

Police Officer, Entry Level

It is the policy of the Department of Public Safety and the Police Department to recruit and select candidates for the position of Police 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 New York State Bureau for Municipal Police, New York State Department of Civil Service, Saratoga Springs Civil Service Commission, Saratoga Springs Department of Public Safety, and Saratoga Springs Police Department.

For more information about NY Civil Service Law Section 58, see the New York Laws online link at: <http://public.leginfo.state.ny.us/menugetf.cgi?COMMONQUERY=LAWS>, and select CVS (Civil Service Law), then [Title A](#) - (50 - 59-A) EXAMINATIONS AND ELIGIBLE LISTS, then [58](#).

The Department of Public Safety and the Police Department have the following standards in place for Police 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
- NEGLIGENCE IN MAINTAINING FINANCIAL RESPONSIBILITY
- ANY HISTORY OF DISREGARD FOR TRAFFIC LAWS WITH SUCH FREQUENCY SO AS TO INDICATE A DISRESPECT FOR TRAFFIC LAWS AND A DISREGARD FOR THE SAFETY OF OTHER PERSONS ON THE HIGHWAY
- CONVICTED OF A DWI WITHIN FIVE YEARS PRIOR TO APPLICATION DEADLINE
- ANY SEXUAL CONDUCT PROHIBITED BY LAW
- LYING OR FALSIFICATION OF YOUR APPLICATION WILL BE CAUSE FOR REMOVAL FROM THE HIRING PROCESS

Interested applicants must first apply for the position of Police 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 Police Officer in the Saratoga Springs Police Department:

1. Apply for police examination at Civil Service.
2. Take and pass the police entrance examination.
3. Based upon your score and placement on the civil service list, you will be notified by the Civil Service Commission to report for a Physical Agility Test. This test is limited to determining whether you are able to perform essential functions of the job of police officer, and is based upon standards adopted by the NYS Civil Service and the NYS Bureau for Municipal Police and the Municipal Police Training Council. YOU MUST PASS THIS TEST. THERE IS NO RE-TESTING GIVEN IF YOU FAIL. FAILURE WILL RESULT IN YOUR DISQUALIFICATION AND REMOVAL FROM CONSIDERATION.
 - a. Police officer requesting lateral transfer into this department from another agency who meet all legal standards and are deemed eligible for appointment under local civil service rules, must first undergo a full background investigation prior to being hired.
4. The next phase is a comprehensive two-phased Background Investigation conducted by Background Investigators from the Police Department.
 - a. The Preliminary Phase
 - i. 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.
 - ii. Submission to a polygraph examination.
 - iii. Oral interview before the oral interview board.
 - b. The Final Phase
 - i. This phase commences following a conditional offer of employment from the Commissioner of Public Safety.
 - ii. Candidates will be scheduled for the following examinations by the Civil Service Commission:
 1. Full Medical examination
 2. A full day Psychological Evaluation
 3. Drug testing

- iii. Candidates will sign notarized releases authorizing release to the background investigation team of all historical medical and psychological records on file at candidate's doctors.
 - iv. Upon satisfactory completion of the final phase, employment is offered.
5. Once hired, you will be scheduled for the next available Basic School for Police Officers held at the Zone Five Law Enforcement Training Academy. Your employment date will coincide with the starting date of this academy. This is a six-month academy held in Schenectady, NY. YOU MUST SUCESSFULLY COMPLETE THIS PROGRAM BEFORE BEING PLACED INTO SERVICE AS A POLICE OFFICER WITH OUR DEPARTMENT. THIS IS A PASS/FAIL ACADEMY, WITH NO SECOND OPPORTUNITY SHOULD YOU FAIL TO COMPLETE THE ACADEMY IN A SATISFACTORY MANNER.
6. Upon graduation, you will be assigned with a senior Field Training Officer (FTO) of the Police Department for the mandatory sixteen week in-service Field Training Program. All Probationary Police Officers must complete the FTO Program in a satisfactory manner.

