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RESOLUTION #9 of 2025

ADOPTING POLICE DEPARTMENT POLICIES AND PROCEDURES

WHEREAS, the Village of Brownville Board of Trustees is committed to ensuring that the Police Department operates under clear and comprehensive policies that promote transparency, accountability, and the safety of both officers and the public; and

WHEREAS, the Board has reviewed proposed Police Department policies including, but not limited to, hiring procedures and professional standards, reporting requirements, use of force, crowd management, and duty to intervene; and

WHEREAS, the Board finds that adoption of these policies and procedures is in the best interest of the Village, its residents, and the officers who serve the community;

NOW, THEREFORE, BE IT RESOLVED, that the Village of Brownville Board of Trustees hereby adopts the Police Department Policies and Procedures Manual, including the provisions on hiring standards, reporting requirements, use of force, crowd management, and duty to intervene, as the official policies governing the operations of the Village Police Department; and

BE IT FURTHER RESOLVED, that the Chief of Police (or Officer-in-Charge) is authorized and directed to implement and enforce said policies, and that the Manual shall remain in effect unless and until amended by further action of the Board of Trustees.

A motion to adopt the resolution was made by Trustee Mott and seconded by Trustee Walrath, and upon a roll call vote of the Board was duly adopted as follows:

ROLL CALL VOTE:	Yes	No	ABSENT
Mayor Connor	<u>✓</u>	<u> </u>	<u> </u>
Trustee Baker	<u> </u>	<u> </u>	<u>✓</u>
Trustee Goutremout	<u>✓</u>	<u> </u>	<u> </u>
Trustee Walrath	<u>✓</u>	<u> </u>	<u> </u>
Trustee Mott	<u>✓</u>	<u> </u>	<u> </u>

September 9, 2025



 Amber Klusacek, Village Clerk-Treasurer, RMC, CMFO

BROWNVILLE/GLEN PARK POLICE DEPT. POLICIES AND PROCEDURES	POLICY
SUBJECT: HIRING PROCEDURES AND STANDARDS	ISSUED TO: ALL MEMBERS OF THE DEPARTMENT
AUTHORITY OF: VILLAGE BOARD: BROWNVILLE & GLEN PARK	ISSUED BY: OFFICER IN CHARGE

REFERENCE: NYSLEAP Standards: 11.1, 12.1, 12.6, 12.7, 12.8

POLICY: It is the policy of the Brownville / Glen Park Police Department to recruit and select the best qualified candidates for positions in accordance with the New York State Civil Service Law, New York State Executive Law, New York Codes, Rules and Regulations, Americans with Disabilities Act of 1990, and all other applicable laws and regulations, as administered by the Jefferson County Human Resources Department.

Employees hired by the Brownville / Glen Park Police Department as part time police officers, unless otherwise specified, have been initially selected through New York State Department of Civil Service processes and have received a valid Basic Course for Police Officers certificate issued by NYS Department of Criminal Justice Services. This document covers new hire candidates (without BCPO) hired going forward, as well as lateral transfer candidates covered under New York Civil Service "Rules for Classified Service," who have already been appointed to a competitive civil service position of police officer in NYS.

The New York State Department of Civil Service shall coordinate written testing, establishment physical fitness standards, and establish guidelines for medical and psychological examination as outlined in 9 NYCRR Part 6000. The Brownville / Glen park Police Department will conduct a thorough background investigation pursuant to Part 6000.10, and will verify that the candidate officers have previously had or will have a medical review by a qualified physician or practitioner, as well as have previously had or will have a physical fitness agility screening consistent with the municipal civil service commission guidelines.

Since the New York State Department of Civil Service coordinates the initial testing and hiring process for new candidates without a BCPO certificate, it is essential to provide their policy statement.

It is the policy of the New York State Department of Civil Service to provide for and promote equal employment opportunity in employment, compensation and other terms and conditions of employment without discrimination on the basis of age, race, creed, color, national origin,

gender, sexual orientation, disability, Vietnam Era Veteran Status, marital status or genetic predisposition or carrier status.

It is the policy of the New York State Department of Civil Service to provide qualified persons with disabilities an equal opportunity to participate in and receive the benefits, services, programs and activities of the department, and to provide such person reasonable accommodations and reasonable modifications as are necessary, to enjoy such equal opportunity, including accommodations in the examination process. Further, it is the policy of the department to provide reasonable accommodation for religious observers and to provide reasonable accommodation to ensure effective communication of information to individuals with disabilities

PURPOSE: The purpose of this Policy is to establish and describe the selection process used by the Brownville / Glen Park Police Department to ensure that the best-qualified candidates are selected for appointment and that the selection process is valid, job-related and non-discriminatory.

