



**Schenectady
Police Department**



In Partnership With Our Community

***Police Candidate
Information***

Police Candidate Processing

The process to become a Schenectady police officer is very comprehensive and involves successfully completing all of the following steps:

- Meeting all of the requirements for eligibility to take the entrance exam
- Passing grade on the entrance exam and reachable on the resulting Civil Service list
- Physical agility test
- Submission of an extensive Personal History Questionnaire
- Interview with the Department's command staff
- Background investigation
- Polygraph exam
- Psychological evaluation
- Physical exam and drug test
- Interview with the Mayor

If you successfully complete every stage of processing, you may be offered an appointment. Appointments are made as vacancies occur.

Appointments are probationary for one year from date of hire. Candidates **MUST** successfully complete the 6-month Basic School at the Zone 5 Police Academy and the Department's 13-week field training program in order to continue employment.

Employment Benefits

Salary (2005)

Academy Rate - \$29,717

Step 1 (upon Academy graduation) - \$36,377

Step 2 - \$37,891

Step 3 - \$40,926

Step 4 - \$45,470

Step 5 - \$53,141

Annual Longevity Pay

1st year of service - 2% of base salary (\$727)

2nd year of service - “ “ “ (\$757)

3rd year of service - “ “ “ (\$818)

4th year of service - “ “ “ (\$909)

5th through 9th years of service - 4.25% of base salary (\$2,258)

10th through 14th years of service - 5.25% of base salary (\$2,789)

15th through 18th years of service - 6.25% of base salary (\$3,321)

19th year of service & thereafter - 7.25% of base salary (\$3,852)

Holiday Pay

Department members receive an annual check consisting of 12 days pay for the following holidays, regardless of if they work them:

New Year's

Martin Luther King Day

Lincoln's Birthday

Washington's Birthday

Memorial Day

Independence Day

Labor Day

Columbus Day

Election Day

Veterans Day

Thanksgiving

Christmas

- Academy Rate - \$1,371
- Step 1 - \$1,781
- Step 2 - \$1,855
- Step 3 - \$2,004
- Step 4 - \$2,226
- Step 5 - \$2,551

Overtime and Call Back

Overtime: All overtime is paid at 1.5 times base salary.

Call Back: Off-duty members who are called back to duty for any reason are paid a minimum of 4 hours pay at 1.5 times base salary.

Holidays: Members required to work on any of the aforementioned holidays are paid overtime.

Work Schedule

Members work permanent 8 hour and 20 minute shifts.

Members work a rotating weekly schedule of 5 days on / 2 days off, then 6 days on / 3 days off.

Compensatory Time

When working overtime, members can elect to take up to 2/3 of the overtime in compensatory time in lieu of money, and may accumulate a maximum of 480 hours of compensatory time.

Sick Leave

During the first 15 years of service, sick leave is earned at a rate of 15 days per year (1 per month plus an additional 3 on the member's next anniversary date).

After completion of 15 years of service, sick leave is earned at a rate of 18 days per year (1.5 per month).

Upon initial employment, a member is credited with a catastrophic bank of 240 days. This bank is reduced by 7.5 days on each anniversary date of employment.

Upon retirement, a member is paid 25% of the value of the sick leave credited to them in excess of 120 days and up to 240 days (not including any days remaining in the catastrophic bank).

Vacation

1st year of service – 7 days (credited on a pro-rated basis on 12/31 of year of hire – to be used following year)

2nd year of service – 10 days

3rd year of service – 15 days

4th year of service – 20 days

5th year of service & thereafter – 25 days

Personal Leave

24 hours each calendar year.

Death Leave

5 paid days due to a death in immediate family (spouse, child, sibling, parent, grandparent).

Health Insurance

The City provides hospitalization, medical, and dental insurance for each officer and their family (spouse and children), and offers a variety of insurance providers from which to choose medical coverage. The City's dental insurance provider is Delta Dental.

Members must contribute a portion of health and dental insurance costs in the following manner:

- 1st year of service – 50%
- 2nd year of service – 40%
- 3rd year of service – 30%
- 4th year of service – 20%
- 5th year of service – 10%
- 6th year of service & thereafter (*including retirement*) – The City pays 100%

Life Insurance

The City provides the following life insurance coverage:

\$10,000 on the employee

\$5,000 on the employee's spouse

\$1,000 on each of the employee's children that are 6 months of age or older

\$100 on each of the employee's children that are less than 6 months old

In addition, the policy contains a 24-hour accidental death and dismemberment provision so that if the member dies as a result of any accident, a benefit of \$30,000 will be paid.

Uniforms and Equipment

All necessary uniforms and equipment are provided at the City's expense.

Pensions

The City provides a non-contributory retirement plan that allows members to retire at 50% pay after 20 years of service.

Residency

Members are not required to live in the City. However, members who choose to live outside of the City during their first six years of employment will forfeit their annual Holiday check for that period of time. A residence must be established within 20 miles of Police Headquarters.

Seniority

Choice of shift assignments, work schedules, vacation selections, and most job assignments are done strictly by seniority.

Promotional Opportunities

Advancement to the ranks of Sergeant, Lieutenant, Captain, Assistant Chief and Chief are based upon a competitive civil service exam. Officers with 3 years of continuous service with the Department are eligible to take the Sergeants exam.

Tuition Reimbursement

Members who successfully complete optional educational courses related to the furtherance of their proficiency as a police officer are eligible to be reimbursed by the City for 50% of the cost of the tuition and other expenses.