PART II

PERSONNEL

General Order No. 57

CAREER DEVELOPMENT AND ASSESSMENT

ARTICLE I
Performance Evaluations

§ 57-1. Evaluations during probationary periods.

§ 57-2. Annual evaluations.

§ 57-3. Evaluation forms.

ARTICLE I
Performance Evaluations

§ 57-1. Evaluations during probationary periods.

Every employee will receive an evaluation at the end of his or her probationary period. Additional evaluations during probation may be conducted at the discretion of the supervisor. Unscheduled evaluations may be conducted on an employee whose overall performance has fallen below acceptable standards or in the case of exceptionally meritorious service. The results of an unsatisfactory evaluation may place an employee on probation for a specific period of time.

§ 57-2. Annual evaluations.

Every employee will receive an annual evaluation of his or her performance as viewed by his or her immediate supervisor. The performance evaluation also serves as a tool to evaluate employee performance for promotions and salary adjustments. The annual performance evaluation should be completed by the time specified by the supervisor.

§ 57-3. Evaluation forms.

Evaluation forms will be provided by the supervisor.[1] After completion of the form by the individual's supervisor, the supervisor shall review the evaluation with the employee. The employee should then make his or her comments in the space provided and sign the form. The form will be filed in the individual's personnel file for future reference.

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1 **Editor's Note: The evaluation forms are on file in the Police Department office.**

General Order No. 65

EMPLOYEE AWARDS

ARTICLE I
Commendation Procedures

§ 65-1. Policy.
§ 65-2. Procedures.
§ 65-3. Awards for sworn members.
§ 65-4. Award presentation; notification.
§ 65-5. Specifications, medals and bars.
§ 65-6. Special privileges of the Chief of Police.

ARTICLE I
Commendation Procedures

§ 65-1. Policy.

The basic responsibility of good supervision is the recognition and reporting of outstanding actions of exceptional performance by departmental personnel. All personnel, regardless of rank, are urged to report outstanding or heroic actions of which they have knowledge.

§ 65-2. Procedures.

A. Any employee of the Cobleskill Police Department witnessing an exemplary act by another Cobleskill Police Department employee may initiate a request for departmental recognition by citing the circumstances of the incident on a Recognition/Award Nomination Form (Attachment A[1]). The form should include a description of the incident, the names and addresses of any witnesses which might be helpful if a further investigation is necessary and the reasons for which the recognition or award is being recommended. Documentation of the incident, along with possible witness(es) statements, must be attached to the nomination form.

B. Recommendation shall be forwarded to the Chief of Police.

C. The Chief of Police shall:

(1) Review recommendations for departmental awards.

(2) Endorse the recommendation for departmental awards.

(3) Choose another appropriate award to be presented.

(4) Request additional documentation be submitted.

(5) Determine that no award will be presented.

(6) In the case of nonsworn employees, determine whether to return the nomination to the Chief for departmental recognition.

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1 **Editor's Note: Attachment A is in file in the Police Department office.**

§ 65-3. Awards for sworn members.

A. Medal of Valor. The Medal of Valor may be awarded to a member of the Cobleskill Police Department who intelligently and in the line of police duty gives his or her life, or distinguishes himself or herself by the performance of an act of courage involving the risk of imminent danger to his or her life with knowledge of the risk, above and beyond the call of duty. Such an act must have been performed for the purpose of saving or protecting human life.

B. Distinguished Service Award. The Distinguished Service Award may be presented to a member of the Cobleskill Police Department who intelligently and in the line of police duty distinguishes himself or herself in the performance of an act of courage involving risk of imminent serious personal injury, with knowledge of risk, for the purpose of saving or protecting human life; or who, in the course of an extended investigation of a nature where he or she continuously and singly exposed personal hazard, willingly accepts such risk in the service of the department or who performs an extraordinarily credible and unusual police accomplishment.

C. Commendation Award. The Commendation Award may be presented to a member of the Cobleskill Police Department who distinguishes himself or herself by a meritorious achievement, act or service to the department performed in a manner substantially beyond normal expectations in similar circumstances.

D. Police Purple Heart Medal. The Police Purple Heart Medal may be awarded to a member who, in the line of police duty, sustains a serious injury as a result of hostile behavior by another person, or posthumously, to a member of the department who is killed in the performance of his or her duty. The Police Purple Heart may be awarded in addition to any other department award.