REQUIREMENTS:

1. Candidates must possess a valid license to operate a motor vehicle in New York State at the time of appointment and continuously thereafter.
2. At appointment you must be a resident of New York State and at least 21 years old and must be qualified to hold such office in accordance with state law. U.S. citizenship is required. Conviction of a felony may bar appointment.
3. Physical/Medical Requirements: The physical and medical condition will be evaluated to ensure that the candidate is able to satisfactorily perform the duties of this position with or without reasonable accommodation. The physical/medical standards include but are not limited to: uncorrected distant acuity not less than 20/100 in each eye; corrected distance visual acuity better than or equal to 20/30 (Snellen) in each eye. Candidates must also have satisfactory color vision perception. Failure to meet the standards may result in your disqualification. Appointees to this position may be required to undergo periodic medical examinations to reassess their ability to perform the essential duties of the position.
4. Agility: A physical agility performance test consisting of a distance run, sit-ups, and push-ups must be successfully completed. If the candidate is not subsequently selected for appointment, a record of successful completion of the agility test will be maintained by the civil service office appointing the prospective candidate, and is valid for one year from the date taken.

BROWNVILLE / GLEN PARK POLICE DEPT. POLICIES AND PROCEDURES	POLICY
SUBJECT: REPORTING REQUIREMENTS	ISSUED TO: ALL MEMBERS OF THE DEPARTMENT
AUTHORITY OF: VILLAGE BOARD: BROWNVILLE / GLEN PARK	ISSUED BY: OFFICER IN CHARGE

REFERENCES: NYSLEAP Standards 9.1

POLICY: Maintaining compliance with STANDARD 9.1 Brownville/Glen Park Police Department has a written directive requiring:

PURPOSE: The purpose of this standard is to ensure compliance with reporting requirements as set forth in the Professional Policing Act of 2021. Agencies must maintain compliance in order to achieve and maintain certification as mandated in Executive Law §846-H (d.)

A. Reporting Officer Misconduct to:

1. NYS Attorney General Law Enforcement Misconduct Investigative Office information as required per paragraphs (a), (b), and (c) of subdivision 5 of section 75 of the Executive Law; or
2. NYS Inspector General as required per subdivisions (1) and (2) of section 55 of the Executive Law; or
3. Metropolitan Transportation Authority Inspector General per paragraph (a) of subdivision 4 of section 1279 of the Public Authorities Law; or
4. Port of New York Authority Inspector General per paragraph 6 of article IV of Chapter 154 of the laws of 1921; or
5. Applicable oversight agency, as required by law

B. Submission of requisite forms and/or information pertaining to the Central State Registry of Police Officers and Peace Officers pursuant to §6056.4 subdivisions (a), (b), (c) and (d) and §6056.5

Commentary: The purpose of this standard is to ensure compliance with reporting requirements as set forth in the Professional Policing Act of 2021. Agencies must maintain compliance in order to achieve and maintain certification as mandated in Executive Law §846-H (d.)

Frequency of Review and Update

Policies will have a normal review period of every five (5) years unless required otherwise.

BROWNVILLE/GLEN PARK POLICE DEPT. POLICIES AND PROCEDURES	POLICY
SUBJECT: USE OF FORCE	ISSUED TO: ALL MEMBERS OF THE DEPARTMENT
AUTHORITY OF: VILLAGE BOARD: BROWNVILLE/GLEN PARK	ISSUED BY: OFFICER IN CHARGE

REFERENCES: NYS PENAL LAW AND NYS CRIMINAL PROCEDURE LAW, USE OF FORCE MODEL POLICY SEPTEMBER 2020

POLICY: AUTHORIZED USE OF PHYSICAL FORCE (DEADLY AND NON-DEADLY) All instances of force will be consistent with the guidelines set forth in ART 10 & 35

PROCEDURE:

I. KNOWLEDGE:

- A. All Officers employed by the Villages of: BROWNVILLE/GLEN PARK POLICE DEPT. will obey the NYS Penal ART 10 & 35.
- B. All Officers of the Villages of: BROWNVILLE/GLEN PARK POLICE DEPT. will be knowledgeable of NYS Penal Law ART 10 & 35.

