	NEW PALTZ POLICE DEPARTMENT Policy and Procedures	
	<i>Subject</i> 12.1 Hiring Standards	
	ISSUE: June 2, 2011	EFFECTIVE: June 2, 2011
	REVISED: January 20, 2022	RESCINDED:
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Hiring Standards

PURPOSE


To establish policy that complies with Civil Service Law, Section 58 and/or current applicable law in regard to age span for entry-level full-time law enforcement candidates as well as requiring candidates to meet or exceed the “Medical and Physical Fitness Standards and Procedures for Full-Time Police Officer Candidates” established by the Municipal Police Training Counsel and/or current applicable law.

This policy will establish that the licensed physician or practitioner uses valid, useful, and non-discriminatory procedures to examine each candidate prior to the candidate’s permanent appointment as a full-time police officer. The New Paltz Police Department will establish procedures that are equivalent or exceed standards set by the Municipal Police Training Council.

All full time and part-time entry-level law enforcement officer candidates are required to be screened for emotional stability and psychological fitness by a qualified professional.

PROCEDURE

- A. A review of policy 11.3 (II B) states: (B) written exams, physical fitness screening exams and medical exams will be administered by the Ulster County Personnel Office, under guidelines of Ulster County Civil Service Rules & Regulations. All persons hired off the eligible list have successfully completed the medical and physical fitness tests.
- B. The above noted requirements mirror and are in accordance with Sections 6000 through 6000.8 in the Medical and Physical Fitness Standards of the New York State Municipal Police Training Council.
- C. All applications shall be reviewed and screened to ensure eligibility by the Ulster County Personnel Office.
- D. NPPD Policy 11.1 states, “The New Paltz Police Department adopts and supports the Ulster County Civil Service Selection of candidates for the position of Police Officer.”
- E. All persons hired have met the New York State Civil Service Law standard of age span and the Ulster County Personnel standards reflect New York State Law as noted below:

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- a. *Age: Eligibility for appointment as a new, full-time police officer begins when the candidate reaches age 20. Candidates who reach their 35th birthday on or before the date of the written examination are not qualified except as follows.* Candidates may have a period of military duty or terminal leave up to six years, as defined in Section 243 (10-a) of the Military Law, deducted from their age for the purpose of meeting the age requirement. YOUR DATE OF BIRTH IS REQUIRED ON YOUR APPLICATION.*
- b. **Section 58.1(a) requires that applicants not be "more than thirty-five years of age as of the date when the applicant takes the written examination..." Candidates who may be impacted by the maximum age requirement and who are requesting an alternate test date (for active military duty, Sabbath observance or for an alternate test date situation which meets the conditions of the agency's alternate test date policy) are advised to contact the Ulster County Personnel Department to discuss their request.*

F. A review of the Medical & Physical Fitness Standards and Procedures for Police Officer Candidates published by MPTC Part 6000 sets forth the criteria for the medical review including the battery of tests to be performed. This criterion is the one used by the Ulster County Personnel Department for full time Police Officer Candidates. The New Paltz Police Department adopts and supports this procedure.

G. All full time and part-time entry-level law enforcement officer candidates, will be given a date, time and location to report for psychological testing.

H. Psychological exams are administered by Dr. Gerald Fix, New Paltz, New York.

- a. These exams consist of, but is not limited to;
- b. A review of the candidates application material.
- c. A review of all pertinent reports including the polygraph exam and background investigation.
- d. Administration and interpretation of personality questionnaires.
- e. A personal interview with each candidate.
- f. A written report of evaluation findings and recommendations.