

NIAGARA FALLS POLICE DEPARTMENT
GENERAL ORDER

EFFECTIVE DATE: 08/29/2013	SUBJECT: PROMOTION PROCESS	Number 118.00 (NYSLEAP A-15-1)
RESCINDS: 04/15/2003		Number of pages 3

I. Policy:

- A. The Niagara Falls Police Department will hire and promote employees in accordance with the New York State Civil Service Law, Rules and Regulations, as administered by the Niagara Falls Municipal Civil Service Commission.
- B. Promotions within the Niagara Falls Police Department must comply with Civil Service Law in establishing an eligibility list. In this event, if a position requires a promotion, the Superintendent of Police shall request a current eligibility list from the Niagara Falls Municipal Civil Service Commission. The Superintendent of Police or designee is responsible for the administration of the promotion selection process.
- C. All criteria used for promotion to any job within the Niagara Falls Police Department shall be job related and non-discriminatory.
- D. Non-Civil Service promotion to the rank of Detective shall be the responsibility of the Superintendent of Police or designee.
- E. The City of Niagara Falls Department of Human Resources shall establish probationary periods for all positions within the Niagara Falls Police Department.

II. Procedure:

- A. Whenever a promotional examination for any rank or position within the NFPD is requested or scheduled, a written announcement will be posted including the following items:
 - 1. A description of the positions or job classifications for which the vacancy exists.

2. A schedule of dates, times and locations of all elements of the process.
3. A description of the eligibility requirements.

B. Eligibility List:

1. The results of each written promotional test shall be numerically scored and weighted accordingly by the Civil Service Commission pursuant to guidelines set forth by the New York State Civil Service Law.
2. Once certified by the Commission, the list shall be released to the NFPD Superintendent of Police and notification shall be made to each participant by the Civil Service Commission.
3. Eligibility Lists for promotion shall be maintained by the Niagara Falls Civil Service Commission and are subject to requirements of New York State Civil Service Law.
4. The Civil Service Commission determines the duration of all civil service lists.

C. Interviews may be conducted of those individuals in the top three (3) on the list who would take the position. Upon recommendation by the Superintendent of Police, and with approval of the City Administrator, all promotions will be confirmed by the Civil Service Commission.

D. Detective:

1. When an opening exists for the position of Detective, a notice shall be posted indicating a job vacancy and outlining the steps used to apply for this position. All applicants will submit a resume or outline of their work, educational and training background and any other pertinent information requested for this position by the Superintendent of Police or designee.
2. The resumes shall be reviewed by the Division Commander and recommendations passed along to the Deputy Superintendent of Police/Operations
3. Selection shall be made by the Superintendent of Police using the following criteria:

- a. Job experience;
- b. Training background;
- c. Educational background;
- d. Personnel file information;
- e. Prior investigative work and/or major cases applicants have worked on;
- f. Interpersonal skills; including the ability to work together and communicate with fellow officers and civilians.