E. Lifesaving Award. The Lifesaving Award may be presented to a member of the Cobleskill Police Department who, in the performance of his or her duty, renders medical first aid of a distinguished or unusually credible nature to a person whose life is in immediate jeopardy, and does so on a manner that most certainly sustained the person and enabled such person to be delivered alive to a medical facility. The recommendation for this award must include a statement from the attending physician attesting to the fact that such person was in immediate jeopardy, that the medical first aid rendered did sustain such person, and that the person would likely have expired without said medical intervention.

F. Excellent Police Service Award. The Excellent Police Service Award may be presented to a member of the Cobleskill Police Department who performs:

(1) An act of intelligent and valuable police service demonstrating special faithfulness of perseverance.

(2) Highly credible acts of police service over a period of time.

(3) An intelligent act materially contributing to a valuable accomplishment.

(4) Submission of a device or method designed to increase efficiency in an administrative or tactical procedure and subsequently adopted by the department, or outstanding proactive police work.

G. Letter of recognition. A letter of recognition may be issued by the Chief of Police or a supervisor for instances wherein a member of the department should be recognized for an individual act or some performance of duty. These letters may be written to recognize actions that are commendable but do not reach the criteria for another award.

§ 65-4. Award presentation; notification.

Personnel selected to receive the Medal of Valor, Distinguished Service Medal, Commendation, Purple Heart, Lifesaving Award or Excellent Police Service Award shall receive a letter from the Chief of Police notifying them of their selection.

§ 65-5. Specifications, medals and bars.

A. The Commendation Bar shall measure 1½ inches in length and ¼ inch wide.

B. The remaining departmental recognition bars shall measure 1½ inches in length and 5/16 inch in width and shall have a fine gold border surrounding the inlaid colors.

(1) Medal of Valor. A gold six-pointed crest bearing the inscription "Medal of Valor, Village of Cobleskill" in the center of which is affixed an elliptical disc bearing a miniature Cobleskill Police Department badge. For presentation, the medal will be suspended by a ring from a two-inch-long ribbon attached to a gold bar pin bearing three equal vertical enamel inlays of red, white and blue. A matching bar pin shall be presented for uniform wear.

(2) Distinguished Service Award. A gold bar pin bearing three equal vertical enamel inlays of blue, gold and blue.

(3) Commendation Award. A gold bar pin having the word "COMMENDATION" embossed upon its face.

(4) Police Purple Heart Medal. A heart-shaped purple enameled crest with a gold border to the face of which is affixed a miniature Cobleskill Police Department badge. The medal will be suspended from a two-inch-long ribbon attached to a gold bar pin bearing three equal purple enamel inlays. A matching bar pin shall be presented for uniform wear.

(5) Lifesaving Award. A gold bar pin bearing three equal red enamel inlays.

(6) Excellent Police Service Award. A gold bar pin bearing three vertical enamel inlays of yellow, blue, yellow.

§ 65-6. Special privileges of the Chief of Police.

Nothing contained in this general order shall prevent the Chief of Police, under extraordinary circumstances, from granting immediate departmental recognition to any employee who has performed an act consistent with the standards contained herein.

General Order No. 74

OFFICERS

ARTICLE I
Probationary Police Officer; Recruits

§ 74-1. Policy.
§ 74-2. Obedience to rules and regulations of the department.
§ 74-3. Probationary period.
§ 74-4. Performance evaluation.
§ 74-5. Wearing of issued uniforms.
§ 74-6. Duties of probationary police officer.
§ 74-7. Personal handguns.

ARTICLE II
Field Training Officer; Evaluation Program

§ 74-8. Policy.
§ 74-9. Organization of field training program.
§ 74-10. Qualifications of Field Training Officers.
§ 74-11. Rotation of probationary police officer field assignments.
§ 74-12. Evaluation procedures.

ARTICLE I
Probationary Police Officer; Recruits

§ 74-1. Policy.

A. Each person appointed to the position of probationary police officer shall attain police officer certification by successfully completing a prescribed course of training.

B. The title of probationary police officer shall be used during training at the regional training center.

C. New York State police officer certification shall be granted only after the successful completion of all phases of training as mandated by:

(1) The Cobleskill Police Department.

(2) The regional training center.

(3) The State of New York Bureau for Municipal Police.