II. USE OF FORCE:

- A. Any use of force by a member of this department will be documented and submitted to the Officer in Charge of the BROWNVILLE/GLEN PARK POLICE DEPT.
- B. A use of force must be predicated on all the following:
 - 1) Justified
 - 2) Necessary
 - 3) Not Reckless
 - 4) Reasonable

BROWNVILLE/GLEN PARK POLICE DEPT. POLICIES AND PROCEDURES	POLICY
SUBJECT: USE OF FORCE	ISSUED TO: ALL MEMBERS OF THE DEPARTMENT
AUTHORITY OF: VILLAGE BOARD: BROWNVILLE & GLEN PARK	ISSUED BY: OFFICER IN CHARGE

REFERENCES: NYS PENAL LAW AND NYS CRIMINAL PROCEDURES LAW, USE OF FORCE MODEL POLICY SEPTEMBER 2020

PURPOSE: Law enforcement officers around the country and here in New York State are authorized to use reasonable and legitimate force in specific circumstances. Federal constitutional and state statutory standards dictate when and how much force can be used. This policy is founded in these standards but is not intended to be an exhaustive recitation of state and/or federal legal framework governing use of force. The policy is designed to provide guidance to individual agencies as they develop their own use of force policies in accordance with Executive Law §840(4)(d)(3).

This policy is not intended to endorse or prohibit any particular tactic, technique, or method of employing force. Separate policy guidance and training should be provided for each of the available force instrumentalities made available to officers.

POLICY: The federal and state standards by which use of force is measured are both founded in the basic premise of objective reasonableness. The amount of force that is used by the officers shall be the amount of force that is objectively reasonable under the circumstances for the officer involved to effect an arrest, prevent an escape, or in defense of themselves or others. The standard of objective reasonableness, established by the United States Supreme Court in *Graham v. Connor*, is used in this policy and is intended to provide officers with guidelines for the use of force, including deadly physical force. As the Supreme Court has recognized, this reasonableness inquiry embodies “allowance for the fact that police officers are often forced to make split-second judgments — in circumstances that are tense, uncertain, and rapidly evolving — about the amount of force that is necessary in a particular situation.” This policy is written in recognition of the value of all human life and dignity without prejudice to anyone. Vesting officers with the authority to use reasonable force and to protect the public welfare requires a careful balancing of all interests. The officer may use only issued and approved

equipment. The use of any force, including but not limited to, unarmed self-defense, OC spray, X26P Taser, Baton, Collapsible Baton is considered a use of physical force. All incidents will require a Use of Force Report.

LEVELS OF FORCE:

1. Verbal persuasion
2. Unarmed self defense
3. OC Spray
4. Taser
5. Asp Baton / Baton
6. Deadly Force

PROCEDURE:

- I. Officers involved in use of force incidents shall immediately notify the OIC.
- II. Whenever force is used, the officer shall:

Immediately evaluate the need for medical attention or treatment for the person upon whom the force was used. The officer shall arrange for such treatment by requesting emergency medical services when the person has sustained a visible injury, complains of injury or discomfort, requests medical attention or if chemical agents were used. If there is no visible injury or complaint of injury, the officer(s) will increase observation to detect changes in condition, apply first aid and call for medical assistance as needed.

If the person refuses to be treated, he must sign the refusal statement on the emergency medical service's Pre-hospital Care Report form. If the person refuses to sign, the refusal must be witnessed on the form. The subject's acceptance or refusal of medical care shall also be documented in the officer's sworn statement.

Attempt to locate and identify any witnesses, documenting their statements.

Document and photograph injuries. Note: A photograph showing an absence of injury may be as important as one that shows injury.

Report or cause to be reported all facts relative to the incident in a sworn statement. In addition, complete a "Use of Force Report"

- III. All Officers of the BROWNVILLE/GLN PARK POLICE DEPT. who carry the previous mentioned items will be required to recertify yearly as required by D.C.J.S by an OPS/UDT.

IV. All Officers of the BROWNVILLE/GLEN PARK POLICE DEPARTMENT, who carry the previously mentioned items, must comply with ART. 35 of the NYS Penal Law use of force continuum in its entirety.

V. **REPORTING & REVIEWING THE USE OF FORCE**

A. A police or peace officer or other law enforcement entity who has custody of a person must provide attention to the medical and mental health needs of a person in their custody and obtain assistance and treatment of such needs, which are reasonable and provided in good faith.

