The New Castle Police Department’s hiring process is governed by much more than internal procedures. It is subject to requirements of New York State Civil Service, State Legislation, a Collective Bargaining Agreement, and in our case, the New York State Division of Criminal Justice Services (NYS DCJS) accreditation standards.
There are 514 Police Departments in New York State, and of those 514, New Castle is one of only 174 agencies accredited by NYS DCJS. This means that we have met 127 standards in three categories: Administration, Training, and Operations. Accreditation provides formal recognition that an agency meets or exceeds expectations of quality; demonstrates that the agency performs professionally, has formalized policies in place to govern its operational practices and procedures, and that its employees contribute to the agency's mission and know what is expected of them. NCPD has been continuously accredited since 2005, and like all accredited departments, we are reaccredited every five years. Staff from the DCJS Office of Public Safety administer the program and accreditation process, assisted by program assessors who evaluate agencies’ compliance with program standards.
The accreditation standards that control the hiring process are as follows:

- **11.1 Personnel Recruitment**
  - The agency has a written directive that outlines all components of the selection process for entry-level officers including the position(s) or other entity responsible for administering selection activities; and the position(s) or entity authorized to appoint them. The selection process will include, at a minimum, the following requirements:
    - A job announcement must be posted for every entry-level law enforcement officer position describing the duties, minimum qualifications, the application process and noting that the agency is an Equal Opportunity Employer;
    - All candidates must pass a written test as part of the selection process;
    - All verbal and written tests used in the selection process are administered, scored, evaluated and interpreted in a uniform and non-discriminatory manner.
12.1 Physical and Psychological Fitness Requirements

- The agency requires that candidates accepted for law enforcement officer positions meet or exceed the following standards:
  - "Medical and Physical Fitness Standards and Procedures for Police Officer Candidates" established by the Municipal Police Training Council and/or current applicable law (9 NYCRR Part 6000).
    - A licensed physician or practitioner must use valid and non-discriminatory procedures to examine each candidate and determine if they meet this standard.
  - Age requirements as per Civil Service Law Section 58 and/or other applicable law. (Does not apply to agencies that are permitted to appoint non-competitive police officers.)
  - An emotional stability and psychological fitness screening is conducted for all police officer candidates (e.g. new hires, rehires, lateral appointments, full-time and part-time). The evaluation must be conducted by a qualified professional:
    - In cases of part-time employees, rehires and lateral appointments, psychological testing conducted at any time by another law enforcement agency may be considered, provided the candidate has maintained a valid police training certificate pursuant to General Municipal Law 209-q.
    - [https://www.public-safety-psychology.com/](https://www.public-safety-psychology.com/)
12.5 Background Investigation – CRITICAL STANDARD

- The agency requires that a background investigation of each candidate for a sworn position (entry level and lateral appointments) or any civilian candidate with access to law enforcement sensitive information is conducted. An informational package consisting of written instructions and a checklist of tasks that must be accomplished is provided to each officer who conducts such investigations. A background investigation must include, but not be limited to:
  - Fingerprint-based Criminal History Record;
  - Family;
  - Education;
  - Residences (past and present);
  - Work Record;
  - DMV Record;
  - Military History;
  - County Records such as liens and judgments;
  - Organizations and Affiliations;
  - References and Social Contacts, and;
  - Credit Record
• **12.6 Oral Interviews**
  - Any candidate being considered for a sworn (entry level and lateral appointments) position is interviewed prior to their appointment. Such interviews will employ a set of uniform questions, and the results obtained are recorded on standardized forms. At least one person who participates in the interview process will be a sworn member of the department.
The New Castle Police Department’s hiring process exceeds NYS DCJS accreditation standards.

How do you exceed the accreditation standards?

• Each potential hire who is an Officer from another department must go through a psychological examination, even if they already had one with their current employer.

• Officers hired are subject to a one-year probationary period where they can be separated from the Department for any reason.

• Our executive staff – myself, my two (2) Lieutenants and my Det. Sgt. are all part of our extensive in-person interview process. As a team, we determine who will proceed to the next step in the hiring process, the background investigation. A large number of potential hires we interview don’t make it to that next step.

• Our Detectives who conduct background checks attend outside training in how to do a thorough and complete background investigation.

• We contact potential hires’ direct supervisor at the Department they are currently employed by.

• We contact their former employers.

• We conduct a neighborhood canvass where they live or used to live. During this canvass, we speak with their neighbors, landlords, and associates.

• We investigate if they ever had orders of protection or restraining orders for or against them.

• We search the NYS Domestic Incident Repository

• We search the NYS Central Registry of Police Officer Database.

• We search the National Decertification Index
• And we require them to provide the following:
  o A Birth certificate
  o Birth certificates for their children
  o Their Social Security card
  o Naturalization papers
  o Any license issued by a government agency -pistol, rifle, hack, liquor, etc.
  o High school transcripts
  o College transcripts
  o Diplomas
  o Copies of all job-related schools, courses or seminars they have completed
  o Records of name change
  o Marriage certificates
  o Divorce records, annulment or legal separation paperwork
  o Life insurance policies
  o Bank records
  o W-2’s
  o Federal and state tax returns for the last five (5) years
  o Records of debts, judgments or garnishment
  o Proof of Selective Service registration
How do we choose someone to be a school Resource Officer?

- We ask all New Castle Police Officers if they are interested in being a School Resource Officer.
- From those interested:
  - we conduct internal interviews
  - review productivity
  - review their use of contractual time
  - review personnel files
  - review performance evaluations
  - consider their performance in the field
  - ask supervisors for their recommendations
- Our executive staff then decides who will become an SRO and will be sent to SRO training.
- Many officers do not get chosen to be an SRO.
We currently have nine (9) Officers NYS certified as School Resource Officers. This 5-day, 38-hour certified course has been developed for the law enforcement officer who will be or is interested in working in an educational environment. They are given a working knowledge of the School Resource Officer concept and other school-based policing programs. They are taught about relationships that need to be developed between the law enforcement community and the educational systems if they are to be successful. There is a written examination and at least one graded practical exercise for each student.

Core Topics include:

* History of School-Based Policing
* SRO Roles and Responsibilities
* School Law Updates (Save Legislation)
* Interview and Counseling Techniques
* Classroom Strategies for the Officer
* Legal Aspects of School Base Policing
* Involvement in Student Activities
* Law Related Education
* Crime Prevention Strategies
* Adolescent Stress and Suicide
* School Violence
* Dealing with the Special Ed Student
* Dysfunctional Families
* Substance Abuse
* Ethics and Professionalism

Additionally, they are sent yearly to the NYS Police Juvenile Officers and School Resource Officers Conference, where they receive continuing education.
SRO School Placement Process:

- We ask all certified SROs if they are interested in being a full-time School Resource Officer.
- From those interested:
  - We conduct internal interviews
  - Review productivity
  - Review their use of contractual time
  - Review personnel files
  - Review performance evaluations
  - Consider their performance in the field
- I then decide who will be recommended to the School District for the full-time SRO position.
- The District then convenes a panel that meets with my recommendations and I.
  - The CCSD panel then interviews the Officers.
  - After all potential Officers are interviewed, we jointly decide who we want to fill the position.
  - Our choices are then presented to the Board of Education for their approval.