§ 74-2. Obedience to rules and regulations of the department.

All probationary police officers shall be subject to all general orders and policies of the Cobleskill Police Department and to the Rules and Regulations of the regional training center. Violations of any of the above rules and regulations or orders may be cause for dismissal. Training with respect to these rules will be provided to each probationary police officer.

§ 74-3. Probationary period.

A twelve-month probationary period for police officers shall commence upon employment as a probationary police officer.

§ 74-4. Performance evaluation.

Probationary police officers will be continuously evaluated during their course of instruction at the regional training center and during any additional probationary training mandated by the Cobleskill Police Department. Failure to maintain a satisfactory level of performance may be cause for dismissal.

§ 74-5. Wearing of issued uniforms.

Probationary police officers shall wear the designated uniform issued by the Cobleskill Police Department.

§ 74-6. Duties of probationary police officer.

Probationary police officers are sworn police officers and shall have the same duties as police officers.

§ 74-7. Personal handguns.

Probationary police officers may carry their privately owned handgun provided they have qualified with the same.

ARTICLE II
Field Training Officer; Evaluation Program

§ 74-8. Policy.

A. The probationary police officer, after completion of the academic portion of the academy, shall then complete a program of field training, the length of which will be a minimum of 40 hours and may, per the Chief of Police, last no longer than 160 hours.

B. Failure of any probationary police officer to successfully complete the field training and evaluation program may result in involuntary termination from employment.

C. The Field Training and Evaluation Manual issued as part of the basic course for police officers will be used. Revisions to the Manual shall be made subject to approval of the Chief of Police. Field Training Officer, and probationary officers shall receive this manual.

§ 74-9. Organization of field training program.

A. The Chief of Police shall designate the assignment of Field Training Officers.

B. Field Training Officers shall be responsible for:

(1) Field training and the related evaluation of the probationary officer's response to training.

(2) Completion of daily observation reports during each tour of duty.

(3) Completion of biweekly evaluation reports prior to attendance at meeting scheduled by the Chief of Police.

§ 74-10. Qualifications of Field Training Officers.

A. Field Training Officers shall:

(1) Be a police officer with at least two years' experience with the department unless waived by the Chief of Police.

(2) Possess the skills, knowledge and abilities essential for successful performance of the police officer assignment.

(3) Exhibit skill in a variety of areas, including courtesy and interpersonal relationships, the ability to manage and evaluate police performance under a wide variety of circumstances; the ability to recognize and successfully manage potentially violent situations, maturity, fairness, impartiality and dependability.

B. Appointment as Field Training Officer.

(1) An officer meeting the minimum qualifications may be considered for appointment after making a request to the Chief of Police.

(2) Any police officer designated as a Field Training Officer who does not perform adequately shall be subject to removal from the program by the Chief of Police.

§ 74-11. Rotation of probationary police officer field assignments.

Each probationary officer shall be required to complete at least three phases of field training as designated by the Chief of Police.

§ 74-12. Evaluation procedures.

A. The probationary police officer will submit a biweekly evaluation form to the Chief of Police.

B. The Sergeant will submit a biweekly evaluation of each probationary officer to the Chief of Police.

C. There will be a biweekly meeting with the Field Training Officer, the Sergeant and the Chief of Police to evaluate the progress of the probationary police officer.

General Order No. 80

RECRUITMENT, SELECTION AND APPOINTMENT

§ 80-1.	Purpose.	§ 80-6.	Psychological screening.
§ 80-2.	Policy.	§ 80-7.	Physical examination.
§ 80-3.	Recruitment.	§ 80-8.	Probationary appointment.
§ 80-4.	Oral interview.	§ 80-9.	Oath of office.
§ 80-5.	Background investigation.	§ 80-10.	Maintenance of records.

§ 80-1. Purpose.

The purpose of this policy is to ensure that qualified candidates are selected for hiring as Cobleskill Police Officers and that the selection process is valid, job-related, nondiscriminatory and appropriately documented.

§ 80-2. Policy.

It is the policy of the Cobleskill 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 Schoharie County Civil Service Commission, and to afford equal employment opportunity to all eligible candidates. To be eligible for appointment, candidates must meet the prescribed standards set forth by the New York State Municipal Police Training Council and the Schoharie County Civil Service Commission. In cases of interagency transfer, only candidates from competitive civil service agencies shall be considered for appointment to the Police Department. It shall be the responsibility of the Chief to coordinate selection activities. The Village of Cobleskill is an equal opportunity employer.