1. This includes appropriate and timely medical attention being provided to a party injured as a result of a use of force incident.

2. The immediate mental health needs of a person shall be based upon the reasonable cause to believe that a person, who appears to be mentally ill, is conducting themselves in a manner which is likely to result in a serious harm to themselves or others.

B. Members involved in use of force incidents as described below shall notify their supervisor as soon as practicable and shall complete a departmental use of force report.

1. Use of force that results in a physical injury.

2. Use of force incidents that a reasonable person would believe is likely to cause an injury.

3. Incidents that result in a complaint of pain from the suspect except complaints of minor discomfort from compliant handcuffing.

4. Incidents where a conducted energy device (CED) was intentionally discharged or accidentally discharged after being displayed.

5. Incidents where a firearm was discharged at a subject.

C. A standardized use of force form should be used to document any reportable use of force incident.

D. Officers should document any requests for necessary medical or mental health treatment as well as efforts of police to arrange for such treatment

VI. **DEFINITIONS:**

A. Objectively Reasonable – An objective standard used to judge an officer's actions. Under this standard, a particular application of force must be judged through the perspective of a reasonable officer facing the same set of circumstances, without the benefit of 20/20 hindsight, and be based on the totality of the facts that are known to that officer at the time that the force was used.

B. Deadly Physical Force - Physical force which, under the circumstances in which it is used, is readily capable of causing death or other serious physical injury.

C. Physical Injury – Impairment of physical condition or substantial pain.

D. Serious Physical Injury – Physical injury which creates a substantial risk of death, or which causes death or serious and protracted disfigurement, protracted impairment of health or protracted loss or impairment of the function of any bodily organ.

VII. USE OF FORCE

A. In general terms, force is authorized to be used when reasonably believed to be necessary to effect a lawful arrest or detention, prevent the escape of a person from custody, or in defense of one's self or another.

B. Under the 4th Amendment, a police officer may use only such force as is "objectively reasonable" under the circumstances. The reasonableness of a particular use of force must be judged from the perspective of a reasonable officer on the scene.

VIII. DETERMINING THE OBJECTIVE REASONABLENESS OF FORCE

A. When used, force should be only that which is objectively reasonable given the circumstances perceived by the officer at the time of the event.

B. Factors that may be used in determining the reasonableness of force include, but are not limited to:

1. The severity of the crime or circumstance;
2. The level and immediacy of threat or resistance posed by the suspect;
3. The potential for injury to citizens, officers, and suspects;
4. The risk or attempt of the suspect to escape;
5. The knowledge, training, and experience of the officer;
6. Officer/subject considerations such as age, size, relative strength, skill level, injury or exhaustion, and the number of officers or subjects;
7. Other environmental conditions or exigent circumstances.

IX. USE OF DEADLY PHYSICAL FORCE

A. Deadly physical force may be used by an officer to protect themselves or another person from what the officer reasonably believes is an imminent threat of serious physical injury or death.

B. Deadly physical force may be used to stop a fleeing suspect where:

1. The officer has probable cause to believe the suspect has committed a felony involving the infliction or threat of serious physical injury or death; and,

2. The officer reasonably believes that the suspect poses an imminent threat of serious physical injury to the officer or to others.

3. Where feasible, some warning should be given prior to the use of deadly physical force.

C. Chokeholds and Obstruction of Breathing or Blood Circulation 1. Any application of pressure to the throat, windpipe, neck, or blocking the mouth or nose of a person in a manner that may hinder breathing, reduce intake of air or obstruct blood circulation, is prohibited unless deadly physical force is authorized.

X. PROHIBITED USES OF FORCE

A. Force shall not be used by an officer for the following reasons:

1. To extract an item from the anus or vagina of a subject without a warrant, except where exigent circumstances are present;

2. To coerce a confession from a subject in custody;

3. To obtain blood, saliva, urine, or other bodily fluid or cells, from an individual for the purposes of scientific testing in lieu of a court order where required;

4. Against persons who are handcuffed or restrained unless it is used to prevent injury, escape, or otherwise overcome active or passive resistance posed by the subject.

XI. INVESTIGATING USE OF FORCE INCIDENTS

A. Where practicable, a supervisor should respond to the scene to begin the preliminary force investigation.

B. A supervisor that is made aware of a force incident shall ensure the completion of a use of force report by all officers engaging in reportable use of force and, to the extent practical, make a record of all officer's present.

