Field Training and Evaluation Program**

Part-time officers must satisfactorily complete 48 hours of the Office's F.T.O. Program (this is in addition to the supervised field training required by M.P.T.C.).