§ 80-3. Recruitment.

Recruitment is the first step in the hiring process. The primary method of recruitment for the position of police officer within the Cobleskill Police Department is through the Schoharie County Civil Service Commission's continuous recruitment testing program. Appointments resulting from sources other than a civil service list or interagency transfers may first be advertised. Such notice or advertisement will include the following components:

A. A description of the duties associated with the position to be filled.

B. Requirements that must be met in order to qualify for the position.

C. Information that prospective candidates need to know about the selection process.

D. Notice that the agency is an equal opportunity employer.

E. Candidates considered for appointment to the Cobleskill Police Department must be of good moral character and must satisfy the height, weight and physical fitness requirements

prescribed by the New York State Bureau for Municipal Police (B.M.P.) pursuant to § 840 of the New York State Executive Law.

§ 80-4. Oral interview.

Candidates meeting all of the requirements specified in Subsection A will be given an oral interview by the Chief of Police and/or his or her designee(s).

§ 80-5. Background investigation.

All candidates must have a complete background investigation. A thorough background investigation will be conducted, which will include but not be limited to investigation of the candidate's family, education, residences, work record, physical and emotional health, organizations and affiliations, references, social contacts, credit record, DMV record, military history, county records such as liens and judgments and criminal history record.

§ 80-6. Psychological screening.

All candidates will be evaluated by a qualified psychologist to establish a level of emotional stability and psychological fitness compatible with the position of police officer. When such psychological screening has not been conducted in the course of civil service testing, as in the case of some transfer candidates, the same standards and procedures will be applied.

§ 80-7. Physical examination.

All candidates will be given a physical examination by a licensed physician in accordance with the standards prescribed by B.M.P. When such physical examination has not been conducted in the course of civil service testing, as in the case of some transfer candidates, the same standards and procedures will be applied.

§ 80-8. Probationary appointment.

At the conclusion of the selection process, the Chief of Police, or his or her designee, will make recommendations to the Cobleskill Village Board for appointment to the position of police officer. All appointments from the civil service list will be probationary for a period of 12 months. Subsequent to the effective date of appointment and prior to commencement of official duties, the appointee will be administered the standard Oath of Office for Police Officers by the Chief of Police or his or her designee.

§ 80-9. Oath of office.

I,_____, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New York.

I will faithfully discharge the duties of the office of Police Officer for the Village of Cobleskill according to the best of my abilities.

§ 80-10. Maintenance of records.

All records of appointed candidates which are not maintained by the Schoharie County Civil Service Commission shall be maintained by the Village of Cobleskill for a period of six years beyond the duration of employment.

General Order No. 81

Staff Overtime Policy

§ 81-1 Purpose

§ 81-2 Policy

§ 81-3 Procedures

§ 81-4 Duties of Command Officers

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§ 81-1 Purpose

The purpose of this order is to provide officers of the Cobleskill Police Department with a policy and procedures for the utilization of overtime to fill shortages in shift coverage, special details, investigating major crimes, training, emergencies or other circumstances deemed necessary by the Chief of Police or his designee(s).

§ 81-2 Policy

It shall be the policy of the Cobleskill Police Department to utilize overtime to insure the continued safe, secure and orderly operation of the Cobleskill Police Department, and to provide a safe and secure environment within the Village.

§ 81-3 Procedures

A. When practicable, overtime will be offered on a voluntary basis first, either by a verbal request or through the computer network. If necessary, mandatory overtime will be assigned and/or ordered by a supervisor verbally or through the computer network.

B. Officers may be retained at the end of a shift by a supervisor or called in for overtime duty in an emergency. Examples are, but not limited to situations and/or reasons listed in 81-1 of this order. This may include being called in on a pass day or scheduled leave time, such as vacation leave, compensatory leave, etc.

C. When officers who are off duty are contacted by a supervisor or by a patrolman or dispatcher acting under the direction of a supervisor and are requested or ordered to respond to the Police Department or other designated location to work overtime shall do so as soon as practicable and without unnecessary delay.

D. In the event that personal contact is not made with the off-duty officer and a message is left by the caller requesting a call back, the off-duty officer shall call back the caller within a reasonable amount of time and without any unnecessary delay regardless of the time of day.