C. Photographs should be taken which sufficiently document any injuries or lack thereof to officers or suspects.

D. The [applicable person, unit, or bureau] will receive the supervisor's report and conduct an investigation.

E. Consistent with agency disciplinary protocols and any applicable collective bargaining agreements, agency policy should establish standards for addressing the failure to adhere to use of force guidelines.

XII. TRAINING

A. All officers should receive training and demonstrate their understanding on the proper application of force.

B. Training topics will include use of force, conflict prevention, conflict resolution and negotiation, and de-escalation techniques and strategies, including, but not limited to, interacting with persons presenting in an agitated condition as well as duty to intervene and prohibited conduct.

C. This policy is not intended to be a substitute for proper training in the use of force. Comprehensive training is the key to the real-world application of the concepts discussed within this policy.

XIII. USE OF TASER

A. The TASER will be obtained from AXON. They are to be deployed as an additional non-lethal weapon capability and are not intended to replace firearms or other self-defense techniques. The TASER may be used to control dangerous or violent subjects when deadly force does not appear to be justified or necessary; when attempts to subdue a targeted subject by lesser use of force have been, or will likely be, ineffective in the situation. When there is a reasonable expectation that it will be unsafe for law enforcement personnel to approach within physical contact range of the targeted subject; and, when law enforcement personnel reasonably believe the targeted subject is a credible threat to themselves or bystanders.

B. Tactical Deployment of the TASER.

a. Will be limited to the degree of force necessary to affect an apprehension, and or protect life or prevent serious injury. Only the minimum amount of force necessary to affect the apprehension will be used.

b. Officers shall use verbal commands and point the laser sight at the subject prior to firing, unless the circumstances require immediate action to protect law enforcement personnel's or third party's safety.

c. Officer will have additional cartridges available ready to fire in case probes miss the target or there is a malfunction.

d. Have backup present to prepare to arrest or use other force options as appropriate and necessitated by the situation.

e. Aim for the back if possible. Avoid aiming at the face or other vulnerable areas (head, neck or genital areas)

f. Use cover and distance to ensure officer safety.

g. If the subject runs, the officer must also run to prevent the probe wires from breaking.

h. Avoid using the TASER on slanted roofs or on the edge of a building or any elevated position to eliminate the possibility of the targeted subject from falling.

i. Avoid using TASER on subjects in swimming pools or deep bodies of water due do the chance of the targeted subject drowning.

BROWNVILLE/GLEN PARK POLICE DEPT. POLICIES AND PROCEDURES	POLICY
SUBJECT: CROWD MANAGEMENT	ISSUED TO: ALL MEMBERS OF THE DEPARTMENT
AUTHORITY OF: VILLAGE BOARD: BROWNVILLE	ISSUED BY: OFFICER IN CHARGE

CROWD CONTROL

POLICY: Due to the size of department and resources available, any crowd control, crowd management, rioting or large crowd incidents, the BREMPD will contact the Jefferson County Sheriff's Office for assistance. Assistance may come from other outside agencies. Outside agencies will become the assigned agency to the incident and BREMPD will assume an assist agency and help with any available resources or personnel available.

C. The NYSDCS publishes and distributes a test announcement whenever a competitive examination is scheduled. This announcement will inform potential applicants of:

1. Minimum qualifications for appointment.
2. Subject of the examination.
3. Physical and medical requirements.
4. Application procedure.
5. Latest filing date for application.
6. Date of examination.
7. Advertise that the agency is an equal opportunity employer.

D. The NYSDCS will administer all written tests for positions within the Black River/Evans Mills Police Department and will:

1. Select and train their personnel to administer examinations.
2. Maintain the security of examination materials.
3. Dispose of examination materials in accordance with applicable laws and regulations.

2. Responsibilities of the Brownville / Glen Park Village Police Department

A. The Chief or Officer in Charge shall have the authority to select candidates for the position of police officer for the Department. The Chief or Officer in Charge shall be the appointing authority for all police officers. The Office of Human Resources of Jefferson County shall coordinate the selection process in accordance with NYS Civil Service Rules. The selection process for sworn personnel shall be administered in the following steps:

1. At the direction of the Chief or Officer in Charge, the NYSDCS will be informed of vacancies within the department, and the active Civil Service Eligibility List for the vacant position will be requested;
2. The Office of Human Resources will send/process canvass letters in accordance with Civil Service law and regulations. The Office Human Resources invites the candidates to a qualifying agility test by sending:
 - a. A standard Civil Service canvass letter (form DCS-S-60);
 - b. An agility test invitation/informational letter (form SAF-59) with a map;
 - c. A physical agility waiver form
 - d. Candidate background questionnaire.

