

## Parking Enforcement Officer

It is the policy of the Department of Public Safety and the Police Department to recruit and select candidates for the position of Parking Enforcement Officer in accordance with the New York State Civil Service Law as administered by the Saratoga Springs Civil Service Commission and to afford equal employment opportunity to all eligible candidates. To be eligible for appointment candidates must meet the established standards set forth by the Saratoga Springs Civil Service Commission and the Saratoga Springs Department of Public Safety.

For more information about this position, contact the Saratoga Springs Municipal Civil Service Commission at (518) 587-3550 ext. 602. You may visit the city Web page at this link <http://www.saratoga-springs.org/docs/bpwebsite.asp>. The Municipal Civil Service Commission is under the Mayors Office on the web site.

The Department of Public Safety and the Police Department have set the following standards in place for Parking Enforcement Officer Candidates:

### **CRITERIA STANDARDS FOR DISQUALIFICATION**

- ANY FELONY CONVICTION (NO TIME LIMIT)
- PARTICIPATION IN ANY SERIOUS CRIME
- ANY MISDEMEANOR CONVICTION INVOLVING NARCOTIC DRUGS, DANGEROUS DRUGS OR MARIJUANA
- ANY SELLING OF NARCOTICS DRUGS, DANGEROUS DRUGS OR MARIJUANA
- ANY RECENT ILLEGAL USE OF MARIJUANA
- ANY EXCESSIVE ILLEGAL USE OF MARIJUANA IN YOUR LIFE
- ANY RECENT ILLEGAL USE OF NARCOTICS OR DANGEROUS DRUGS
- MULTIPLE INCIDENTS OF ILLEGAL USE OF OPIATE NARCOTICS, HALLUCINOGENS, AND/OR OTHER DANGEROUS DRUGS. (INCLUDES LSD, PCP, PEYOTE, Mescaline, CODEINE, HEROIN, MORPHINE, METHAMPHETAMINE, OPIUM, PSILOCYBIN, COCAINE, HASH, SPEED, BARBITURATES, ETC.) IN YOUR LIFE
- LYING OR FALSIFICATION OF YOUR APPLICATION WILL BE CAUSE FOR REMOVAL FROM THE HIRING PROCESS

Interested applicants must first apply for the position of Parking Enforcement Officer by contacting the Saratoga Springs Municipal Civil Service Commission at (518) 587-3550 ext 602 or stop in person to their office located at 1 Lake Avenue, Saratoga Springs NY (Lake Avenue side of City Hall).

Steps to becoming a Parking Enforcement Officer in the Saratoga Springs Police Department:

1. Apply for examination at Civil Service.
2. Take and pass the entrance examination.

3. The next phase is a comprehensive Background Investigation conducted by Background Investigators from the Police Department.
  - a. The Background Investigation includes completion of the Personal History Questionnaire, submission of requested background information, and interviews by your assigned Investigator. Home visits will be conducted, and your family members, co-workers, friends, neighbors, and others who may have information about you will be interviewed.
  - b. Submission to a polygraph examination.
  - c. Oral interview before the oral interview board.
  - d. Following a conditional offer of employment from the Commissioner of Public Safety, you will be asked to submit to Drug testing.
  - e. Upon satisfactory completion of the above, employment is offered.
4. Once hired, you will be assigned to a training period with a senior Parking Enforcement Officer and supervisory personnel from the Police Department.