§ 81-4 Duties of Command Officers

A. It shall be the duty of command officers to insure the safe, secure and orderly operation of the Cobleskill Police Department through the utilization of overtime when needed, and to do so by either offering overtime voluntarily when practicable or by assigning and/or ordering overtime when necessary. Command officers shall distribute overtime as fairly and as equally as possible, taking into consideration factors such as which day(s) of the week and shift(s) the overtime is needed and which officer(s) is/are best available to work it.

B. If necessary, the Chief of Police or his designee may change or suspended this policy at any time.

General Order No. 86

SICK LEAVE

§ 86-1. Policy.
§ 86-2. Procedures.
§ 86-3. Duties of command officers.
§ 86-4. Duties of members on sick leave.

§ 86-1. Policy.

A. Members of the Cobleskill Police Department will report sick or injured and unable to report for duty only when suffering from an illness or injury that would prevent the performance of their police duties.

B. Members will not feign sickness or injury, nor will they deceive or attempt to deceive any physician, surgeon, commanding officer or other established authority investigating the physical condition of the member reporting sick or injured.

C. Members must report any suspected medical condition to their supervisor which may affect the member's fitness for duty, whether or not the condition is diagnosed or a course of treatment has been prescribed.

§ 86-2. Procedures.

A. Injuries incurred in the line of duty.

(1) Members injured while on duty will notify their supervisor immediately. The injured member will receive medical attention at Bassett Hospital of Schoharie County or as directed by the supervisor and/or physician in accordance with this directive.

(2) If the member is seriously injured, disabled or unconscious, the Chief of Police shall be notified of the officer's condition as soon as practical to do so.

(3) The on-duty supervisor of the injured member will:

(a) Respond promptly to the scene and investigate the circumstances of the injury.

(b) Notify the ill or injured member's family, as necessary.

(c) Injury Report.

[1] Complete an Injury Report (Attachment A[1]) of the incident in which the member was involved indicating:

[a] That a service-connected injury has occurred.

[b] The time, date and location of the incident.

[c] The specific injury and body part(s) affected.

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1 **Editor's Note: Attachment A is on file in the Police Department office.**

[d] Whether this injury is new or a recurrence of a previous injury.

[2] The Injury Report is to be completed regardless of whether the injury occurred during a crime, miscellaneous accident, motor vehicle accident or other incident.

(d) All members injured on duty will submit an Injury Report (Attachment A[2]).

NOTE: An officer who is injured is not required to obtain medical attention if, at his or her discretion, he or she chooses not to; however, a supervisor may overrule this request and order a member to seek medical treatment.

B. Illness on duty.

(1) When a member is to discontinue a tour of duty due to illness, the Chief or supervisor may, at his or her discretion, direct the member to seek medical attention from a physician.

(2) When a member discontinues a tour of duty due to illness, he or she will be on sick leave and will be subject to all the provisions of applicable orders.

C. Injury or illness to a member off duty. Any member who becomes ill or injured off duty and is unable to report for his or her next scheduled tour of duty will either personally, or, if incapable, by representative, report his or her unavailability as soon as possible to the Police Department.

D. Illness while on vacation. Members who become ill or injured while on vacation, for more than three consecutive days, may submit a written request to the Chief of Police to have their status changed from "vacation" to "sick leave" for the period actually bedridden or hospitalized.

§ 86-3. Duties of command officers.

A. Any sick leave granted to a member will be regularly and routinely monitored by the supervising officer of the member.

B. The member's supervisor will ensure that when the member returns to duty after an extended illness a written authorization to return to work will be submitted by the office of the physician.

§ 86-4. Duties of members on sick leave.

A. Members on sick leave will not be allowed to work any part-time job.

B. Members returning to duty after sick leave may be required to report to a physician for examination and written authorization to return to duty. In those cases where such examination is impossible due to a problem in the physician's scheduling of appointments, the examination and authorization will take place at the earliest possible opportunity after return to duty, but no later than seven calendar days from the date of the member's return.

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[2] **Editor's Note: Attachment A is on file in the Police Department office.**

Any member who is granted sick leave due to a service-connected injury or illness must be examined by a physician prior to return to duty in every case. The Chief must receive a copy of the authorization from the member prior to the member's effective return date.