B. Candidates are provided a number to call and confirm their appearance at the agility test, as well as instructed to return the completed canvas letter. The invitation letter informs the candidates:

1. If not interested in appointment to the position as described, they should return the canvass letter with the appropriate declination reason box checked off;

5. Psychological Evaluation: Prior to appointment, candidates will be required to participate in a psychological evaluation to determine their fitness to perform the essential duties of the position. Failure to meet the standards may result in disqualification.

6. Investigative Screening: Because of the nature of the position there is a background investigation, including, but not limited to: education, military, employment, credit, drug use and criminal records. Applicants must authorize access to these records. This investigation may include interviews of family, neighbors, associates and others. Derogatory information will be evaluated and may result in disqualification. A complete background check will be required, including a fingerprint check with the New York State Division of Criminal Justice Services and the FBI. The candidate will be responsible for payment of the required fees. All convictions must be reported. Conviction of a felony or misdemeanor, or any falsified or omitted information on your application, may bar appointment or result in removal after appointment, depending upon the relationship of the violation or omission to the duties of the position. The candidate must be legally eligible to carry a firearm and must complete firearms qualification after appointment.

PROCEDURES:

1. New York State Department of Civil Service (NYSDCS) for candidates not yet a police officer, and not eligible for lateral transfer.

A. The preliminary method of recruitment for the position of full-time police officer within the department is through the New York State Department of Civil Service testing program and they shall develop all written examinations and set the physical agility examination requirements for police officer candidates. The New York State Department of Civil Service will:

1. Design examinations to be valid, useful and have minimum adverse impact.
2. Provide these examinations to the Black River/Evans Mills Police Department.
3. Score written examinations in a uniform manner.

B. The NYSDCS establishes procedures for:

1. Receiving and processing applications.
2. Administering written examinations and physical agility testing.
3. Establishing lists of eligible candidates.
4. Re-testing and re-application.

2. Candidates will not be allowed to participate without the completed and signed physical agility waiver form dated within the past thirty days by the candidate's physician and positive proof of their identity.

3. If the candidates have documentation of passing the agility test within the last year, but were not previously appointed, they are asked to return the canvass letter and confirm by phone that they have passed the agility test within the year.

C. All candidates for police officer positions within the Department must pass a physical agility examination prior to becoming eligible for appointment. All physical agility waiver forms should be inspected before proceeding and collected for the record. All candidates who pass the agility test should be given a signed and dated "pass agility" notice; successful completion of the agility is valid for one year from date of test. These tests shall be administered at the discretion of the County office of Civil Service. Candidates must also be advised that if they meet the minimum standards they must also provide:

1. US postal money order in the amount of \$75.00 to cover processing of fingerprints and must be prepared to be fingerprinted.
2. A copy (not original) of their college transcript;
3. Their original birth certificate, or certified copy.

D. Candidates, who fail the agility test, the first time, are informed that they have a second opportunity to complete the agility. Candidates will also be informed that they may continue to be canvassed by other campuses. If they receive a canvass letter from a campus where they are willing to accept employment and they are ready to retake the agility test, they should respond that they are interested. If they are not ready to take the agility they should respond as temporarily unavailable.

E. Candidates that fail the agility test a second time will be disqualified from any current Police Officer eligible lists.

F. Candidates who meet the agility test standards will move on to the next step. The Department will conduct interviews of qualified candidates and will make a selection from among the three highest-scoring acceptors. Candidates will be given an oral interview to determine their suitability for the intended position.

G. Each candidate will complete and file the Background Investigation Questionnaire and Authorization for Release of Information before the end of the interview.

H. Oral interviews shall employ a standardized set of questions that are non-discriminatory. Pre-employment interviews shall not ask questions regarding the candidate's health, possible disabilities, or workman's compensation/sick time history.

I. The Chief or Officer in Charge of the Department then reviews the interview results and advises County Human Resources (HR) of their preferred selection. If the selected sworn candidate accepts, their name, social security number, and date of birth will be provided to County Human Resource.

J. Background investigations of eligible candidates will be conducted. The background investigation must include, at a minimum:

1. Credentials of the candidate.
2. Candidate's criminal record.
3. At least three- (3) personal character references.

K. The Chief or Officer in Charge of the agency shall serve as the investigator for background investigations, unless the Chief or Officer in Charge appoints a qualified officer to do the background investigation.

3. Lateral Transfer of applicants (within NYS)

A. Applicants for lateral transfer must meet all criteria for lateral transfer established by New York State Civil Service Law and the Jefferson County Office of Human Resources. Officers should provide the Black River/Evans Mills Police Department with records from the agency where they had been previously employed and appointed to a civil service position with police officer status as defined in NYS CPL 1.20.

B. Candidates for lateral transfer shall be processed in accordance with the provisions of this order. Candidates with BCPO that have already been appointed to the position of police officer through a competitive list and are transferring may be exempt from certain requirements.

C. All candidates for lateral transfer must have:

- Current Appointment must have been from a valid NYS Civil Service List as a Police Officer CPL 1.20
- Must have successfully completed the New York State DCJS Basic Course for Police Officers or be certified Police Officer by NYS DCJS
- Have successfully completed a one (1) year probationary period
- Have a clean service record
- Submit to a complete background investigation
- Must have a valid New York State Driver's License
- DCJS does not accept lateral transfers from the New York City Police Department or New York State Police.

D. Candidates for lateral transfer may be appointed by the Chief or Officer in Charge in accordance with the "Rules for Classified Service" and the NYS Civil Service Law.

4. Records

- A. The Department shall be responsible for maintaining all applications and materials pertaining to the selection process.
- B. Selection materials shall be stored in a locked file when not in use.
- C. If selection materials are disposed of, they shall be shredded or burned under documented, monitored conditions to prevent disclosure of the information therein.
- D. Records of law enforcement officers who have been selected will be maintained a minimum of six years beyond the duration of their employment.

FREQUENCY OF REVIEW AND UPDATE:

Policies will have a normal review period of every five (5) years unless required otherwise.

BROWNVILLE/GLEN PARK POLICE DEPT. POLICIES AND PROCEDURES	POLICY
SUBJECT: DUTY TO INTERVENE/REPORT	ISSUED TO: ALL MEMBERS OF THE DEPARTMENT
AUTHORITY OF: VILLAGE BOARD: BROWNVILLE & GLEN PARK	ISSUED BY: OFFICER IN CHARGE

REFERENCES: NYS DCJS USE OF FORCE MODEL POLICY

POLICY: DUTY TO INTERVENE AND REPORT

It is the policy of the Bownville/Gln Park Police Department to ensure its members use only that level of physical force necessary in the performance of their duties within the limits established by Article 35 of the New York State Penal Law and consistent with the training given by this department.

It is the responsibility of each member to be aware of the requirements of Article 35 and to guide his/her actions based upon that law. Only issued and/or approved equipment will be carried on duty and used when applying physical force, except in an emergency when the officer may use other resources at his disposal.

DUTY TO INTERVENE AND REPORT

A. Any officer present and observing another officer using force that he/she reasonably believes to be clearly beyond that which is objectively reasonable under the circumstances shall intercede to prevent the use of unreasonable force, if and when the officer has a realistic opportunity to prevent harm.

B. An officer who observes another officer use force that exceeds the degree of force as described in subdivision A of this section should promptly report these observations to a supervisor.

BROWNVILLE/GLEN PARK POLICE DEPT. POLICIES AND PROCEDURES	POLICY
SUBJECT: CODE OF ETHICS / CONDUCT	ISSUED TO: ALL MEMBERS OF THE DEPARTMENT
AUTHORITY OF: VILLAGE BOARD: BROWNVILLE & GLEN PARK	ISSUED BY: OFFICER IN CHARGE

A. Officers of the Black River / Evans Mills Police Department will conduct themselves in a manner that is consistent with the policies and philosophies of the Black River / Evans Mills Police Department.

B. Code of Ethics for Law Enforcement Officers:

I hold my law enforcement powers on behalf of the people. Through my professional and personal example, I shall demonstrate that I respect them and I shall strive to realize their high expectations of me.

I am sworn to protect them and I shall enforce their laws in good faith, fairly, with courage and integrity, to the best of my ability.

In doing so, I shall build their trust and confidence in the law.

I shall never betray them by willfully abusing my powers, authority or knowledge.

To these ends, I serve the people.